

# Election Workers and Officials



Texas Secretary of State – Elections Division  
Webinar – February 2024



# Resources

- **Elections Forms Index**

<https://www.sos.state.tx.us/elections/forms/pol-sub/index.shtml#photo-id>

- **Conducting Your Elections Page**

<https://www.sos.texas.gov/elections/laws/local-laws.shtml>

- **Texas Election Code**

<https://statutes.capitol.texas.gov/>

- **Handbook**

★ **NEW!!! [Election Workers Handbook \(PDF\)](#)**



# 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
- Serving Multiple Roles and Conflicts
- Training of Election Workers
- Compensation for Election Workers and Officials
- Vacancies in Election Worker Positions



# QUALIFICATIONS



## Qualifications – Poll Workers

	Election Judge	Election Clerk
Qualified Voter of _____	Precinct (If unable to find qualified voter of precinct, may use qualified voter of political subdivision → clerk requirements)	Political Subdivision (County, City, etc.)
Can be an employee of political subdivision?	<b>Yes</b> – if there is no other legal or practical conflict, e.g. employee of candidate.	<b>Yes</b> – if there is no other legal or practical conflict, e.g. employee of candidate.
Can be a candidate?	<b>No</b> – if candidate for a <i>contested</i> office in election held on that day → cannot serve in a precinct for which candidate appears on ballot.	<b>No</b> – if candidate for a <i>contested</i> office in election held on that day → cannot serve in a precinct for which candidate appears on ballot.
Can be a relative of candidate?	<b>No</b> – if related within the second degree of consanguinity or affinity to an <i>opposed</i> candidate → cannot serve in a precinct for which candidate appears on ballot.	<b>No</b> – if related within the second degree of consanguinity or affinity to an <i>opposed</i> candidate → cannot serve in a precinct for which candidate appears on ballot.
Can be an employee of candidate?	<b>No</b> – if candidate is <i>opposed</i> and employer of judge → cannot serve in a precinct for which candidate appears on ballot.	<b>No</b> – if candidate is <i>opposed</i> and employer of clerk → cannot serve in a precinct for which candidate appears on ballot.
Can be employee of campaign?	<b>No</b> – if campaign manager or treasurer. <b>Inadvisable</b> – If serving other role within campaign.	<b>No</b> – if campaign manager or treasurer. <b>Inadvisable</b> – If serving other role within campaign.
Can be an public officeholder?	<b>No</b> – if they hold elective public office.	<b>No</b> – if they hold elective public office.
Can be convicted of election offense?	<b>No</b> – if finally convicted of election related offense.	<b>No</b> – if finally convicted of election related offense.

# Qualifications – Early Voting Officials

	Early Voting Clerk (Schools and Others)	Deputy Early Voting Clerk (City)	Deputy Early Voting Clerk (School and Other)
Qualified Voter of _____	Political Subdivision, if not a permanent employee of the political subdivision.	City, if not a permanent employee of the city.	Territory Covered by Election.
Can be an employee of political subdivision?	Yes.	Yes.	Yes.
If permanent employee of political subdivision, qualified voter of _____	Any territory.	Any territory.	Any territory.
Can be an employee of candidate?	Yes – if appointing authority has candidates-even if candidates are incumbents and/or opposed, e.g. school board trustees.	Yes – if appointing early voting clerk is a candidate.	Yes – per 83.006(b) and 83.033.
Must meet all other requirements of an election judge?	Yes.	Yes.	Yes.



# Qualifications – Early Voting Ballot Board and Signature Verification Committee

	Early Voting Ballot Board Judge and Member	Signature Verification Committee Member
Qualified Voter of _____	Territory served by early voting clerk.	Political subdivision.
Must meet all other requirements of an election judge?	Yes.	No requirement.



# Qualifications – Central Counting Station (CCS)

	CCS Manager	Tabulation Supervisor	Assistant Tabulators	CCS Judge	CCS Clerks
Registered Voter of _____	Political subdivision of authority establishing CCS	Political subdivision of authority establishing CCS	No requirement.	Political subdivision of authority adopting voting system	County in which CCS is located. Or employee and qualified voter
Registered voter unless...	Person is employee or it's the first year of adoption	Person is employee of political subdivision that owns/adopts	N/A	N/A	N/A
Can be an employee of political subdivision?	Yes.	Yes.	Yes.	Yes.	Yes – if no other legal or practical conflict.
Can be a candidate or officeholder?	Yes – but only if general custodian of election records.	No.	Yes – if no other legal or practical conflict.	Yes – but only if general custodian of election records.	Yes- but only if general custodian of election records.
Other requirements	Knowledge of voting system	Trained on voting system.	Trained on voting systems	None.	None.
Must meet other requirements of an election judge?	Yes.	Yes.	No.	Yes.	Must meet clerk requirements.



