



# Web Posting Requirements and User-Friendly Websites

*37th Annual*  
Election Law Seminar  
for Cities, Schools, and  
Other Political Subdivisions

*December 1-3, 2025*



# Texas Secretary of State

ELECTIONS DIVISION



## Required Postings

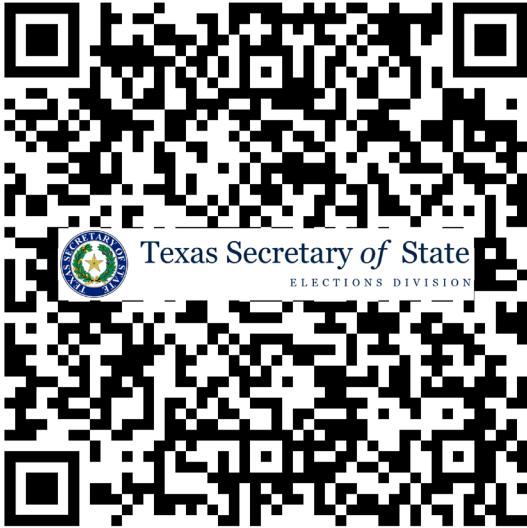


# Texas Secretary of State

## ELECTIONS DIVISION



# Website Posting Requirements



## Website Posting Requirements for Counties, Cities, Schools, and Other Political Subdivisions

Website Posting Requirements for Counties, Cities, Schools, and Other Political Subdivisions						
Posted	Form Number	Notes	Posting Deadline	Responsible Entity	Continuous/Election Specific	Texas Election Code Reference, unless otherwise noted
<b>County Election Office Contact Information and Polling Places</b> The county officer responsible for administering elections shall post contact information for the county election office on the county's Internet website, including: the street address and zip code and mailing address if different from the street address; telephone number; fax number; and email address. For each polling place in the county, the county shall also post the address including name of the building, and the days and hours of voting at each location.						
<input type="checkbox"/>	N/A	SOS recommends permanently on website	Counties	Continuous	31.125	
<b>Summary of Election Related Information</b> Basic information about the political subdivision must be posted on the entity's website including 1) name of members of governing body, 2) contact information for each member of governing body if different than taxing unit's contact information, 3) mailing address, email address, and phone number of the taxing unit, 4) date and location of next officer election, 5) the requirements and deadline for filing for candidacy of each elected office of the political subdivision, which must be continuously posted for at least one year before election day for the office.						
<input type="checkbox"/>	1-20	Notes	Permanently	All entities	Continuous	Tax Code 26.18; Educ. Code 11.1518; Government Code Chapter 2051, Subchapter F
<b>Notice of Meeting of County Election Board</b> The county clerk/elections administrator shall post a notice on the county Internet website of a meeting of the county election board not later than 48 hours before the meeting.						
<input type="checkbox"/>	N/A	N/A	48 hours before the meeting	Counties	Continuous	51.002(e)
<b>Notice of Meeting and Records of Meeting</b> Political subdivisions with ability to tax must post each notice of a meeting and record of a meeting of the political subdivision's governing body. Note: entities should consult with their local counsel regarding this specific requirement since there may be additional information they need to include regarding their meetings.						
<input type="checkbox"/>	1-20	Notes	Before and after each meeting	All entities	Continuous	Government Code 2051.201
<b>Qualifications for Office</b> Requirements for filing for candidacy of each elected office of the political subdivision, which shall be continuously posted for at least one year before the election day for the office.						
<input type="checkbox"/>				Electoral Code		Government Code



## Web Posting Requirements

### Continuous vs. Election Specific

#### Continuous Postings

- Summary of Election Related Information
- Candidate Filing Rules
- Application for Ballot by Mail
- Volunteer Deputy Registrar Information
- Voter Registration Information

#### Election Specific Postings

- Notice of Election
- Candidates and Measures
- Polling Places
- Notices of Debt Obligation for Bond Elections
- Current Election Results



## Entity Website Web Posting Requirements – Continuous

Summary of Election  
Related Information

- **Name of Members of Governing Body**
- **Contact Information** for each member of governing body if different than taxing unit's contact info
- **Mailing Address, Email Address, and Phone Number** of the taxing unit

*See Form 1-20, Internet Posting  
Requirements for Political Subdivisions*

Sec. 26.18, Tax Code; Sec. 11.1518, Educ. Code;  
Chapter 2051, Subchapter F, Government Code



