

2021-2022

Comprehensive Election Audit Report



GUADALUPE COUNTY

Office of the Secretary of State
Elections Division
P.O. Box 12060
Austin, Texas 78711
1.800.252.VOTE (8683)
www.sos.texas.gov



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EXECUTIVE SUMMARY

Overview

In 2021, the Texas Legislature enacted [Senate Bill 1](#) (87th Leg., 2nd Called Special Session), which included a provision requiring the Office of the Secretary of State to conduct audits in four randomly selected counties. [Section 127.351](#) of the Texas Election Code provides that the Secretary of State shall conduct an audit of the elections held in the preceding two years after the most recent November uniform election occurring in an even-numbered year. On July 28, 2022, the Secretary of State conducted a drawing to determine which counties would be audited for the 2021-2022 election period. In this drawing, Guadalupe County, along with Cameron, Eastland and Harris counties, was selected as one of the counties to be audited in the 2021-2022 election cycle.

Comprehensive Findings

The audit of all elections conducted for the 2021-2022 election period revealed, as cited in this report, both election-specific concerns and broader patterns within the administration of elections in Guadalupe County. These findings identify areas in which the county is consistently meeting legal requirements and areas of needed improvement.

Notable Findings

Training of Election Workers & Community Engagement

Guadalupe County provides highly effective training programs for internal staff members, election workers, and the community. In addition to the four (4) one-hour training sessions for all new and returning election workers, the county has developed a comprehensive training manual for all election judges and workers. Though a limited amount of paperwork was missing required information or signatures, the majority of the polling location documentation was thoroughly completed allowing for the accurate reconciliation of election results.

The county elections staff routinely conducts post-election assessments of all processes and procedures. The election administrator stated, “every election is an opportunity to learn and to be better.” As part of the process, the county addressed self-identified areas of needed improvement and embarked on the development of an interactive curriculum for the community that became known as the Citizens Election Academy. The fundamental goal was to provide an educational course to allow attendees to better understand the overall election process and specifically how that works in their Guadalupe County. The election administrator expressed that it was an effort to invite the citizens of the county into their work to “see” firsthand how elections are administered in their county.

Election Security & Contingency Planning

Information technology and security services in Guadalupe County are run by Management Information Systems (MIS). Preventative measures are in place to help ensure election security, such as two factor authentications, network segmentation, end point detection, and constantly monitored firewalls. The county technology team follows best practices and security information specific to elections through active participation and coordination with Elections Infrastructure-Information Sharing & Analysis Center (EI-ISAC), the Department of Information Resources (DIR), and Texas Association of Counties (TAC).

The county currently hosts round table discussions related to emergency management and contingency protocols and consistently reevaluates this planning to ensure a continuity of operations in an event of any outage. Having experienced a ransomware attack during the audit period, Guadalupe County is using that experience and lessons learned to strengthen their information technology and security posture.

County Policies & Procedures

Guadalupe County has developed an extensive policies and procedures manual that details the procedural expectations of employees and their assigned functions. This manual is provided to all staff members upon hiring and covered in depth during initial training. The county cross trains all employees on the necessary functions related to voter registration and election administration. The election administrator prioritizes staff training to ensure that no responsibility is dependent on a single staff member, therefore eliminating any single point of failure.

Every person interviewed referenced the policies and procedures manual and articulated the importance of that document as a critical reference tool. Additionally, the interviewees were able to articulate all of the business process conducted within their office even though some of those responsibilities were not part of their typical daily responsibilities. The county election staff acknowledged that this commitment to thorough training was a product of experience and their shared commitment to conducting successful elections in the county.

Voter Registration & List Maintenance

Guadalupe County uses a third-party vendor to operate the county voter registration system. All counties utilizing a third-party vendor are required to submit data to the state system daily and to conduct a system synchronization at least once a month to ensure accuracy between the two systems. Guadalupe County has consistently complied with these requirements.

Both state and federal law require counties to continuously update their voter registration lists to ensure that only eligible voters are registered to vote in the county in which they reside. Guadalupe County consistently performs list maintenance activities and retains all required voter registration records in accordance with state law.

Guadalupe County should continue processing voter registration applications and record updates in a timely manner. Likewise, the county should continue to prioritize all list maintenance activities to ensure that only eligible voters are able to cast a vote in Guadalupe County.

Areas for Improvement

Election-Specific Security Planning

Though the county has numerous security measures currently in place as previously referenced, the county does not have a comprehensive Written Information Security Plan (WISP) related specifically to supporting and securing elections in Guadalupe County. This plan should include incident response planning and continuity of operations considerations. Likewise, a vendor risk management plan should be in place with all vendors providing services for the county election office and accessing sensitive and confidential voter registration and election data. Information security policies are provided to all key county personnel. However, as acknowledged by the county's information security personnel, a need for a more robust cyber security training for all staff members is needed and is currently being developed.

Conclusion

Guadalupe County is encouraged to continue implementing industry proven best practices and to formalize the security efforts currently in place. Guadalupe County has invested time and resources to develop an extensive county training program for election workers and has worked to provide educational opportunities to their community in order to educate their voters on the election process. Through a consistent self-auditing process following each election and a willingness to share their process with community members, Guadalupe County voters can be confident that their elections are conducted in a secure and transparent manner.

COUNTY OVERVIEW

Guadalupe County

Guadalupe County, located in south central Texas, has a population of 172,706 residents.¹ The county encompasses a land area of 711.25 square miles and includes 60,463 households. The voting age population of Guadalupe County, which includes all persons over 18 years of age, is 132,149 (76.5%).

As of November 2022, the county reported 119,523 registered voters for the November 8, 2022 General Election, resulting in a registration rate of 87.9% of the voting age population. During the audit period, the county saw a 5.6% increase in voter registration.



Figure 1: Guadalupe County

Elections and voter registration in Guadalupe County are conducted by a county election administrator. The election office consists of nine (9) full time and two (2) part time staff members. The elections office is located at 215 South Milam in Seguin, Texas with additional storage located in an adjacent building.



Figure 2: Guadalupe County Elections Office

¹United States Census Bureau, <https://www.census.gov/quickfacts/fact/table/guadalupecountytexas/PST045223>.

The Texas Election Code requires the Secretary of State to conduct an audit of the elections held in the preceding two years after the most recent November uniform election occurring in an even-numbered year. The following is a list of all elections conducted in Guadalupe County during 2021-2022.



Figure 3: Guadalupe County Elections 2021-2022

Primary Election Administration

In Guadalupe County, the March 1, 2022 Primary Election and the May 24, 2022 Primary Runoff Elections for the Republican and Democratic parties were conducted as joint elections.

Contractual agreements, dated November 30, 2021, were in place to clearly identify the responsibilities of the county and the party chairs.

Election Systems

On August 21, 2020, Guadalupe County executed a contract to acquire the Election Systems & Software (ES&S) EVS 6.1.1.0 which was certified by the Secretary of State on January 8, 2021. This voting system was in use for all elections in Guadalupe County through November 2022.

Voting Systems



Election Systems & Software – EVS 6.1.1.0.

- Electionware election management software allows jurisdictions of all sizes to manage their elections through the software's easy-to-understand, user-friendly interface.



ExpressVote – 4.0.0.0

- The paper-based ExpressVote Universal Voting System uses touch-screen technology that produces a paper record for tabulation. As a marker, the ExpressVote handles the entire marking process, eliminating unclear marks and the need for interpretation of the voter's mark.



ExpressTouch – 1.0.3.0

- The ExpressTouch direct recording electronic voting device allows a voter to cast his/her vote electronically via touch screen.



DS200 precinct scanner and tabulator – 2.30.0.0

- The DS200 is a poll place ballot scanner and vote tabulator that combines the flexibility and efficiency of digital-imaging technology to support paper-based voting.



DS850 high-speed scanner and tabulator 3.4.0.0

- The DS850 high-speed central scanner and vote tabulator is capable of processing 300 double-sided 14-inch ballots per minute. The system is typically used in a central location as a scanner and tabulator for Election Day, absentee and early voting. The DS850 continuously scans and intelligently sorts ballots with its high-speed digital image processing.

Figure 4: Guadalupe County Voting Systems

It is the responsibility of the county election officers to ensure that all voting system equipment is certified by the Secretary of State² and being used in a manner consistent with the terms of the certification and in accordance with state and federal law.

Electronic Pollbook

Guadalupe County contracts with VOTEC for use of the VoteSafe electronic pollbook. The VoteSafe version 1.0.34 was certified for use in Texas on January 23, 2020. Version 1.3.85 was certified on September 1, 2022 for use in Texas Elections.



Figure 5: VOTEC VoteSafe Pollbook in Guadalupe County

Complaints

Any person who believes that a criminal violation of the Texas Election Code has occurred may file a complaint with the Secretary of State's office. In order to initiate the complaint process, a written and signed complaint must be filed with the Secretary of State.

The Secretary of State's complaint procedure is used to record alleged abnormalities in elections and forward accusations of criminal transgressions of the Texas Election Code to the Attorney General. Each polling place is required to post a notice in a form prescribed by the Secretary of State that informs voters of who to call or write to if a voter has a complaint about the conduct of the election.³ If someone notices anomalies with voting operations or believes there has been a criminal violation of the Texas Election Code, they can file a complaint with the Secretary of State's office.

Guadalupe County received two complaints during the audit period. After review, it was determined that the complaints did not include any criminal conduct or violations of the Texas Election Code and thus the complaints were not referred to the Attorney General's Office.

² Tex. Elec. Code § 122.031.

³ Tex. Elec. Code § 62.0112.

VOTER REGISTRATION

Findings

- Guadalupe County maintains a voter registration system that is independent from the official statewide voter registration system. It is the responsibility of the county to ensure consistency and accuracy between the data contained in their county systems and the data reported to the statewide system.
- The Secretary of State has limited insight into the list maintenance process when counties are utilizing a separate county voter registration vendor.
- To ensure that the official list of registered voters includes only those that are eligible by Texas law, Guadalupe County should continue to address all list maintenance activities in a timely manner.
- Effective training procedures and extensive resources are provided to all county personnel responsible for voter registration ensuring that all registrations are processed in a timely manner and in compliance with state law.

Voter Registration System

The Secretary of State is responsible for the implementation and maintenance of an electronic statewide voter registration system. This system serves as the single system for storing and managing voter registration information from all Texas counties and serves as the official list of registered voters (OLRV) in the state.⁴

Counties in Texas may elect to contract with a third-party vendor to operate the county voter registration system upon the approval of the Secretary of State.⁵ Guadalupe County contracts with VOTEC Corporation for use of their VEMACS voter registration platform. VOTEC has successfully completed the state's limited certification process and their VEMACS platform is certified for use by county election officials in Texas.

System Synchronization

Counties using a certified third-party system have been required to complete synchronization at least once annually to ensure consistency of all voter registration records. However, in June 2022, the Secretary of State began requiring that the system synchronizations be conducted at least one time each month.

⁴ Tex. Elec. Code § 18.061(a).

⁵ Tex. Elec. Code § 18.012.

Guadalupe County has consistently conducted monthly syncs since June 2022. A review of the initial file submitted in early July 2022 reflected an initial inconsistency between the two systems of 229 voter records. A discrepancy identified during the sync process may be related to such activities as new voter registrations that are still pending, voters who have recently moved and the transfer of those records to a new county is still in process, and redistricting activities within the state and county voting precincts. It is important to note that such discrepancies do not indicate ineligible voters but indicate conflicting or missing information in the voter records between the two systems.

A final sync, conducted prior to the voter registration deadline for the November 8, 2022 General Election, reduced the number of discrepancies to approximately 40 voter records leading to a more consistent alignment of the data shared between the two systems.

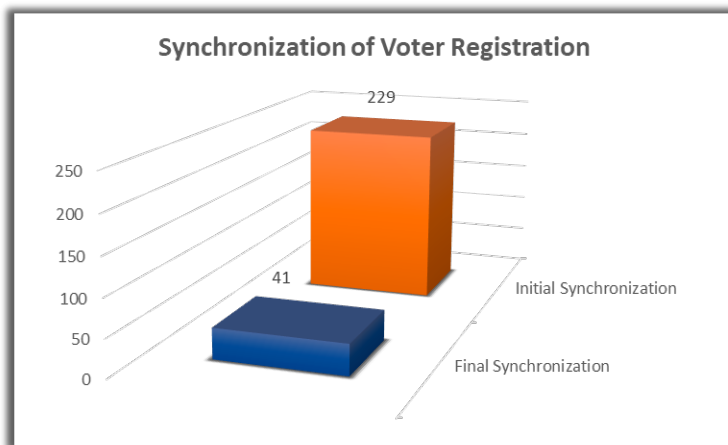


Figure 6: Number of Discrepancies Identified Prior to November 8, 2022 General Election

Voter Registration

A review of voter registration statistical information related to the elections included in this audit is reflected below.

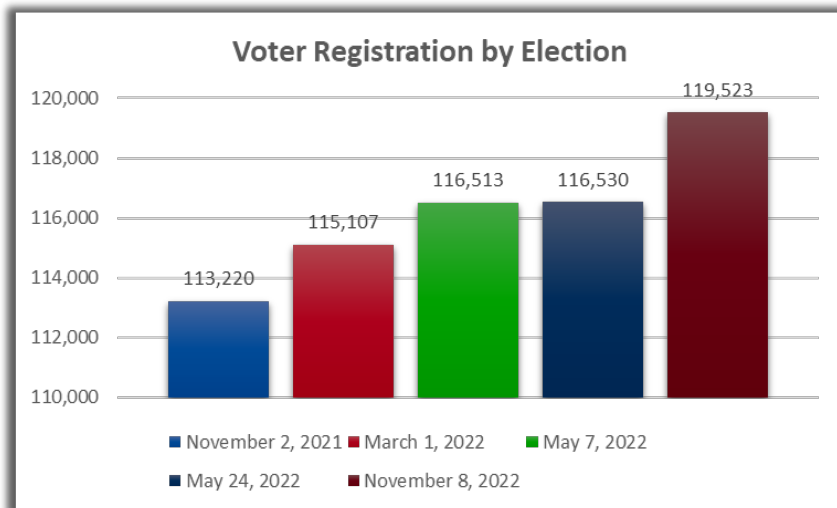


Figure 7: Guadalupe County Voter Registration by Election

Minor discrepancies between the Guadalupe County official reports and the number of registered voters reported to the statewide voter registration system were identified. As indicated above, the number of registered voters for the November 8, 2022 General Election as reflected in the statewide voter registration system was 119,523. However, the Summary Results reflected a total of 120,066. The complexity of exact matching due to the timing and coordination of snapshots between the county vendor system and the statewide voter registration system, especially while voter registration is still occurring, leads to a disparity of the numbers between state and county voter turnout and statistical reporting. The responsibility to provide accurate and timely voter registration numbers and coordination of these data points rests on the county election official to ensure consistent reporting.

The election staff thoroughly explained their daily procedures with regard to the processing of incoming voter registration applications and list maintenance notifications. The audit team reviewed the extensive training and resource manual developed by Guadalupe County that is provided to all county staff working with the county vendor system and the state system. These effective procedures and the thorough training resources ensure that all policies and procedures are followed consistently and that voter registration applications are reviewed in a timely manner. All voter registration records are maintained in compliance with state law.

