

WELCOME!

PLEASE SIGN IN!

# ELECTION WORKERS AND OFFICIALS

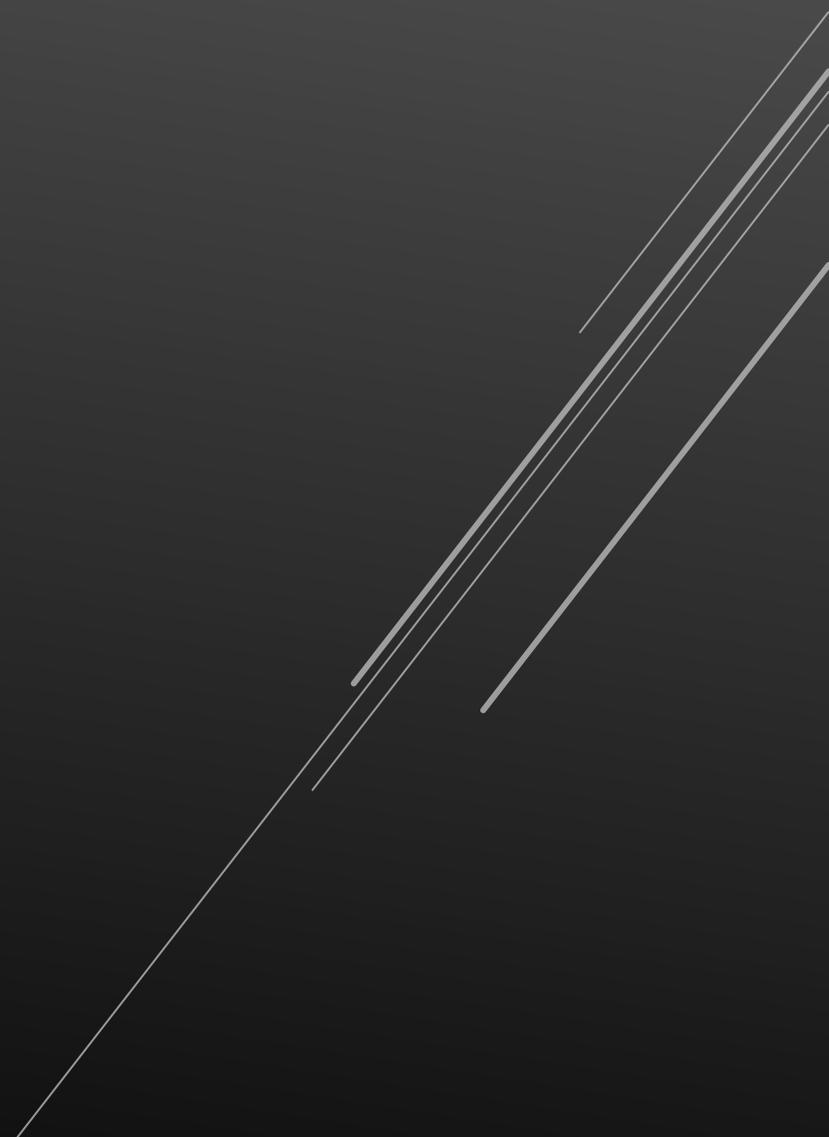


Medina County, Texas  
Poll Worker Training  
Part 1  
October 11, 2023

# AGENDA

- Qualifications of Election Workers and Officials
  - Number of Personnel Required
  - Appointment of Election Workers and Officials
  - Duties of Election Workers and Officials
  - Contracting and Election Workers and Officials
  - Training of Election Workers
  - Compensation for Election Workers and Officials
  - Vacancies in Election Worker Positions
- 

# QUALIFICATIONS



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## **Poll Worker, Early Voting Ballot Board & Signature Verification Committee**

- Qualified voter of Medina County

### CANNOT

- Be a candidate on the ballot
- Be a relative of a candidate on the ballot
- Be an employee of a candidate on the ballot
- Be an elected public official

## **Student Poll Worker**

- 16 yrs old on Election Day
- Enrolled in public, private or home school
- U.S. citizen
- Consent of parent/legal guardian
- Consent of school principal
- Complete poll worker training program

# QUALIFICATIONS

## Central Counting Station

- Manager
  - Registered voter of Medina County, or
  - Employee, or
  - Knowledge of voting system
- Tabulation Supervisor
  - Registered voter of Medina County, or
  - Employee
  - Trained on voting system
- Assistant Tabulator
  - Registered voter of Medina County, or
  - Employee, or
  - Trained on voting system
- Presiding Judge/Alternate Judge
  - Registered voter of Medina County
- Clerks
  - Registered voter of Medina County