## Entity Website Web Posting Requirements – Continuous

### Summary of Election Related Information

- **Date and Location of Next Officer Election**
  - Address of main administrative office (place where candidates can file an application)
  - Next election means:
    - General Election for Officers
    - Special Elections for Vacancies, upon ordering

*See Form 1-20, Internet Posting Requirements for Political Subdivisions*

Sec. 26.18, Tax Code; Sec. 11.1518, Educ. Code;  
Chapter 2051, Subchapter F, Government Code



## Entity Website Web Posting Requirements – Continuous

### Summary of Election Related Information

The **requirements** and **deadlines** for filing for candidacy of each elected office of the political subdivision must be continuously posted for at least one year before election day for that office.

Sec. 26.18, Tax Code; Sec. 11.1518, Educ. Code;  
Chapter 2051, Subchapter F, Government Code



## Entity Website Web Posting Requirements – Continuous

### Summary of Election Related Information

- Requirements for Filing for Candidacy
  - Application Requirements (Forms, Filing Fee, Petition Requirements)
  - Qualifications for Office (Eligibility)
- Deadlines for Filing for Candidacy
  - For May 2026 elections, the posting requirement began May 2, 2025
  - For November 2026 elections, the posting requirement began November 3, 2025
- See: [Important Election Dates 2026](#), [Candidate's Guide for Local Political Subdivisions](#), and [Election Law Calendars](#)

Sec. 26.18, Tax Code; Sec. 11.1518, Educ. Code;  
Chapter 2051, Subchapter F, Government Code



## Entity Website Web Posting Requirements – Continuous

### Summary of Election Related Information

- Each **notice** of a meeting of the political subdivision's governing body (Subchapter C, Chapter 551, Government Code); and
- Each **record** of a meeting of the political subdivision's governing body (Section 551.021, Government Code).

Sec. 26.18, Tax Code; Sec. 11.1518, Educ. Code;  
Chapter 2051, Subchapter F, Government Code



## Entity Website Web Posting Requirements – Continuous

### Summary of Election Related Information

- **Posting exceptions for notices and records:**

- Requirements for posting notice of meetings and record of meetings of the political subdivision's governing body does not apply to:
  - A county with a population of less than 10,000;
  - A municipality with a population of less than 5,000 located in a county with a population of less than 25,000; or
  - A school district with a population of less than 5,000 in the district's boundaries and located in a county with a population of less than 25,000.

Sec. 26.18, Tax Code; Sec. 11.1518, Educ. Code;  
Chapter 2051, Subchapter F, Government Code



## Entity Website Web Posting Requirements – Election Specific

- **Election Specific Posting Requirements (Texas Election Code)**

- Notice of Deadline to File Applications for Place on the Ballot (141.040)
- Notice of Election (4.003 for Cities and Schools)
- Voter Information Document/Debt Obligation Order (Debt Obligation Elections) (3.009, 4.003)
- Notice of Voting Order Priority (recommended web posting) (63.0015)
- Date of Election (4.009 for Cities and Schools)
- Candidates (4.009 for Cities and Schools)

- Measures (4.009 for Cities and Schools)
- Early Voting and Election Day Polling Places (4.009 for Cities and Schools)
- Signature Verification Committee Appointment Order, if applicable (87.027)
- Notice of L&A Testing, if applicable (127.096, 129.023)
- Early Voting Rosters (87.121)
- Election Day Rosters (87.121)
- Election Results (65.016)
- Reconciliation Form, if applicable (127.131)



## Notice of Election

### The notice must include:

- The type and date of the election;
- The location of the main early voting polling place, including the street address, room number, and building name. **The notice must designate which location is the main early voting polling place;**
- The location of each polling place, including the street address, room number, and building name;
- The hours the polls will be open;
- The regular dates and hours for early voting by personal appearance;
- The dates and hours of any Saturday or Sunday early voting;
- The early voting clerk's official mailing address or street address at which the clerk may receive delivery by common or contract carrier, if different, phone number, e-mail address, and the Internet website, if the early voting clerk has an Internet website;
- We recommend that the information regarding branch early voting locations be included as part of your notice; and
- Any other information required by law.



## Candidate Information

**Candidate & Polling Place Information on County Websites:** A county holding an election or providing election services for an election must post certain information related to its upcoming elections.

