

The Judge/Lead has Extra Responsibilities

- Securely transports election equipment in their car to the Polling Place
- (hint: empty your car first, park your car in your garage, don't drive around a lot with the equipment, and get the equipment to a secure place within the Polling Place ASAP)
- Calls in and/or texts the closing numbers to Election Department
- Makes decisions in troubling situations
- Ultimately responsible for making sure that proceedings are legal
- Buy a signature stamp! Otherwise, your time will be taken up hand-signing blank ballots on Election Day rather than dealing with more important issues
- You can designate a Poll Worker to use this stamp

Judge/Lead Manages Interaction with Poll Watchers

- If Poll Watcher arrives, Judge/Lead Calls Nueces County Elections Department
- Poll Watcher presents Judge/Lead with **Certificate of Appointment** and training certificate
- Judge/Lead puts these in **Daily Folder**
- Judge/Lead has Poll Watcher take an **oath**
- Judge/Lead reminds Poll Watcher **not to use wireless** in polling place.
- Judge/Lead gives Poll Watcher a **name tag** to wear
- Poll Watcher **can sit or stand close enough to hear and see Poll Workers** conducting business
- Poll Watcher may make **written notes**
- Poll Watcher can not work as a **Poll Worker** while **Poll Watching**
- Poll Watcher can only point out observed irregularities or law violations to **Judge/Lead**.
- Poll Watcher can only speak to Judge/Lead, **unless** Judge/Lead allows a Clerk to speak with them
- Poll Watcher **can not watch** Voter vote unless Voter is being assisted by Poll Worker
- Poll Watcher **can follow** Judge/Lead returning election equipment to Nueces County Elections Department at close of Early Voting and/or Election Day

Judge/Lead is Responsible for Coordinating Setting Up and Tearing Down the Polling Place

- **Judge/Lead will inform Poll Worker team when both take place**
- **Setting up: tape informational paperwork on the check-in table**
 - **Set up a separate table for Voters to fill out paperwork**
 - **Set up the large folding poster on another table, and display sample ballot there**
 - **Set up the handicapped “booth” near the check-in table**
 - **Set up the Scanner near the exit but within sight of Poll Workers**
 - **Think about the “flow” of Voters entering and exiting: tape signs**

Judge/Lead Utilizes the Supply Box

- **Elections Department issues a supply box to each Judge/Lead, including:**
 - **Forms**
 - **Indoor signs**
 - **Tape (only use clear tape or painter's tape, not duct tape, which leaves a sticky residue)**
 - **Paper clips**
 - **Pens and styluses**
 - **Extension cords**
 - **Scissors**
 - **Tacky finger**
 - **Scratch pad**
 - **It does not include a hammer or shovel for putting signs into the ground, a stapler, or small envelopes. Bring in baggies and more paper clips.**

For Early Voting: Metal Cage is Delivered to Each Polling Place

- Judge/Lead is responsible for contacting the manager of the Polling Place to confirm delivery has occurred, and time of set-up.
- Judge/Lead will have been issued and transported the E-Poll Pad, Controller, Scanner, and blank “ballots” from the Elections Department, and is responsible to transport them for set-up.
- Judge/Lead may or may not be given a key to the Polling Place and is responsible for coordinating daily entries and exits
- Judge/Lead is responsible for confirming the rules of operating elections on the property: allowed entrances, exits, bathrooms, opening and closing times, where signs can be posted

Setting Up Before Elections

- **Set up is usually a day or so before opening, though it can be early on opening morning. (That's not the best option.)**
- **Judge/Lead checks issued supplies and equipment, and informs Elections Department if anything's missing.**
- **Poll Workers document seal numbers before removing. Set up DUOs, Controller, and Scanner. Power up to make sure everything works. Don't open polls! Shut off and seal equipment after testing.**
- **Set up tables, chairs, forms, sample ballots & legal display board on table closest to entrance. Tape down all wires with blue painter's tape. Tape signs on doors and tables: (on Election Day only) # of voters who voted every 2 hours, No Wireless Devices/Cameras, ID Required for Texas Voters, Prohibition of Hand Guns, (on Election Day only) 4 nearest Voting Locations**
- **Place outside signs**

