

Checklist for the Primary Runoff Election

April 2024



Candidate Ballot Order Listing

- The candidate ballot order as certified by the Democratic and Republican parties for the May 28, 2024 primary runoff election is available on our website
 - Please see our mass email from March 28, 2024
 - Make sure that the ballot has been reviewed by your party chair and all offices and races are listed correctly



Important May 28 – Primary Runoff Election Date Looming Deadlines

- **Monday, April 8:** Last day to publish notice for testing of automatic tabulation equipment testing and logic and accuracy testing (L&A testing) of a voting system if test will be completed by recommended deadline of Wednesday, April 10, 2024.
- **Saturday, April 13, 2024** (45th day before runoff primary election day): Deadline to mail ballots to military or overseas voters who already submitted their ballot requests via a federal postcard application (FPCA) or via a standard application for ballot by mail (ABBM) and indicated that they are outside the United States. If the early voting clerk cannot meet this 45th-day deadline, the clerk **must** notify the Secretary of State within 24 hours.
- **Friday, April 26: Recommended** date for early voting clerk to issue order calling for appointment of a signature verification committee if a signature verification committee will be appointed.
- **Monday, April 29:** Last day to register to vote or make a change of address effective for the primary runoff



Important May 28 – Primary Runoff Election Date Looming Deadlines

- **Tuesday, May 7:** Last day for county election officer to post notice of the runoff primary election on the county's website. The notice must also be posted on the county's website if the county maintains a website.
- **Friday, May 17:** Last day to receive an ABBM/FPCA
- **Monday, May 20:** First day to vote early in person
 - Early voting must be conducted for **at least 12 consecutive hours** on each weekday of the early voting period at the main early voting polling place. Voting may not be conducted earlier than 6:00 AM or later than 10:00 PM.
- **Friday, May 24:** Last day to vote early in person



Temporary Branch Locations

- Population of 400,000 or more: the commissioners court **must** establish one or more temporary polling places, other than the main early voting polling place, in each state representative district containing territory covered by the election;
- Population of 120,000 or more but less than 400,000: the commissioners court **must** establish one or more temporary polling places, other than the main early voting polling place, in each commissioners precinct containing territory covered by the election;
- Population of 100,000 or more but less than 120,000: the early voting clerk **must** establish one or more early voting polling places in each commissioners precinct for which the early voting clerk receives a **timely filed written request by at least 15 registered voters of that precinct.**



Polling Places

- County executive committee of a party may order two or more county election precincts to be consolidated into a single precinct if the polling place is located so it will adequately serve the voters of the consolidated precinct.
 - Voters should not be required to travel more than 25 miles from the voter's residence to the polling place.
 - Consolidation and combination are two different methods for reducing the number of precincts in an election, and combination of county election precincts is no longer authorized in a primary election.
 - See our advisory here: [No.2023-11](#) - NEW LAW: Election Precincts and Polling Places – Senate Bill 924



Polling Places

- If county election precincts are consolidated, the precinct election records and precinct returns for the consolidated precinct are reported as a single election precinct.
 - Consolidated precincts will share a polling location, workers, supplies and equipment.
 - Consolidated precincts must also satisfy specific statutory requirements that apply to regular county election precincts.
 - A county election precinct may not contain territory from more than one of the following types of territorial units: a commissioners court precinct; a justice of the peace precinct; a United States congressional district; a state representative district; a state senatorial district; or a State Board of Education district. (Sec. 42.005).
 - County election precincts within the consolidated precinct must share the same primary runoff ballot style.



Polling Places

- Consolidated county election precincts must contain at least 100 but not more than 5,000 registered voters. (Sec. 42.006(a)).
- With a county population under 100,000, the minimum number of registered voters that a county election precinct must contain is 50.
- May not establish a county election precinct that contains both territory inside a city with a population of 10,000 or more and unincorporated territory outside of the city. (Sect. 42.007).
- For guidance on determining how many polling places a county should have for the primary runoff election, whether precinct based or one that participates in the countywide polling place program, please see our mass email from March 22, 2024.



Party Affiliation

- There is no requirement to have previously voted in the general primary election in order to participate in the subsequent primary runoff election.
 - If a qualified voter did not vote in the general primary election, they are still eligible to vote in the primary runoff election.
 - See [No.2022-11](#) - Party Affiliation Questions and Answers
 - Please also see our General Affiliation Questions Page on VoteTexas.gov



Early Voting Ballot Board

- A reminder that, not later than the ninth day before election day, the jacket envelopes containing early voting ballots voted by mail **must** be delivered to the early voting ballot board.
 - **This requirement applies regardless of the county's population size.**
 - For the primary runoff election, this date is Monday, May 20, 2024
 - Last day the early voting ballot board can convene is Thursday, June 6



Receipt of Ballots by Mail

- Deadline to receive ballots by mail:
 - Wednesday, May 29 at 5:00 pm: Late domestic ballots
 - Monday, June 3: From overseas voters and military voters casting ballots from outside of the United States and who submitted an ABBM
 - Monday, June 3: From military voters who submitted an FPCA



Corrective Action Process for Carrier Envelopes and Review of Provisional Ballots

- **Monday, June 3:**

- Last day a voter may come to the early voting clerk's office in person to correct a defect on their carrier envelope
- [No.2023-13](#) - NEW LAW: Senate Bill 1599 – Changes to the Corrective Action Process for Defects on Application for a Ballot by Mail and Carrier Envelope
- Deadline for ID related provisional voters to present acceptable photo identification to the voter registrar's office
- Deadline for voter registrar to complete review of provisional ballots



Partial Manual Count

- Friday, May 31 is the last day to begin the partial manual count (Sec. 127.201)
- Tuesday, June 18 is the last day to complete the PMC
- For information on the partial manual count, please see [Tex. Sec'y of State Election Advisory No. 2018-30](#)
- Our office will issue a mass email regarding the PMC



What Should We be Thinking About Right Now?

- Finding Workers and Back-Up Workers
- Finalizing Ballots
- Logic and Accuracy Testing
- Preparing to mail out ballots
- Finalizing location of polling places



Election Supplies

- Forms Kits
- Blank ballot stock
- Signs
- Emergency Ballots, Ballot Stock
- Tablet(s)/Laptop(s)
- Cell phone(s)
- Hotspots/MiFis
- 100 foot tape measure/string
- Extension Cords & Surge Protectors
- Tape
- Pens
- Indelible Marking Instruments
- Belt Stanchions for crowd guidance
- Keys for Building



Election Supplies continued

- ADA Signs/Curbside Sign with Contract Number or Doorbell
- Clipboards
- Note Pad
- Seal Cutters
- Trash Bags
- Zip Ties to bind wiring
- Outlet Tester
- Sticky Tack
- Cleaning Supplies (esp. microfiber cloth)
- Large umbrella for curbside voting
- "I Voted" stickers



Contingency Plan

- Weather Related
- Emergency Events
- Election Specific Incidents
- County Specific Contacts
 - Emergency Management, Law Enforcement



Resources

- [No.2023-21](#) - March 5, 2024 Primary Election Law Calendar and May 28, 2024 Primary Runoff Election Law Calendar
- Forms Manual
 - <https://www.sos.state.tx.us/elections/forms/pol-sub/index.shtml>
- Conducting Elections Page
 - <https://www.sos.state.tx.us/elections/conducting/index.shtml>
- Training and Educational Resources Page
<https://www.sos.state.tx.us/elections/laws/education-resources.shtml>



Questions?

elections@sos.texas.gov