- The date of the election;
- The location of each polling place;
- Each candidate for an elected office on the ballot; and
- Each measure on the ballot.

**Deadline:** 21st Day before Election Day

Election Code Sec. 4.009



## Candidate Information

**Candidate & Polling Place Information on City and School District Websites:** A city or independent school district that holds an election and maintains an Internet website **must also post the same election information on its website** even if the county is posting this data.

- The date of the election;
- The location of each polling place;
- Each candidate for an elected office on the ballot; and
- Each measure on the ballot.

**Deadline:** 21st Day before Election Day

Election Code Sec. 4.009



## Early Voting Rosters

Early Voting Rosters (both in-person & by-mail) must be posted on the entity's website

- At minimum, the roster must contain the voter's name, VUID, and precinct number

For all elections in which the **County Clerk** is the early voting clerk:

- Information contained on Early Voting Rosters (both in-person and by-mail) must be posted on the county's website
- **SOS Recommendation:** 11 a.m. per Section 87.121(g) and (h)



## Early Voting Rosters

Early Voting Rosters (both in-person & by-mail) must be posted on the entity's website

- At minimum, the roster must contain the voter's name, VUID, and precinct number

For all elections (County Clerk is **NOT** the early voting clerk by law or contract):

- Information contained on Early Voting Rosters (both in-person and by-mail) must be posted on the website
- If no website, then post on bulletin board used for posting notice of meetings of the governing body of the authority
- **SOS Recommendation:** 11 a.m. per Section 87.121(g) and (h)



## Early Voting Rosters

### Important Notes:

- If an early voting clerk fails to post their early voting rosters, a person registered to vote in the county where the early voting is occurring may file a complaint with the Secretary of State regarding the early voting clerk's noncompliance.
- The Secretary of State has no way of receiving and posting early voting roster information for local elections.

Election Code Sec. 87.121



## Early Voting Rosters

### Best Practice:

- If contracting with the county – the early voting roster must be posted on the county website and the entity should provide a link to that list on the entity's website.
- If not contracting with the county – the early voting roster must be posted on the entity's website.

Election Code Sec. 87.121



## Ballot by Mail Tracker

The Secretary of State is required to provide an **online tool** on its website that enables a person who has submitted an application for a ballot by mail to track the location and status of the person's application and ballot.

Election Code Sec. 86.015, 87.121



## Ballot by Mail Tracker

**Best Practice:** Local entities must work with the counties to:

- Compare the ID numbers on the ABBM and carrier envelope to the ID numbers on the voter's registration record; and
- Report the ballot by mail activity in TEAM so voters can utilize the Ballot Tracker.

Election Code Sec. 86.015, 87.121



## Election Results

### Results Posted on County Websites:

- A county that holds an election or provides election services for an election for a **public entity** must post election results on their website.

### Results Posted on City or School District Websites:

- A **city** or independent **school district** that holds an election and maintains an Internet website **must also post the same election results on its website** even if the county is posting this data.

Election Code Sec. 65.016



## Election Results

The information must:

- Be posted **as soon as practicable** after the election; **and**
- Be **accessible** without having to make more than two selections or view more than two network locations after accessing the home page of the website.

We recommend that election results information remain posted on the entity's main page (or within two clicks of the main page) at least until the next election, and that the information continues to be available for the **full 22-month retention period** for election records.

- Entities may choose to make older election results information available on their website.



## Election Results

Election results information that is required to be on websites:

- The results of each election;
- The total number of votes cast;
- The total number of votes cast for each candidate or for or against each measure;
- The total number of votes cast by personal appearance on election day;
- The total number of votes cast by personal appearance or mail during the early voting period; and
- The total number of counted and uncounted provisional ballots cast.



## Reconciliation Forms—Votes and Voters

The presiding judge of the central counting station must provide and attest to a **written comparison** of votes cast and voters accepted

- at the close of tabulation for election day ([Form 12-1](#)), and
- again after the central counting station meets for the last time to process late-arriving ballots by mail and provisional ballots ([Form 12-2](#)).

Requires posting on the county's website with election returns and results.

**Best Practice:** Cities, schools, and other political subdivisions should also post this reconciliation form along with the entity's election returns and results.



## Reconciliation Forms—Polling Place and Voters

The general custodian of election must provide and attest to a **written comparison** of ballots cast at each polling location and voters accepted at that polling location

- Due by: 30th day after Election Day (Form coming soon).

