

Election Judges

1. Are appointed by the Commissioner's Court for County and Primary Elections.
2. Presides over the conduct of elections at a polling location.
3. Appoint Clerks to serve at their polling location.
4. Call your clerks to inform them of the meeting time at the polling location on Election Day.
5. Discuss with your clerks that it will be a long day. They may want to bring breakfast, lunch, drinks, snacks, and maybe even dinner.
6. Remind the worker to bring the required medications.
7. Contact the poll place representative to gain entry into the building.
8. Information is inserted in a letter mailed to the judge by the Elections Administrator.
 - All judges must contact the representative named on the Poll Place agreement unless the Poll Place Info sheet indicates otherwise.
9. Additional provisions or duties may be added or required.

Alternate Judge: Assist the Presiding Judge with the set-up of the polling place

1. Assisting voters, including curbside, provisional, and spoiled ballot requests, as well as cancellation requests;
2. Completing reports;
3. Replenishing ballots (if asked)
4. Ensure all voting booths are clear of paper left over from previously voting voters.
5. Other obligations as needed by the Presiding Judge.
6. The polling location may have multiple ballots to be issued.
7. Remember: One ballot per voter
8. Serve as Presiding Judge if the presiding judge is unable to fulfill the duty due to an emergency.

Clerk Duties: Election Day Duties

- Assists the judge and the alternate with setting up the polling location before the polls open.
- Keep conversations to a minimum when voters are present.
- Keep voters moving throughout the voting process.
- Do not leave your station unattended.
- Use sticky tack (fingertip moisture to separate ballots, if needed).
- Listen closely to the clerk for details of the ballot to be issued. (precinct number or ballot style)
- Must allow the voter to select and vote on one ballot, unless the initial ballot is spoiled (initiated by the voter due to marking their ballot incorrectly).
- Assist the judge in removing all signage and packing all equipment and supplies.

All reports must be signed before leaving the polling location.

- a. Opening the Polling Place Checklist
- b. Closing the Polling Place Checklist
- c. Chain of Custody Spreadsheet
- d. Register of Official Ballots/Ballot and Seal Certificate
- e. Number of Voters Who Voted
- f. Spoiled Ballot form
- g. Provisional forms
- h. Cancellation forms
- i. Surrendered Ballot form
- j. Omissions List form
- k. Review and sign the Compensation form is complete

*Additional forms may be required that are not listed.

- The duties of an election worker are listed above, but are limited to those noted.