# FAQs – Personnel

**Q:** Do I need to perform a criminal background check on personnel?

**A:** Yes. You need to perform a background check on all election officials, staff and temporary workers who will engage in pre-election programming, testing and preparing of the voting system equipment for early voting and election day. After conducting the background check, you will need to decide whether to hire someone if they have a criminal record.



# NUMBER OF PERSONNEL REQUIRED



# Number of Personnel

Location	Number	Roles
Precinct Polling Location	<ul style="list-style-type: none"> <li>-Minimum of 3 per precinct</li> <li>-Maximum # of clerks set by appointing authority</li> <li>*A home-rule charter may provide for fewer than 3 persons.</li> </ul>	<ul style="list-style-type: none"> <li>-Presiding Judge</li> <li>-Alternate Judge/Clerk</li> <li>-Election Clerks</li> </ul>
Early Voting Personnel	<ul style="list-style-type: none"> <li>-Recommended 2 per early voting location.</li> <li>-No maximum - appoint # of deputies necessary to conduct early voting.</li> </ul>	<ul style="list-style-type: none"> <li>-Early Voting Clerk</li> <li>-Deputy Early Voting Clerk</li> </ul>
Early Voting Ballot Board	<ul style="list-style-type: none"> <li>-Minimum of 3 – presiding judge, alternate judge, and one other member.</li> <li>-No maximum – appoint # necessary for Board tasks.</li> </ul>	<ul style="list-style-type: none"> <li>-Presiding Judge</li> <li>-Alternate Judge</li> <li>-Early Voting Ballot Board Members</li> </ul>
Signature Verification Committee (If any)	<ul style="list-style-type: none"> <li>-Minimum of 5 members.</li> <li>-No maximum – appoint # necessary to conduct committee tasks.</li> </ul>	<ul style="list-style-type: none"> <li>-Signature Verification Committee Members</li> </ul>
Central Counting Station	<ul style="list-style-type: none"> <li>-Minimum of 3: CCS manager, tabulation supervisor &amp; presiding judge.</li> <li>-No maximum – may appoint # of clerks and assistants to tabulation supervisor as necessary</li> </ul>	<ul style="list-style-type: none"> <li>-CC Station Manager</li> <li>-Tabulation Supervisor</li> <li>-Assistants to Tabulation Supervision</li> <li>-Presiding Judge</li> <li>-Clerks</li> </ul>



# 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.



# APPOINTMENT/HIRING OF WORKERS



# Who Appoints?

Position	Appointing Authority
Presiding Election Judge and Alternate Judge	Governing Body of Political Subdivision
Election Clerks	Presiding Judge
Early Voting Clerk	City Election – City Secretary per 83.005 Other Elections - Authority Ordering Election
Deputy Early Voting Clerk	City Election – City Secretary Other Elections – Authority Appointing the Early Voting Clerk
Early Voting Ballot Board Judge and Alternate Judge	Governing Body of Political Subdivision
Early Voting Ballot Board Member	Presiding Judge of Early Voting Ballot Board
Signature Verification Committee Member	Governing Body of Political Subdivision
Central Counting Station Manager	Authority Establishing Central Count
Tabulation Supervisor	Authority Establishing Central Count
Assistants to the Tabulation Supervisor	Tabulation Supervisor, with approval of Authority Establishing Central Count
Presiding Judge of Central Count	Governing Body of Political Subdivision
Clerk of Central Counting Station	Central Counting Station Manager and/or Presiding/Alternate Judge of Central Count



# When to Appoint?

Positions	Time to Appoint
Election Judge (Presiding and Alternate) Early Voting Clerk Early Voting Ballot Board Judge (Presiding and Alternate) Central Counting Station Manager Tabulation Supervisor Judge of Central Counting Station	<b>Recommended:</b> Appoint by deadline for ordering election under Section 3.005: -78 <sup>th</sup> day before uniform elections -62 <sup>nd</sup> day before other elections
Deputy Early Voting Clerk	<b>Recommended:</b> As soon as possible after election is ordered.
Early Voting Ballot Board Member	<b>Recommended:</b> Presiding judge may designate election judges or clerks to serve on the EVBB. We recommend assisting presiding judge with list.



