

# **Set Up and Break Down**

**OF YOUR ASSIGNED VOTE CENTER**

# Equipment Election judge will pick up



- 2 sets Equipment Keys
- Blue Wagon
- Votec Voter Kiosk
- Red 'Pizza' Bag – contains kiosk arm extension, surge protectors, scanner stand, cleaning/sanitizing supplies, and personal protective equipment
- Display Board
- Cone Toppers
- Yard Signs



**Equipment  
Delivered by  
Facilities**

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DS200

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ExpressVotes

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Curbside ExpressVote

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Distance Cones

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Privacy Screens

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Sandwich Board with Curbside sign

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Crowd Control Chains (if needed)

# Sandwich Board

Sandwich Boards will be delivered by facilities. Sandwich Boards should be placed close to the entrance of the Vote Center and made **VISIBLE**.

We have added a Curbside Sign that will be attached with Velcro to the top of the Sandwich Board

**Curbside Voting**  
**Votacion en la Acera**  
**CALL: 432-688-4890**

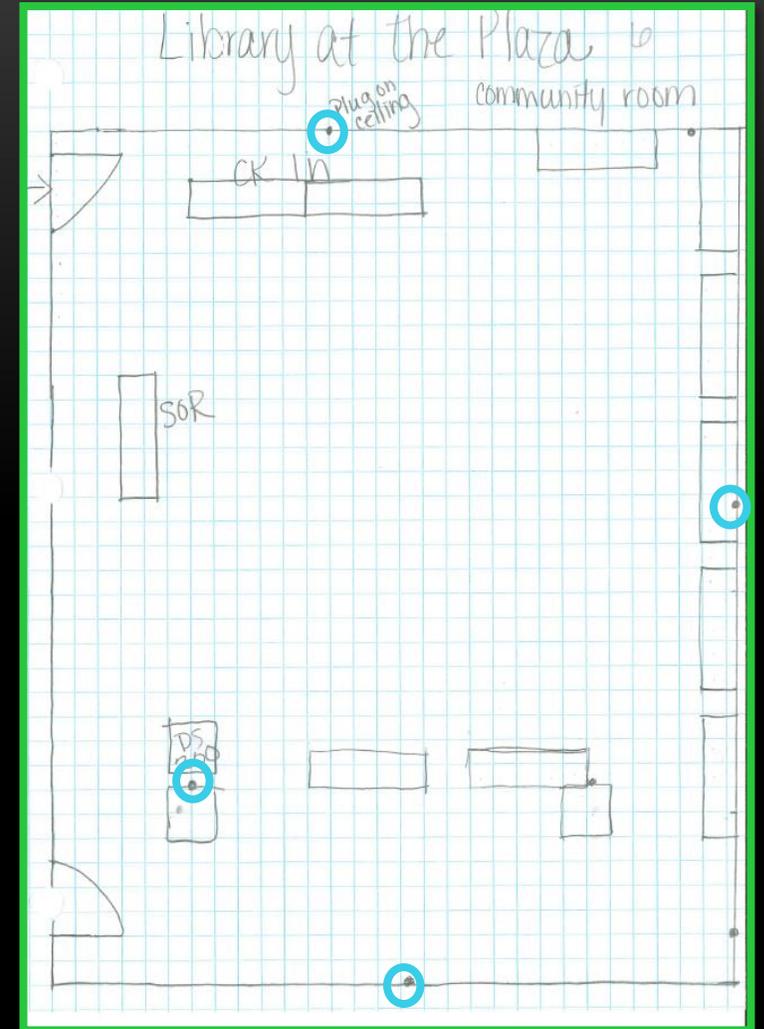
- Refer to your checklist for Set Up (day before voting starts) and for the Morning Voting Begins
- You will have step by step instructions to get your location, equipment and paperwork set up and ready for the election to begin
- Checklists will be inserted in protective sleeve and can be found in the file bin
- An expo marker will be provided so you can check off the tasks on the list as you go
- The Judges Instruction Manual will have more detailed information