Requires posting on the county's website with election returns and results.

- **Best Practice:** Cities, schools, and other political subdivisions should also post this reconciliation form along with the entity's election returns and results.

Election Code Sec. 127.131



## Post-Election Hand Count Audit Results

The Post-Election Hand Count Audit must be completed no later than the 21st day after election day.

Results of the Post-Election Hand Count Audit **must be posted** on the county's website in the same location where election returns and results are posted. ([Form 14-11](#))

If you are a local entity conducting your own election, and therefore performing your own Post-Election Hand Count Audit, you are still required to submit the results to the Secretary of State and to the county to post on the county's website.

It is recommended that the local entity also post a link from its website to the county's website where the results are posted.

Election Code Sec. 127.201(e)(2)



# User Friendly Best Practices for Election Websites



## Election Web Postings Exist to Serve the Public

A blue ribbon banner with the text "It's the law!" in white, centered on the slide.

- Outdated or inaccessible postings can undermine confidence and/or create confusion.
- Every update is a public record.
- Legal requirements and user needs must both be met.
- Refer to the SOS Election Law Calendar for election-specific posting deadlines and requirements.



## AAA Principles

### Accessibility

For all patrons, regardless of device or ability

### Accuracy

Information matches official requirements/deadlines/data

### Accountability

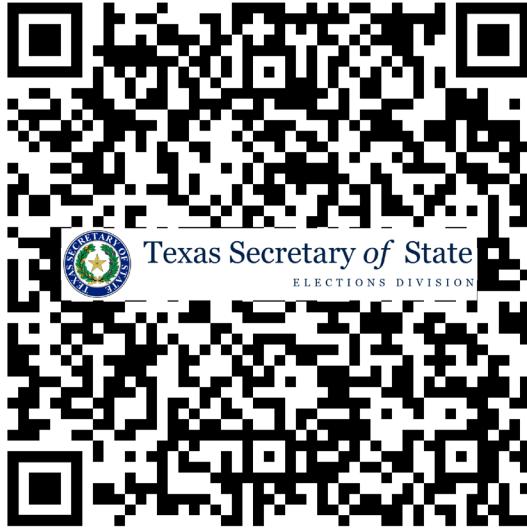
Every posting is traceable and timely



# Texas Secretary of State

## ELECTIONS DIVISION

## New Resource



### Website Posting Requirements for Counties, Cities, Schools, and Other Political Subdivisions

Website Posting Requirements for Counties, Cities, Schools, and Other Political Subdivisions						
Posted	Form Number	Notes	Posting Deadline	Responsible Entity	Continuous/Election Specific	Texas Election Code Reference, unless otherwise noted
<b>County Election Office Contact Information and Polling Places</b> The county officer responsible for administering elections shall post contact information for the county election office on the county's Internet website, including: the street address and zip code and mailing address if different from the street address; telephone number; fax number; and email address. For each polling place in the county, the county shall also post the address including name of the building, and the days and hours of voting at each location.						
<input type="checkbox"/>	N/A	N/A	SOS recommends permanently on website	Counties	Continuous	31.125
<b>Summary of Election Related Information</b> Basic information about the political subdivision must be posted on the entity's website including 1) name of members of governing body, 2) contact information for each member of governing body if different than taxing unit's contact information, 3) mailing address, email address, and phone number of the taxing unit, 4) date and location of next officer election, 5) the requirements and deadline for filing for candidacy of each elected office of the political subdivision, which must be continuously posted for at least one year before election day for the office.						
<input type="checkbox"/>	1-20	Notes	Permanently	All entities	Continuous	Tax Code 26.18; Educ. Code 11.1518; Government Code Chapter 2051, Subchapter E
<b>Notice of Meeting of County Election Board</b> The county clerk/elections administrator shall post a notice on the county Internet website of a meeting of the county election board not later than 48 hours before the meeting.						
<input type="checkbox"/>	N/A	N/A	48 hours before the meeting	Counties	Continuous	51.002(e)
<b>Notice of Meeting and Records of Meeting</b> Political subdivisions with ability to tax must post each notice of a meeting and record of a meeting of the political subdivision's governing body. Note: entities should consult with their local counsel regarding this specific requirement since there may be additional information they need to include regarding their meetings.						
<input type="checkbox"/>	1-20	Notes	Before and after each meeting	All entities	Continuous	Government Code 2051.201
<b>Qualifications for Office</b> Must post the requirements for filing for candidacy of each elected office of the political subdivision, which shall be continuously posted for at least one year before the election day for that office.						
<input type="checkbox"/>	1-20	Notes	SOS recommends permanently on website	All entities	Election Specific (SOS recommends continuously)	Government Code 2051.201
<b>Notice of Deadline to File Application for Place on the Ballot</b> The notice of deadline to file an application for place on the ballot must be posted not later than the 30th day before the first day on which a						
<input type="checkbox"/>						Given the importance of this information, the Office of the



