Poll Worker Training Outline

Module 1: Introduction Open ✔
Module 2: Preparing for Election Day Open ✔
Module 3: Qualifying Voters Close ✔
Module 4: Assist Voters with Disabilities Open
Module 5: The End - What to Do

Case Studies

Brought to you by Secretary of State Mandetta Berry and Harris County election officials

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POP QUIZ:

You have reached the end of this chapter. Please answer the following question before proceeding to the next chapter.

Question 1
What does the "E" notation next to the VUII number on a voter registration certification mean?

The voter voted Early
The voter has an Excellent voting history
✔ The voter is Exempt from showing one of the (7) form of acceptable identification [your answer]

THE CORRECT ANSWER IS:

Answer: The voter is Exempt from showing one of the (7) form of acceptable identification - The notation means the voter is Exempt from showing one of the seven forms of identification because the voter is disabled and has applied for and received a disability exemption from the voter registrar in accordance with the Texas Election Code.
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Module 5: The End - What to Do

Case Studies

Registration Issues Chapter Overview

On Election Day you may encounter voters who have problems with their voter registration. In this chapter you will learn how to handle voters who have these situations:

- Expired Voter Registration Certificate
- Name Not on the List of Registered Voters
- Incorrect Precinct on the Registration Certificate
- No Evidence of Registration

Photo ID now required for voting in Texas
A voter will be required to show one of the acceptable forms of photo identification at the polling location before the voter will be permitted to cast a vote.

GUIDE TO VOTER ID

Registration issues continues on next page . . .
Expired Voter Registration Certificate

1. Ask the voter for a Voter Registration Certificate. It is expired.
2. If the voter's name is NOT on the List of Registered Voters, proceed to Situation #9.
3. If the voter's name is on the List of Registered Voters:
   a. And there is an "S" notation by the voter's name, have the voter complete a Statement of Residence. If voter is not a resident of the county, the voter is not eligible to vote. 
      o If the voter insists on voting in this precinct, s/he may vote with a Provisional Ballot. See Situation #9 OR
   b. There is an "S" notation and/or s/he has moved within the county, and still resides in the political subdivision holding the election, have the voter complete and sign a Statement of Residence.
4. Stamp "voted" on the List of Registered Voters.
5. Have the voter sign the Signature Roster or Combination Form.
6. Direct the voter to pick up a ballot and proceed to the voting area or direct the voter to an available DRE, as appropriate.
Photo ID now required for voting in Texas
A voter will be required to show one of the acceptable forms of photo identification at the polling location before the voter will be permitted to cast a vote.

GUIDE TO VOTER ID

Valid Voter Registration Certificate

1. Check the precinct number on the Voter Registration Certificate.
2. Check that the address on the certificate is in the precinct.
3. If the voter's name is not on the precinct list of registered voters, check the voter's status with the Voter Registrar:
   a. If the status can't be verified, offer the voter a Provisional Ballot (See Situation #9)
   b. If the Registrar confirms that the voter should be on the List of Registered Voters, proceed with the steps below.
4. If the voter has moved from the address on the certificate but within the county, have the voter complete and sign a Statement of Residence.
5. Enter the voter's name, address, and Registration Certificate number on the Registration Omissions List and indicate that the voter was accepted under Section 63.006.
6. Have the voter sign the Signature Roster (or Combination Form).
7. Enter the voter's name on the Poll List (or Combination Form) and indicate that the voter was accepted under Section 63.006.
8. Direct the voter to pick up a ballot and proceed to the voting area or direct the voter to an available DRE, as appropriate.
Photo ID now required for voting in Texas

A voter will be required to show one of the acceptable forms of
photo identification at the polling location before the voter will be permitted
to cast a vote.

GUIDE TO VOTER ID

Incorrect Precinct Number on the
Voter Registration Certificate

(the address and the precinct don't match)

1. Determine the correct precinct for the address on the Voter
   Registration Certificate (call the Voter Registrar if necessary).

   if the address is in another precinct, send the voter to that precinct to vote.
   ○ if the voter insists on voting at this precinct, s/he may cast a
     Provisional Ballot. See Situation #9.

   if the address is within the precinct, but
   ○ the precinct number on the Voter Registration Certificate is
     wrong, and
   ○ the voter is not on the List of Registered Voters, proceed as
     follows:

2. Have the voter complete an Affidavit of Voter with Incorrect Certificate
   Who Is On The List (Included on Combination Form).

Registration Issues continues on next page...
Incorrect Precinct Number, continued

(the address and the precinct don't match)

3. Enter the voter's name, address, and Voter Registration Certificate number on the Registration Omissions List and indicate that the voter was accepted under Section 63.007(a).

4. Have the voter sign the Signature Register (or Combination Form).

5. Enter the voter's name on the Poll List (or Combination Form) and indicate that the voter was accepted under Section 63.007(a).