Fill out Seal Verification Form Before Setting Up Equipment



Nueces County Elections Department Early Voting Seal Verification Log

Location: | Training

Election: November 4, 2025 Constitution:

Instructions: Verify the starting seal number is correct. At the end of the day, log the seal # for each device. The next day, verify that the

Equipment	Serial Number	Starting Seal	Oct. 20th	Oct. 21st	Oct. 22nd	Oct. 23rd	Oct. 24th	Oct. 25th	Oct. 27th	Oct. 28th
Controller										
Scanner										
Pollpad										
Pollpad										
Duo										
Duo										
Duo										
Duo										
Duo										
Duo										
Duo										
Duo										
Duo										
Duo										
Duo										

Persons Allowed in Polling Place

- Judge/Lead & Poll Workers
- Voting system technician
- The Secretary of State
- Staff member of the Elections Division of the Office of the Secretary of State
- Poll Watcher
- State Inspector
- A person admitted to vote
- A child under 18 years of age with a parent who is voting
- A person providing assistance to a Voter
- A person accompanying a disabled Voter
- A special police officer appointed by the Presiding Judge/Lead
- A county election official

Types of Ballots: When and How They're Used

Types of Ballots we deal with at the polling place:

Regular Ballot: vote on every Federal, State, City, County race pertinent to Voter's precinct

Ballot by Mail: same as Regular Ballot, but it's a **paper** ballot mailed to Voter and returned by mail. It must be surrendered to Judge/Lead if Voter wants to vote a regular ballot at the polling place. Must be canceled by Elections Department for Voter to vote at the polling place.

Provisional Ballot: offered when Voter doesn't have Ballot by Mail to surrender, or can't or won't present sufficient identification for a regular ballot, or for numerous other reasons discussed later in this presentation

Types of Ballots that are only handled by Kara's office: Restricted, Limited and Military Ballots

Ballots by Mail

Ballots by Mail were originally provided only to soldiers who were away from home, fighting a war.

Over decades, it has expanded to anyone who is away from their home when voting is taking place, and expanded to those that have or claim disabilities that cause them not to be able to vote in person.

Process starts with Voter requesting an application for Ballot by Mail from the Nueces County Elections Department before the advertised deadline of each election.

Voter fills out the Ballot by Mail application and returns it to the Elections Department.

Voter has choices when filling out the application: to request it for just one election and its' runoffs, or to request it for the whole calendar year. If Voter doesn't select one of those, the Elections Department will usually select "Annual" for Voter.

More Ballots by Mail

When Ballots by Mail are ready to be sent out for the specified election, the Elections Department sends them out to those who requested them and were approved to receive them.

A completed Ballot by Mail CAN'T be “dropped off” at any polling place. It must be mailed. Voter may hand deliver it to County Clerk’s office on Election Day ONLY.

When a Voter surrenders the Ballot by Mail at the Polling Place, the Judge/Lead calls the Elections Department, who then cancels the ballot so that the Voter can vote a regular ballot. The Judge/Lead (or a designated Election Clerk) then uses the red pen to draw a line through every page of the Ballot by Mail and accompanying paperwork that came with it. After calling the Elections Department and confirming the Ballot by Mail was canceled, Voter is processed through the E-Poll Pad, and votes a regular ballot. (But sometimes the cancelation isn’t immediate. Take the Voter’s phone number and contact them when the cancelation goes through.)

The Ballot by Mail, and the form/log for the Ballot by Mail, go in the Ballot by Mail canvas bag. This bag is locked up in the “cage” overnight, and is secured by a zip tie.