# NUMBER OF PERSONNEL REQUIRED

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## Polling Location

- Minimum of 3 per location
  - Presiding Judge
  - Alternate Judge
  - Clerk
- Maximum decided by Elections Administrator

## Early Voting Ballot Board

- Minimum of 3
  - Presiding Judge
  - Alternate Judge
  - Member
- Maximum decided by Elections Administrator

## Central Counting Station

- Minimum of 4
  - CCS Manager
  - Tabulation Supervisor
  - Presiding Judge
  - Alternate Judge
- Maximum decided by Elections Administrator

## Signature Verification Committee

- Minimum of 5 members
  - Maximum decided by Elections Administrator
- 

# FAQS - PERSONNEL

Q: Do I need to hire elections clerks that are bilingual?

A: Yes-if 5% or more of inhabitants of a precinct speak Spanish or other certain certified languages, other than English, you must make a reasonable effort to appoint a sufficient number of bilingual clerks. We recommend working with people in your community to locate bilingual clerks, e.g. language teachers, minority groups, civic teachers, current elections workers, churches with services in other languages, etc.

**NOTE:** If you cannot find enough bilingual clerks, you must provide one bilingual worker at a central location to provide translation and assistance.

# NOTES FOR NOVEMBER 2023

- ▶ **Differences from November Even Numbered Year**
  - ▶ The procedure for appointing early voting officers from a list provided by the political parties under Section 85.009 of the Code applies only to the General Election for State and County Officers; it does not apply to the Constitutional Amendment Election in November of odd-numbered years.
  - ▶ Unlike the November General Election for State and County Officers in even-numbered years, **the county election board does not appoint the early voting ballot board in November of odd-numbered years.** The procedure for appointing the early voting ballot board is set out in Section 87.002 of the Code.
  - ▶ There is no “list procedure” in effect for nominating members to the **signature verification committee** in elections held on the uniform November election date in odd-numbered years.

# HOW ARE WORKERS APPOINTED?

## “List Procedure” Required

- Presiding and Alternate Judges
- Election Clerks
- Early Voting Ballot Board Presiding and Alternate Judge
- Early Voting Ballot Board Members
- Presiding and Alternate Judges of Central Count

\*These positions should be appointed in writing.

## “List Procedure” Not Required

- Deputy Early Voting Clerks (Office Workers)
- Early Voting Election Officers (Polling Place Workers)
- Signature Verification Committee
- Central Counting Station Manager
- Tabulation Supervisor
- Assistants to Tabulation Supervisor
- Clerks of Central Counting Station

# DUTIES OF ELECTION WORKERS AND OFFICIALS

# DUTIES

Position	Duties
Election Judge	Management of polling place on election day; preserve order and prevent breaches of peace. Management of clerks hours and activities.
Election Clerks	Performs duties assigned by judge in conducting election.
Early Voting Clerk	Officer in charge of conducting early voting for the election. Also, maintains hours on election day for early voting activities.
Deputy Early Voting Clerk	Also, an officer of the election for conducting early voting with same authority of EVC subject to their supervision.
Early Voting Ballot Board Judge and Members	EVBB process early voting results for the election-mail ballots and processes provisional ballots.
Signature Verification Committee Member	SVC compare signatures on application for mail ballot to carrier envelope to confirm signature is that of the voter's.
Central Counting Station Manager	Management of central counting station and personnel; established written plan for station.
Tabulation Supervisor	Management of automatic tabulating equipment for counting ballots.
Assistants to the Tabulation Manager	Assists with automatic tabulating equipment.
Judge of Central Counting Station	Maintaining order of station, and conferring with personnel and review of irregularly marked ballots.
Clerk of Central Counting Station	Assists manager or judge with functions of station.

# CENTRAL COUNTING STATION

- ▶ The roles and duties of the central counting station manager, tabulation supervisor, and presiding judge are distinct and should not be held by the same person:
  - ▶ Manager and Judge are required to consult on issues, e.g. duplication of ballots.
  - ▶ Manager and judge have time conflicts-manager may be sorting irregularly marked ballots while judge is determining if voter intent can be ascertained.
  - ▶ Tabulation supervisor should be very knowledgeable about the voting system and be able to process results while manager and judge are handling other duties.

# TRAINING REQUIREMENTS

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- ▶ Election Judges should be trained on appropriate procedures for the polling place.
  - ▶ Election judges and clerks must be trained on the accepting and handling of voter identification.
  - ▶ You may learn more on voter ID requirements on the [VOTETEXAS.gov](http://VOTETEXAS.gov) website under Voter ID.
- ▶ Political subdivisions may use online training developed by the SOS. May conduct training jointly with other political subdivisions.
- ▶ May attend county's training session.