6. Direct the voter to pick up a ballot and proceed to the voting area or direct the voter to an available DRE, as appropriate.

Registration Issues continues on next page...
Voter with No Evidence of Registration

1. Ask the voter for an acceptable form of ID.
2. If the voter produces an acceptable form of ID and his/her name does not appear on the provisional list, attempt to confirm the voter's registration by phone with the Voter Registrar.

   If the Voter Registrar confirms that the voter is registered and the voter presents proper ID, proceed as follows:

3. Have the voter complete the Not on the List of Registered Voters or check the appropriate box on the Combination Form.
4. Enter the voter's name, address, and certificate number on the Registration Crossmem List, indicate that the voter was accepted under Section 63.009(b).
5. Have the voter sign the Signature Restor (or the Combination Form).
6. Write the voter's name on the Poll List (or the Combination Form).
7. Direct the voter to pick up a ballot and proceed to the voting area or direct the voter to an available DRE, as appropriate.
Registration Issues Chapter Summary

In this chapter you studied the steps to handle voters who have these situations:

- Name Not on the List of Registered Voters
- Incorrect Precinct on the Registration Certificate
- No Evidence of Registration

Use what you have learned to solve the case study on the next page.

Registration Issues continues on next page...
Photo ID now required for voting in Texas
A voter will be required to show one of the acceptable forms of
photo identification at the polling location before the voter will be permitted
to cast a vote.
GUIDE TO VOTER ID

Registration Issues Case Study

Voter Michelle asked Kevin if she could vote even if her Texas Driver's License
is expired and does not have an "E" next to the VUJD number on her voter registration certificate.

What should Kevin do?

Click to see the solution on the next page...
**Registration Issues Case Study Answer**

What should Kevin do to determine if she can vote?

With the exception of the United States Citizenship Certificate, the acceptable form of identification must be current or have expired no more than 60 days before being presented for voter qualification at the polling place.

Kevin should ask the voter if she has another form of acceptable ID. If the voter has no acceptable form of identification, the voter may still be permitted to vote a provisional ballot, but the election judge will advise the voter that in order to have the provisional ballot accepted, the voter must present an acceptable form of identification to the voter registrar no later than the 6th day after the election date, or, alternatively, complete an exemption form in the presence of the voter registrar no later than the 8th day after the election date.
Poll Worker Training Outline

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Module 2: Preparing for Election Day

Module 3: Qualifying Voters
- The Ideal Voter
- Residency Issues
- Identification Issues
- Registration Issues
- Early Voting
- Provisional Voting
- Vote

Module 4: Assist Voters with Disabilities

Module 5: The End - What to Do

Case Studies

Brought to you by Secretary of State Nandita Berry and Harris County election officials

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You have reached the end of this chapter. Please answer the following question before proceeding to the next chapter.

Question 1
A Voter Registration Certificate that has a notation of an "(E)" after the VJUD number ________.

☐ Means that the voter may vote a regular ballot
☐ Means that the voter must vote provisionally
☐ Means that the voter cannot vote at all

THE CORRECT ANSWER IS:

Answer: Means that the voter may vote a regular ballot - Is not necessary for the voter to have one of the seven acceptable forms of identification. The notation means the voter is exempt from showing one of the seven forms of identification because the voter is disabled and has applied for and received a disability exemption from the voter registrar in accordance with the Texas Election Code.
Early Voting Issues Chapter Overview

Voters who choose to vote early or vote by mail may not also vote at the precinct. They may not turn in their marked ballots at the precinct, either.

There are 2 situations where early voters may vote at the precinct which you will study in this chapter:
1. By cancelling their early ballot
2. If they have received a Notice of Defective Delivery

Continues on next page...
Early Voting Cancellation

1. The voter may cancel his/her mail ballot and cast a regular ballot at the precinct by:
   - Completing the Request to Cancel Application to Vote by Mail, and
   - Surrendering the mail ballot to the election judge.

   Early Voting Issues continues on next page...
Notice of Defective Delivery

1. If a voter presents a Notice of Defective Delivery, qualify the voter and allow him/her to vote a regular ballot at the precinct.
2. Place the notice in Envelope #2, which goes into Ballot Box #4.

Hint: The voter will receive a Notice of Defective Delivery if his/her ballot is received improperly by the Early Voting Clerk. The mail ballot cannot be counted if delivered improperly, so the notice allows the voter to vote at the polling place.

Early Voting Issues continues on next page...
Early Voting Issues Chapter Summary

In this chapter you studied the 2 situations where early voters may vote at the precinct:

1. By cancelling their early ballot
2. If they have received a Notice of Defective Delivery

Use what you have learned in this chapter to solve the case study on the next page.

Early Voting Issues continues on next page...
Early Voting Issues Case Study

Sam brought his marked early voting ballot to the precinct. He wants to drop it off on his way to the airport so that it can be counted. He ordered the ballot because he had planned to be away during the early voting period.