Many Provisional Voters are Ballot by Mail Voters who have no Ballot by Mail to Surrender

But, according to the SoS form, a Provisional Voter is also a person:

- whose name does not appear on list of registered Voters, or
- does not present valid Voter registration card, or
- cannot be verified through Voter Registrar's office, or
- who possesses an acceptable form of ID but does not have it with them, or
- who does not have a form of supporting ID with them and does not choose to retrieve one and vote later, or
- who is registered to vote but is attempting to vote in a precinct other than the one in which Voter is registered **(DOESN'T APPLY TO NUECES: WE VOTE COUNTY-WIDE)**
- who is on the list of registered Voters, but whose residence address is outside the political subdivision in which Voter is presenting to vote. **(DOESN'T APPLY TO NUECES: WE VOTE COUNTY-WIDE)**

If Voter Surrenders Ballot by Mail

- Voter fills out sections 1 & 3 on the Request to Cancel Ballot by Mail. Judge/Lead completes and signs
- Call Nueces County Elections Department to cancel the ballot
- Upon confirmation that the Ballot by Mail has been canceled, process Voter normally on the E-Poll Pad and Controller, issuing access code to allow voting a **regular ballot**.

REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN THE POLLING PLACE

84.032 (b) This Section Must Be Completed by Every Voter	I, _____, a qualified voter for the _____ (printed name of voter) (name of election)
	Election to be held on _____ / _____ / _____ request that my Application for Ballot by (month) (day) (year) Mail or Federal Post Card Application be cancelled.
	_____ VUID (required) Signature of Voter

To be Completed at an Early Voting or Election Day Polling Place

84.032 (d) Voter Has Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot	Statement: I am surrendering my ballot by mail, presenting a Notice of Improper Delivery or presenting a Notice of Surrendered Ballot to an election officer at the polling place. I hereby request that my Application for a Ballot by Mail or Federal Post Card Application be cancelled for this election.
	_____ Signature of Voter
63.011 (a-1) Voter Does Not Have Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot	Statement: I do not have possession of my mailed ballot or a Notice of Improper Delivery or a Notice of Surrendered Ballot at the time I offered to vote. I wish to cancel my Application for a Ballot by Mail or Federal Post Card Application and vote in person. I understand that I will be given a Provisional Ballot.
	_____ Signature of Voter

This section to be completed by Election Official.

Name of Voter _____ VUID Number _____
(Name of Voter) (Required)

Registered Precinct Number _____

Sworn and subscribed before me, this _____ day of _____, 20____.
(Day) (Month) (Year)

Signature of Election Official Witnessing Affidavit

Instructions for Deputy Early Voting Clerk or Election Judge:

Top Box to be Completed by Election Official and Voter

1. Complete the top box labeled, "This Section Must Be Completed by Every Voter."

Include all the required information:

- a. Printed name of voter as it appears on the List of Registered Voters
 - b. Name of Election
 - c. Date of Election
 - d. VUID number as it appears on the List of Registered Voters
2. Direct the voter to sign the top box on the "Signature of Voter" Line.
 3. Ensure that all information is complete including the required VUID number.

Instructions for Completion of Affidavit by Voter

4. Determine which affidavit the voter should complete.
5. If voter has possession of the mailed ballot, Notice of Improper Delivery or a Notice of Surrendered Ballot, ensure that the voter signs the affidavit labeled "Voter Has Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [84.032(d)]
 - a. After the voter signs the affidavit and surrenders the mailed ballot, Notice of Improper Delivery or Notice of Surrendered Ballot, the voter is entitled to receive a regular ballot.
6. If the voter does not have possession of the mailed ballot, Notice of Improper Delivery or the Notice of Surrendered Ballot, the voter must sign the affidavit in the box labeled, "Voter Does Not Have Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [63.011(a-1)]
 - a. Once the voter signs the affidavit, he or she may only be given a Provisional Ballot.
 - b. Please ensure that the voter completes all the necessary information on the Affidavit of Provisional Voter before issuing the Provisional Ballot.

All information must be completed so that the appropriate voter's Application for Ballot by Mail or Federal Post Card Application can be cancelled.

If Ballot by Mail is not Surrendered...