Accuracy of Voter Registration List

The Texas Election Code enumerates the importance of maintaining accurate voter registration lists through defining the acquisition of data from other specified agencies, outlining the procedures and processes required of the Secretary of State and county voter registrars, and identifying the criteria used to match this information with the statewide voter registration list.⁶ The Secretary of State is required to send this information to county voter registrars for further review. It is the responsibility of the county voter registrar to review these records on the grounds of eligibility and/or to eliminate duplicative records to ensure the accuracy and integrity of the county voter registration list. Additionally, if the county voter registrar has reason to believe that a voter is no longer eligible for registration, the registrar may use any lawful means to investigate a voter's continued eligibility to ensure an accurate list of registered voters.⁷

The state has limited insight into county list maintenance activities for counties using a third-party system. Voter registration information is submitted to the state on a daily basis. However, the tracking of all correspondence including list maintenance activities, is not available to the state. In most cases, only the final outcomes of county investigations related to voter eligibility and residency are reported to the state system.

⁶ Tex. Elec. Code §§ 18.068, 18.0681.

⁷ Tex. Elec. Code § 16.033.

Ineligibility Due to Death

In 2021, 1,038 strong matched records⁸ were cancelled by the state in Guadalupe County and 1,108 strong matched records were cancelled by the state in 2022. An additional 317 weak matched records were provided to the county for further review in 2021 and 94 weak matched records were provided to the county for further review in 2022. Of the records provided to the county for further review, 163 records were cancelled either on confirmation of a deceased status or for a failure to respond to an examination letter in 2021 and 42 records were cancelled in 2022. All notifications related to a possible death were reviewed by Guadalupe County based on the information provided to the state system.

Overall, a total of 1,192 voter registrations were cancelled by Guadalupe County in 2021 and 1,160 were cancelled in 2022 due to the notification of potential deceased voters from the state and subsequent investigations by the county.

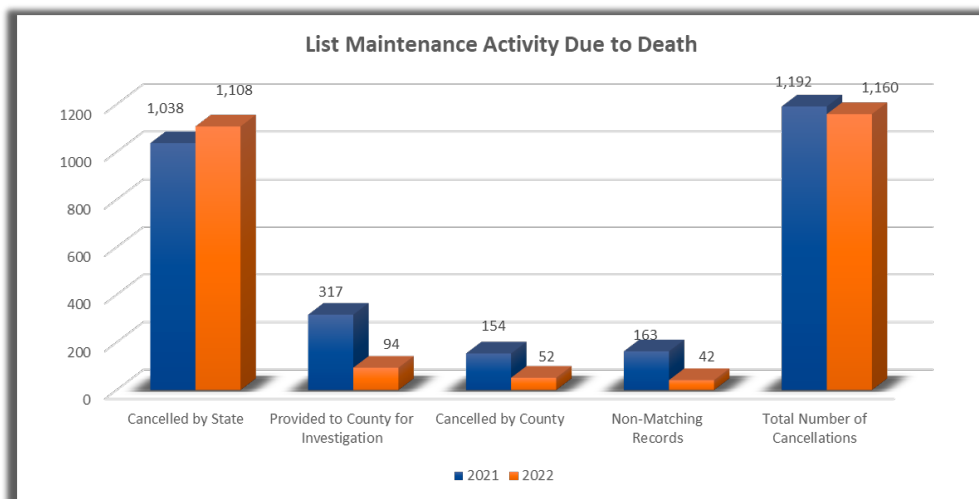


Figure 8: Cancellation of Voter Registration Due to Death

Ineligibility due to Felony Conviction

Cancellation reports indicate that Guadalupe County had no cancellations based on felony conviction notifications during the audit period.

Ineligibility due to Non-U.S. Citizenship

A review of county data indicated that 29 potential non-U.S. citizen voters were identified and provided to the county for further review in 2021.⁹ Notifications were sent to all 29 voters requesting proof of U.S. citizenship. Following the review period, one (1) voter registration record was cancelled at request of the voter. The remaining 28 voter records were cancelled for failure

⁸ 1 Tex. Admin. Code § 81.6(a).

⁹ Tex. Elec. Code §§ 18.068, 16.0332; Tex. Gov't Code § 62.113.

to respond to the notice. One potential record was provided to the county for review in 2022. The registration was cancelled due to the voter’s lack of response to the request.

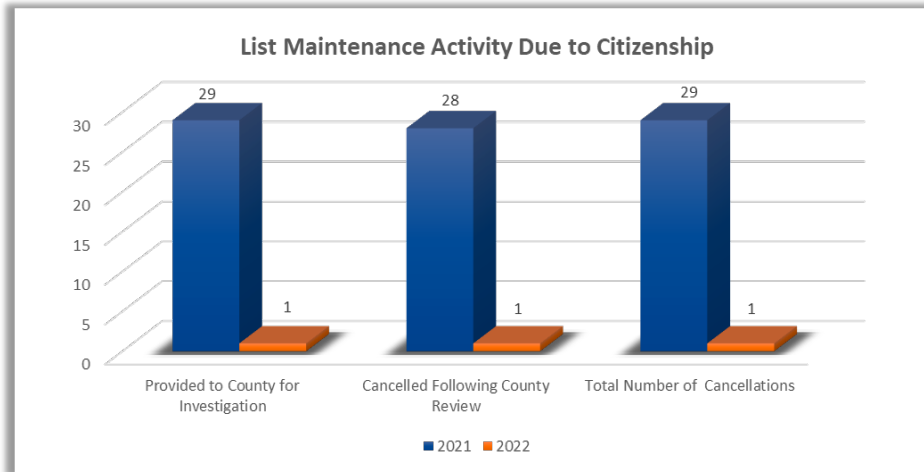


Figure 9: Cancellation of Voter Registration Due to Non-U.S. Citizenship

Duplicate Registration Records

In 2021, Guadalupe County cancelled 26 duplicate records within the county and 4,286 duplicative records were identified and cancelled for voters having a more recent registration in another county.¹⁰ In 2022, 42 duplicate records were cancelled within the county and 5,028 duplicative records were cancelled for voters having a more recent registration in another county. In total, 9,382 duplicate registrations were removed from the Guadalupe County voter registration list during the period of this audit.

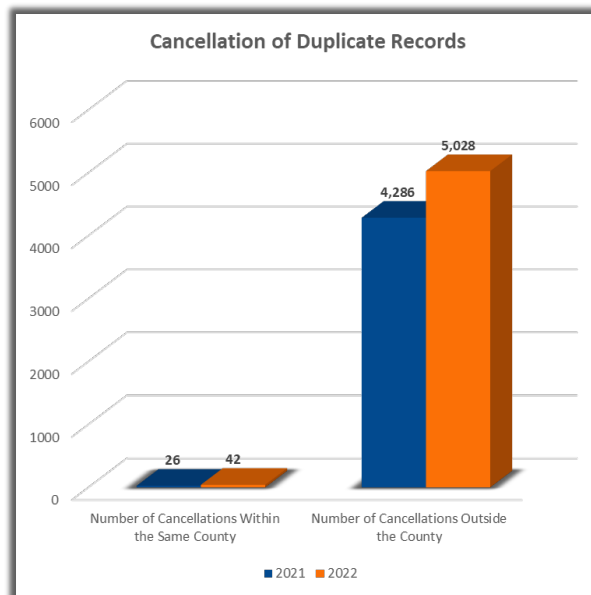


Figure 10: Cancellation of Duplicate Voter Registration Records

¹⁰ Tex. Elec. Code §§ 15.022, 16.031(a)(1).

Residency

County voter registrars are tasked with ensuring voter eligibility based on current residency. If the registrar has reason to believe that a voter's current residence is different from that indicated on the registration records, or that the voter's residence address is a commercial post office box or similar location that does not correspond to a residence, the registrar shall deliver to the voter a written confirmation notice requesting confirmation of the voter's current residence.¹¹

A review of cancellation reports indicated that a total of 429 confirmation responses were received by Guadalupe County in 2021 and 466 confirmation responses were received by the county in 2022. In total, 895 voter registrations were cancelled during the audit period based on confirmation responses indicating that the individuals no longer lived in Guadalupe County.

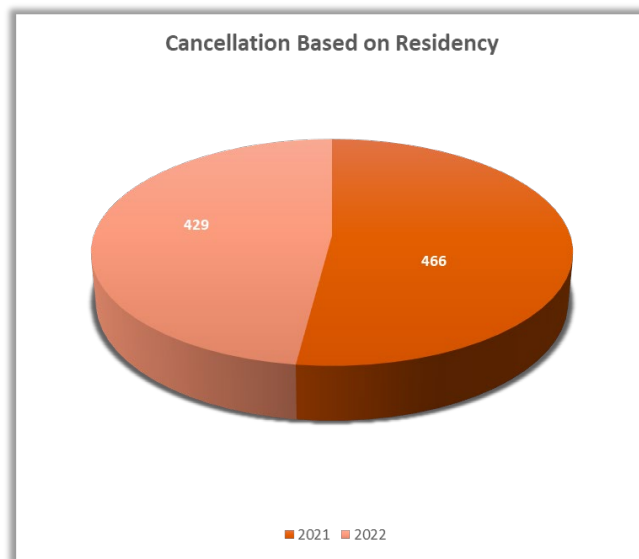


Figure 11: Cancellations Due to Receipt of Address Confirmation from Voter

Volunteer Deputy Registrars

Guadalupe County requires training for all individuals interested in becoming a volunteer deputy registrar. The training is offered on the second Wednesday of each month at the county election office.

A review of documentation revealed a total of 183 volunteer deputy registrars that completed training requirements during the 2021-2022 election cycle. Of those, 97 certifications were granted following the completion of training in Guadalupe County with the remaining 86 certifications honored in reciprocity from other Texas counties.

¹¹ Tex. Elec. Code § 15.051.

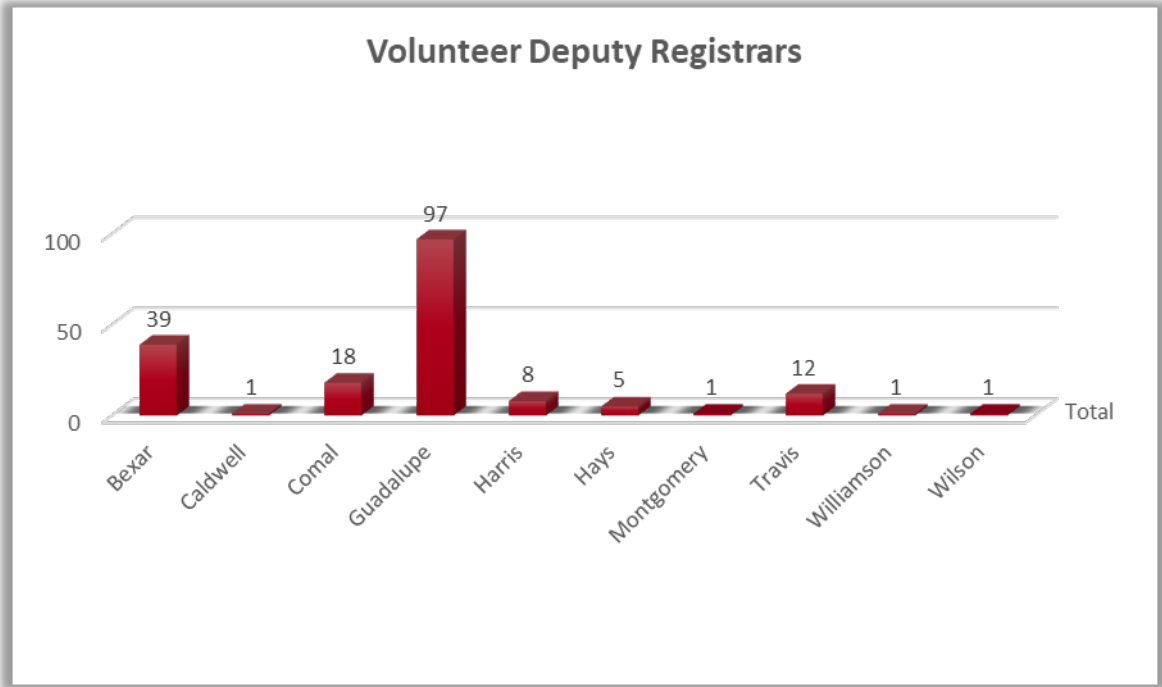


Figure 12: Volunteer Deputy Registrars and County of Training

ELECTION SECURITY

Findings

- The county election office, in coordination with the county information technology office, have prioritized the implementation of industry standard best practices related to election security. The county should continue these efforts as well as the provision of training to all employees.
- Guadalupe County has written technology and security plans in place supporting all county departments including Incident Response Plans and a Continuity of Operations Plan. The county staff has established additional protocols to specifically support and secure the administration of elections. However, the county does not have written documentation related to election specific technology, election security protocols, and vendor risk management planning.

Policies & Procedures

County election officials are required to implement security measures to ensure that all devices with access to election data comply with the guidance adopted by the Secretary of State to the extent that funds are available.¹² This guidance includes, but is not limited to, the [Election Security Best Practices Guide](#)¹³ and the Texas Election Security Toolkit which provide county election officials with documentation templates, effective procedures and industry proven best practices.

Guadalupe County has developed an extensive reference catalog of county procedures specific to all aspects of conducting successful elections. During interviews, the election administrator emphasized the importance of cross-training for county staff on the various voter registration and election administration responsibilities to eliminate single points of failure. The county election staff acknowledged that this commitment to thorough training is an integral part of their contingency planning to ensure multiple well-trained county team members can step into any role of the election administration process at any time to ensure smooth operations.

Cybersecurity & Infrastructure

During interviews, Guadalupe County explained the county information technology, network infrastructure and data security practices. A detailed interview with the election administrator and the Director of Management Information Systems (MIS) for the county provided a more concrete understanding of the county practices and procedures that were in place during the

¹² Tex. Elec. Code § 279.003.

¹³ Election Security Best Practices Guide, Texas Secretary of State Elections Division (April 2020), <https://www.sos.state.tx.us/elections/forms/election-security-best-practices.pdf>.

2021-2022 elections. Additionally, the county team enumerated multiple procedures that have been put in place since the audit period.

Though the county clearly communicated detailed plans and approaches to information security across all county offices, the county did not have documentation related specifically to securing elections such as an Incident Response Plan or a Continuity of Operations Plan. Likewise, the county did not have a written Vendor Risk Management Plan in place with all vendors providing services for the county election office and accessing sensitive and confidential voter registration and election data. The documentation of these efforts and practices is currently in progress.

Network Security

Preventative measures are in place to help ensure election security, such as two factor authentications, network segmentation, end point detection, and monitored firewalls. Patches and updates are done on a weekly basis to make sure the system is running optimally. The county team stays informed of best practices and security information specific to elections through active participation and coordination with Elections Infrastructure-Information Sharing & Analysis Center (EI-ISAC), the Department of Information Resources (DIR), and Texas Association of Counties (TAC).

Information security policies are provided to all key county personnel and are maintained digitally as well as in print. Though training is currently provided, the director indicated that a more robust cyber security training for all staff members is currently being developed.

Additionally, the county hosts round table discussions related to emergency management and contingency protocols to reevaluate and enhance the county plan to ensure a continuity of operations in the event of an outage. Having experienced a ransomware attack during the audit period, Guadalupe County is using that experience and lessons learned to further strengthen their information technology and security posture.