# 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 Supervisor	Assists with automatic tabulating equipment.
Judge of Central Count	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.

# CONTRACTING/JOINT ELECTIONS AND ELECTION WORKERS/OFFICIALS



# Contracting

- In a contract for election services with the county, the entities should determine which entity will be taking on which role. However, the following roles cannot be changed by contract:
  - Filing authority for candidate applications
  - Filing authority for Title 15 documents
  - A political subdivision's requirement to maintain office hours under 31.122.
    - Political subdivisions, including cities, may contract for the county to be the custodian of voted ballots.



# Joint Elections

- **Early voting:** Decide whether doing it jointly.
  - If jointly:
    - Appoint **one** early voting clerk as **joint** early voting clerk.
    - Must keep normal early voting locations and hours.
    - Regular early voting clerks must get **apps** for mail ballot.
    - Other mail voting procedures can be done by **either**:
      - The entity's regular early voting clerk; or
      - The joint early voting clerk.
  - If **not** jointly:
    - Normal early voting laws apply.
    - Except: Early voting at common polling places.



# DUAL ROLES AND CONFLICTS



# Election Officials

Role A	Role B	Okay?
Election Official (City Secretary, etc.)	Early Voting Clerk (EVC)	<b>Yes</b> – Generally req’d by law to serve as EVC, and can be appointed by school/other political subdivision. [Ch. 83]
Election Official	Election Judge	<b>No</b> – If election official has employment relationship with candidate. Otherwise, <b>inadvisable</b> since also likely EVC and must manage election.
Election Official	EVBB Judge	<b>No</b> – Duties conflict in scope and time for performance. Also, official may have employee relationship with candidates on ballot.
Election Official	Central Counting Station Manager	<b>Yes</b> – Generally election official appointed as CCS Manager [127.002]
Election Official	Tabulation Supervisor	<b>No</b> – If election official is also CCS Manager. [127.003]
Election Official	Central Counting Station Judge	<b>No</b> - If election official is also CCS Manager or Tabulation Supervisor. [127.005] <b>Inadvisable</b> – If election official has employee relationship with candidates on ballot.
Election Official	Central Counting Station Clerk	<b>No</b> - If election official is also CCS Manager-cannot appoint self. [127.006]



# Early Voting Officials

Role A	Role B	Okay?
Early Voting Clerk	Election Judge/Alternate Judge	<b>No</b> – Clerk must keep office open on election day (83.011)
Early Voting Clerk	Election Clerk	<b>No</b> – Clerk must keep office open on election day (83.011)
Early Voting Clerk	EVBB Judge/Member	<b>No</b> – Duties conflict in scope and time for performance. Also, official may have employee relationship with candidates on ballot.
Early Voting Clerk	Signature Verification	<b>Inadvisable</b> -Duties conflict in scope and time for performance.
Early Voting Clerk	Central Counting Station	<b>Yes</b> – EVC may serve as CCS Manager. Must appoint other people as Tabulation Supervisor and Presiding Judge, and clerks/assistants, if needed. (Ch. 127)

NOTE: Early Voting Clerk may be an employee of political subdivision, and employee of a candidate, e.g. school board trustees are candidates and appointing authority. Early Voting Clerk should not be a candidate.



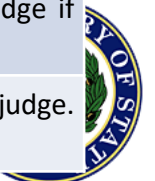
# Early Voting Officials

Role A	Role B	Okay?
Deputy Early Voting Clerk	Election Judge/Alternate Judge	<b>Yes</b> – Unless needed to assist EVC on election day with early voting duties (83.011), or appointed to EVBB under 87.004
Deputy Early Voting Clerk	Election Clerk	<b>Yes</b> – Unless needed to assist EVC on election day with early voting duties (83.011)
Deputy Early Voting Clerk	EVBB Judge/Member	<b>Inadvisable</b> –If duties conflict in scope and time for performance, e.g. mail ballot work.
Deputy Early Voting Clerk	Signature Verification	<b>Inadvisable</b> – If duties conflict in scope and time for performance, e.g. mail ballot work.
Deputy Early Voting Clerk	Central Counting Station	<b>Yes</b> – Deputy EVC may serve as CCS Manager, but must appoint other people as Tabulation Supervisor and Presiding Judge. (Ch. 127)
Deputy Early Voting Clerk	Employee of Political Subdivision	<b>Yes</b> – if approved by governing body (83.034)
Deputy Early Voting Clerk	Candidate/Officeholder	<b>No</b> – per eligibility requirements of a presiding judge. (Ch. 32)
Deputy Early Voting Clerk	Employee of Candidate	<b>Yes</b> – if early voting clerk is a candidate – generally applies to county clerks. (83.032)
Deputy Early Voting Clerk	Relative of Candidate	<b>No</b> – per eligibility requirements of a presiding judge if within 2 <sup>nd</sup> degree. (Ch. 32)
Deputy Early Voting Clerk	Campaign Employee – Manager or Treasurer	<b>No</b> – per eligibility requirements of a presiding judge. (Ch. 32)