- Inform Voter that they can vote a **Provisional Ballot.**
- Have Voter fill out sections 1 & 3 on the Request to Cancel Ballot by Mail. Lead completes and signs.
- Call Nueces County Elections Department to cancel the ballot.
- Refresh on the E-Poll Pad.
- Then, follow guidelines for voting a **Provisional Ballot.**



6-7
Prescribed by Secretary of State
Sections 63.011, 84.032, 84.038 Texas Election Code
1/2022

REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN THE POLLING PLACE

84.032 (b)	I, _____ (printed name of voter), a qualified voter for the _____ (name of election) Election to be held on _____ / _____ / _____ (month) (day) (year) request that my Application for Ballot by Mail or Federal Post Card Application be cancelled.
This Section Must Be Completed by Every Voter	_____ VUID (required) _____ Signature of Voter
To be Completed at an Early Voting or Election Day Polling Place	
84.032 (d)	Statement: I am surrendering my ballot by mail, presenting a Notice of Improper Delivery or presenting a Notice of Surrendered Ballot to an election officer at the polling place. I hereby request that my Application for a Ballot by Mail or Federal Post Card Application be cancelled for this election.
Voter Has Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot	_____ Signature of Voter
63.011 (a-1)	Statement: I do not have possession of my mailed ballot or a Notice of Improper Delivery or a Notice of Surrendered Ballot at the time I offered to vote. I wish to cancel my Application for a Ballot by Mail or Federal Post Card Application and vote in person. I understand that I will be given a Provisional Ballot.
Voter Does Not Have Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot	_____ Signature of Voter

This section to be completed by Election Official.

Name of Voter _____ (Name of Voter) VUID Number _____ (Required)

Registered Precinct Number _____

Sworn and subscribed before me, this _____ (Day) day of _____ (Month), 20 _____ (Year)

Signature of Election Official Witnessing Affidavit

Instructions for Deputy Early Voting Clerk or Election Judge:

Top Box to be Completed by Election Official and Voter

- Complete the top box labeled, "This Section Must Be Completed by Every Voter." Include all the required information:
 - Printed name of voter as it appears on the List of Registered Voters
 - Name of Election
 - Date of Election
 - VUID number as it appears on the List of Registered Voters
- Direct the voter to sign the top box on the "Signature of Voter" Line.
- Ensure that all information is complete including the required VUID number.

Instructions for Completion of Affidavit by Voter

- Determine which affidavit the voter should complete.
- If voter has possession of the mailed ballot, Notice of Improper Delivery or a Notice of Surrendered Ballot, ensure that the voter signs the affidavit labeled "Voter Has Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [84.032(d)]
 - After the voter signs the affidavit and surrenders the mailed ballot, Notice of Improper Delivery or Notice of Surrendered Ballot, the voter is entitled to receive a regular ballot.
- If the voter does not have possession of the mailed ballot, Notice of Improper Delivery or the Notice of Surrendered Ballot, the voter must sign the affidavit in the box labeled, "Voter Does Not Have Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [63.011(a-1)]
 - Once the voter signs the affidavit, he or she may only be given a Provisional Ballot.
 - Please ensure that the voter completes all the necessary information on the Affidavit of Provisional Voter before issuing the Provisional Ballot.

All information must be completed so that the appropriate voter's Application for Ballot by Mail or Federal Post Card Application can be cancelled.



**Judge/Lead completes the left side on the back of the green envelope.
Mark the reason for voting Provisional. If not surrendering Ballot by Mail, select #8: "other"**

TO BE COMPLETED BY ELECTION JUDGE:

VOTER PRESENTED ACCEPTABLE FORM OF AND EXECUTED IDENTIFICATION OR A SUPPORTING FORM OF IDENTIFICATION A REASONABLE IMPEDIMENT DECLARATION

Yes No

REASON FOR VOTING PROVISIONALLY

1. _____ Failed to present acceptable form of photo identification, a supporting form of identification with an executed Reasonable Impediment Declaration, or voter registration certificate with exemption.
2. _____ Voter not on list of registered voters.
3. _____ Voter not on list, registered in another precinct.
4. _____ Voter on list of people who voted early by mail, and voter has not surrendered mail ballot, presented a Notice of Improper Delivery, or presented Notice of Surrendered Ballot.
5. _____ Voting after 7:00 p.m. due to court order.
6. _____ Voter on list, but registered residence address is outside the _____ political subdivision.
7. _____ Registered at Department of Public Safety (DPS): When: _____
Where: _____
8. _____ Other: _____ (Please explain)

Sworn and subscribed to before me this date: _____.

