

CHECK LIST
FOR
PRESIDING JUDGES

Checklist for Presiding Judges

Prior to Election Day

- Visit the polling place to which you have been appointed to serve prior to Election Day.
- Make note of the space—what’s it like? Think about how your polling place will be set up and the “flow of voters.” Think about placement of the qualifying tables, voting systems, etc. If you have 5-10 people in line, will they all be able to wait inside the polling place? If there are two doors or two entrances, you may want to designate one door as the “In” door and one as the “Out” door so that the polling place does not get congested.
- Check to see that you have a telephone. If not, make arrangements with the political subdivision that hired you to provide a cell phone so that you can call and check on a person’s registration status, if needed.
- Locate restrooms.
- Make sure that you have tables and chairs at the polling place. If not, call the political entity that appointed you to make sure you will have them delivered by Election Day. Same with voting booths – make sure you have sufficient space.
- Make sure that you have the name, telephone number (home, cell, and office phone) of the person responsible for unlocking your polling place. (You should have received this information at your training school or via a phone call prior to Election Day from the entity appointing you as judge.)
- Contact your alternate judge and clerks several days before Election Day to make sure they are still available to serve on Election Day. If the alternate judge is not able to serve for whatever reason, please advise the entity that appointed you immediately. If this happens on Election Day, you will need to appoint a clerk to serve as you alternate judge.
- Remind your alternate judge and clerks that they need to arrive at the polling place early, we suggest no later than 6:00 am on Election Day.
- Examine your supplies – make sure that you have:
 1. Your Election Kit containing all of the forms
 2. An “office supply box” containing plenty of indelible markers (pens)
 3. Nametags
 4. The Handbook for Election Judges and Clerks published by the Office of the Secretary of State
 5. Voting Precinct Map (if available)
 6. Listing of Polling Place Locations for Today’s Election
- Complete the headings of forms so that you don’t have to do that on the morning of the election. This will really save you time, and it is a good way to familiarize you with all the different forms that are used throughout the day.
- Read the Election Judges and Clerk’s Handbook so that you are ready for various instances that may (or will) occur on Election Day.
- If you are using the Texas Online Poll Worker Training, be sure to print out the workbook and bring it with you to the polling place as a reference guide.

- Plan your menu – Election Day is a long day! This is the fun part, so make sure that you have food and beverage for breakfast, an early dinner, and snacks throughout the day.

Election Day: Before the Polls Open

- Arrive early! Remember the polls open at 7 a.m., so we recommend you arrive no later than 6:00 am to allow ample time to set up.
- Set up the outside and entrance area of the polling place.
- Administer the oath, including the oath of assistance, which will be sufficient for the entire day. Assistance is defined as the act of helping a voter who qualified for assistance and actually needs help reading or marking the ballot. Election workers will need to take the oath in this instance if they did not take it earlier. General instructions, such as *“Pick up the ballot and proceed to a voting booth.”* do not constitute assistance.
- Review the work assignments and schedule.
- You will receive a copy of the Early Voting Roster, which indicates those voters who voted by personal appearance and those who voted early by mail. Verify that these early voters were processed in the e-poll book by the following:
 1. Turn on poll pad & open the “P” app
 2. Select “Get Started
 3. Select “Menu” in the top left corner
 4. Select “Voters” tool icon
 5. Enter Operator Election Officer username and password provided to you
 6. Select “Summary Report” tool icon
 7. Select “Absentee” to verify voters who have received and/or returned a mail ballot
 8. Select “Check-Ins” to verify all voters who have voted early
 9. Select “Provisional” to verify any voters who have voted early as provisional
 10. Click “Home” to return to “Get Started” screen

***Note:** If you notice any discrepancies between the printed list of Early/Absentee voters, please contact an election official at 361-449-8034.