## **Checklists for Set Up & Morning Voting Begins**

**SET UP**

# SET UP

- The first thing you want to do when arriving at your assigned Vote Center is take out your Judges Book
- The Judges book will have a diagram indicating how tables are to be set up for your location
- Wall plugs will be indicated with a dot
- Set up your location **AS INDICATED**
- We have provided enough surge protectors for all equipment based on provided set up
- A Set Up Checklist and Morning Voting Begins Checklist has also been provided to help



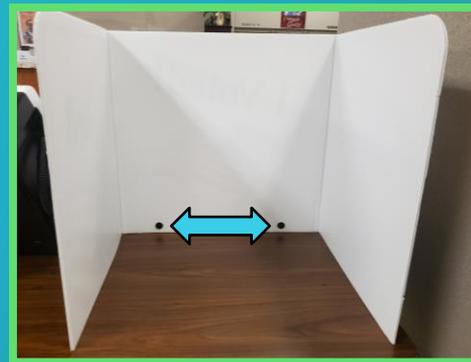
# ExpressVotes

# SET UP

**DO NOT REMOVE ORANGE ZIP SEAL UNTIL THE MORNING VOTING BEGINS.** When setting up ExpressVotes, **ALWAYS** space machines at least 3 feet apart. This prevents voters from seeing other voters screens

## Privacy Screens

- The inside, back wall of the privacy screen will have 2 small pieces of Velcro
- They will attach to 2 Velcro pieces attached to the top side of the ExpressVote



Remove **orange zip seals** and turn ExpressVotes on the Morning Voting Begins

## ExpressVote/Privacy Screen Set Up



Prepare the table for qualifying and accepting voters with

- Votec Voter Kiosk
- ExpressVote Ballot Printer – **Ballot Printer will be turned TOWARD the voter. Voters will now insert their own ballots into the ballot printer**
- Cradle Point Router (county owned facilities will connect to county Wi-Fi – Libraries, Horseshoe)
- Combination forms
- Voter Identification Procedures Flow Chart (for reference)
- A blue pen (Provisional voters **MUST** sign combo form)

Refer to Judges Book for proper set-up of equipment

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Prepare a table for voters to complete Statement of Residence

- Statement of Residence forms
- 2 blue pens

# Set up

# Before Voting Begins

# Set up

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## Before Voting Begins

### Prepare a table for YOU to

- Prepare ballots and combo forms for voting (stamping)
- Deal with voters with special circumstances (not found in VoteSafe, Cancel a Ballot by Mail request, Provisional voters)
- List of Provisional Voters
- File bin containing Provisional Ballot Packets
- Take care of spoiled ballots with Spoiled Ballot Envelope and Register of Spoiled Ballots

# Before Voting Begins

## SET UP

Set up Display board – Verify that the information on the display board is up to date

Post all necessary signs – Make sure all signs are visible to voters

- Vote Center sign
- Vote Center List
- 4 Closest Vote Centers (ED only)
- Notice of Voting Order Priority
- No phones sign
- Ballot scanner signs, by DS200
- Sample ballots (2)

# Set up

# Election Day

# Before Voting Begins

- Power on Voter Kiosk & attached components, DS200, and Express Votes
- Place 'Ballots Here' sign behind DS200 touchscreen
- Set Sandwich board up outside, close to the entrance of your Vote Center
- Place Distance cones (with toppers) 100 feet from the front entrance of your Vote Center (use 100-foot-long yarn provided in blue wagon to measure distance if needed)
- Place your Curbside Parking Cone in front of a spot close to the front of the Vote Center. DO NOT block a handicap parking spot
- Place 'Vote Here' yard signs outside of your Vote Center, visible to voters driving by
- Read aloud Oath of Election Judges and Clerks to all workers and have everyone sign form

**ALL SET UP MUST BE COMPLETED  
BEFORE THE POLLS OPEN – NO EXCUSES**

Early Voting - Most days polls open @ 8:00 AM

**Election Day – Polls open @ 7:00AM**

- Election Judge **AND** Alternate Judge should arrive to your location 1 hour before the polls open to allow enough time for set up and Oath taking
- Oath must be taken before the polls open **AND** as you get new workers throughout the Election
- Workers should be there 15 to 30 minutes before the polls open to complete Personnel sheets, timesheets, and Oaths
- Be sure to have enough ballots (and combo forms on Election Day) to get your day started
- A handful of **PREPARED** ballots must be fanned out to allow voters to select the ballot they will vote.
- Everyone should be at their assigned positions **BEFORE** the polls open

**Set  
Up**

# Set Up is Complete!

## You're Ready to Open the Polls!

Remember to keep count of your combo forms!