## Have a Clear and Intuitive User Experience

Most Relevant Information  
Should be Highly Visible

- Avoid chronological lists – Place current election material at the top
- Use easy titles
  - “Current Election Info,” not “Documents2025”
- 2-click rule – Remember the two click rule – election results must be accessible in no more than two clicks from home page
- Retention of results – Archive older years clearly
- Avoid unnecessary jargon, write in plain 8th grade reading level



## Location Maps

- Consider placing a map of various polling locations for patrons to access with ease
  - Early Voting
  - Election Day
- Google maps, custom map from 3rd party and embed into website
- Interactive maps are ideal

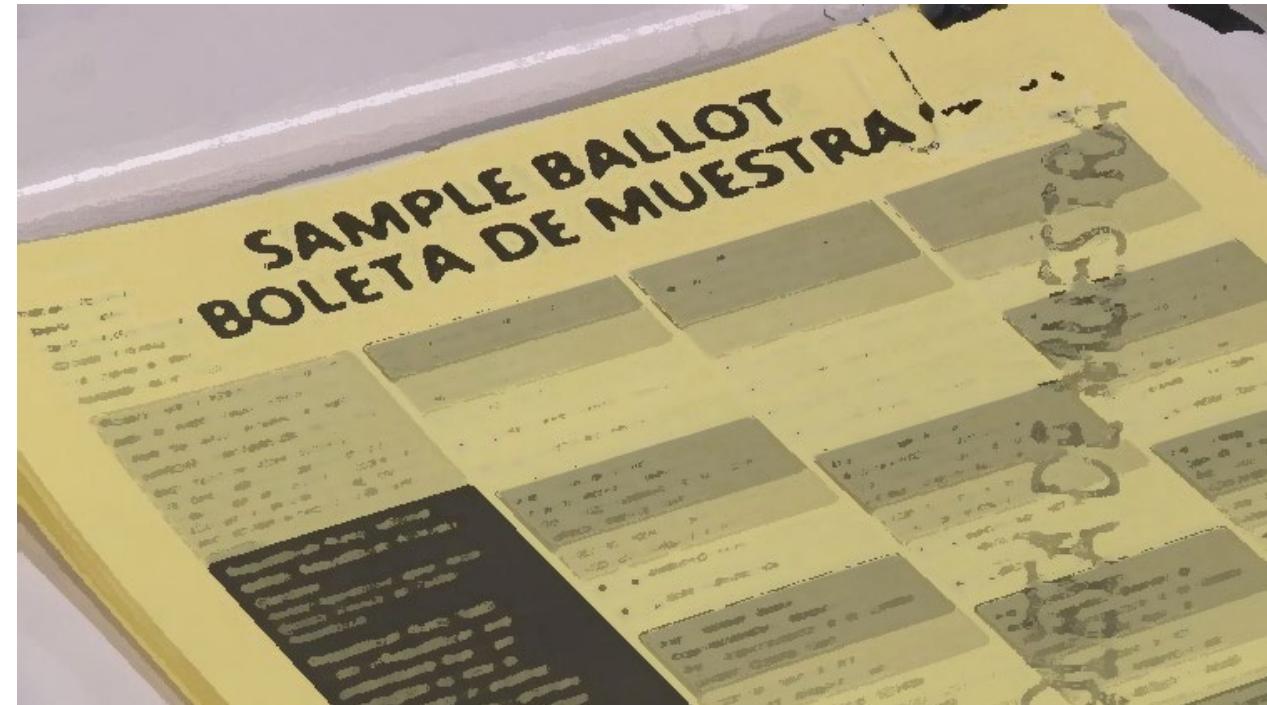




## Sample Ballots and Other Links

Clearly label and post sample ballots that can be found easily

- Include key links such as:
  - VoteTexas.gov
  - Voting by Mail
  - ID Requirements
  - Am I Registered?
  - Ballot by Mail Tracker
  - Poll Worker Training
  - Poll Watcher Training
  - VDR Information/Training
  - All legally required notices