Signature of Election Lead

TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:

I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s) was made:

FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE

1. _____ Voter presented acceptable form of identification **OR** a supporting form of identification and executed a Reasonable Impediment Declaration within 6 calendar days of election day.
2. _____ Voter met disability exemption within 6 calendar days of election day.
3. _____ Voter executed religious objection affidavit within 6 calendar days of election day.
4. _____ Voter executed natural disaster affidavit within 6 calendar days of election day.
5. _____ Voter did not satisfy identification or affidavit requirements, listed in categories 1-4 above, within 6 calendar days of election day.

FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS

6. _____ Not a registered voter or registration not effective in time for this election.
7. _____ Registered to vote, erroneously listed in wrong precinct.
8. _____ Registered to vote in a different precinct within the county.
9. _____ Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office.
10. _____ Voter erroneously removed from the list.
11. _____ Voter is not registered to vote in _____ political subdivision.
12. _____ Other: _____ (Please explain)

Signature of Voter Registrar

Date

Action taken by the Early Voting Ballot Board: ACCEPTED REJECTED Signature of Ballot Board Lead: _____

Processing Provisional Voters on the E-Poll Pad

- If you can run the Voter's ID on the E-Poll Pad, select "Process Provisionally"
- Select reason for Provisional Ballot from E-Poll Pad menu
- If successful, you get a DRE code to put on the green envelope
- **If Voter's name can't be pulled up on the E-Poll Pad, you don't get a DRE that you can scan and put on the Provisional paperwork's green envelope. Issue an extra access code on the Controller and proceed, and document this.**

Provisional Voter – Finishing paperwork

- Voter votes on the DUO with their access code, folds the “voter record” (it’s not a ballot until it’s accepted by the Ballot Board and the vote is cast), and puts it in the white secrecy envelope
- Voter takes the filled out and signed form that was below the access code that was printed on the Controller, and puts it in the white secrecy envelope, too.
- Voter places sealed **white** secrecy envelope in **green** envelope then seals green envelope. **Judge/Lead signs green envelope.**
- Judge/Lead adds Voter to “List of Provisional Voters” on the form provided in the Provisional Voters canvas bag.
- Judge/Lead informs Voter that they have 5 days to appear at county courthouse to resolve their issue to make their vote count.

Processing Provisional Voters on Controller

- Select **Create Access Code**
- Choose correct precinct and select OK
- Select “**Mark as Provisional**” and print access code
- Access code will be a very long code, with the top half being the code and the bottom half being the part that you have to cut off and put in the white secrecy envelope along with the Voter’s Provisional Ballot
- Voter prints their name and signs the bottom part of the access code where indicated
- Separate top and bottom parts of access code, giving the **top part** to the Voter to begin voting

Voters Using Interpreters for Assistance

- Voter may select an interpreter who is **not the Voter's employer, an agent of Voter's employer, or an officer or agent of a labor union to which Voter belongs.**
- An interpreter may interpret for any number of **Voters.**
- For each Voter, the interpreter must take the **Oath of Interpreter.**

ASSISTING A VOTER: Who is Eligible for Assistance?

Voter is eligible to receive assistance in marking or reading the ballot if Voter can not prepare or read the ballot because of:

- (1) a physical disability that renders Voter unable to write or see, or
- (2) an inability to read the language in which the ballot is written

Assisting a Voter includes the following

- (1) reading the ballot to the Voter, or
- (2) directing the Voter to read the ballot or
- (3) marking the Voter's ballot, or
- (4) directing the Voter to mark the ballot

ASSISTING A VOTER: VOTER'S CHOICE

- Voter's choice of Assistant must sign an **Oath of Assistance**.
- If Voter is assisted by a person of the Voter's choice, Poll Worker asks **Voter** if Voter wants the entire ballot read to Voter.
- If Voter says "yes", Poll Worker instructs the person assisting Voter to read **entire ballot** to Voter.
- **No other person** except for the person rendering assistance is permitted to be present while Voter prepares their ballot.
- Poll watchers and inspectors **MAY NOT** observe the assistance rendered by Voter-chosen assistants

ASSISTANTS MAY NOT INSTRUCT VOTERS HOW TO VOTE!