Physical Security

Physical security of voting systems, election equipment, election records, ballots and election workers are an essential part of securing elections and increasing voter confidence in the election process.

Access to General Offices

The county election administrator provided a tour of all election facilities to demonstrate the county security efforts. The audit team observed numerous security measures in place clearly indicating the importance of election security and the commitment to election integrity in Guadalupe County. A multitude of security precautions are in place including control-access rooms, key pads, locks, security cameras, and alarm systems.

Physical and digital copies of election procedures are retained and constantly backed up. All full-time employees and any personnel working on voting equipment go through a background check. Rooms containing sensitive information are under appropriate lock and key, with few staff members having access. In case of physical threat, the elections office partners with local law enforcement to ensure any issues or threats would be handled quickly.

Voting Equipment and Media

Voting equipment used for each election is carefully tracked through several methods. All machines are labeled with an identification code unique to that machine which is documented in transfer logs to track the movement of each piece of equipment. Equipment is inspected following transit for any damage which is documented in detail. If the initial voting equipment needed to be replaced, backup units are already tested and ready to be deployed.

To further ensure that no machines are tampered with during transit from the elections office to the designated polling location, the elections office employs “rovers.” A rover follows each delivery truck to their destination to ensure that the truck stays on route and verify that the correct machines are delivered and unloaded safely and securely. When the voting equipment is not in use, it is safely secured behind locked doors with continuous surveillance to ensure no unauthorized access.



Figure 13: Guadalupe County Security Measures

Elections Supplies

Election supplies are well organized and locked at all times. Proper labeling was observed on all items to identify the contents of storage boxes and folders. Security cameras continuously monitor all areas where election supplies are stored.

Guadalupe County has thorough procedures in place for the determination of needed equipment and supplies. Further, the county has instituted procedures to monitor equipment needs and the inventory of supplies at polling locations during elections. Additional supplies are delivered when

a need is identified. During the audit period, all polling locations for all elections were adequately supplied.

Polling Location Security

All polling locations are provided mobile phones to allow the election judges to contact the election office for assistance as well as in case of an emergent situation. In the event of any electrical or power issues, the election office has portable batteries that are able to be hooked up to the voting equipment to make sure they remain operational.

Accessibility

The election administrator completed a thorough review of all polling locations to ensure ADA compliance. The county staff utilize a compliance checklist for this review. Currently, there are 35 polling locations that are used in Guadalupe County. While in Guadalupe County, the audit team visited three (3) commonly utilized polling locations. From a visual inspection of the exterior of these locations, no immediate accessibility concerns were identified.

Records Management

The election administrator indicated that all historical election records are maintained in compliance with legal retention requirements. Records are stored in the election office and in an adjacent office. Only authorized county personnel have access to this area.

Personnel

The general custodian of election records must ensure that a criminal background check is conducted for election officials, staff, and temporary workers who are engaged in pre-election programming, testing, and preparing of the voting system equipment.¹⁴

Full time personnel are subjected to background checks during the hiring process. The election administrator indicated that no temporary staff members are engaged in the programming and preparation of voting system

¹⁴ Tex. Elec. Code § 129.051(g); Election Advisory No. 2019-23.



Figure 14: Election Supplies

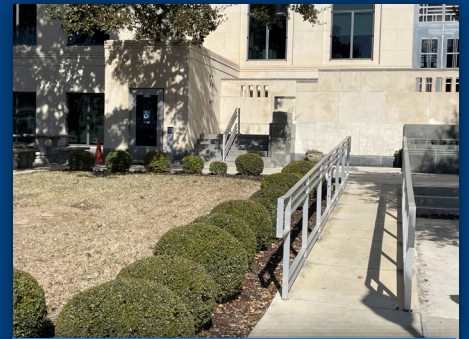


Figure 15: Various Polling Locations in Guadalupe County



Figure 16: Storage Facilities

equipment. Therefore, no criminal background checks have been conducted for those purposes. However, the election administrator indicated that, should the need arise to use additional workers, the county would be prepared to conduct the background checks as required.

TRAINING ELECTION WORKERS

Findings

- Guadalupe County has developed a comprehensive training resource guide for all election judges and workers that includes instructional information as well as examples of properly completed documentation and polling location forms.
- Following each election, the county conducts a post-election assessment as part of their continuing improvement efforts to identify any necessary modifications to the training program and training resources.

Training

County election officials are required to provide one or more sessions of training specifically for election judges and clerks appointed to serve in elections ordered by the Governor or a county authority. For election judges, the training must include procedures related to the early voting ballot board and central counting station, as applicable. For election clerks, the training must include procedures relating to the acceptance and handling of voter identification. The training is open to the public and the county is required to post a notice of the time and place of each session on the county's website.

The county conducts four (4) one-hour training sessions for all new and returning poll workers. During the first two hours of training, the election administrator provided an overview of all relevant election laws and county procedures. This portion of training is mandatory for all poll workers. The second half of the training includes a two-hour hands-on training session. During the second part of the training, all trainees are able to practice setting up the voting equipment and learn how to successfully operate the equipment. Though the second part of the training is not mandatory for experienced poll workers, attendance is encouraged.

Instructional Materials

Guadalupe County has developed a comprehensive training resource for all election judges and workers. A review of this material revealed a depth of informational and instructional guidance to ensure smooth polling location operations. The training material is well organized and includes detailed content such as:

- Step by step instructions, with pictures, on to setup voting equipment;
- "How-to" guides on each piece of election equipment;
- Checklists for setting up the polling location;
- Contact list for election and counting personnel; and

- Instructional guidance on how to complete polling location forms with samples of completed paperwork.

DS200 Opening Procedures – Election Day



1. Use the flat silver key to open the rear door.
2. Plug the DS200 power cord into an AC outlet.
3. Once you place the DS200 at desired location press down silver brake pedal located on the front of the unit's wheels.
4. The back compartment door will stay open while the DS200 is plugged in.
5. Verify and remove ballot box lid opening seal. Open the ballot box lid with flat key.
6. Unlock the front of the DS200 with the barrel key, flip up the screen, and the DS200 will automatically power up. (If the DS200 does not automatically power up, unlock the data door on the front left, and press the Power button)
7. Unlock and open the emergency bin and verify that it is empty. Verify the emergency bin flap seal on the inside of the emergency bin door. Close and relock.
8. Unlock and open the main ballot bin. Remove the blue transfer case. Open transfer case flaps and remove the red plastic spring lock seals from inside blue transfer case and confirm that case is empty.
9. Close flaps and return blue transfer case into the main bin.
10. Re-open flaps on blue transfer case and leave open (ballots will drop into open transfer case as voters deposit them into the DS200).
11. Close and lock the main bin door.
12. Verify plastic red spring lock seals, and place assigned seals on emergency bin door and main ballot bin door.
13. Verify the data door seal (on the front left next to the ballot scanner).
14. Enter the Election Code found in the Techie Bag and press Accept.

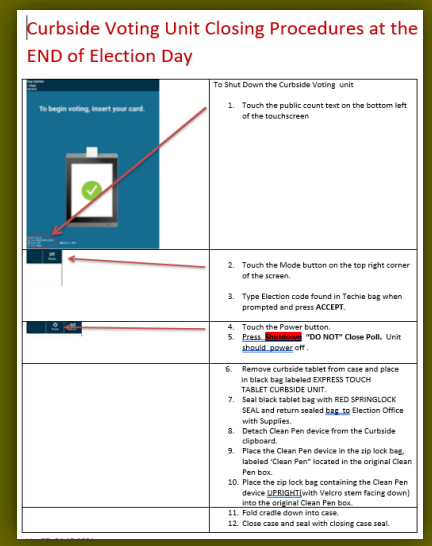
Figure 17: Training: How to Set Up DS200



15. The Configuration Status/report will automatically print.
16. Make sure the screen shows a green check mark before "Election definition found" and "Plugged into electricity."
17. Then press Open Poll.
18. The Status and Zero Report tapes will automatically print. If you have any issues with these reports not printing, contact the Elections Office.
19. Verify the Zero Report tape with the Public Count.
20. Remove reports from printer.
21. Judges Sign Zero Report tape and place all tapes in the Techie bag.
22. Ensure that the Public Count is zero. If it is not, call the Elections Office for assistance. Make sure the date, time, election and poll names are accurate.
23. Press Go to Voting Mode.

The DS200 is ready to scan ballots!

Curbside Voting Unit Closing Procedures at the END of Election Day



1. Touch the public count text on the bottom left of the touchscreen
2. Touch the Mode button on the top right corner of the screen.
3. Type Election code found in Techie bag when prompted and press ACCEPT.
4. Touch the Power button.
5. Press **DO NOT** Close Poll. Unit should power off.
6. Remove curbside tablet from case and place in black bag labeled EXPRESS TOUCH TABLET CURBSIDE UNIT.
7. Seal black tablet bag with RED SPRINGLOCK SEAL and return sealed bag to Election Office with Supplies.
8. Detach Clean Pen device from the Curbside clipboard.
9. Place the Clean Pen device in the zip lock bag, labeled "Clean Pen" located in the original Clean Pen box.
10. Place the zip lock bag containing the Clean Pen device **UPRIGHT** (with Velcro stem facing down) into the original Clean Pen box.
11. Fold crate down into case.
12. Close case and seal with closing case seal.

Figure 18: Training: Curbside Equipment

CHECKLIST TO OPEN POLLS - ELECTION DAY

PLEASE TURN ON COUNTY CELL PHONE

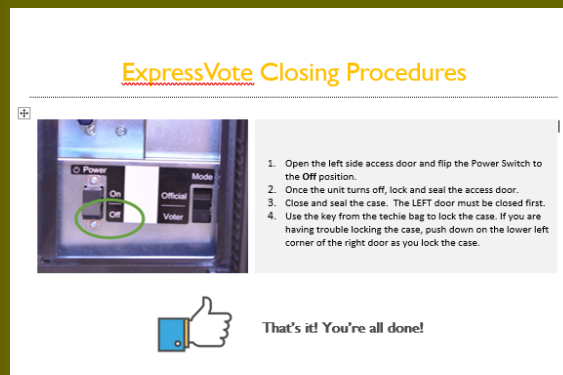
Open the polls using this checklist. Mark each completed task with a check mark.

1. Sign Election Day Statement of Compensation and Oath (All workers) Be sure all information is complete. **Please sign your Statement of Compensation and Presiding Judge sign it as well.**
2. Have workers take the Oath located at the bottom of Statement of Compensation.
3. Assign various tasks as follows. **Open equipment in the following order:**
 - Set up the check-in table and kiosk. "Instructions to set up kiosk" are in Judges Binder "Opening" Section Tab. Grid Sheets will need to be near the kiosk so that you can put the label on the grid sheet.
 - Remove Seal Log from Judges binder "Opening section" Tab.
 - Remove & follow ExpressVote Instructions from Opening section Tab.
 - Remove & follow DS200 Instructions from Opening section Tab.
 - Remove and follow ExpressTouch Instructions from Opening section Tab.
4. Remove Election Day Reconciliation Form from Judges binder "Election Day" Tab.
5. Remove Total Numbers of Voters from Judges binder "Signs" Tab.
6. Post "1st-Fold Panel" "Guadalupe Votes here" "Check your ballot" (EAB'S): "No Cellphone sign" and "No Handgun in the Polling place" They are in the Judges Binder "Signs" Tab.
7. Set up all the outside signs: "VOTE HERE", DISTANCE MARKER and A-FRAME sign (already at Polling location). Place them at the appropriate locations. Extra Distance Markers can be found in the Brown Expandable Folder.
8. Call us to let us know you are up and ready to open 830.303.6363 ext. 1280/1281/1367/1261.
9. **OPEN DOORS TO THE POLLS AT 7:00AM SHARP.** Use the same clock to open and close the polls.

And the fun Begins!

Figure 19: Training: Opening Polls Checklist

ExpressVote Closing Procedures



1. Open the left side access door and flip the Power Switch to the Off position.
2. Once the unit turns off, lock and seal the access door.
3. Close and seal the case. The LEFT door must be closed first.
4. Use the key from the techie bag to lock the case. If you are having trouble locking the case, push down on the lower left corner of the right door as you lock the case.

That's it! You're all done!

Figure 20: Training: Closing the ExpressVote

EXAMPLE REASONABLE IMPEDIMENT DECLARATION

VC 1
McQueens Elms Club
General and Special Elections
November 7, 2017
Guadalupe County, Texas

TO BE COMPLETED BY VOTER

Name: John M. Smith

VOTER'S DECLARATION OF REASONABLE IMPEDIMENT

A person is subject to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code for providing a false statement or false information on this declaration. By signing this declaration, I swear or affirm under penalty of perjury that the information contained on this declaration is true, that I am the same individual personally appearing at the polling place to sign this declaration, and that I face a reasonable impediment to procuring an acceptable form of photo identification listed in Section 63.0025(a) of the Texas Election Code.

My reasonable impediment is due to the following reason(s):
(Check at least one box below)

Lack of transportation Disability or illness
 Lack of birth certificate or other documents needed to obtain acceptable form of photo ID
 Work schedule Family responsibilities
 Lost or stolen identification Acceptable form of photo ID applied for but not received

The reasonableness of your impediment cannot be questioned.

X John M. Smith 11/7/17
Signature of Voter Date

Sign to and subscribed before me this
day of Nov, 2017

John M. Smith Registrar (if applicable)
Signature of Registrar

WVID (Water Unique Identification Number)
0123456789

TO BE COMPLETED BY ELECTION OFFICIAL

The voter provided a copy or original of one of the following forms of identification:
 Certified copy of a domestic (from a U.S. state or territory) birth certificate or a document confirming birth attainable in a court of law which establishes the voter's identity (which may include a foreign birth document).
 Current utility bill
 Bank statement
 Government check
 Government document that shows the voter's name and an address (including the voter's voter registration certificate)
 Paycheck

Location: VC 1 Date of Election: 11-7-17

Figure 21: Training: Completing Reasonable Impediment Declaration (RID)

Election Workers

In Guadalupe County, the chair of each political party provides a list of the election workers for each election. The county election administrator presents the information to the commissioners court for approval for a two-year term. All workers are notified by email of the election workers training dates and times. All training schedules are posted on the county website.

All election judges and clerks must complete an Oath of Election Judges and Clerks.¹⁵ Additionally, presiding judges, alternate judges, and early voting clerks must take the Constitutional Oath of Office and Statement of Officer.¹⁶ In Guadalupe County, the Constitutional Oath of Office and Statement of Officer are administered verbally during the county training program. The official forms are then signed and dated. The Oath of Election Judges and Clerks is completed at the respective polling locations on the first day of their assignment. The form is then returned to the election office with all election supplies and documentation. This paperwork is maintained by the county election office.