## Accessibility Checklist

- Web Content Accessibility Guidelines (WCAG 2.1 AA) Compliance
- Alternative text, contrast, and font readability
  - Using a sans serif font increases usability
- Spanish translations and any other required languages
- Mobile friendly





## Accessibility Matters

### Screen Readers

- Converts text to speech
- Converts text to braille
- Reads aloud navigation
- Enhances user experience

### Alternative Text for Images

- Describes image content
- Assists screen reader users
- Improves SEO performance
- Provides context to visuals

### Keyboard Navigation Options

- Facilitates site accessibility
- Reduces user frustration
- Increases engagement rates
- Enhances overall usability



## Accuracy and Version Control

- Timestamp every posting
- Maintain version logs or archives
- Remove or label outdated postings and pages clearly
- Check against official resources

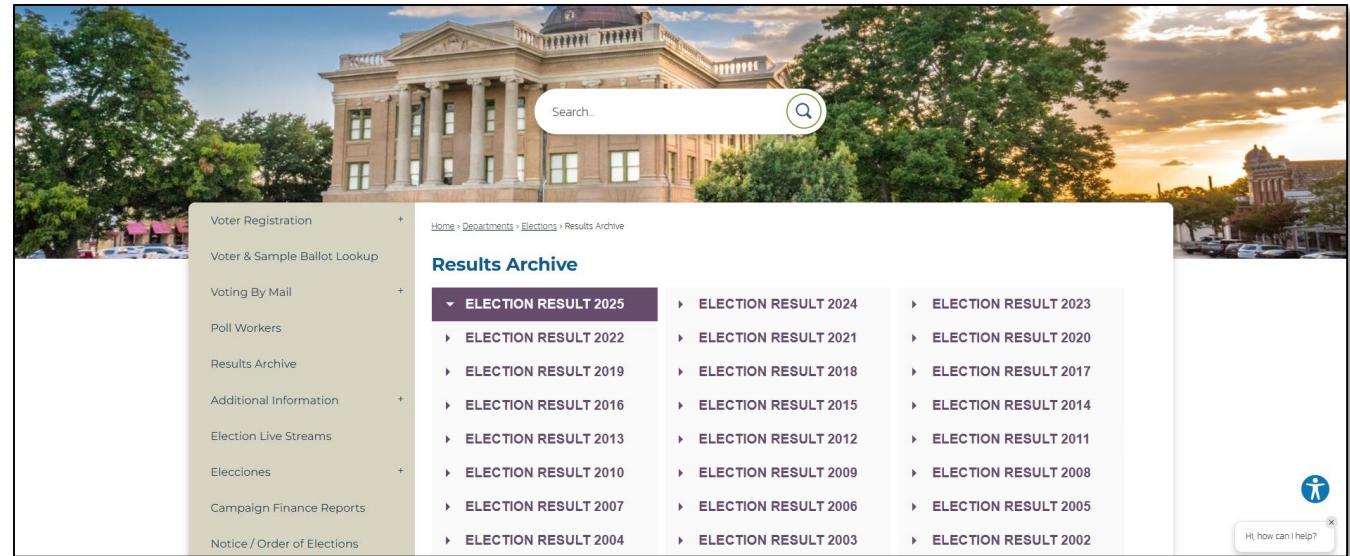
A large, stylized blue arrow graphic pointing to the right, with a white center and red accents at the bottom. It is positioned to the right of the list of tips.

**Proof before and  
after posting!**



# Accountability and Transparency

- SOPs (Standard Operating Procedures)
- Use approved and secure upload workflows (e.g., county IT, vendor, HTTPS)
- Display each post accordingly
- Maintain a public archive for past elections
- Credit sources (e.g. approve by federal/state/county)





