

Glossary of Terms

“S” notation on List of Registered Voters – stands for "Suspense List." The voter has probably moved and must complete a statement of residence to qualify to vote.

Acceptable Forms of ID – A person may present any of these instead of a Certificate of Voter Registration as part of the qualifying process:

- a driver's license or personal identification card issued by the Texas Department of Public Safety or similar documents from other states;
- a form of identification containing a photograph that establishes a person's identity (such as an employee identification card);
- a birth certificate or other document confirming birth that is admissible in a court of law and establishes a person's identity;
- United States citizenship papers;
- a United States passport;
- official mail addressed to the person by name from a governmental agency;
- a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter; or
- any other form of identification presented by the Secretary of State's office.

ADA – Americans with Disabilities Act mandates that all facilities must be equally accessible to persons with disabilities.

Assistance – a voter who is physically unable to mark the ballot or unable to read the ballot is eligible to receive assistance.

Certificate of Appointment – is a written document poll watchers present to the presiding election judge to gain admission to the polling place. The certificate must include the following:

- Name, residence address, and voter registration number of the poll watcher;
- The election and the number of the precinct where the poll watcher is to serve;
- The signature of the person(s) making the appointment;
- The signature of the poll watcher;
- An indication of the capacity in which the appointing authority is acting;
- In an election on a measure, an identification of the measure (if more than one is to be voted on) and a statement of which side the appointee represents; and
- An affidavit executed by the poll watcher that the poll watcher will not have possession of any mechanical or electronic means of recording images or sound while serving as a watcher.

Certificate of Voter Registration – is presented by individuals at the polling place as part of the qualifying process. The Election Clerk checks the information on the certificate against the List of Registered Voters. Discrepancies must be resolved before the person is qualified to vote. Alternative forms of ID are acceptable (see ID below).

Clerk – also called Election Clerk, clerks to work the election polls on Election Day are appointed by the presiding judge of the polling place. These are the individuals who qualify and process the voters at the polling place during the early voting period or on Election Day. To be eligible to serve as a clerk of an election precinct, a person must be a qualified voter.

Combination Form – a form that combines the poll list, signature roster and affidavits.

County Election Precinct – the basic unit of county elections. Each county election precinct (unless combined or consolidated) contains a polling place.

Distance Marker – Signs placed 100 feet from each entrance to the polling place. There is no electioneering or loitering within these boundaries.

DRE – Direct Recording Electronic Voting System. The voter votes directly on the machine without a physical ballot.

Early Voting Clerk – Staff member at the authority conducting the election responsible for early voting. A voter who wishes to cancel his/her early vote must see this person.

Early Voting Roster – Indicates those voters who voted by personal appearance and those who voted early by mail. On Election Day, clerks indicate on the List of Registered Voters those persons who voted early by indicating “Voted Early” (you could use a stamp for this) in the signature column.

Election Judge – also called a presiding election judge; a presiding judge and an alternate presiding judge shall be appointed for each election precinct in which an election is held. The alternate presiding judge shall serve as presiding judge for an election if the regularly appointed presiding judge cannot serve. The presiding judge and alternate judge must be affiliated or aligned with different political parties (see Section 32.002 of the Texas Election Code for further explanation). To be eligible to be a judge of an election precinct, a person must be a qualified voter of the precinct.

Electioneering – the act of promoting a particular candidate or issue in order to influence voters.

Election Kit – The packet of all the election forms, name tags, stamps, envelopes, seals, locks, and signage poll workers will use at the precinct on Election Day. The kit includes the following items:

Election Equipment Packet containing the following:

- Four (4) large-colored envelopes to place complete forms in for County Judge (white #1), Elections Administrator (yellow #2), Presiding Judge (pink #3), and all Green forms (green #4)
- List of Early Voters.
- Precinct Maps.
- Final Reminders.
- Sample Ballots (to post on walls)
- Oath of Assisting forms (for election judges and clerks, poll watchers, language interpreters and persons assisting voters).
- Quick Operations Guide
 - Model 100
 - ADA iVotronic Voting System
- Ballot and Seal Certificate and Register of Official Ballots
 - Election Day
 - ADA Terminal
 - Provisional
- Yellow Folder containing the Expense Statements form to complete for election judges/clerks to be paid.
- Combined Poll List/Signature Roster
- Red Envelope (which contains)
 - Memory Card
 - Seals
 - M100 Counter Keys
- Blue Pouch 2a (which contains)
 - MasterPEB's
 - Activator PEB's
 - Compact Flash Card
 - Headset
- Official Optical Scan Paper Ballots
- Election Procedures Handbook.
- “What to do if....” reference booklet.
- List of Declared Write-in candidates (for applicable elections - post inside each voting booth)
- Name Tags (for Election Judges/Clerks to wear)
- Voter Registration cards (blank cards to give to persons who cannot vote because they are not registered or to give to voters for name and/or address changes.
- Voter Information Signs
- Small Plastic zip lock bag containing:
 - Felt Tip Pens (red, for signing back of ballots)
 - Ball Point Pens (black)
 - Paper Clips
 - Scotch Tape
 - Brass Clips (to separate pages of three-ring binder and to organize poll list/signature rosters)
 - Stamp Pads
 - “VTD (date)” stamps