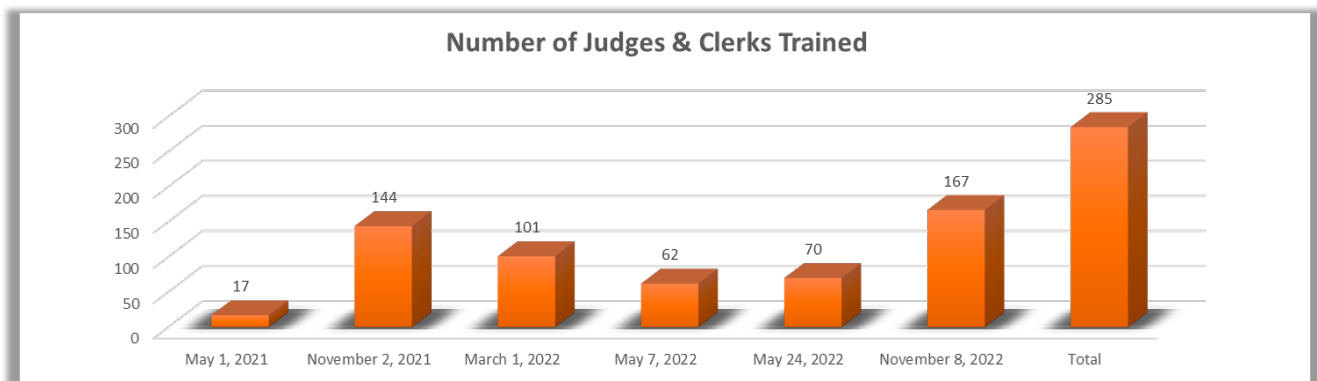


Figure 22: Total Assigned Judges & Clerks

Citizens Election Academy

The county prioritizes the need for transparency in the election process and the engagement of the community in that process to build confidence in the integrity and security of county elections. In doing so, the county embarked on the development of an interactive curriculum for the community that became known as the Citizens Election Academy. The fundamental goal was to provide an educational course to allow attendees to better understand the overall election process and specifically how that works in Guadalupe County. The election administrator expressed that it was an effort to invite the citizens of the county into their work to “see” firsthand how elections are administered in their county.

¹⁵ Tex. Elec. Code § 62.003.

¹⁶ Article XVI, Section 1, Texas Constitution; Tex. Elec. Code § 1.016.

The four-session course begins with voter registration and tracks the election process through the reporting of final election results. The individual modules identify the governing laws, county procedures, and required timelines applicable to each step of the election process including how votes are counted, election results are tabulated, and results are reconciled and finalized. Interactive activities allow the participants to engage in these responsibilities and procedures to thoroughly understand what is required to prepare and administer an efficient and secure election.



Figure 23: Citizens Election Academy in Guadalupe County

CHAIN OF CUSTODY

Findings

- Guadalupe County has strong policies and procedures related to the completion of chain of custody and polling location documentation and provides thorough training on how to meet these county requirements. The county is encouraged to remain diligent with post-election reviews aimed at continuous improvement efforts.
- The county is encouraged to review all inventory and equipment transfer documentation upon receipt to address the limited instances of missing signatures to ensure that all signatures are affixed verifying the receipt and security of the equipment and supplies.
- The majority of election paperwork was thoroughly completed and signed as required. Isolated examples of incomplete paperwork should continue to be addressed through the county election worker training program.

Chain of Custody

Establishing a detailed and transparent chain of custody documentation trail for election systems and ballots is critical to the security and integrity of the entire election process. Election officials must develop a procedure for tracking the custody of election system equipment and electronic storage media from storage location, to programming, through the entire election process, and final return to storage.¹⁷ Documentation of these events must include a two (or more) person validation at every transfer point and should accurately capture the chronological movement and use of all election systems and ballots.

A thorough examination of the chain of custody documentation used by Guadalupe County was conducted.

Methodology

For the purpose of this analysis, the audit team grouped the election activities into six (6) categories. In auditing each phase of the election, the team inspected the chain of custody documentation provided by Guadalupe County to ensure compliance with the law as well as the implementation of best practices related to election security to protect the integrity of voting system equipment, ballots, and election results.

¹⁷ Tex. Elec. Code § 129.051.

The six (6) categories include:

1. Pre-Election Testing;
2. Distribution of Equipment & Supplies;
3. Opening the Polls;
4. Securing the Polls;
5. Closing the Polls; and
6. Return of Equipment & Supplies.

To conduct an in-depth analysis of the chain of custody protocols in Guadalupe County, an average ten polling locations were selected for each election with the exception of the May 1, 2021 Uniform Election. For that election, three polling locations were selected for review. All three locations served as both early voting polling locations and election day polling locations.

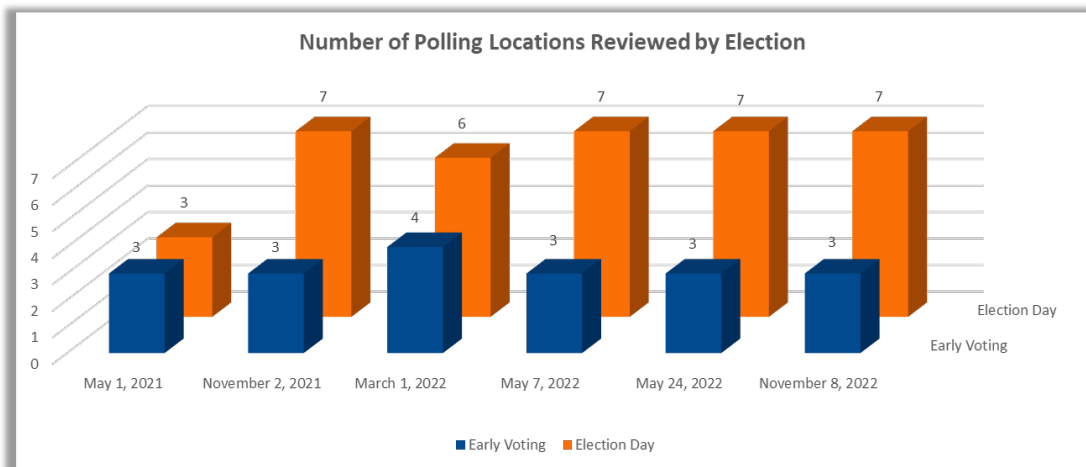


Figure 24: Number of Polling Locations Reviewed by Election

The audit team reviewed all documentation provided by Guadalupe County relating to the assigned polling place equipment and supplies which included:

- ES&S DS200 Ballot scanner and tabulator;
- ES&S ExpressVote paper ballot marking device;
- ES&S ExpressTouch DRE electronic ballot marking/tabulating device; and
- All components of the VoteSafe Voter Check-in Kiosk.

Additionally, the audit team collected and inspected all polling location reports and procedural forms that track the location and security of this equipment throughout the election process which included:

- Register of Official Ballots/Ballot and Seal Certificates;
- seal logs;
- zero totals reports;
- results reports;
- delivery tickets;
- audit logs;
- electronic storage media reports;
- inventory/distribution logs; and
- all chain of custody forms.

1. Pre-Election Testing

A public test of logic and accuracy (L&A) must be conducted before all elections and must be completed no later than 48 hours before voting begins on the voting system.¹⁸ This testing is intended to verify that votes cast for a given race, contest, or measure are tabulated to produce accurate results. This ensures that a selection made by a voter is counted as intended by that voter. During the public L&A test, the general custodian of election records is also required to demonstrate, using a representative sample of voting system equipment, that the source code of the equipment has not been altered.¹⁹ This software validation process occurs through hash validation.²⁰

The election administrator confirmed that an L&A test is completed prior to each public test. Rather than using a relative sample, the county tests all voting machines and all equipment is tested three (3) times to ensure there are no errors. A public notice is provided for all initial testing of the voting equipment.

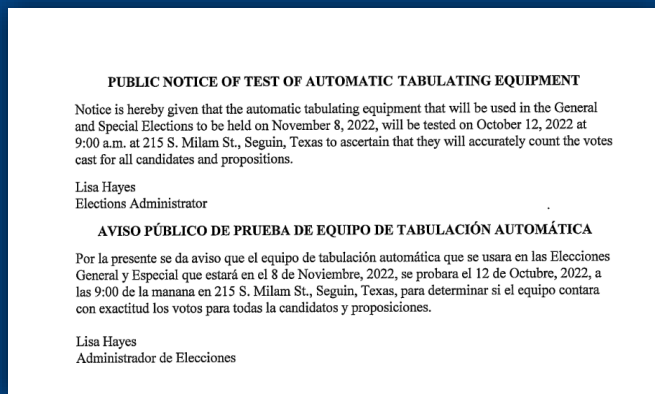


Figure 25: Public Notice of Testing of Automatic Tabulating Equipment

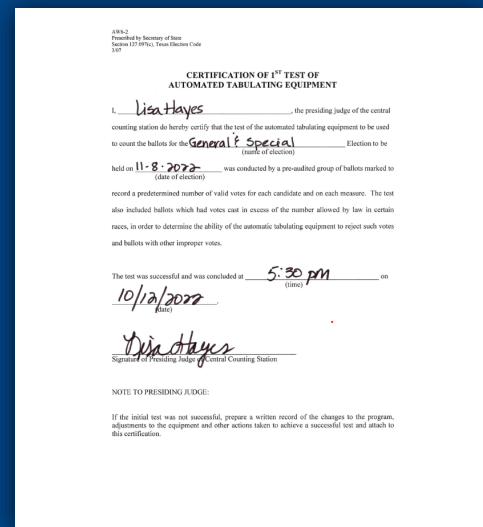


Figure 26: Certification of Testing of Automatic Tabulating Equipment

2. Distribution of Equipment and Supplies

Guadalupe County, like most counties, uses two distribution methods for ensuring each polling locations have all of the required equipment and supplies to conduct a successful election. Election judges are responsible for picking up some of the election equipment and supplies from

¹⁸ Tex. Elec. Code § 129.023.

¹⁹ Tex. Elec. Code § 129.023.

²⁰ Hash Validation Procedures for Logic and Accuracy Testing, Election Advisory No. 2022-30 (Sep. 19, 2022), <https://www.sos.state.tx.us/elections/laws/advisory2022-30.shtml>.

the election office. Supplies checked out from the election office are verified and signed by the election judge at the time of receipt. The same form is used to verify the return of all equipment following the election and is signed by the election judge. These supplies include:

- election judge binder with all checklists and required forms;
- expandable folder with blank forms;
- seals;
- provisional ballot bag;
- technical supplies bag;
- hardcopy list of registered voters;
- voter kiosks;
- ballot bag with blank ballot stock;
- polling location signage;
- mobile phone; and
- data transfer bag with seal (election day locations only).

Internal Assigned Inventory List ELECTION DAY 11/8/2022 V.C. 11 McQueeney VFW Post 9213			
ROLLEY BAG SUPPLIES-CHECKED OUT TO JUDGE	ISSUED	RETURNED	
JUDGES BINDER	1		
BROWN EXPANDABLE FOLDER	1		
ADA BAG: 2 Headphones, Keypad for CURBSIDE	1		
TECHIE BAG: Keys, Emergency Seals, Screen Wipes, Batteries for Kiosk Mice, Supervisor Card, Equipment Tapes, Ziplock Bags (closing seals), Election Codes	1		
DATA TRANSFER BAG w/ seal	1		
Provisional Ballot BAG	1		
CLIP BOARD(S)	1		
SURGE PROTECTORS	2		
FLASH LIGHT	1		
TAPE MEASURE	1		
BROTHER LABELS	3		
BLACK SUPPLY BAG	1		
HAND SANITIZER	1		
PRINTER TAPES FOR DS200	2		
JUDGES SIGNATURE STAMP	0		
JETPACK (JP-15)	1		
Cell Phone: Phone & Charger. Phone # 830-491-2576	1		
MISC SUPPLIES & EQUIPMENT-CHECKED OUT TO JUDGE	ISSUED	RETURNED	
DISPLAY BOARD	1		
BACKUP LIST OF VOTERS	1		
BLACK BAG FOR CURBSIDE TABLET	1		
VOTER KIOSKS w/Laptop, Printer, Express Printer, Mouse, Stylus	2		
Ballot Card Bag: BLANK BALLOT CARD STOCK	500		
EQUIPMENT DELIVERED TO LOCATION	ISSUED	RETURNED	
SIGNS: VOTE HERE/BASE/POLE/FLAG	2/2/2/1		
DISTANCE MARKER/CONE	1/1		
A-FRAME	1		
CURBSIDE A-FRAME	2		
NOTES:			

Figure 27: Internal Inventory Assignment List for McQueeney VFW for November 8, 2022

Chain of Custody Election Day 11/8/2022 VC 11- McQueeney VFW Post 9213	
JUDGES INVENTORY CHECKED OUT	ISSUED
ROLLEY BAG	1
DISPLAY BOARD	1
BACKUP LIST OF VOTERS	1
BLACK BAG FOR CURBSIDE TABLET	1
VOTER KIOSK #35 #36 XV Printer #35 #36	2
PROVISIONAL BALLOT BAG	1
BALLOT CARD BAG: Blank Ballot Card Stock	
PICKED UP BY: <i>X Rebecca Broughton</i>	
JUDGES INVENTORY CHECK IN	RETURNED
Data Transfer Bag (Election Day Summary sheet w/ results tapes & data stick from DS200 & Curbside)	1 ✓
Curbside/ExpressTouch Tablet Only (put inside black bag)	1 ✓
Transfer Case w/Ballots	1 ✓
TECHIE BAG: Keys, Emergency Seals, Batteries for Kiosk Mice, Supervisor Card, zero tape and configuration report, closing seals	1 ✓
ALL ENVELOPES: (Yellow, Pink, Gray, Brown, White, Curbside, & Spoiled)	7 ✓
ROLLEY BAG	1 ✓
Calculator	1 ✓
Cell phone & Charger	1 ✓
ADA Bag: 2 Headphones, & Keypad for Curbside	1 ✓
JETPACK (JP-15)	1 ✓
DISPLAY BOARD	1 ✓
BACKUP LIST OF VOTERS	1 ✓
VOTER KIOSK #35 #36 XV Printer #35 #36	2 ✓
Provisional Ballot Bag	1 ✓
BALLOT CARD BAG: Blank Ballot Card Stock	1 ✓
RETURNED BY: <i>Rebecca Broughton</i>	

Figure 28: Election Judge Inventory Check-Out Form for McQueeney VFW for November 8, 2022 for November 8, 2022

Larger pieces of voting equipment are transported to the polling place by a truck rental service and election office personnel. As previously mentioned, all equipment transfers are supervised by “chasers” assigned by the election office to ensure the security of the equipment in transit.

Guadalupe County uses delivery inventory forms to document the transfer of all voting equipment. These forms detail the equipment type, equipment asset number, and the date and time the equipment is delivered to the polling location. The form is signed by an election worker and the person delivering the equipment, attesting to receipt of the equipment and that all seals were intact. Likewise, the county tracks the delivery of all unused ballot paper and ensures that each location has the needed distribution.

TRUCK 3

NOVEMBER 8, 2022 – NEW BRAUNFELS Delivery Inventory Sheet
VC 11
 Contact: Lora Dietzel 210-740-1180; Joyce Emery 830-660-1763
 Rebecca Broughton will have the key and meet you 210-865-2639

Location: McQueeney VFW 9213
 275 Gallagher, McQueeney

Delivery Time: 09:30 a.m. Pick-Up Time: 09:30 a.m.