## Security and Authenticity

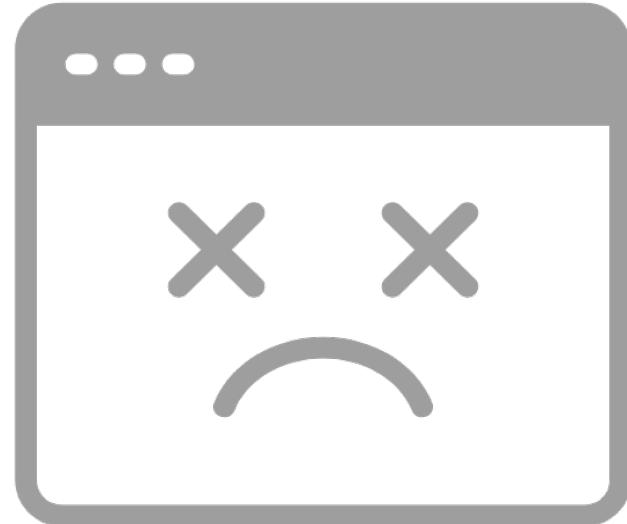
- Practice healthy cybersecurity
  - Password protected content management system access
- Maintain documentation of when postings were published
  - Including timestamps and user and machine logs
- Provide detailed instructions to IT or vendors with posting deadlines and expectations
  - Use the Vendor Risk Management Policy of the SOS Election Security Toolkit
    - Email [electionsecurity@sos.texas.gov](mailto:electionsecurity@sos.texas.gov)





## Common Pitfalls

- Broken links to PDF notices
- Inconsistent naming convention
  - Elections2025\_V3final.pdf
- Missing Spanish (or other required language) versions
- Old postings left up without archiving/expiration



