



## May 10, 2014 General Election Processes and Procedures Update

### General Information

All voting information for the May 10, 2014 General Election can be found on the Dallas County Elections website ([www.dallascountyvotes.org](http://www.dallascountyvotes.org)).

Early voting is held from Monday, April 28 through Tuesday, May 6. Early voting hours are generally 8:00 am to 5:00 pm, except for Sunday, May 4 (1:00 pm – 6:00 pm), and Monday and Tuesday, May 5 and 6 (7:00 am – 7:00 pm). Addison Fire Station #1 is an early voting location, though residents may vote at any early voting location in Dallas County. A full list of these locations is available on the County website above.

Polls open on Election Day (May 10) at 7:00 am and close at 7:00 pm. A resident's precinct number determines their polling location. Residents can locate their precinct on their voter registration card, or through the Dallas County Precinct Lookup Page on the Elections website. Precincts 2900 and 2901 will vote at Fire Station #2. Precincts 2902, 2903, 2904, and 2905 will vote at Fire Station #1.

### Early Voting

Approximately six weeks before the start of early voting, election judges are selected and appointed for each voting location. They are chosen by the Dallas County Commissioners Court from a list provided by both political parties in accordance with Section 32.001 of the Texas Election Code. Judges must be Dallas County registered voters, and attend several training sessions on the use of voting equipment and election law prior to serving.

The duties of an election judge derive from Section 32.071 of the Texas Election Code. They are generally responsible for the management and conduct of the election at their assigned location. To that end, they are charged with issuing ballots, maintaining order, administering Oaths of Office to clerks and poll assistants, and ensuring accurate election records at the precinct level. Throughout the day, they maintain a running tally of the number of voters, which is posted beginning at 9:30 am and updated at subsequent two hour intervals. They are allowed to give information regarding the election process to voters, but are forbidden from promoting, influencing, or compelling action towards any item.

Approximately one week prior to the start of Early Voting, all voting machines (called Direct-Recording Electronics, or DRE) are put through a series of calibration, logic, and accuracy tests. These tests must occur no later than 48 hours prior to the date when they are used. The testing must be open to the public, and is therefore noticed in a paper of record at least 48 hours beforehand. A hardware diagnostic is also performed to ensure that mechanical components are working correctly.

Once Early Voting begins, a running count of voters is kept by the Election Judge, and reported each night after the polls close to the Central Counting Station. The number reported is simply a voter count, and does not indicate voting counts for any item on the ballot. This process continues consistently all throughout the Early Voting period.

After Early Voting ends, all ballot boxes are taken back to the Central Counting Station, where they are subjected to a 26 step quality control process designed to ensure security, accuracy, and integrity of the ballot count. A summary of this QC system can be found as Exhibit A, attached.

### Election Day

Operations during Election Day are very much like they are during early voting. As with Early Voting, Election Day judges are on hand to ensure compliance with all regulations. The City Secretary will be stationed at Central Fire throughout the day to address any questions or issues which may arise.

After polls close at 7:00 pm, an unofficial vote count is obtained from the County website, and written down on a 38x30 laminated poster board. This Election board also holds spaces for final vote counts from Fire Station #1 and #2 (a proof is attached as Exhibit B). Unofficial results tape from voting machines are also printed off from both voting locations. The City Secretary will obtain preliminary results from Fire Station #1 and populate the appropriate spaces on the Election Results Board. The Assistant City Secretary will obtain results from Fire Station #2, return to Fire Station #1, and populate the appropriate spaces on the Election Results Board.

Following Election Day, all ballots are subjected to the same QC process as Early Voting. Once all provisional and overseas ballots have been counted, a final count will be made available to the Town.

We are required by the Town Charter to canvass results of the election at the next Regular Council Meeting following the election date. However, since the final count will not be ready until May 16 at the earliest, results will be canvassed at a special meeting on Monday, May 19. Any new Council Members will be sworn in at that time.