Delivery Date: November 7, 2022 Pick Up Date: November 9, 2022

Items Delivered: Items Picked Up:

✓ 3 Express Votes	✓ 3 Express Votes
✓ 1 Express Touch/Curbside	✓ 1 Express Touch/Curbside
✓ 1 DS 200	✓ 1 DS 200
✓ 1 A Frame sign	✓ 1 A Frame sign
✓ 2 "Vote Here" signs w/poles	✓ 2 "Vote Here" signs w/poles
✓ 2 Bases	✓ 2 Bases
✓ 1 Flag	✓ 1 Flag
✓ 1 Orange Cone	✓ 1 Orange Cone
✓ 1 Distant Marker	✓ 1 Distant Marker
✓ 2 Curbside A Frame	✓ 2 Curbside A Frame

Delivery Comments:
 "Vote Here" signs – 1 **without** hole in pole, 1 **with** hole for flag
 ***Call Susan when you are on the way.

Instructions: Set up Express Votes (in order), DS 200/Tub & Curbside:
 1. Express Vote -228 ✓ 1. DS 200 -043 ✓
 2. Express Vote - 068 ✓
 3. Express Vote - 043 ✓ 1. Ex-Touch/Curbside -030 ✓

**The above items were received and seals were still intact.

Rebecca Broughton (Judge's Signature)

The above items were delivered to this date at 11:15 AM by: [Signature]

The above items were picked up this date at 10:00 AM by: [Signature]

TO BE COMPLETED BY ELECTIONS OFFICE:
 I hereby acknowledge receipt of the above items.

Elections Office

Figure 29: Delivery Inventory Sheet for McQueeney VFW for November 8, 2022

ED	Location	Issued	Issued	Issued	Issued	Issued	Issued	Issued	Grand total
ED	VC1 MCQ Lions	400	0	0	0	0	0	0	400
ED	VC2 New Life	400	0	0	0	0	0	0	400
ED	VC3 Seguin ISO Admin	600	0	0	0	0	0	0	600
ED	VC4 Forest Hills	500	0	0	0	0	0	0	500
ED	VC5 JP1	500	0	0	0	0	0	0	500
ED	VC6 Kingsbury UMC	500	0	0	0	0	0	0	500
ED	VC7 Brick & Blossom	400	0	0	0	0	0	0	400
ED	VC8 Maranatha	300	0	0	0	0	0	0	300
ED	VC9 TLU	400	0	0	0	0	0	0	400
ED	VC10 Redemptive Grace	1600	0	0	0	0	0	0	1600
ED	VC11 MCQ VFW	500	0	0	0	0	0	0	500
ED	VC12 Columbus Club	400	0	0	0	0	0	0	400
ED	VC13 Our Lady	400	0	0	0	0	0	0	400
ED	VC15 American Legion	500	0	0	0	0	0	0	500
ED	VC16 Geronimo	600	0	0	0	0	0	0	600
ED	VC17 St Josephs	1200	0	0	0	0	0	0	1200
ED	VC18 Silver Center	1500	0	0	0	0	0	0	1500
ED	VC19 CTC	1500	0	0	0	0	0	0	1500
ED	VC20 Cross Church	300	0	0	0	0	0	0	300
ED	VC21 Santa Clara	700	0	0	0	0	0	0	700
ED	VC22 Marion Dolford	600	0	0	0	0	0	0	600
ED	VC23 Schertz EO	2000	0	0	0	0	0	0	2000
ED	VC24 Schertz UMC	700	0	0	0	0	0	0	700
ED	VC25 Selma	600	0	0	0	0	0	0	600
ED	VC26 Crosspoint	800	0	0	0	0	0	0	800
ED	VC27 Immaculate Conc	500	0	0	0	0	0	0	500
ED	VC28 Schertz Comm Ctr	700	0	0	0	0	0	0	700
ED	VC29 Mikulski Hall	600	0	0	0	0	0	0	600
ED	VC30 Schertz Comm Ctr N	1000	0	0	0	0	0	0	1000
ED	VC31 St. Johns	700	0	0	0	0	0	0	700
ED	VC32 New Berlin	800	0	0	0	0	0	0	800
ED	VC33 NBISD Transportation	800	0	0	0	0	0	0	800
ED	VC34 Cibola Fire Station#2	2000	0	0	0	0	0	0	2000
ED	VC35 Living Waters	400	0	0	0	0	0	0	400
Totals		25400	0	0	0	0	0	0	25400

Figure 30: Ballot Paper Distribution for Guadalupe County for November 8, 2022

Guadalupe County has strong policies and procedures related to the completion of this documentation and provides thorough training on how to meet these county requirements. Though a few isolated forms did not include the required signatures, the consistent return of thoroughly completed and signed forms is evidence of the successful implementation of county procedures and effective training.

3. Opening the Polls

Prior to opening a polling location for voting, the election workers must set up all equipment, supplies, and required signage in the polling location. After breaking the equipment seals and verifying/recording the seal numbers, the voting equipment must be prepared for voting. Proper setup of equipment is essential to the operation of the voting system components.

Guadalupe County provides detailed checklists to remind the election judges of these responsibilities and procedures.

CHECKLIST TO OPEN POLLS- ELECTION DAY
PLEASE TURN ON COUNTY CELL PHONE

Open the polls using this checklist. Mark each completed task with a check mark.

- Sign Election Day Statement of Compensation and Oath (All workers) Be sure all information is complete. Please sign your Statement of Compensation and have Presiding Judge sign it as well.
- Have workers take the Oath located at the bottom of Statement of Compensation.
- Assign various tasks as follows. **Open equipment in the following order.**
 - Set up the check-in table and kiosk. "Instructions to set up kiosk" are in Judges Binder "Opening" Section Tab. Grid Sheets will need to be near the kiosk so that you can put the label on the grid sheet.
 - Remove Seal Log from Judges binder "Opening section" Tab.
 - Remove & follow ExpressVote Instructions from Opening section Tab.
 - Remove & follow DS200 Instructions from Opening section Tab.
 - Remove and follow ExpressTouch Instructions from Opening section Tab.
- Remove Election Day Reconciliation Form from Judges binder "Election Day" Tab.
- Remove Total Numbers of Voters from Judges binder "Signs" Tab.
- Post "Tri-Fold Panel", "Guadalupe Votes here", "Check your ballot" (En&Sp), "No Cellphone sign" and "No Handgun in the Polling place" They are in the Judges Binder "Signs" Tab.
- Set up all the outside signs: "VOTE HERE", DISTANCE MARKER and A-FRAME sign (already at Polling location). Place them at the appropriate locations. Extra Distance Markers can be found in the **Brown Expandable Folder**.
- Call us to let us know you are up and ready to open 830-303-6363 ext. 1280/1281/1367/1261.
- OPEN DOORS TO THE POLLS AT 7:00AM SHARP.** Use the same clock to open and close the polls.

And the fun Begins!

Ver. 01.07.20

Figure 31: Election Day Open Polls Checklist for McQueeney VFW for November 8, 2022

ELECTION DAY BINDER CHECK LIST
Built by Michelle Checked by _____

Table of Contents Ver.3.24.22

Opening_Ver.04.13.21

- Checklist to open polls-ED Ver. 10.4.22
- Cell Phone Instructions
- Seal Placement Guide DS200
- Seal Guide_Ver.2.12.20
- Seal Log Example(Ver. 03300, XT, Jarvis, RCB), Ver. 08.16.2022
- Seal Logs (Kiosk, XV, DS, XT, Prov, RCB) Ver.8.26.2022 Address
- Equipment Chain of Custody Sample
- Equipment Chain of Custody (Inventory Sheet-ELECTION DAY)
- Setting up Kiosk_Ver. 09.30.21
- Instructions to set up Kiosk (HMSV)
- Setting up the XV Case_Ver.8.16.19
- XV Opening Procedure_Ver.09.30.21
- DS Opening Procedure_Ver.10.4.2022
- XT Curbside Opening Procedure_Ver.10.4.2022
- XT Curbside ADA Guide_Ver.8.22.19

Signs to be Posted_Ver.3.24.22

- Check your Ballot (2 Eng. & 2 Spa.)_8.28.19
- No Cell Phone (2) Ver. AW7-9 & DO NOT USE MOBILE PHONE (Eng&Sp)
- Guadalupe County Vote Here (2)
- Notice of Prohibited Handgun_3/18 (1)
- Notice of Total numbers Voted_3/07 (2) Ver. AW7-8

Payroll Forms_Ver.04.15.21

- Statement of comp & oath INSTRUCTIONS
- Statement of comp & oath EXAMPLE
- Statement of comp & oath FORM_09.17.19(Paper poll workers)
- Pollworker info sheet and WA INSTRUCTIONS
- Pollworker info sheet EXAMPLE
- Pollworker info sheet FORM (5)
- Pollworker applications
- WA EXAMPLE
- WA FORM (5)

Name Tags/Poll Watcher

Forms to be used_Ver. ED.8.17.21

- Instructions to check in a voter_Ver.2.7.20
- Instructions to check-in and activate a ballot for curbside voter_Ver.04.13.21
- To cancel a ballot for a curbside voter_Ver.8.15.19
- Instructions for Keypad_Ver.8.13.19
- Location Label (verify there is a label on each envelope)
- Election Official name tags (2)
- Reconciliation form EXAMPLE
- Reconciliation FORMS_Ver.2.22.20 (2)
- Oath of Assistance EXAMPLE 1&2
- Oath of Assistance FORMS_Ver.5.08.07/2022 (3)
- Instructions for reasonable impediment using Votesafe ver. 2.4.20
- Reasonable Impediment INSTRUCTIONS & EXAMPLE1/2018
- Reasonable Impediment FORMS Eng. 1/2018 (10)
- Reasonable Impediment FORMS Spa. 1/2018 (10)
- Registration Omissions list INS HPLU/FUNDS
- Registration Omissions list EXAMPLE
- Registration Omissions list FORMS_8/13 (2)/Ver. AW7-27
- Temp Exemption ID EXAMPLE
- Temp Exemption ID Eng. 1/2018 (3)
- Temp Exemption ID Spa. 1/2018 (3)
- Standard Affidavit INSTRUCTIONS
- Standard Affidavit FORMS Ver. ELK 3/2004 (5)
- Statement of Residence EXAMPLE_1_2002
- Grid sheets EXAMPLE

Cancelling A Mail Ballot_Ver. ED8.15.19

Ver. ED.10.04.2022

1 of 22

- Request for cancelling a mail ballot INSTRUCTIONS 1.22.22 & EXAMPLE 9.15.20
- Request for cancelling a mail ballot Eng. & Span. FORMS 01/2022 (10) Ver. AWS-17

Spoiled Ballot_Ver. ED8.15.19

- Spoiled ballot procedures_Ver.12.08.21
- EXAMPLE register of spoiled ballots
- Register of spoiled ballots_Ver.7-80_01/2022 (2)_No sentence at bottom of page
- EXAMPLE spoiled ballot envelope

Provisional Ballot_Ver. ED8.13.19

- Provisional Voting Procedure_Ver.09.29.21
- List of provisional voters EXAMPLE
- List of provisional voters Ver. 7-26_10/13 (2)
- Notice to provisional voter envelope EXAMPLE_2022 (no draft)
- Provisional grid sheet EXAMPLE
- Notice to provisional voter (net ID related)_Ver. 7.15a_9/09 (10)
- Notice to provisional voter (ID Eng.)_10.24.2022 (3)
- Notice to provisional voter (ID Spa.)_10.24.2022 (3)

Closing Information Guide_Ver.ED.4.13.21

- Checklist to close polls ED_Ver.2.8.20
- Checklist for supplies return ED_Ver.9.12.19
- Envelope Quick guide ED_Ver.8.16.19
- ED summary sheet EXAMPLE_Ver.12.20.19
- ED summary sheet FORM_Ver.12.20.19. Number of Ballot cards Added in Sequin
- Repacking kiosk_Ver.09.30.21
- XV closing procedures_Ver.7.22.21
- Taking down XV case_Ver.8.16.19
- DS closing procedure_Ver.8.24.22
- XT Curbside closing procedure_Ver.8.24.22

Reference_Ver. ED.10.06.21

- ID required for TX Voters Eng. & Spa.
- Acceptable forms of ID Ver.9.8.19 (4 pages)
- Notice of required ID Eng. & Spa. 1/2018
- Troubleshooting guide DS_8.22.19
- Troubleshooting guide XV_7.22.21
- Troubleshooting guide XT_2.11.20
- List of phone numbers (Zips)
- Voter complaint information (Hayes) 1/2018
- Handbook for judges and clerks 2022
- Voter Information English 1/2018
- Voter Information Spanish 1/2018
- Voter Center Locations
- Area Voting Locations

Ver. ED.10.04.2022

Figure 32: Opening Checklists for McQueeney VFW for November 8, 2022

Once the equipment is set up and prior to any ballots being cast, the presiding judge must print a report from the DS200 ballot tabulator to ensure each race, contest, or measure is set to zero. This report, known as a "zero" report or tape, is printed on the first day of early voting and on election day.

*** ZERO TOTALS REPORT ***
 08:15 AM November 08, 2022
 Unit Serial Number: 031830998

Guadalupe County
 General Election
 VC11 McQueeney VFW
 Election Date: November 08, 2022
 Poll Opened Date: November 08, 2022
 Poll Opened Time: 08:15 AM
 Poll Closed Date: No
 Poll Closed Time: No
 Public Count: 0

Protected Count: 4348
 Poll Voting Report

Total Standard Ballot Sheets: 0
 Total ExpressVote Cards: 0

 Total Sheets Processed: 0

WE, THE UNDERSIGNED, DO HEREBY CERTIFY
 THAT ALL COUNTERS WERE ZERO (0) WHEN THE
 POLLS OPENED AND THAT THE ELECTION IS
 BEING HELD IN ACCORDANCE WITH THE LAWS
 OF THE STATE.

R. Braughton
 Election Judge
R. Mc Sloan
 Election Judge

 Election Judge

 Election Judge

 Election Judge

VC11 McQueeney VFW
 Unit Serial Number: 031830998

*** END OF REPORT ***

 *** ZERO TOTALS REPORT ***
 06:26 AM November 08, 2022
 Unit Serial Number: ET0119330202

Guadalupe County
 General Election
 VC11 McQueeney VFW
 Election Date: November 08, 2022
 Poll Opened Date: November 08, 2022
 Poll Opened Time: 06:26 AM
 Poll Closed Date: No
 Poll Closed Time: No
 Public Count: 0

Protected Count: 555
 Poll Voting Report

 Total Ballots Processed: 0

WE, THE UNDERSIGNED, DO HEREBY CERTIFY
 THAT ALL COUNTERS WERE ZERO (0) WHEN THE
 POLLS OPENED AND THAT THE ELECTION IS
 BEING HELD IN ACCORDANCE WITH THE LAWS
 OF THE STATE.

R. Braughton
 Election Judge
Andrea West
 Election Judge

 Election Judge

 Election Judge

 Election Judge

VC11 McQueeney VFW
 Unit Serial Number: ET0119330202

*** END OF REPORT ***

Figure 33: Zero Tapes for
 McQueeney VFW for November 8, 2022

4. Securing the Polls

Securing the polls leans heavily on the use of tamper-resistant seals on all voting equipment, supplies, electronic media and voted ballots. The single-use seal numbers are documented using seal logs assigning each seal number to the equipment identifier such as an asset number. All polling location equipment and ballot boxes must be sealed and secured when not in use and must be examined the next morning before opening the polls to voting.

Guadalupe County has a comprehensive set of chain of custody forms in place to ensure the security of the voting process. All of the forms include an equipment identifier, such as an asset number or serial number, and the seal numbers during all phases of the election process. The forms require the signature of two election workers to verify the accuracy of the information.