Oath of Office – administered by the Presiding Election Judge to all election workers on Election Day, usually before the polls open. Shift workers take the oath when they arrive at the polls -- "I swear (or affirm) that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as an officer of the election and guard the purity of the election."

Election Worker Affidavit – There is **no longer an election worker affidavit**. No longer can an election worker see their neighbor walk into the polling place and say "Oh, hey Kim", and Kim votes. Kim can vote, IF Kim has her voter registration certificate, or an acceptable form of ID. If she doesn't, then she can vote provisionally, but the ballot will not be counted.

Envelope No. 1 – used to distribute election records from the precinct polling place after the polls close on Election Day. Contents of each envelope and who receives it varies depending on the authority conducting the election.

Federal Election – an election in which an officer of the federal government is on the ballot. This includes the general election for state and county officers, party primary elections, and any special election to fill a vacancy in the U.S. House of Representatives or U.S. Senate.

Federal Election Commission (FEC) – Existent federal agency, concerned mostly with campaign finance, and largely superseded by the EAC. For more information see www.fec.gov.

General Election – an election, other than a primary election, that regularly recurs at fixed dates.

General Election for State and County Officers – the election at which officers of the federal, state, and county governments are elected; held every November in even-numbered years.

Gubernatorial General Election – the general election is held every four years to elect a governor for a full term.

HAVA – Help America Vote Act of 2002. A federal law signed into law in 2002 that requires a number of changes in the way elections are conducted at the local level. It requires and provides funding for the placement of new voting systems in each polling place that are accessible to voters with a disability. It creates a new provisional ballot procedure for voters whose eligibility to vote is in question. It requires that first time voters registering by mail provide some form of identification when registering to vote for the first time—the reason is to establish his or her identity. And finally, by January 1, 2006, it required the states to create a new statewide computerized voter registration system.

Elections Administrator – referred to as a County Elections Administrator; the Commissioners Court by written order may create the position of county elections administrator for a county. The duties of the county elections administrator include duties and functions of the voter registrar and duties and functions of the county clerk relating to elections.

List of Registered Voters – an alphabetical list of all persons registered to vote in a precinct. The Election Clerk matches the information on the List to a person's Certificate of Voter Registration and resolves any discrepancies to qualify a person to vote on Election Day.

National Voter Registration Act (NVRA) – federal law that requires voter registration at DPS, agencies providing public assistance, and agencies offering services to the disabled. NVRA also requires the Secretary of State to provide regular updates to the FEC detailing the sources of voter registration.

Notice to Provisional Voter – the presiding election judge gives this form to voters casting a provisional ballot. The form explains that the voter will receive notice in the mail informing the voter about whether the provisional ballot was counted. **Oath of Assistance** – is taken by people who assist others voters who actually need help reading or marking the ballot. Election workers will usually take the oath before the poll open, when they take the Election Officials' Oath, and it will suffice for the entire Election Day. Individual selected by the voter to provide assistance will need to take the oath.

Oath of Interpreter – is administered by the presiding election judge to persons who translate spoken and written English instructions, and the ballot, to a voter who does not speak or read English, into the language the voter speaks. The interpreter may be an Election Clerk or someone designated by the voter. See Chapter 3, Section D of *Qualifying Voters on Election Day, Handbook for Election Judges and Clerks 2006 – 2007*, for more information about the interpreter's qualifications and actions.

Official Ballot – Is a paper ballot that has been signed by the Presiding Election Judge at the precinct, or whose name is stamped on the back of the ballot. In precincts using DRE machines, official ballots are electronic and stored in the voting equipment.

Omissions List – also called Registration Omissions List, may be provided by the authority holding the election to the precinct Election Judge who must make changes on the List of Registered Voters so it conforms to the Omissions List. It will include name changes, address changes, etc.