## TRAINING REQUIREMENTS

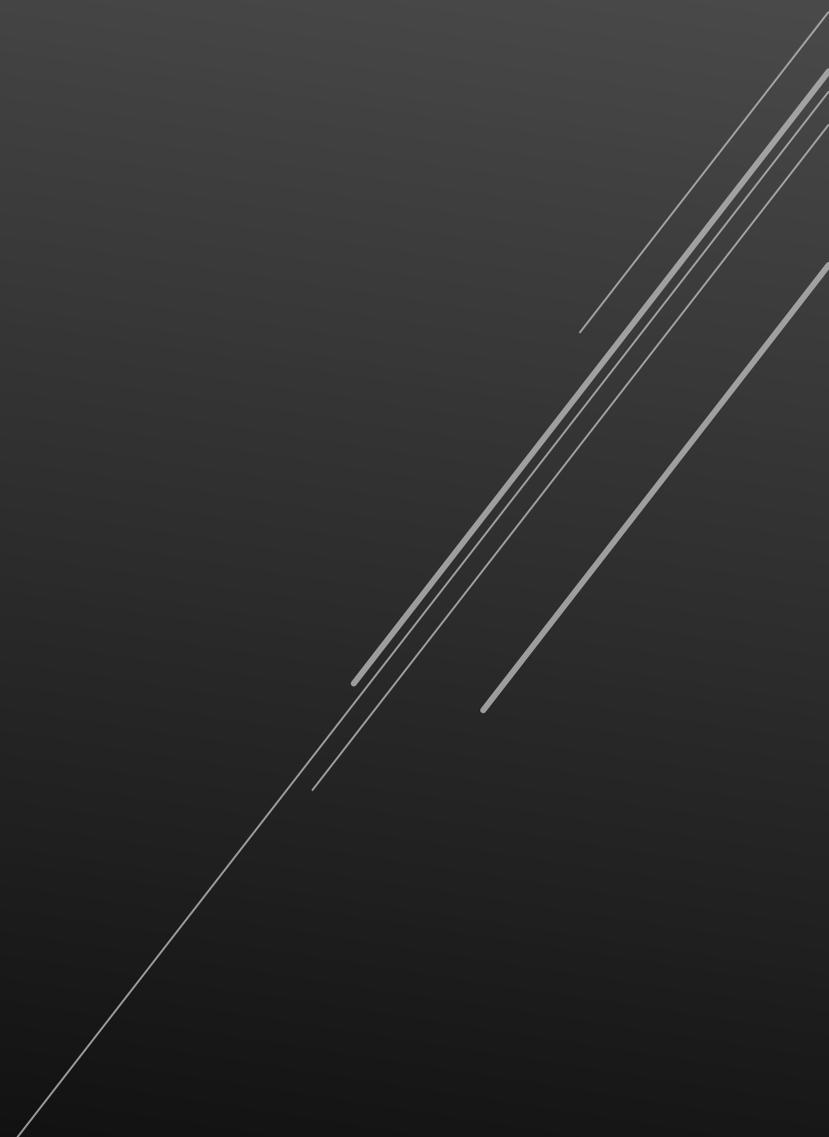
- ▶ **NEW LAW:** House Bill 1632 (88th Leg., R.S., 2023) amended Chapters 32, 87, and 127 of the Code, effective September 1, 2023, to require the Secretary of State to develop materials for a standardized curriculum for online training in election law and procedure, including a published handbook, made available on the internet website of the SOS, free of charge, for election judges and members of an early voting ballot board, signature verification committee, and central counting station.

# COMPENSATION FOR ELECTION WORKERS AND OFFICIALS

# COMPENSATION

- ▶ **NEW LAW:** Senate Bill 1052 (88th Leg., R.S., 2023) amended Section 32.091 of the Code, effective September 1, 2023, to provide that a judge or clerk may not be paid for more than two hours of work before the polls open, except for payment made for work under Section 62.014(c) of the Code.