County Name: Guadalupe Co. **DS 200- DS-043** 11/8/22 General Election
 Polling Location: V.C. 11 McQueeney VFW Election Day

OPENING SEALS- November 8, 2022

Seal Location/ Type	Seal Number
Opening Ballot Box Lid Plastic Orange Spring Lock	0263898
Data Door Red Paper Seal VERIFY DO NOT REMOVE	45695408 ✓
Emergency Bin Flap Red Paper Seal VERIFY DO NOT REMOVE	N100016944 ✓
Blue Transfer Case #	#097 ✓
Emergency Bin Door Plastic Red Spring Lock Located in Transfer Case-PLACE ON EMERGENCY BIN DOOR	1683730 ✓
Ballot Bin Door Plastic Red Spring Lock Located in Transfer Case-PLACE ON BALLOT BIN DOOR	1683794 ✓
Left Side Seal Red Wire Seal VERIFY DO NOT REMOVE	0035928 ✓
Right Side Seal Red Wire Seal VERIFY DO NOT REMOVE	0035924 ✓

EMERGENCY SEALS		
Seal	New Seal #	Reason

R Broughton
 Election Official Print
R Broughton
 Election Official Signature

Kay McElvden
 Election Official Print
Kay McElvden
 Election Official Signature

8.26.22

Figure 34: Opening Equipment Seal Log for McQueeney VFW for November 8, 2022

County Name: Guadalupe Co. **EXPRESS VOTE** 11/8/22 General Election
 Election Day Seal Log
 Polling Location: VC 11 McQueeney VFW XV

XV Opening Seals

Unit #	OPENING Case Seal Plastic Orange Spring Lock	OPENING Access Door Green Paper Seal	SLOT Seal (DO NOT REMOVE) Plastic Red Spring Lock
XV-228	0254183	27641525	1403320
XV-068	02683822	27641524	1403326
XV-043	0254203	27641523	1403339

EMERGENCY SEALS		
Seal	New Seal #	Reason

Mary J. Gomez
 Election Official Print
Mary J. Gomez
 Election Official Signature

R Broughton
 Election Official Print
R Broughton
 Election Official Signature

EV 8.26.22

Figure 35: Express Vote Seal Log for McQueeney VFW for November 8, 2022

County Name: Guadalupe Co. 11/7/22 General Election
 Election Day Seal Log November 8, 2022
 VC Location: McQueeneey VFW

KIOSK
 Kiosk # 36

Opening Seal
 Kiosk OPENING Seal
 Plastic Green Mini Lock
 577635

Election Official Printed Name: Mary J Gomez
 Election Official Signature: Mary J Gomez

Election Official Printed Name: Andrea White
 Election Official Signature: Andrea White

Closing Seal
 Kiosk CLOSING Seal
 Plastic Green Mini Lock
 577664

Election Official Printed Name: Andrea White
 Election Official Signature: Andrea White

Election Official Printed Name: Mary J Gomez
 Election Official Signature: Mary J Gomez

EMERGENCY SEALS

Seal	New Seal #	Reason

EV 8.26.22

Figure 36: Election Day Kiosk Seal Log for McQueeneey VFW for November 8, 2022

County Name: Guadalupe Co. EXPRESS TOUCH/CURBSIDE 11/7/22 General Election
 Election Day Seal Log November 8, 2022
 VC Location: 11 McQueeneey VFW XT-030

Opening Seals

Seal	New Seal #	Reason
Curbside Case Opening Seal	27641533	✓
Curbside Access Door Seal Red Paper Seal VERIFY DO NOT REMOVE	45695497	✓

Election Official Printed Name: R Braghten
 Election Official Signature: R Braghten

Election Official Printed Name: Andrea White
 Election Official Signature: Andrea White

Closing Seals

Seal	New Seal #	Reason
Curbside Case Closing Seal	27618660	✓
Curbside Access Door Seal Red Paper Seal VERIFY DO NOT REMOVE	45694870	✓
Data Stick #	1-45645	✓

Election Official Printed Name: Andrea White
 Election Official Signature: Andrea White

Election Official Printed Name: Kay McElveen
 Election Official Signature: Kay McElveen

EMERGENCY SEALS

Seal	New Seal #	Reason

EV 8.26.22

Red paper seal was not opening data stick there was no seal inside the compartment with data stick.

Figure 37: Express Touch/Curbside Seal Log for McQueeneey VFW for November 8, 2022

County Name: Guadalupe Co. BALLOT BAG & DATA TRANSFER BAG 11/7/2022 General Election
 Election Day Seal Log November 8, 2022
 Polling Location: VC 11 McQueeneey VFW

BALLOT CARD BAG SEAL

BALLOT CARD BAG SEAL OPENING Plastic Orange Spring Lock	JUDGE/WITNESS INITIALS	BALLOT CARD BAG SEAL CLOSING (IN BAG) Plastic Orange Spring Lock	JUDGE/WITNESS INITIALS
0261487 ✓	<u>WB</u>	0261464	<u>WB</u>

DATA TRANSFER BAG SEAL

DATA TRANSFER BAG CLOSING SEAL (IN BAG) Plastic Red Keyless Seal	JUDGE/WITNESS INITIALS
21465623	<u>WB</u>

EMERGENCY SEALS

Unit	New Door Seal #	Reason / Initials

EV 8.26.22 Judge: R Braghten Alt. Judge: Mary J Gomez

Figure 38: Ballot Bag & Transfer Bag Seal Log for McQueeneey VFW for November 8, 2022

County Name: Guadalupe Co. PROVISIONAL 11/7/22 General Election
 Election Day Seal Log November 8, 2022
 Polling Location: VC 11 McQueeneey VFW Post 9213

Opening Seal

Seal	New Seal #	Reason
Provisional OPENING Seal White Keyless Seal	21465577	✓

Election Official Printed Name: Andrea White
 Election Official Signature: Andrea White

Election Official Printed Name: Kay McElveen
 Election Official Signature: Kay McElveen

Closing Seal

Seal	New Seal #	Reason
Provisional CLOSING Seal White Keyless Seal	7293106	✓

Election Official Printed Name: R Braghten
 Election Official Signature: R Braghten

Election Official Printed Name: K McElveen
 Election Official Signature: K McElveen

EMERGENCY SEALS

Seal	New Seal #	Reason

EV 8.26.22

Figure 39: Provisional Ballot Transfer Seal Log for McQueeneey VFW for November 8, 2022

5. Closing the Polls

Once voting has completed, there are multiple steps required to accurately and securely close a polling location. These steps include completing and printing reports, securing the ballots for transport, and securing the remaining equipment and supplies.

Guadalupe County utilizes an Election Day Reconciliation Form as a worksheet to document the counts periodically throughout the day for the DS200 and the VoteSafe Pollbook. The totals as reflected on the DS200, the gridsheets, and the pollbook are calculated for comparison. The form is signed by the election judge. Additionally, the Election Day Summary Sheet & Official Register of Ballots is completed and signed by the election judge.

CHECKLIST TO CLOSE POLLS- ELECTION DAY

Close the polls using this checklist. Mark each completed task with a check mark.

- At 7:00 P.M. use the clock you used to open the polls.
- You may have voters waiting in line to vote.
At 7:30 P.M. send a clerk to stand in line behind the last Voter if possible.
Anyone who gets in line behind the clock will not be allowed to vote, per the Texas Election Code.
- Assign various tasks as follows: **Close equipment in the following order:**
 - After powering down the Jetback re-pack: the KIOSK
 - Respecting the Kiosk's instructions: are in the Judges binder "Closing section" Tab
 - Also respect the ExpressLink printer and the Jetback
 - Close Cardboard Box with unused ballot cards
 - Remove & follow ExpressVote instructions from Closing section Tab
 - Remove & follow DS200 instructions from Closing section Tab
 - Remove and follow ExpressTouch instructions from Closing section Tab
- Remove Summary Sheet Form from Judges binder "Closing section" Tab. Follow the instructions and fill out the form.
 - Remove Judges strip of list from the "Closing section" Tab. Follow the list so you have everything ready once you come to the Main Election Office.
- Remove all the signs from the Polling place: THE FOLD PANEL, "GUADALUPE VOTES HERE", "CHECK YOUR BALLOT" (ENR & SPA), "NO CELLPHONE SIGN" and "NO HANDGUN IN THE POLLING PLACE" and put it back in the Judges Binder "Sign section" Tab.

4. If you need assistance Call the Main Election office at 830 303-6363 Ext. 1280/1281/1567/1261

See you at the Main Election Office !

14-012100

Figure 40: Election Day Close Polls Checklist for McQueeney VFW for November 8, 2022

ELECTION DAY RECONCILIATION FORM
VOTE CENTER #11 - McQueeney VFW Post 9213 - 11/08/2022

Please read the attached instructions carefully before you begin. Counts will be taken before polls open, during the day, and after the polls have closed.

Box	Beginning #	Ending #	11:00 #	1:00 #	3:00 #	5:00 #	Ending #
DS200	0	105	135	177	249	350	350
Curbside	0	0	0	0	0	0	0
Provisional	0	0	0	0	0	0	0
Curbside	0	0	0	0	0	0	0
TOTAL VOTES CAST DS200 + CURB UNIT							350
VOTE 1A	0	31	68	100	150	162	189
VOTE 1B	0	31	67	100	146	171	203
VOTE 1C	0	0	0	0	0	0	0
VOTE 1D	0	0	0	0	0	0	0
TOTAL VOTES CAST VOTESAFE							390

BOX 1: Total Votes Cast (DS200+CURB UNIT+Provisional) = 350
 BOX 2: Total Votes on Gridsheets + Provisional = 390
 BOX 3: Total Votes checked on VoteSafe + Provisional = 390

TRANSFER TOTALS TO SUMMARY SHEET, LOCATED IN CLOSING SECTION TAB OF JUDGES BINDER
 Totals from Box 1, Box 2 and Box 3 should be the same.

Date: 11-8-2022
 Signature of Presiding Judge: *Rubena Beatty*

Figure 41: Election Day Reconciliation Form for McQueeney VFW for November 8, 2022

Numbers of BALLOT CARDS issued 500 + additional ballot cards received during day 000 + _____ = TOTAL number of blank ballot cards assigned _____

ELECTION DAY SUMMARY SHEET & OFFICIAL REGISTER OF BALLOTS
Nov 8, 2022
VC 11 - McQueeney VFW Post 9213

a) Number of Ballots Cast on DS200 + CURBSIDE UNIT	390
b) Number of Voters in VoteSafe	390
c) Number of Voters on Grid Sheet	390

1.) (a), (b) and (c) should all be the same. If not, please explain:

d.) Number of unused ballots 4

PROVISIONAL

a) Number of Provisional Ballots Cast	11	3
b) Number of Provisional ballots listed on Record of Provisional	3	3
c) Number of Signatures on Provisional Grid Sheet	3	3

2.) (a), (b) and (c) should all be the same. If not, please explain:

SPOILED BALLOTS

a.) Number of spoiled ballots 1

I the undersigned, Presiding Judge of the Election held on Nov 8, 2022, at Voting Location VC # 11 in Guadalupe County, Texas, do hereby certify that the above and foregoing statement of official ballots of said Election is true and correct, and that all ballots returned by me were locked in the ballot box as required by law.

WITNESS MY HAND THIS (DATE) Nov 8, 2022
Rubena Beatty
 PRESIDING JUDGE

DS200 DS-043 Ballots Cast 390
 CURB UNIT XT-030 Ballots Cast 0

NOTE: PUT THIS IN DATA TRANSFER BAG WITH DATA STICK!

Ver. ED 10.15.21

Figure 42: Election Day Summary Sheet & Official Register of Ballots for McQueeney VFW for November 8, 2022

1

*** VOTING RESULTS REPORT ***
 07:11 PM November 08, 2022
 Unit Serial Number: ET0119330202

Guadalupe County
 General Election
 VC11 McQueeney VFW
 Election Date: November 08, 2022
 Poll Opened Date: November 08, 2022
 Poll Opened Time: 06:26 AM
 Poll Closed Date: November 08, 2022
 Poll Closed Time: 07:11 PM
 Public Count: 0

Protected Count: 555
 Poll Voting Report

 Total Ballots Processed: 0

WE, THE UNDERSIGNED, DO HEREBY CERTIFY
 THAT THE ABOVE RESULTS ARE A TRUE AND
 ACCURATE ACCOUNT OF ALL BALLOTS COUNTED
 AND THAT ALL COUNTERS WERE ZERO (0) WHEN
 THE POLLS OPENED AND THAT THE ELECTION
 WAS HELD IN ACCORDANCE WITH THE LAWS OF
 THE STATE.

Kay MacShew
 Election Judge

R. Broughton
 Election Judge

 Election Judge

 Election Judge

 Election Judge

VC11 McQueeney VFW
 Unit Serial Number: ET0119330202

*** END OF REPORT ***

Figure 43: Zero Totals Report for McQueeney VFW for November 8, 2022

*** VOTING RESULTS REPORT ***
 07:50 PM November 08, 2022
 Unit Serial Number: 0318390996

Guadalupe County
 General Election
 VC11 McQueeney VFW
 Election Date: November 08, 2022
 Poll Opened Date: November 08, 2022
 Poll Opened Time: 06:15 AM
 Poll Closed Date: November 08, 2022
 Poll Closed Time: 07:48 PM
 Public Count: 392

Protected Count: 4738
 Poll Voting Report

Total Standard Ballot Sheets: 0
 Total ExpressVote Cards: 392

 Total Sheets Processed: 392

WE, THE UNDERSIGNED, DO HEREBY CERTIFY
 THAT THE ABOVE RESULTS ARE A TRUE AND
 ACCURATE ACCOUNT OF ALL BALLOTS COUNTED
 AND THAT ALL COUNTERS WERE ZERO (0) WHEN
 THE POLLS OPENED AND THAT THE ELECTION
 WAS HELD IN ACCORDANCE WITH THE LAWS OF
 THE STATE.

 Election Judge

R. Broughton
 Election Judge

Andrea White
 Election Judge

Mary G. Romo
 Election Judge

 Election Judge

 Election Judge

VC11 McQueeney VFW
 Unit Serial Number: 0318390996

*** END OF REPORT ***

Figure 44: Zero Totals Report for McQueeney VFW for November 8, 2022

During review of the results report tapes, the audit team noted that Guadalupe County did not provide reports for all election day polling locations included in the audit period. Specifically, there was one zero report missing from an election day site during the November 2, 2021 election. Of the reports provided, all results tapes were signed by the election judge.

6. Return of Voting Equipment and Supplies

At the conclusion of early voting and on election day, the election judge is responsible for returning the election supplies to the central counting station. This includes all ballots cast at the polling place, any electronic media with records of votes cast, polling location forms, daily reconciliation forms, and election equipment and supplies as instructed by the election office.

As mentioned in the Distribution of Equipment and Supplies section, Guadalupe County uses forms to document the check-out and check-in of equipment and supplies. The Judge's Inventory Form has a section to indicate what equipment and supplies were returned by the judge. The judge is issued a Receipt for Transfer Case form to document the voted ballots were delivered to the Central Counting Station.

