



# Poll Worker Training 104

ELECTION EQUIPMENT

January 18, 2024

# Welcome to Poll Worker Training 104

## Election Equipment

The goal of the Houston County Elections Department is to provide you with the training necessary to feel confident while working the polls. Understanding the equipment and how to use it is an essential part of this process.

In this lesson we will be reviewing each piece of the election equipment and how it is used, including:

- ▶ Poll Pad
- ▶ ExpressVote
- ▶ Ballot Box



## Election Equipment

Sec. 122.031 of the TEC provides that (a) Before a voting system or voting system equipment may be used in an election, the system and a unit of the equipment must be approved by the secretary of state.

The process by which, is long and arduous. There are currently only 2 companies that have equipment approved for use in the state.

You can rest assured that the equipment Houston County uses has been approved and complies with all the statutes governing the use of such.

If you are interested in reviewing the code it can be found in

ELECTION CODE TITLE 8. VOTING SYSTEMS

CHAPTER 122. STATE SUPERVISION OVER VOTING SYSTEMS



## Poll Pad

The Poll Pad is where you check in a voter. During the process of Qualifying a voter you will rely on the Poll Pad.

When the voter presents their approved identification, you will scan the barcode on the back of the ID. This barcode is tied to the voters registration and should bring the voter up in the system.

Alternatively, you can also search for a voter in the system under the search feature. You will use this for RID voters or for voters whose ID won't scan.

Once the voter has been checked into the Poll Pad, the voter will choose an activation ballot from the table and place it into the ExpressVote printer. The printer will print their Ballot Style and Precinct number in a barcode format so that the ExpressVote machine may pull up the correct ballot.



# ExpressVote

Now that the voter has been checked in and they have their ballot, they will select any open voting machine to insert their ballot.

The voter should be able to verify their ballot information by reading the information at the top left hand corner of the ExpressVote Machine. If for any reason the voter thinks that they have received the wrong Ballot Style, you should go back and re-verify their information.

Should the ballot need to be corrected or if the voter is voting a Provisional and doesn't have a barcoded ballot, you can manually select the Ballot Style and Precinct for the voter on the ExpressVote.

In any case, it is essential that you verify the voter is getting the correct ballot style.



# ExpressVote

The ExpressVote is also referred to as the Ballot Marking Device.

Once they have finished they will be presented with an opportunity to review their selections and then print their ballot. It is important that they review their selections prior to printing the ballot as they can go back and make changes.

Once they print their ballot, they should again review their ballot is accurate and all the selections made are how they want to vote.

Once the voter is satisfied that their ballot is correct they can proceed to the Ballot Box and cast their vote.



# ExpressVote

## What if a voter's ballot is damaged or they made a mistake marking their ballot?

TEC Sec. 64.007. SPOILED BALLOT. (a) If a voter mismarks, damages, or otherwise spoils the ballot in the process of voting, the voter is entitled to receive a new ballot by returning the spoiled ballot to an election officer.

(b) A voter is not entitled to receive more than three ballots.

(c) An election officer shall maintain a register of spoiled ballots at the polling place. An election officer shall enter on the register the name of each voter who returns a spoiled ballot and the spoiled ballot's number.

(d) After making the appropriate entry on the register, the election officer shall deposit the spoiled ballot in ballot box No. 4. (for us this is the spoiled/surrendered ballot bag)



# Ballot Box

The ballot box is the last step of the voting process, here is where the voter will Cast their Ballot.

The voter will place the ballot into the ballot box. It does not matter what direction they place the ballot into the box.

The ballot box will be securely locked after the polls close. At that time the Judge/Alternate Judge will transport the box back to central count to be counted.





## STICKERS

After the voter has completed voting, offer them an “I Voted” sticker and thank them for voting.



# Equipment Do's and Don't's

## DO

- Check voters in on the Poll Pad.
- Call if you cannot find a voter in the Poll Pad.
- Allow Provisional Voters to mark their ballot with the ExpressVote.
- Keep quiet while voters are voting.
- Allow a voter to have another ballot if their first one is destroyed or accidentally marked wrong.
- Watch to make sure each ballot is placed in the ballot box.

## DON'T

- DON'T Tell a Provisional Voter their vote will not count.
- DON'T be afraid to ask for help if you are unsure how to proceed.
- DON'T neglect to explain how the process works to voters who are unsure.
- DON'T distract voters when they are voting or scanning their ballot.

## Important Take A-ways

- Your goal is to apply the knowledge you learn here to protect the integrity of the election process.
- Understanding how our equipment works is an essential step in this process.



# elections@co.houston.tx.us

- ▶ Thank you for taking time to view our Equipment Video. If you have any questions feel free to contact us at the email address above, or by calling 936-544-3255 \*243.
- ▶ Our goal is to always provide you with the most current election information and work with you on providing Houston County with the highest of election integrity.