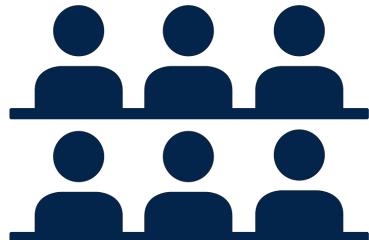


## Mapping it Out

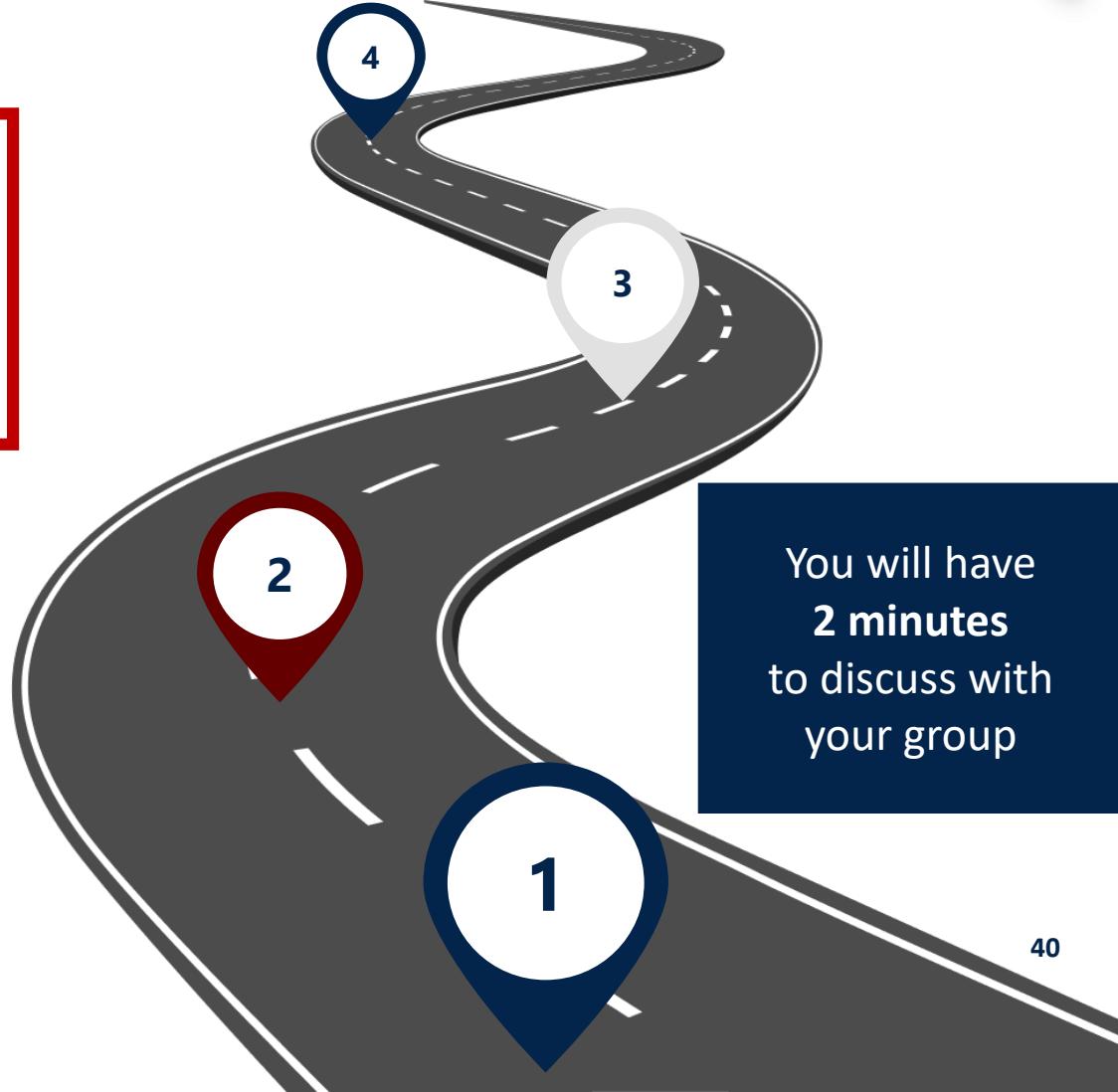
### **Prompt:**

- What are some best practices to implement when creating/updating your website?
- Create a plan of action.

**TIP:** Start with the goal and work backwards. What are the steps needed to achieve this goal?



**Work together with people at your table and the table directly behind you.**





# Texas Secretary of State

## ELECTIONS DIVISION



# How can this website be improved for user friendliness?



A screenshot of the "County Texas" website. The header includes a "Not secure" warning and the URL "https://www.texascounty.com". The main content area features a large image of the American flag. On the right, there is a sidebar with links for "Elections", "Order of Election", "Election Document 2025", "Election Notice 2025", "Polling Locations", "Election 2024 Information", "Sample Ballots 2023", "Sample Ballots 2025", "Sample Ballots May", "Republican Primary", and "Democratic Primary". A "QUICKLINKS" sidebar on the left lists links to "Home", "County Offices", "District Court", "Public Notices &amp; News", "Employment Opportunities", "Financial Transparency", "Foreclosure Notice", "Elections", "Estray Notices", and "County Historical Info". A footer banner at the bottom right reads "TEXAS COUNTIES DELIVER" and "Click here to learn how county government serves you.".



# Texas Secretary of State

## ELECTIONS DIVISION



How can this website be improved for user friendliness?



A screenshot of the "County Texas" website (www.texascounty.com). The URL in the address bar shows "Not secure" and "https://". The page title is "County Texas". The header includes links for "HOME", "CONTACT US", and "TRANSLATE", and a search bar with a "GO" button. The main content area has a large image of a flag. A sidebar on the left is titled "QUICKLINKS" and lists various county services. The main content area is titled "Elections" and contains links for "Order of Election", "Election Document 2025" (highlighted with a red oval), "Election Notice 2025" (highlighted with a red oval), "Polling Locations", "Election 2024 Information", "Sample Ballots 2023" (highlighted with a red circle), "Sample Ballots 2025", "Sample Ballots May", "Republican Primary", and "Democratic Primary". A footer at the bottom left contains a logo for "TEXAS COUNTIES DELIVER" and a link to learn about county government services.



## Final Thoughts

- Use the [SOS Website Posting Requirements Guide](#)
- Apply user friendly best practices when posting and organizing the website
- Build standard operating procedures for internal staff and review regularly
- Reach out to other entities, vendors, or SOS for guidance and suggestions



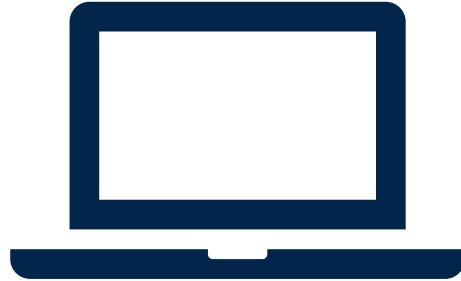


# Texas Secretary of State

ELECTIONS DIVISION



## Available Support



**WEBINARS**



**TRAINING**



**RESOURCES**

[elections@sos.texas.gov](mailto:elections@sos.texas.gov)

800-252-VOTE • 512-463-5650

[sos.texas.gov](http://sos.texas.gov)