Chain of Custody Election Day 11/8/2022 VC 11- McQueeney VFW Post 9213	
JUDGES INVENTORY CHECKED OUT	ISSUED
ROLLEY BAG	1
DISPLAY BOARD	1
BACKUP LIST OF VOTERS	1
BLACK BAG FOR CURBSIDE TABLET	1
VOTER KIOSK #35 #36 XV Printer #35 #36	2
PROVISIONAL BALLOT BAG	1
BALLOT CARD BAG: Blank Ballot Card Stock	
PICKED UP BY: <i>X Rebecca Braughton</i>	
JUDGES INVENTORY CHECK IN	RETURNED
Data Transfer Bag (Election Day Summary sheet w/ results tapes & data stick from DS200 & Curbside)	1 ✓
Curbside/ExpressTouch Tablet Only (put inside black bag)	1 ✓
Transfer Case w/Ballots	1 ✓
TECH BAG: Keys, Emergency Seals, Batteries for Kiosk/Mice, Supervisor Card, zero tape and configuration report, closing seals	1 ✓
ALL ENVELOPES: (Yellow, Pink, Gray, Brown, White, Curbside, & Spoiled)	7 ✓
ROLLEY BAG	1 ✓
Calculator	1 ✓
Cell phone & Charger	1 ✓
ADA Bag: 2 Headphones, & Keypad for Curbside	1 ✓
JETPACK (JP-15)	1 ✓
DISPLAY BOARD	1 ✓
BACK UP LIST OF VOTERS	1 ✓
VOTER KIOSK #35 #36 XV Printer #35 #36	2 ✓
Provisional Ballot Bag	1 ✓
BALLOT CARD BAG: Blank Ballot Card Stock	1 ✓
RETURNED BY: <i>Rebecca Braughton</i>	

Figure 45: Judges Inventory Check-In Sheet for McQueeney VFW for November 8, 2022

McQueeney VFW Post 9213 VC-11

AW-24 Prescribed by Secretary of State Section 127.006, Texas Election Code 307	Type of Election <i>General</i>	Date of Election <i>11/8/22</i>
Authority Conducting Election <i>Guadalupe County</i>		

RECEIPT FOR TRANSFER CASE

I, the undersigned presiding judge of the central counting station, do hereby acknowledge receipt of the transfer case for precinct *VC-11*. The transfer case was delivered by *Rebecca Braughton* and _____ two authorized election officers of that precinct and the seal of the transfer case was unbroken/broken (circle one) at the time of delivery.

[Signature]
Signature of Presiding Judge or designated representative

Provisionals - 3
Omissions - 0
Time - 9:05pm

Figure 46: Receipt for Transfer Case for McQueeney VFW for November 8, 2022

The sealed Data Transfer Bag, containing the electronic storage media with the results of voting at the polling place, is documented on the Ballot Bag & Data Transfer Bag form.

County Name: Guadalupe Co. **BALLOT BAG & DATA TRANSFER BAG**
Election Day Seal Log

Polling Location: VC 11 McQueeney VFW

BALLOT CARD BAG SEAL

BALLOT CARD BAG SEAL OPENING Plastic Orange Spring Lock	JUDGE/WITNESS INITIALS	BALLOT CARD BAG SEAL CLOSING (IN BAG) Plastic Orange Spring Lock
0261487 ✓	RP	0261464

DATA TRANSFER BAG SEAL

DATA TRANSFER BAG CLOSING SEAL (IN BAG) Plastic Red Keyless Seal
21465623

EMERGENCY SEALS

Unit	New Door Seal #	Reason / Initials

EV 2.20.20 Judge: *R. Broughton* Alt. Judge: *M. King*

Figure 47: Ballot Bag & Data Transfer Bag Seal Log for McQueeney VFW for November 8, 2022

Numbers of **BALLOT CARDS** issued 500 + additional ballot cards day 300 + = TOTAL number of blank ballot cards a

ELECTION DAY SUMMARY SHEET & OFFICIAL REGISTER
Nov 8, 2022
VC 11 - McQueeney VFW Post 9213

a) Number of Ballots Cast on DS200 + CURBSIDE UNIT 35
b) Number of Voters in VoteSafe 35
c) Number of Voters on Grid Sheet 35

1.) (a), (b) and (c) should all be the same. If not, please explain:

d.) Number of unused ballots 4

PROVISIONAL

a) Number of Provisional Ballots Cast 111
b) Number of Provisional ballots listed on Record of Provisional 9
c) Number of Signatures on Provisional Grid Sheet 9

2.) (a), (b) and (c) should all be the same. If not, please explain:

SPOILED BALLOTS

a.) Number of spoiled ballots 1

I the undersigned, Presiding Judge of the Election held on Nov 8, 2022 at VC # 11 in Guadalupe County, Texas, do hereby certify that the above ballots of said Election is true and correct, and that all ballots returned by me were required by law.

WITNESS MY HAND THIS (DATE) Nov 8, 2022

DS200 DS-043 Ballots Cast 392
CURB UNIT XT-030 Ballots Cast 0

NOTE: PUT THIS IN DATA TRANSFER BAG WITH

Ver. 03.10.15.21

Figure 48: Election Day Summary Sheet & Official Register of Ballots for McQueeney VFW for November 8, 2022

County Name: Guadalupe Co. **DS 200- DS-043**
Polling Location: V.C. 11 McQueeney VFW Election Day

CLOSING SEALS - November 8, 2022

Seal Location/ Type	Seal No
Data Door	
Red Paper Seal	4569
Data Stick	
Red Paper Seal	4569
Closing Ballot Box Lid	
Plastic Orange Spring Lock	0261
Emergency Bin Door	
Plastic Red Spring Lock	1683
VERIFY DO NOT REMOVE	
Ballot Bin Door	
Plastic Red Spring Lock	1683
Blue Transfer Case #	
2 Red Zip-Tie Seals	4345869
Ballot Bin Door Final Closing Seal	
Plastic Red Spring Lock	# 140
Left Side Seal	
Red Wire Seal	0035
VERIFY DO NOT REMOVE	
Right Side Seal	
Red Wire Seal	0035
VERIFY DO NOT REMOVE	

EMERGENCY SEALS

Seal	New Seal #	Reason

FOR ELECTIONS OFFICE USE ONLY Data Stick SERIAL Number- 145634

MARY J. Gomez Election Official Print
R. Broughton Election Official Print
Mary J. Gomez Election Official Signature
R. Broughton Election Official Signature

Figure 49: DS 200 Closing Seal Log for McQueeney VFW for November 8, 2022

County Name: Guadalupe Co. **EXPRESS VOTE**
Election Day Seal Log
Polling Location: VC 11 McQueeney VFW

11/22 General Election
November 8, 2022

XV Closing Seals

Unit #	CLOSING Case Seal Plastic Orange Spring Lock	CLOSING Access Door Green Paper Seal	SLOT Seal (DO NOT REMOVE) Plastic Red Spring Lock
XV-228	0254608 ✓	27619473 ✓	1403320 ✓
XV-068	0254656 ✓	27619472 ✓	1403326 ✓
XV-043	0254631 ✓	27619471 ✓	1403339 ✓

EMERGENCY SEALS

Seal	New Seal #	Reason

Andrea Wake Election Official Print
MARY J. Gomez Election Official Print
Andrea Wake Election Official Signature
Mary J. Gomez Election Official Signature

EV 8.26.22

Figure 50: Express Vote Closing Seal Log for McQueeney VFW for November 8, 2022

The Delivery Inventory Sheet lists the larger pieces of equipment that are returned to the election office. The person transporting the equipment from the polling place must sign the form. Upon receiving and verifying that all equipment was returned, the form is signed by election office personnel.

NOVEMBER 8, 2022 - NEW BRAINFELDS Delivery Inventory Sheet
VC 11

Contact: Lora Dietzel 210-740-1180; Joyce Emery 830-660-1763
Rebecca Broughton will have the key and meet you 210-865-2639

Location: McQueeney VFW 9213
275 Gallagher, McQueeney

Delivery Time: 09:30 a.m. Pick-Up Time: 09:30 a.m.

Delivery Date: November 7, 2022 Pick Up Date: November 9, 2022

Items Delivered:

3 Express Votes	3 Express Votes
1 Express Touch/Curbside	1 Express Touch/Curbside
1 DS 200	1 DS 200
1 A Frame sign	1 A Frame sign
2 "Vote Here" signs w/poles	2 "Vote Here" signs w/poles
2 Bases	2 Bases
1 Flag	1 Flag
1 Orange Cone	1 Orange Cone
1 Distant Marker	1 Distant Marker
2 Curbside A Frame	2 Curbside A Frame

Delivery Comments:
"Vote Here" signs - 1 without hole in pole, 1 with hole for flag
***Call Susan when you are on the way.

Instructions: Set up Express Votes (in order), DS 200/Tub & Curbside:
1. Express Vote - 228 ✓ 1. DS 200 - 043 ✓
2. Express Vote - 568 ✓
3. Express Vote - 043 ✓ 1. Ex-Touch/Curbside - 030 ✓

**The above items were received and seals were still intact.

R. Broughton (Judge's Signature)

The above items were delivered this date at 11/8/22 by R. Broughton

The above items were picked up this date at 11/9/22 by M. Gomez

TO BE COMPLETED BY ELECTIONS OFFICE:
I hereby acknowledge receipt of the above items.

Elections Office

Figure 51: Delivery Inventory Sheet for McQueeney VFW for November 8, 2022

VOTING BY MAIL

Findings

- Guadalupe County consistently reported application and mail ballot activity to the statewide system from their county vendor system related to applications and all outgoing and incoming mail ballots. The county simultaneously accessed the statewide system directly throughout the election process to ensure that records were updated timely and accurately.

Applications for Ballot by Mail

According to data provided by Guadalupe County, the audit team was able to identify and track the applications for ballot by mail for each election. According to data reviewed, a total of 11,429 applications for ballot by mail were submitted in Guadalupe County for the elections in this audit cycle.

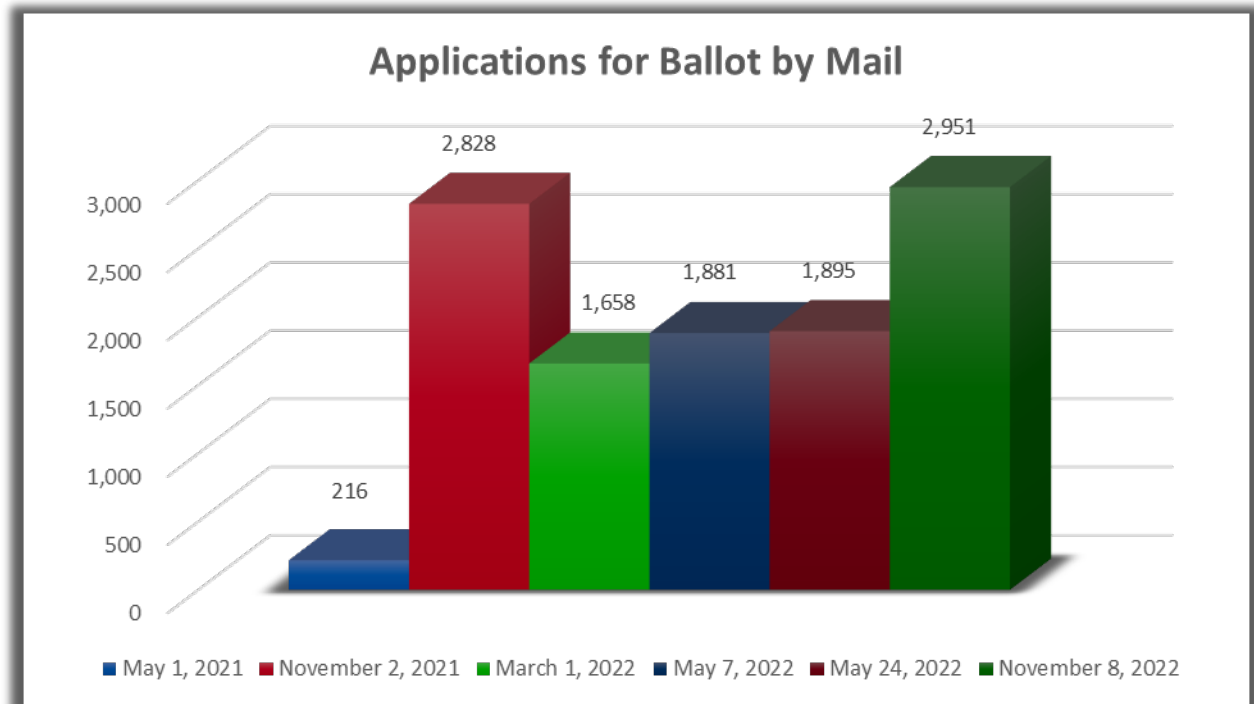


Figure 52: Application for Ballot by Mail by Election

Upon receipt of an application for ballot by mail, the election staff enters the information into the county vendor system and is compared to the statewide system to ensure both records are accurate. Applications are reviewed and processed on a daily basis.

Accepted vs. Rejected Applications

Of the 11,429 applications for ballot by mail received, 11,337 applications were accepted after review by the county. 92 applications for ballot by mail were rejected by the county. The audit team was able to verify that all Guadalupe County documentation matched the application for ballot by mail information for all accepted applications entered into the statewide system.

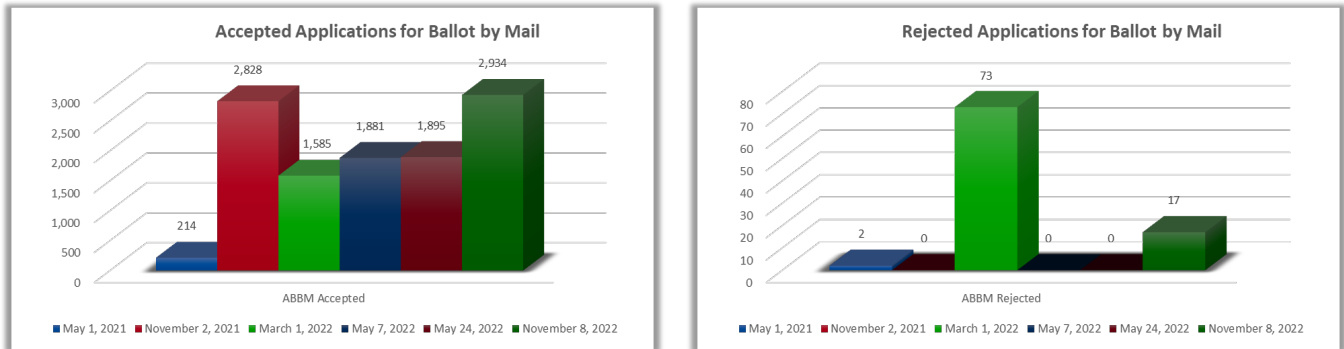


Figure 53: Accepted vs. Rejected Applications for Ballot by Mail by Election

Guadalupe County emails or calls all applicants whose application has been rejected as well as generates and mails the required rejection letters. These letters, and any letter returned as undeliverable, are retained as part of their record retention policy.

Beginning in 2022, Texas counties were required to report this information to the statewide system to allow voters the opportunity to utilize the Ballot by Mail Tracker to track the status of their application or ballot and, in certain circumstances, correct missing or incorrect personal identification numbers. Guadalupe County staff monitor the statewide system consistently during elections to retrieve the corrected information provided electronically by the voter through the Ballot by Mail Tracker and the statewide system. A review of the statewide system data indicates that a total of nine (9) voters utilized the online tool to correct applications rejected due to missing or incorrect personal identification during the audit period.

