

NEW POLL WORKER INFORMATION COMMON TERMINOLOGY

Thank you for agreeing to serve as a Williamson County Poll Worker. We hope you will have a rewarding experience. The following information is intended to give you a brief description of some common election terms and procedures that will be discussed in greater detail at your in-person training class.

People in the Polling Place: General Overview of Responsibilities

Judge/Supervisor – Pick up/check supplies, open polls, manage the voting process in polling place, process voters with special situations, close polls, complete paperwork, and deliver supplies.

- On Election Day (ED) the presiding Elections Official in the Polling Place is the Judge.
- During Early Voting (EV) the presiding Elections Official in the Polling Place is the Supervisor.

Clerk – Assist Judge/Supervisor with setting up and taking down equipment, check-in voters on VoteSafe, assist as assigned by Judge/Supervisor, answer voter's questions.

Poll Watcher – Appointed by a political party or candidate to observe election conduct.

Elections Administrator (EA) – An appointed official who performs the election duties of the County Clerk and the Voter Registrar.

Election Officials – Staff members of the Elections Department who assist election workers with equipment, check polling locations, and help workers bring the location into full compliance with the law.

Election Inspectors – Appointed by the Secretary of State (SOS) to observe the conduct of an election.

Field Techs – Deputies of the Elections Administrator who assist election workers with equipment, check polling locations, and help workers bring the location into full compliance with the law.

Glossary of Common Election Terms, Abbreviations and Acronyms

Ballot-by-Mail (BBM) – The process of voting via mail in lieu of casting a ballot in person at a polling location.

Certificate (Cert) Number – A voter's County-issued voter registration number.



Combination (Combo) Form – Every voter will sign this form. Signature label will be printed and placed on the form. For Provisional voters, Poll Workers will hand write the voter’s information on this form.

DS200 Scanner & Tabulator – The DS200 is a precinct-based ballot scanner and vote tabulator where voters will scan their ballot printed by the BMD.

Electioneering – Campaigning for or against a candidate/issue. Carrying signs, wearing political logos on shirts, buttons, or other campaign related items are not allowed within 100 feet of the entrance to the building where voting is taking place.

ExpressVote BMD (Ballot Marking Device) – A electronic device the voter will use to make their selections in an election. The BMD will print a ballot that will be scanned into the DS200 for tabulation.

ExpressVote Printer – The printer used to print the precinct and ballot style on their ballot card.

ExpressLink – Software application on the laptop used to provide precinct and ballot style information to the ballot card from either VoteSafe or manually entered information.

Federal Post Card Application (FPCA) – A federal form used by members of the United States military, their spouses and dependents as well as US citizens that are temporarily living outside of the US to register to vote and request mail or email ballots.

Limited Ballot – A limited ballot is a ballot where the voter is limited to only voting on the races and measures that are common between their precinct in the county in which they are currently registered and their new precinct in Williamson County. Can only be done at the Elections Department during EV.

Provisional Ballot – A ballot given to voter when it is determined a voter is not eligible for any number of reasons to cast a regular ballot.

Statement of Residence (SOR) – A form that must be completed at the polling place by any voter with an “S” (suspense) voter registration status as noted in VoteSafe or by any voter that indicates he or she has moved away from the residence address listed in VoteSafe.

TEAM (Texas Election Management System) – This is the State database used to check the registration of voters.

VoteSafe – Electronic poll books program. VoteSafe system is used to look up, check-in, and cancel check-ins for voters, generate labels for the combination form, verify counts, view messages/notations concerning voter’s registration, and send Live Help messages directly to the Elections Department.

Voter Unique Identification Number (VUID) – A voter’s 10-digit, State-issued voter registration number.