VACANCIES FOR  
JUDGES AND  
CLERKS

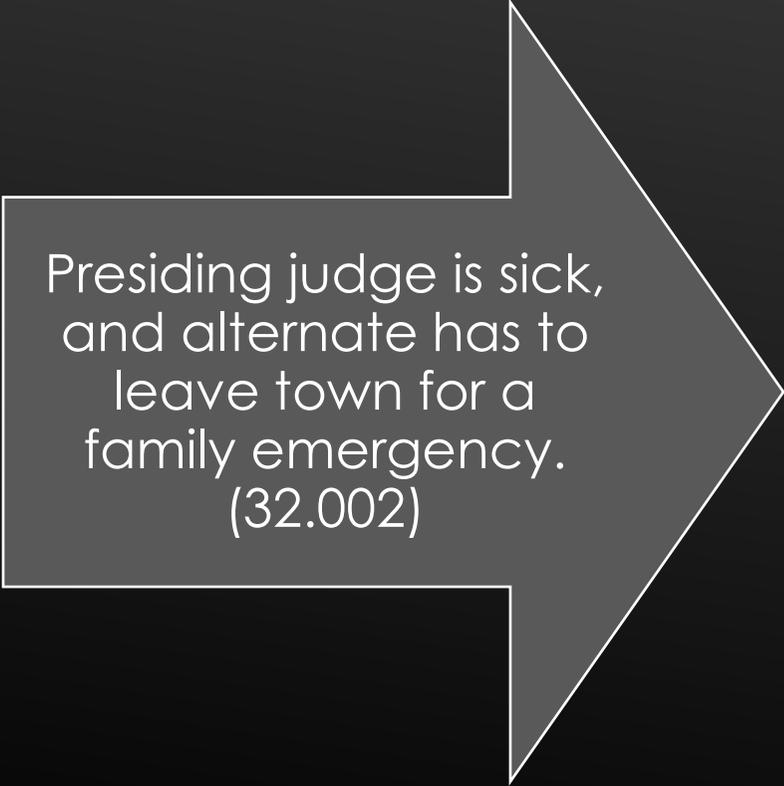


# VACANCY FOR ELECTION

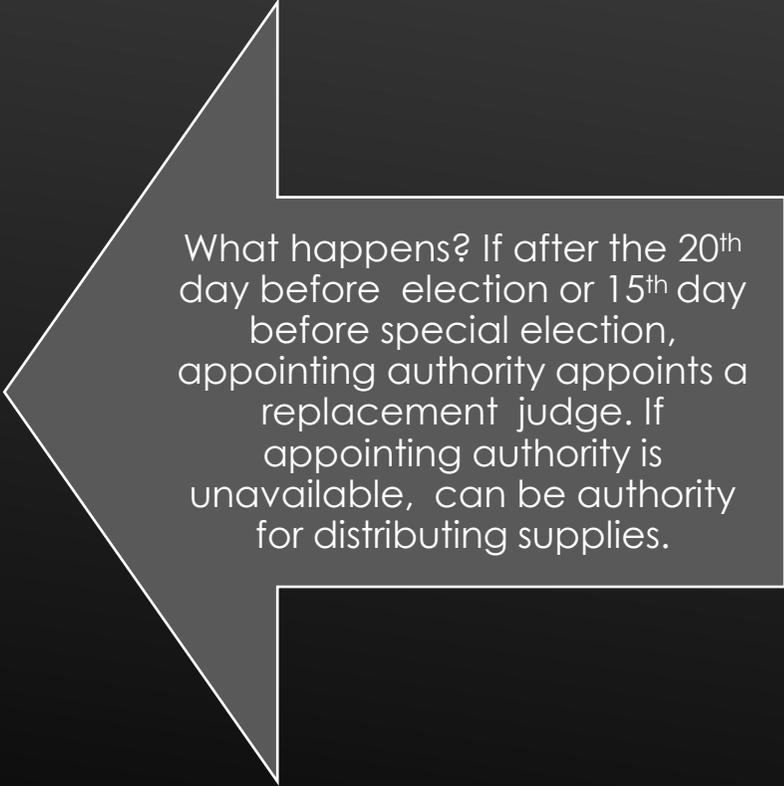
- ▶ Occurs when a presiding judge cannot serve for that election. Example: The judge has an illness that prevents them from serving on election day.
- ▶ What happens? Alternate judge will serve as presiding judge and appoint additional clerks as needed. (32.001)

# EMERGENCY APPOINTMENT

- **ONLY** happens if presiding **AND** alternate cannot serve on election day. Example:



Presiding judge is sick,  
and alternate has to  
leave town for a  
family emergency.  
(32.002)



What happens? If after the 20<sup>th</sup>  
day before election or 15<sup>th</sup> day  
before special election,  
appointing authority appoints a  
replacement judge. If  
appointing authority is  
unavailable, can be authority  
for distributing supplies.

# QUESTIONS?

- ▶ Please feel free to call us with any questions:  
(830) 741-6009.
- ▶ Thank you for your time and attention!