Keeping an accurate, hourly count will make it easier to find a mistake if it happens

You will compare the number of combo forms you have to the number of check-ins on VoteSafe to the number of ballots in the DS200. These numbers **MUST** balance

# The Polls Have Closed!

## BREAK DOWN

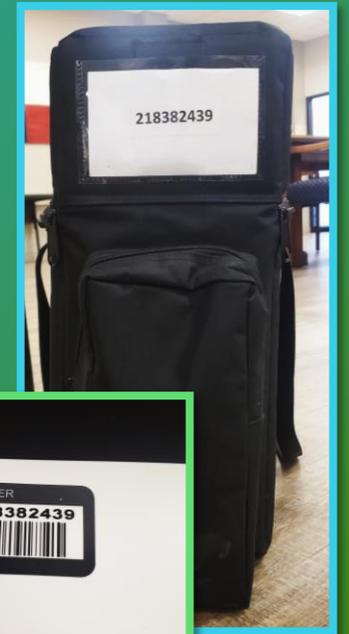
Before breaking down any equipment, **MAKE SURE YOU BALANCE!**

**DO NOT** break down any equipment until you are **POSITIVE** that all your numbers are in balance. Call the office with any problems

Start with the DS200. Follow the directions for closing the polls and print any required reports. The reports will take some time to generate. During this time, power off ExpressVotes and check-in equipment

ExpressVote padded cases are labeled with the units' serial number. Place an **orange zip seal** on each ExpressVote. Place the correct ExpressVote in the correct case (have workers help with breaking down equipment)

Place power cords inside the side pocket of the ExpressVote case



# Check List for Closing Polls

## Break Down

- Refer to your Check List for Closing Polls. This tells you where forms need to be placed for return
- Placing forms in the correct bags/envelopes makes the check-in process at the Elections office easier. We will be verifying information with you. Have chain of custody forms ready for the transfer of ballots and supplies
- Forms that need a signature will be indicated on the check list with red lettering. **SIGN ALL FORMS BEFORE DELIVERY TO OFFICE**
- Be sure to seal/lock all appropriate bags and Supply Wagon before delivery to office

- When reports have finished printing, follow the directions for closing the DS200 in your Judges book
- As soon as the DS200 thumb drive has been removed from the DS200, prepare the thumb drive for transport to the Elections Office
- DS200 thumb drive, Configuration Report (auto prints when powered on), Ballot Status Accounting Report, and Voting Results Report – Election Day ONLY – will be placed inside DS200 Thumb Drive Transport Bag
- Complete the DS200 Thumb Drive Chain of Custody form
- Election Day – Send the 2 individuals you have designated as your couriers to the Elections Office with results
- **Early Voting – Couriers are not required for Early Voting**

# **BREAKDOWN**

# Break Down

**TAKE CARE** when packing equipment away

**EACH** piece of equipment that is used during the course of the Election cost hundreds, and in some cases, thousands of dollars

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The supplies you picked up are the supplies you will deliver back to the office

**Early Voting – Leave ExpressVote Ballot printer, Kiosk Arm Extension, Cradle Point router, surge protectors, handheld scanner and scanner stand, totem board, yard signs, cone toppers and ‘Ballots Here’ sign for Election Day use!**

- **REMEMBER – This is YOUR money at work. Take care of the equipment, and the equipment will take care of us for years to come**

Texas Secretary of State Law states that the only individuals allowed to be present in the Central Counting Station while ballots are being counted are:

- Counting Station manager, tabulation supervisor, assistant to tabulation supervisor
- Presiding judge
- A watcher (with appropriate paperwork)
- A voting system technician
- County election officials
- A person whose presence has been authorized by the presiding judge of the central counting station (this is you), in accordance with this code

This means we CANNOT have anymore than **ONE** election judge in the office checking in at a time

**The Law as It  
Pertains to Delivery**