Optical Scan – a voting system under which paper ballots are counted by an infrared or light sensitive reader. The device may be located either at the polling place or a central counting station.

Paper Ballot –ballots counted by hand by election officials at the polling place.

Peace Officer – a person designated by the authority conducting the election to enforce no loitering and no electioneering within the boundaries of the Distance Markers. Usually Peace Officers are local law enforcement officers.

Political Subdivision – a county, city, or school district or any other governmental entity that embraces a geographic area with a defined boundary, exists for the purpose of discharging functions of government, and possesses authority for subordinate self-government through officers selected by it.

Polling Place –site where voting takes place.

Poll Watcher – a person appointed by an eligible entity that may be present in the polling place to observe all conduct of poll workers. Up to 2 poll watchers per polling place can be appointed by a candidate on the ballot, a campaign treasurer of a specific-purpose political action committee in an election on a measure, or a political party in the November general election. See Chapter 1, Section B of *Qualifying Voters on Election Day, Handbook for Election Judges and Clerks 2006 – 2007* for details about qualifications and allowable actions at the polling place.

Poll Worker – also called Election Judge or Clerk, the election workers in the polling place responsible for administering the election.

Precinct – a geographical division of the county you live in that determines where you vote and what jurisdictions you live in.

Presiding Election Judge – the Election Judge responsible for administering the election at a particular polling place.

Political Subdivision – a governing district, such as: City of Austin, Travis County, Texas House District 49, Texas Senate District 21, U.S. Congressional District 10.

Provisional Voting – HAVA created a new voting process called "provisional voting" which is designed to allow a voter whose name does not appear on the list of registered voters due to an administrative error to vote. It is much like the former challenge affidavit procedure in two ways: (1) it involves an affidavit the voter must complete stating the reasons he or she is qualified to vote; and (2) it is used if the voter cannot be qualified by the methods described above. The key differences are: (1) the cast ballots are kept separately from the regular ballots and (2) the voter's records will be reviewed later by the provisional voting ballot board (the early voting ballot board), and the ballot is counted only if the voter is determined to be a registered voter. Provisional voters will receive a notice in the mail by the 10th day after the local canvass advising them if their provisional ballots were counted, and if they were not counted, the reason why. See Chapter 2, Situation 8 in *Qualifying Voters on Election Day, Handbook for Election Judges and Clerks 2006 – 2007* for more information about provisional voters.

Provisional Ballot Envelope – the voter puts their sealed secrecy envelope containing their voted provisional ballot in this envelope and seals it. It is transmitted with the election records to the authority conducting the election where it will be examined and, possibly, counted if the qualifying issue can be resolved.

Qualifying Table –the first table that the voter approaches in the polling place. The election officials located at this table should have: pens, Poll List (or Combination Form), List of Registered Voters; Extra Sample Ballots; Voted stamp, etc.

Register of Ballots Mutilated or Defaced – list of ballot numbers that are misprinted, defective, or spoiled by voters on Election Day at the precinct polling place. It is transmitted with the other election records at the end of Election Day.

Registered Voter – means a person registered to vote in this state whose registration is effective.

Sample Ballot –a poster or flyer with all the offices and candidates presented just as they are on the official ballot. One sample ballot is displayed at each voting station; additional copies are posted around the polling place so voters waiting to vote can see them. Voters may take a copy of the sample ballot into the voting station.

Secrecy Envelope – the voter places his/her voted provisional ballot in this envelope and seals it and places it in the Provisional Ballot Envelope and seals that envelope.

State Election Inspector – persons appointed by the Texas Secretary of State to visit precinct polling places on Election Day to observe activities performed by Election Judge and Clerks. They may also visit county election offices, warehouses, etc. Also called State Inspector. See *Qualifying Voters on Election Day, Handbook for Election Judges and Clerks 2006 – 2007*, Chapter 1, Section C for more information.

Statement of Residence – a form filled out by an individual on Election Day at the direction of the election clerk to correct their address on the List of Registered Voters in order to qualify to vote.

SOS – Secretary of State; the Secretary of State is the chief election officer of the State. The Secretary shall establish in the secretary's office an Elections Division with an adequate staff to enable the Secretary to perform the secretary's duties as chief election officer.

U.S. Election Assistance Commission (EAC) – New Federal Agency charged with carrying out HAVA mandates for Federal elections. For more information visit: www.eac.gov.

Voting Station – means the voting booth or other place where voters mark their ballots or otherwise indicate their votes at a polling place.