# Early Voting Ballot Board

Role A	Role B	Okay?
Early Voting Ballot Board Judge/Member	Election Judge/Alternate Judge	<b>Yes</b> – Authority order election may direct that one precinct’s election officers also serve as the ballot board. Presiding judge of precinct also presiding judge of EVBB. (87.004)
Early Voting Ballot Board Judge/Member	Election Clerk	<b>Yes</b> – See above. (87.004)
Early Voting Ballot Board Judge/Member	Early Voting Official	<b>Inadvisable</b> – If duties conflict in scope and time for performance, e.g. mail ballot work for Deputy EVC.
Early Voting Ballot Board Judge/Member	Signature Verification	<b>No</b> - Conflicts with role on early voting ballot board. (87.027)
Early Voting Ballot Board Judge/Member	Central Counting Station	<b>Maybe</b> – If no conflicts with timing of work on ballot board. (87.027)
Early Voting Ballot Board Judge/Member	Employee of Political Subdivision	<b>No</b> – per eligibility requirements of a presiding judge. (Ch. 32)
Early Voting Ballot Board Judge/Member	Candidate/Officeholder	<b>No</b> – per eligibility requirements of a presiding judge. (Ch. 32)
Early Voting Ballot Board Judge/Member	Employee of Candidate	<b>No</b> – per eligibility requirements of a presiding judge. (Ch. 32)
Early Voting Ballot Board Judge/Member	Relative of Candidate	<b>No</b> – per eligibility requirements of a presiding judge if within 2 <sup>nd</sup> degree. (Ch. 32)
Early Voting Ballot Board Judge/Member	Campaign Employee – Manager or Treasurer	<b>No</b> – per eligibility requirements of a presiding judge. (Ch. 32)



# Signature Verification Committee

Role A	Role B	Okay?
Signature Verification Committee Member	Election Judge/Alternate Judge	<b>Yes</b> – If no conflicts with timing of work on signature verification committee (87.027), or appointed to EVBB under 87.004.
Signature Verification Committee Member	Election Clerk	<b>Yes</b> – If no conflicts with timing of work on signature verification committee (87.027), or appointed to EVBB under 87.004.
Signature Verification Committee Member	Early Voting Official	<b>Inadvisable</b> – If duties conflict in scope and time for performance, e.g. mail ballot work for Deputy EVC.
Signature Verification Committee Member	Early Voting Ballot Board Judge/Member	<b>No</b> - Conflicts with role on early voting ballot board. (87.027)
Signature Verification Committee Member	Central Counting Station	<b>Maybe</b> – If no conflicts with timing of work on ballot board.
Signature Verification Committee Member	Employee of Political Subdivision	<b>Yes</b> – no requirement stated in the Election Code, but <b>inadvisable</b> if employee of candidate.
Signature Verification Committee Member	Candidate/Officeholder	<b>Inadvisable</b> – May create perception of bias.
Signature Verification Committee Member	Employee of Candidate	<b>Inadvisable</b> – May create perception of bias.
Signature Verification Committee Member	Relative of Candidate	<b>Inadvisable</b> – May create perception of bias.
Signature Verification Committee Member	Campaign Employee – Manager or Treasurer	<b>Inadvisable</b> – May create perception of bias.