- Go over these points with your workers prior to opening the polls:
 1. Suspense Voter – Voter has probably moved and must complete a Statement of Residence.
 2. REMIND YOUR ALTERNATE JUDGE AND CLERKS THAT THEY MUST ASK EACH AND EVERY VOTER IF HE OR SHE STILL RESIDES AT THE ADDRESS ON THE POLL PAD. If the voter has moved, he or she needs to complete a Statement of Residence (in the Election Kit).
 3. Remind your poll workers that ALL voters are required by law to show acceptable identification when voting. IDs may not be expired for more than four years if the Voter is between 18-69 years of age. Expiration dates do not apply to voters who are 70 and older. There are seven (7) acceptable forms of identification:

- a. Texas Driver's License issued by the Texas Department of Public Safety (DPS)
 - b. Texas Election Identification Certificate issued by DPS
 - c. Texas Personal Identification card issued by DPS
 - d. Texas Concealed Handgun License issued by DPS
 - e. United States Military Identification Card containing the person's photograph
 - f. United States Citizenship Certificate containing the person's photograph
 - g. United States passport containing the person's photograph
4. If the voter does not have one of these forms of identification, the voter must vote provisionally and must present appropriate ID to the voter registrar within a 6-day cure period after the election, or his/her vote will not be counted. If the voter's name does not match the ID exactly but is "substantially similar," he/she must sign the affidavit on the poll pad when prompted.
 5. If a voter does not have an acceptable ID and cannot reasonably obtain one, he/she may complete a Reasonable Impediment Declaration and present one of the acceptable supporting IDs listed in the Election Judge's Handbook and on the Poll Pad.
 6. Absentee Sent or Absentee Received – This indicates that the voter voted by mail during the early voting period.

Election Day – Open the polls at 7 am!

- Persons allowed in the polling place: Election judges and clerks, voters, children under the age of 18, assistants, interpreters, poll watchers, state election inspectors, peace officers, federal observers, the Secretary of State and his/her staff, and persons approved to assist with electronic voting equipment.
- Qualifying voter and types of voters: There are basically 10 types of voters that you will encounter on Election Day. Examples of these types of voters are discussed in detail in the Texas Online Poll Worker Training, and the Handbook for Election Judges and Clerks. Please review these prior to Election Day, but also keep in the handbook close by as a reference during the day. You can always call on the political entity that hired you, the County Clerk, Elections Administrator, Voter Registrar, or the Office of the Secretary of State toll-free at 1-800-252-8683, for questions on Election Day.
- Provisional Voting: This procedure is discussed in detail in the Online Training, and in the Handbook for Election Judges and Clerks. If a voter does not have proper identification, he/she will have to vote provisionally and present proper ID to the Voter Registrar within 6 days for his/her vote to be accepted. Provisional ballots are not counted on Election Day or night. They are placed in a special envelope and verified after Election Day.
- Revealing Information: It is unlawful to reveal names of voters, number of votes cast for or against a candidate/position, candidate's position relative to others, or whether a proposition is passing. You should be posting the number of voters who have voted at scheduled intervals throughout the day. There is a form for this in your election kit.

- “Work the Line”: If you have lines of voters throughout the day, announce what precinct you are in so voters standing in line can determine if they are in the right location. Have precinct maps on hand to show the voter where he or she should vote if he/she is not in the proper polling place. Try and help the voter find his/her correct polling place.
- If you have voters in line at the time of closing, bring those voters into the polling place, if possible, close the door at 7 pm, and tell any voters who walk up after 7 pm that the polling place is closed.
- Poll Watchers: A poll watcher does not have to be present at the polling place at 7 am on Election Day. Poll watchers may also leave and come back after they have been at the polling place for 5 consecutive hours. If a poll worker leaves after serving 5 consecutive hours, he or she is allowed to return, as long as you haven’t started counting ballots. If they leave before 5 hours, even with your permission, they may not return. If poll watchers leave the polling place in order to use a wireless communication device AND promptly return, they are considered to have served continuously as that term is used for calculating their continuous 5 hours, which allows them to come and go. Poll watchers need to present themselves as poll watchers and must countersign their certificate of appointment in your presence. They may sit near you and the workers and are permitted to observe. A poll watcher may not talk to voters and should be conversing with election judge only to call attention to an irregularity or violation of law.
- Using English and Interpreters: Election workers must speak English, except if the voter cannot understand English. An election worker, state inspector, or poll watcher can request a translator. An interpreter may be used when the voter and the election workers cannot communicate in the same language. (If an interpreter is provided, a voter may choose another person to interpret.) The voter may select a registered voter of the county to act as interpreter, and an interpreter may interpret for multiple voters. Remember that interpreters must take the Oath of Interpreter (the oath is in your Election Kit).
- Closing the Polls: It’s 7:00 pm and finally time to close the polls. Please follow the procedures outlined in your training for closing the polls and securing the voting equipment. Return all forms, voted and unused ballots, and voting equipment as instructed in your training.