Can the election clerk accept Sam’s marked early voting ballot?

Click to see the solution on the next page...
Early Voting Issues Case Study Answer

Can the poll worker accept Sam's marked early voting ballot?

No. The election clerks cannot accept Sam's marked early voting ballot at the precinct on Election Day. Early voting ballots must be turned in to the authority conducting the election prior to Election Day. If Sam wants to vote a regular ballot at the precinct on Election Day, he must surrender his early voting ballot to the Presiding Election Judge and cancel his application to vote by mail at the precinct. Sam will vote a provisional ballot at the precinct if he does not surrender his early voting ballot, but he must execute an affidavit swearing he is registered to vote and has not voted by mail.
You have reached the end of this chapter. Please answer the following question before proceeding to the next chapter.

Question 1
If a voter presents a Notice of Defective Delivery, ________

☐ S/he may vote only after turning in his/her mailed ballot
☐ Qualify the voter and allow him/her to vote at the precinct [your answer]
☐ S/he may not vote
☐ Give them a provisional ballot

✓ THE CORRECT ANSWER IS:
Answer: Qualify the voter and allow him/her to vote at the precinct. These voters may vote regularly if s/he qualify. The Notice of Defective Delivery ensures that his/her mail ballot was not counted and therefore voter is not voting more than once.
Provisional Voting Chapter Overview

A provisional voter is one who is not an ideal voter and whose residency, ID or registration issues cannot be resolved at the polling place. There are 3 types of provisional voters.

The procedure for provisional voting includes gathering information that the local elections office can use to research and resolve the issue before counting the ballot.

The 2 most common types of provisional voters are:

1. Voter with no acceptable photo ID or exemption
2. Voter not on the List of Registered Voters and not confirmed by the Voter Registrar

In this chapter you will learn the provisional voting process.

Provisional Voting continues on next page...
Provisional Voting

1. Generally, the following two categories of voters may vote a Provisional Ballot:
   a. Voter with no acceptable ID; or
   b. Voter not on the List of Registered Voters and not confirmed by the Voter Registrar. See a full list of provisional voters by clicking on List of Provisional Voters, to the right.

2. Have the voter complete the Provisional Voter Affidavit.

3. In the Poll List (or Combination Form) next to the voter’s name, indicate that the voter was accepted as a provisional voter.

The election judge must request the voter who will be voting provisionally to present an acceptable form of identification to vote a provisional ballot. The election judge must provide the provisional voter with the Polling Place ID Receipt form, having first filled in on the form the information to be completed by poll worker official and the deadline for the voter to appear before the voter registrar. (The Polling Place ID Receipt form may be provided to the provisional voter either before the provisional voter votes or at the time the voter is Depositing the Provisional Ballot Affidavit Envelope in the appropriate container.)

If the provisional voter has no acceptable form of identification, the voter may still be permitted to vote a provisional ballot, but the election judge will advise the voter that in order to have the provisional ballot accepted, the voter must present an acceptable form of identification to the voter registrar no later than the 6th day after the election date, or, alternatively, complete an exemption form in the presence of the voter registrar no later than the 6th day after the election date.

Provisional Voting continues on next page...
Provisional Voting, continued

The election judge shall also advise the provisional voter that in order to have the voter's provisional ballot accepted, the provisional voter must be voting in the election precinct to which the voter is assigned. It is recommended that election officers make every effort to direct a voter to the polling place for the election precinct to which the voter is assigned. The election judge should familiarize himself or herself with the procedures and policies of the voter registrar on election day for confirming a voter's correct election precinct. However, the election officer may not accept from the voter registrar a determination that the voter is a registered voter of the county.
Provisional Voting Chapter Summary

In this chapter you learned how to handle the 2 most common types of provisional voters:

1. Voter with no ID
2. Voter not on the List of Registered Voters and not confirmed by the Voter Registrar

There are 8 additional types of voters who may use provisional ballots. See the complete list in Resources.

Use what you have learned in this chapter to solve the case study on the next page.

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A voter will be required to show one of the acceptable forms of photo identification at the polling location before the voter will be permitted to cast a vote.

GUIDE TO VOTER ID

Provisional Voting Case Study

After being told about Provisional Voting, Arturo told Joan, the election clerk, that he would like to do that. Joan lead Arturo through the process having to qualify then directed him to pick up a ballot and the envelopes. After marking the ballot, Arturo set it on the table while Joan was helping another voter.

What should Joan remind Arturo to do with the marked ballot?

Click to see the solution on the next page...
Provisional Voting Case Study Answer

What should Joan remind Arturo to do with the marked ballot?

Joan should stop Arturo and instruct him to:
1. put his marked ballot into the white secrecy envelope and seal it,
2. then put the white envelope in the green provisional envelope and seal it, and
3. finally, put the green envelope in the emergency ballot box.