# 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.



# Central Counting Station

Role A	Role B	Okay?
Manager or Tabulation Supervisor	Election Judge/Alternate Judge	<b>Maybe</b> – If person has experience with voting systems, and roles do not conflict in time for performance. (Ch. 127)
Manager or Tabulation Supervisor	Election Clerk	<b>Maybe</b> – If person has experience with voting systems, and roles do not conflict in time for performance. (Ch. 127)
Manager or Tabulation Supervisor	Early Voting Official	<b>Yes</b> – Recommend EVC as Manager and a Deputy EVC as Tabulation Supervisor, if clerk owns and operates equipment.
Manager or Tabulation Supervisor	Early Voting Ballot Board Judge/Member	<b>No</b> - Duties conflict in scope of duties and time for performance. (Ch. 87 and 127)
Manager or Tabulation Supervisor	Signature Verification Committee	<b>No</b> - Duties conflict in scope of duties and time for performance. (Ch. 87 and 127)
Manager or Tabulation Supervisor	Employee of Political Subdivision	<b>Yes</b> – Allowed by Ch. 127.
Manager or Tabulation Supervisor	Candidate/Officeholder	<b>Maybe</b> - If Manager is general custodian of records, can also be a candidate. Tabulation Supervisor cannot be a candidate. Neither may be an elected public officer, except for general custodian of records
Manager or Tabulation Supervisor	Employee of Candidate	<b>No</b> – per eligibility requirements of a presiding judge. (Ch. 32)
Manager or Tabulation Supervisor	Relative of Candidate	<b>No</b> – per eligibility requirements of a presiding judge. (Ch. 32)
Manager or Tabulation Supervisor	Campaign Employee – Manager or Treasurer	<b>No</b> – per eligibility requirements of a presiding judge. (Ch. 32)

# Central Counting Station

Role A	Role B	Okay?
Presiding Judge of Central Count	Election Judge/Alternate Judge	<b>Inadvisable</b> – Duties conflict in scope of duties and time for performance. (Ch. 32)
Presiding Judge of Central Count	Election Clerk	<b>Yes</b> – If no conflicts with timing of work as a precinct clerk. (Ch. 32)
Presiding Judge of Central Count	Early Voting Official	<b>Yes</b> – If no conflicts with timing of work as a early voting clerk/deputy early voting clerk.
Presiding Judge of Central Count	Early Voting Ballot Board Judge/Member	<b>Yes</b> – If no conflicts with timing of work on early voting ballot board. (Ch. 87)
Presiding Judge of Central Count	Signature Verification Committee	<b>Yes</b> – If no conflicts with timing of work on signature verification committee.
Presiding Judge of Central Count	Employee of Political Subdivision	<b>Yes</b> – Per 127.005(a) may be employee or general custodian of election records.
Presiding Judge of Central Count	Candidate/Officeholder	<b>Maybe</b> - If Judge is general custodian of records, can also be a candidate. May not be an elected public officer, except for general custodian of records.
Presiding Judge of Central Count	Employee of Candidate	<b>No</b> – per eligibility requirements of a presiding judge. (Ch. 32)
Presiding Judge of Central Count	Relative of Candidate	<b>No</b> – per eligibility requirements of a presiding judge. (Ch. 32)
Presiding Judge of Central Count	Campaign Employee – Manager or Treasurer	<b>No</b> – per eligibility requirements of a presiding judge. (Ch. 32)

# Central Counting Station

Role A	Role B	Okay?
Assistant Tabulator	Election Judge/Alternate Judge	<b>Yes</b> – If person has experience with voting systems and duties do not conflict in time for performance. (Ch. 32 and 127)
Assistant Tabulator	Election Clerk	<b>Yes</b> – If person has experience with voting systems, and duties do not conflict in time for performance. (Ch. 127)
Assistant Tabulator	Early Voting Official	<b>Yes</b> – Recommend a deputy early voting clerk serving as assistant tabulator.
Assistant Tabulator	Early Voting Ballot Board Judge/Member	<b>Yes</b> – If person has experience with voting systems, and duties do not conflict in time for performance.
Assistant Tabulator	Signature Verification Committee Member	<b>Yes</b> – If person has experience with voting systems, and duties do not conflict in time for performance.
Assistant Tabulator	Employee of Political Subdivision	<b>Yes</b> – per 127.004(c)
Assistant Tabulator	Candidate/Officeholder	<b>Inadvisable</b> – May create perception of bias.
Assistant Tabulator	Employee of Candidate	<b>Inadvisable</b> – May create perception of bias.
Assistant Tabulator	Relative of Candidate	<b>Inadvisable</b> – May create perception of bias.
Assistant Tabulator	Campaign Employee – Manager or Treasurer	<b>Inadvisable</b> – May create perception of bias.

