



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, pull up ballots on iVotronics, assist as assigned by Judge/Supervisor, answer voter's questions.
- **Poll Watcher** – Appointed by a political party or candidate to observe election conduct.
- **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.
- **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.

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. Certain criteria must be met in order for a voter to receive a mail ballot, including submitting an Application for Ballot by Mail (ABBM). Poll Workers will see this term in VoteSafe when a voter who has requested a mail ballot appears at a polling location to cast a ballot in person.

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.



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

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 (a sign will be posted 100 feet from the entrance). Voters may bring written materials into the voting place for reference but must remove them from the voting booth afterward.

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.

Identification: All voters appearing at a polling location must present acceptable identification to cast a regular ballot.

The acceptable SB5 photo ID (List A) are:

- Texas Driver License issued by the Texas Department of Public Safety (DPS)
- Texas Election Identification Certificate issued by DPS
- Texas Personal Identification Card issued by DPS
- Texas Handgun License issued by DPS
- United States Military Identification Card containing the person's photograph
- United States Citizenship Certificate containing the person's photograph
- United States Passport (book or card)

Texas Law allows voters with a reasonable impediment to obtaining photo ID to present an approved supporting identification. These voters must also complete a Reasonable Impediment Declaration.

The approved photo identification (List A) must be current or have expired no more than 4 years before being presented for voter qualification at the polling place (for voters aged 18-69 years). A voter aged 70 years or older may use approved List A photo identification, no matter how long it has been expired.

The acceptable forms of supporting ID (List B) are:

- copy or original of a government document that shows the voter's name and an address, including the voter's voter registration certificate;
- copy of or original current utility bill;
- copy of or original bank statement;
- copy of or original government check;
- copy of or original paycheck; or
- copy of or original of (a) a certified domestic (from a U.S. state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document).

After presenting a supporting form of ID, the voter must execute a Reasonable Impediment Declaration

iVo (iVotronic) – The voting system used in Williamson County. It is a Direct Record Electronic (DRE) system that allows voters to make their choices electronically directly into the machine (touchscreen). It uses Personal Electronic Ballots (PEBs) to unlock/lock, close, and to pull up ballots for voters.



Judges' Hotline (512) 943-3555 – This line is for the exclusive use of Poll Workers while working. It is monitored by the Williamson County Elections Department Staff and is NOT to be distributed. This line is used when workers need additional assistance, information or guidance from the Elections Department while at the polling location.

Limited Ballot – Used during Early Voting (EV) only, if a voter is a resident of Williamson County but is not registered in Williamson County AND the Elections Department can determine the voter is registered in another Texas county. A limited ballot is a ballot where the voter is limited to voting only on the races and measures that are common between county in which they are currently registered and Williamson County. Can only be done at the Main Early Voting Location.

PEB (Personal Electronic Ballot) – Williamson County currently uses 2 types of PEBs:

- Master PEB (**RED**)
 - Used by Polling Place Judge/Supervisor to print the zero tape and to unlock and close the iVotronics.
- Activator PEB (**GREEN**)
 - Used by all election workers to retrieve a ballot and to cancel a ballot.

Provisional Ballot – Paper ballot given to voter in lieu of electronic ballot when voter failed to present acceptable ID, is not found in VoteSafe, has a “checked in” status on VoteSafe, or any number of other reasons (we will discuss provisional voting in class). A determination will be made by the Early Voting Ballot Board after the election whether or not the ballot cast can be counted. A notice will be mailed to the voter within 10 days of the canvass stating whether the ballot was counted or if it was not counted with the reason why.

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. This form will be used to update the information on the voter’s record and will also be used to determine the correct ballot style to give the voter.

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

Vote Center – A polling place system in which voters may choose to vote at the County polling location of their choice and are not limited to voting at a precinct specific polling location.

Voter Look-up Line 512-943-3332 - This line is for the exclusive use of Poll Workers while working. It is monitored by the Williamson County Elections Department Staff and is NOT to be distributed. This line is used when workers need additional assistance looking up a voter from the Elections Department while at the polling location.



VoteSafe – Electronic poll book program. VoteSafe system is used to look up, check-in, and cancel check-ins for voters, generate labels for the combination form and precinct cards for the ballot puller, 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.

Additional Information

A full-length version of the Williamson County Poll Worker Training Guide is available on our website and can be viewed here:

<http://www.wilco.org/CountyDepartments/Elections/Pollworkers/tabid/597/language/en-US/Default.aspx>

The Handbook for Election Judges and Clerks prepared by The Office of the Texas Secretary of State, Elections Division can be viewed here:

http://www.sos.state.tx.us/elections/forms/election_judges_handbook.pdf