**Electronic Equipment Used in the
Polling Place –
And, What Kind of Equipment We Don't
Use!**



NOTICE

Prohibition of Certain Devices Within 100 Feet of Voting Stations

Persons are not allowed to use a wireless communication device within 100-feet of the voting stations. Additionally, persons are not allowed to use a mechanical or electronic device to record sound or images within 100-feet of the voting stations. Said devices include but are not limited to cell phones, digital phones, cameras, phone cameras and sound recorders. A voting station is the area where the voter marks the ballot.

The election judge has the authority to require persons to deactivate any such device and further authority to require persons who do not comply to leave the polling place.

Poll watchers are subject to additional rules and must sign an oath stating they do not have in their possession devices capable of recording images or sound or that they will disable or deactivate the devices while serving as a watcher.

Questions or clarification should be directed to the election judge in your polling place.

Note: This does not apply to election officers conducting official duties or the use of election equipment necessary for the conduct of the election. Furthermore, this does not apply to persons employed at the location in which a polling place is located while the person is acting in the cause of their employment.



NOTIFICACIÓN

DE PROHIBICIÓN DE CIERTOS DISPOSITIVOS DENTRO DE CIENTO (100) PIES DE LA ESTACIÓN DE VOTACIÓN

No se permite usar dispositivos de comunicación inalámbrica dentro de cien (100) pies de la estación de votación. Adicionalmente, no se permite usar medios mecánicos o electrónicos que graban imágenes o sonido dentro de cien (100) pies de la estación de votación. Dichos dispositivos incluye pero no se limite a teléfonos celulares, teléfonos digitales, cámaras, celular con cámara y grabadoras. La estación de votación es el área donde el votante marca su boleta.

El juez de la elección tiene la autoridad de requerir que personas desactiven el dispositivo y la autoridad de requerir que personas que no cumplan con esto, abandonen el área.

Los Observadores Electorales están sujetos a reglas adicionales y deberán firmar un juramento declarando que no tienen en su persona dispositivos con capacidad de grabar imágenes o sonido, o que los inhabilitarán o desactivarán al servir como Observador.

Si tiene alguna pregunta adicional o necesita clarificación, por favor diríjase al juez de la elección de su lugar de votación.

Atención: Esta notificación no se aplica a oficiales de la elección efectuando servicios oficiales o al uso de equipo de elección necesario para efectuar la elección. Además, tan poco se aplica a aquellos empleados en la localidad donde se ubica un lugar de votación mientras actúan debido a su empleo.

CELL PHONES;

AS VOTERS ENTER THE AREA WHERE VOTING TAKES PLACE, REMIND THEM THEY CAN'T USE THEIR CELL PHONES.

IF QUESTIONED, SAY SOMETHING DIPLOMATIC LIKE:

“Excuse me, I’m not sure if you are aware that cell phone use where voting is taking place is prohibited by law.”

Using wireless communication devices within the area where voting is taking place is prohibited. Persons are not allowed to use mechanical or electronic devices to record sound or images within 100 feet of the voting stations. That includes members of the media. Devices include but are not limited to:

- cell phones
- cameras
- sound recorders
- iPads

This rule also applies to children who come with their parents to the polling station.

Members of the media are not permitted unless voting.

Voting Equipment Used in Nueces County

- E-Poll Pad, which helps you check in Voters, and the “Mi-Fi”, which provides secure intranet from Elections Department to E-Poll Pad
- Controller, which issues access codes to Voters for the DUO’s
- DUO’s, which Voters use to create their paper voting record
- Scanner, which Voters use to scan their paper voting record; then it becomes a cast ballot
- DUO-Go, which houses a DUO to help Voters vote in their cars and prints their voting record so that it can be scanned inside the polling place