# Central Counting Station

Role A	Role B	Okay?
Central Count Clerk	Election Judge/Alternate Judge	<b>Yes</b> – If no conflict in time for performance. (Ch. 32 and 127)
Central Count Clerk	Election Clerk	<b>Yes</b> – If duties not conflict in time for performance. (Ch. 32 and 127)
Central Count Clerk	Early Voting Official	<b>Inadvisable</b> – Duties conflict in time for performance.
Central Count Clerk	Early Voting Ballot Board Judge/Member	<b>Inadvisable</b> – Duties conflict in time for performance. (Ch. 87)
Central Count Clerk	Signature Verification Committee Member	<b>Inadvisable</b> – Duties conflict in time for performance.
Central Count Clerk	Employee of Political Subdivision	<b>Yes</b> – Per 127.006(b) may be employee, general custodian of election records, or employee of general custodian.
Central Count Clerk	Candidate/Officeholder	<b>No</b> – per eligibility requirements of a clerk. (Ch. 32)
Central Count Clerk	Employee of Candidate	<b>No</b> – per eligibility requirements of a clerk. (Ch. 32)
Central Count Clerk	Relative of Candidate	<b>No</b> – per eligibility requirements of a clerk. (Ch. 32)
Central Count Clerk	Campaign Employee – Manager or Treasurer	<b>No</b> – per eligibility requirements of a clerk. (Ch. 32)

# FAQs - Relatives of Candidates

**Q:** Can a person that is not related within the first or second degree of marriage or blood be appointed?

**A:** Yes, but we recommend being cautious in situations like these as there may be a perception of bias. We also recommend equal treatment among potential workers, e.g., if you allow one eligible relative of a candidate to work, you should allow another eligible relative of different candidate.





# FAQs - Campaign Staff/Supporters

**Q:** Can a person that works on a candidate's campaign but is not the campaign manager or treasurer be appointed?

**A:** Yes, but we recommend being cautious in situations like these as there may be a perception of bias. We also recommend equal treatment among potential workers.



# TRAINING REQUIREMENTS



# Training Requirements

- 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 access our voter ID training on our website.
- 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 Resources

- Poll Worker Training Resources
  - [Online Poll Worker Training](#)
  - [Election Judges and Clerks Handbook \(PDF\)](#)
  - [Early Voting Ballot Board Handbook \(PDF\)](#)
  - [Central Counting Station Handbook \(PDF\)](#)
  - [Signature Verification Committee Handbook \(PDF\)](#)



# COMPENSATION FOR ELECTION WORKERS AND OFFICIALS



Position	Compensation	Additional Compensation
Election Judge and Clerks	-Compensated at rate set by political subdivision, but must at least be federal minimum wage. Limits on payment for work before/after polls close. (32.091 & 32.092)	N/A
Early Voting Clerk/ Deputy Early Voting Clerk	-If not city secretary or employee, entitled to compensation at rate set by political subdivision. (83.052)	-If city secretary, not entitled to additional compensation if serving as EVC (83.051) -If employee of political subdivision, may be appointed without additional compensation. (83.053)
Early Voting Ballot Board Judge and Members	-Compensated at same rate as election judges. If the work is less than 10 hours, may be paid up to 10 hours. (87.005)	-EVBB is also serving as election judges/clerks, not entitled to additional compensation. -the presiding judge of an early voting ballot board may be compensated at a higher rate at the discretion of the appropriate authority. (87.005)
Signature Verification Committee Member	-Code does not specify, recommend same rate as election judges.	N/A
Central Counting Station Manager	-Compensated at rate set by political subdivision. (127.002)	-If also an employee, may be paid additional compensation. (127.002)
Tabulation Supervisor	-Compensated at rate set by political subdivision. (127.003)	-If also an employee, may be paid additional compensation. (127.003)
Assistants to the Tabulation Supervisor	-Compensated at rate set by political subdivision. (127.004)	-If also an employee, may be paid additional compensation. (127.004)
Judge of Central Count	-Compensated at same rate as judges, but is entitled to minimum of 5 hours. (127.005)	N/A
Clerk of Central Count	-Compensated at same rate as clerks, but is entitled to minimum of 3 hours. (127.006)	N/A



# Compensation

## NEW LAW - Senate Bill 1052

- Amended Section 32.019 of the Code to allow election judges or clerks to be paid for up to two hours of work before the polls open on election day or early voting.



# 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?

- Don't forget to print out all our great charts!!!
  - Or view them on our website
- Please feel free to contact us with any questions: [elections@sos.texas.gov](mailto:elections@sos.texas.gov)
- Thank you for your time and attention