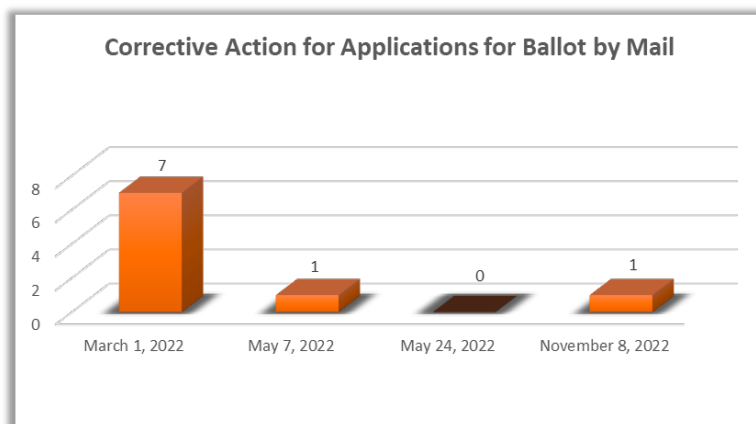


Figure 54: Accepted vs. Rejected Applications for Ballot by Mail by Election

Reasons for Voting by Mail

The audit team reviewed the reasons associated with the requests to vote by mail. The applications revealed that the largest reason for voting by mail is on the basis of age.

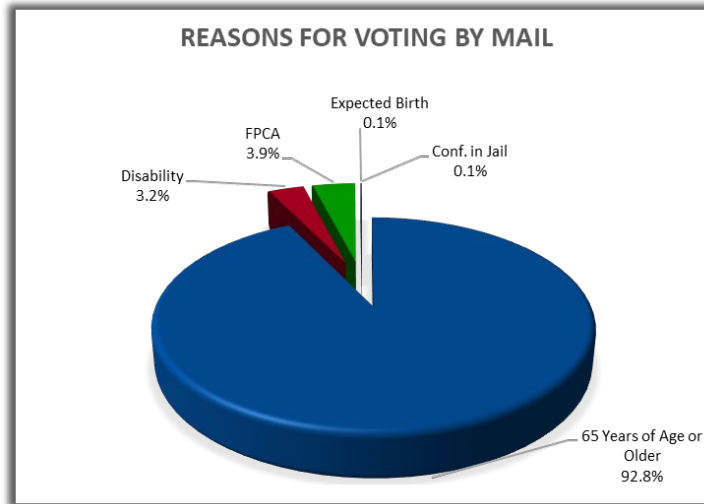


Figure 55: Reason for Voting by Mail for All Elections

Ballots by Mail

Once an application for ballot by mail is accepted, the election staff create individual envelopes, or kits, for each ballot by mail that will be sent out for each election. The team assembles the kits to include all of the materials needed to mail out the ballots including necessary labels and balloting materials. The actual ballots are printed by the election administrator and double checked for accuracy by additional staff to ensure accuracy and the timely mailing of all mail ballots.

Guadalupe County mailed 11,337 ballots for all elections in this audit cycle.

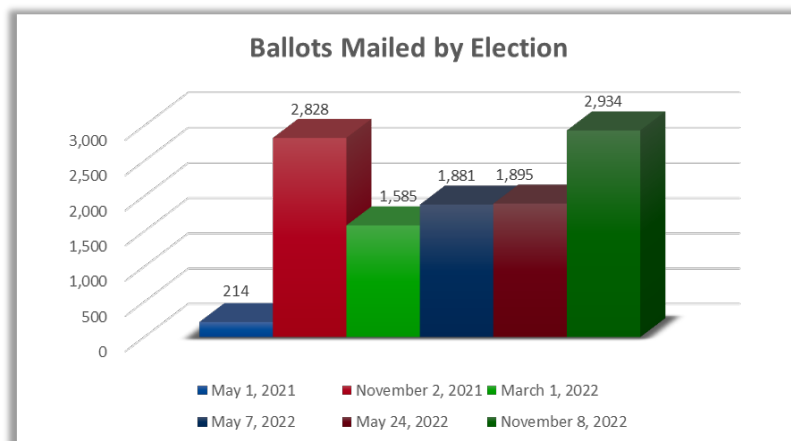


Figure 56: Ballots Mailed by Election

Ballot Correction

Following the mailing of ballots for the November 8, 2022 General Election, Guadalupe County posted a Notice of Ballot Correction. The audit team learned that the first ballot mailed failed to include the races for Green Valley Special Utility District (SUD) for voters in Precinct 412. This omission was related to an error in redistricting in the county voter registration vendor system. The county confirmed that all voters impacted by this error were sent a Notice of Correction to Ballot by Mail on October 17, 2022.

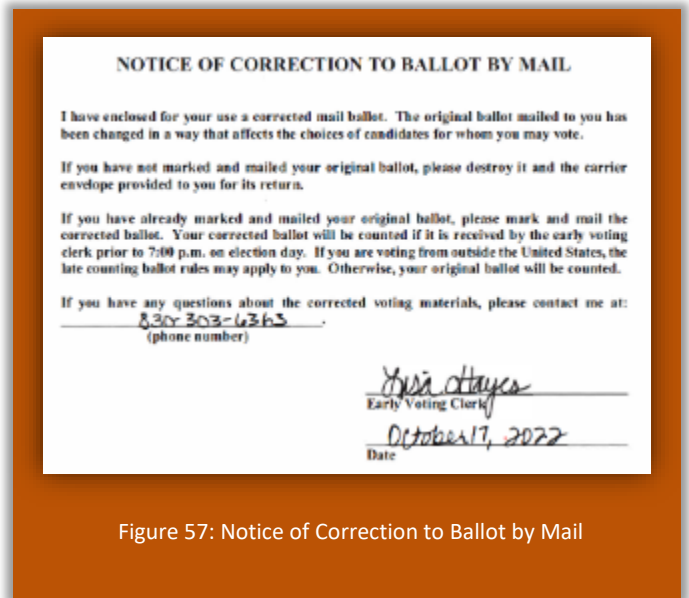


Figure 57: Notice of Correction to Ballot by Mail

Ballots Received

Of the 11,337 ballots mailed to voters, 9,411 of those ballots were returned by voters resulting in a return rate of 83%.

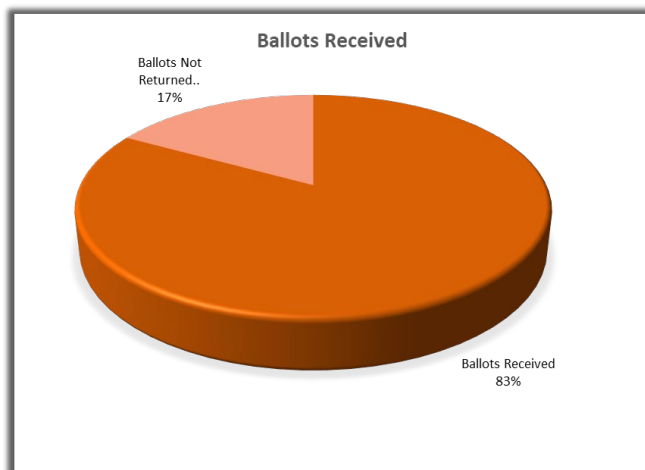


Figure 58: Ballots Received for all Elections

Returned Undeliverable Mail Ballots

Though voters complete the application for ballot by mail process and counties mail the balloting material, some mail ballots are returned by the U.S. Postal Service to the early voting clerk as undeliverable. Of the elections included in this audit, 37 ballots were returned as undeliverable.

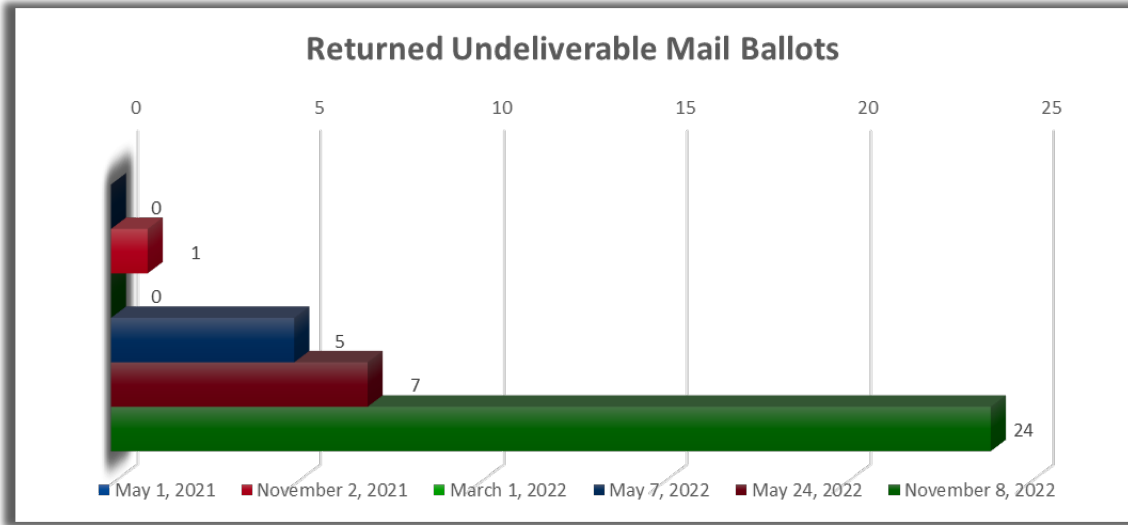


Figure 59: Returned Undeliverable Mail Ballots

Surrendered and Cancelled Mail Ballots

A voter may cancel their application for a ballot to be voted by mail by submitting a written request to the early voting clerk to cancel their mail ballot application or may surrender the ballot that the voter received by mail, complete a cancellation request, and vote a regular ballot in person at a polling location. Guadalupe County had a total number of 359 mail ballot cancellations during the audit period.

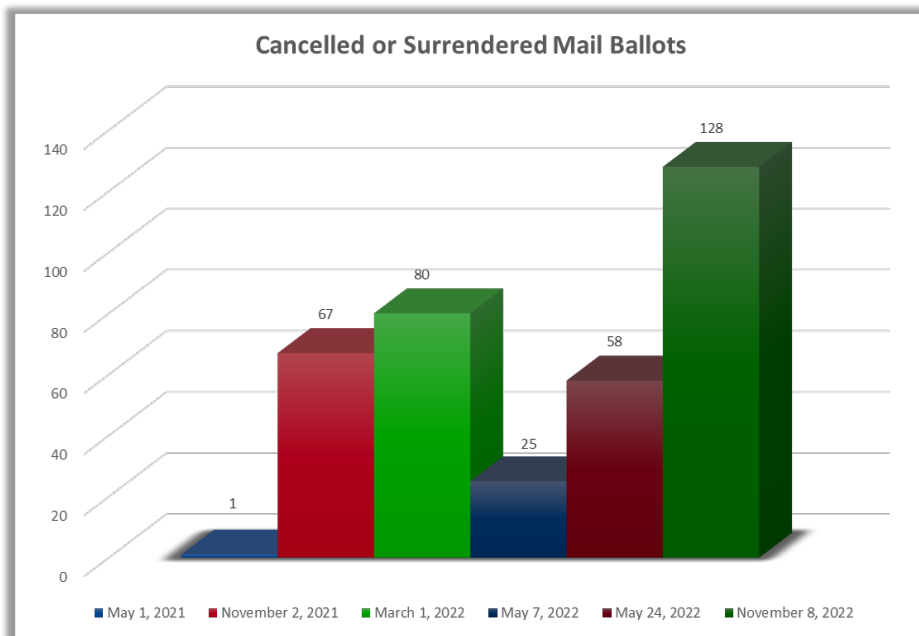


Figure 60: Cancelled and Surrendered Mail Ballots for all Elections

Signature Verification Committee (SVC)

The signature verification committee is charged with comparing the signature on each carrier envelope with the signature on the application for ballot by mail to determine whether the signatures are those of the voter.²¹ If a signature verification committee is appointed to serve, the early voting clerk must issue a written order.²² The audit team was able to confirm that Guadalupe County was compliant with the posting of these notices during the audit period.

The early voting clerk must deliver all received mail ballots to the signature verification committee.²³ Delivery of the ballots may only be made at times scheduled in advance by the early voting clerk and a notice of delivery of the mail ballots must be posted prior to each delivery.

AWS-54
Prescribed by Secretary of State
Sec. 87.027(c), Texas Election Code
3/07

**NOTICE OF APPOINTMENT OF SIGNATURE
VERIFICATION COMMITTEE**

Notice is hereby given to the registered voters of Guadalupe County that the following persons have been appointed to serve on the signature verification committee for the General and Special Election to be held on November 8, 2022.

Name and Residence Address:

Sylvia Tobin 1520 Schumann Rd., Seguin, Texas 78155
 Gloria Saenz 714 Gloria Rd., Seguin, Texas 78155
 Lorena Hadley 509 Brooks Ave., Schertz, Texas 78154
 Maxine Wesley 117 Boenig Corner, Cibolo, Texas 78108
 Louis Hadley 509 Brooks Ave., Schertz, Texas 78154
 Latrice Newton 133 Landmark Pass, Cibolo, Texas 78108

Jim Hayes
Signature of Early Voting Clerk

October 10, 2022
Date

Figure 61: Notice of Appointment of Signature Verification Committee

AWS-44
Prescribed by Secretary of State
Section 87.021 and 87.1221, Texas Election Code
3/07

Batch 6

BALLOT TRANSMITTAL FORM FOR EARLY VOTED BALLOTS

November 2, 2021 General Election
Date of Election Type of Election

1. Number of ballots voted by personal appearance and delivered to the early voting Ballot board judge (same number as the number of voters on the poll list for early Voting in person): 0

2. Number of ballots voted by mail or mail procedure and delivered to the early voting Ballot board judge: 2

3. Total number of early voted ballots delivered to the early voting ballot board judge (add lines 1 and 2): 2

Sabrina
Signature of Early Voting Clerk

4. Number of ballots voted by mail and accepted by board: _____

5. Total number of early ballots counted by the early voting ballot board or delivered to the central counting station for automatic tabulation (add lines 1 and 4): _____

6. Number of mail ballots rejected by board: _____

The information provided by the early voting clerk in lines 1 and 2 is true and correct.

Signature of Early Voting Ballot Board Judge

INSTRUCTIONS

The early voting clerk completes the first half of the form prior to delivering the early voting materials to the early voting ballot board judge. The judge completes the remainder of the form after the ballots have been qualified. The form is returned to the custodian of election records with other early voting records.

Line 4 + line 6 = line 2.

Line 3 - line 6 = line 5. If ballots are counted automatically at the central counting station, the number of ballots recorded on the ballot and seal certificate is the same as line 5.

Figure 62: Ballot Transmittal Form for Early Voting Ballots

²¹ Tex. Elec. Code § 87.027(i).

²² Tex. Elec. Code § 87.027.

²³ Tex. Elec. Code § 87.027(h).

Early Voting Ballot Board (EVBB)

Prior to convening the early voting ballot board (EVBB), a county must post a public notice of the date and time of the meeting. Additionally, the early voting clerk must post notice²⁴ at the main early voting location of each delivery of balloting materials.

Guadalupe County provided public notice for the convening of the board and notice of the transfer of balloting materials for all elections in accordance with state law.

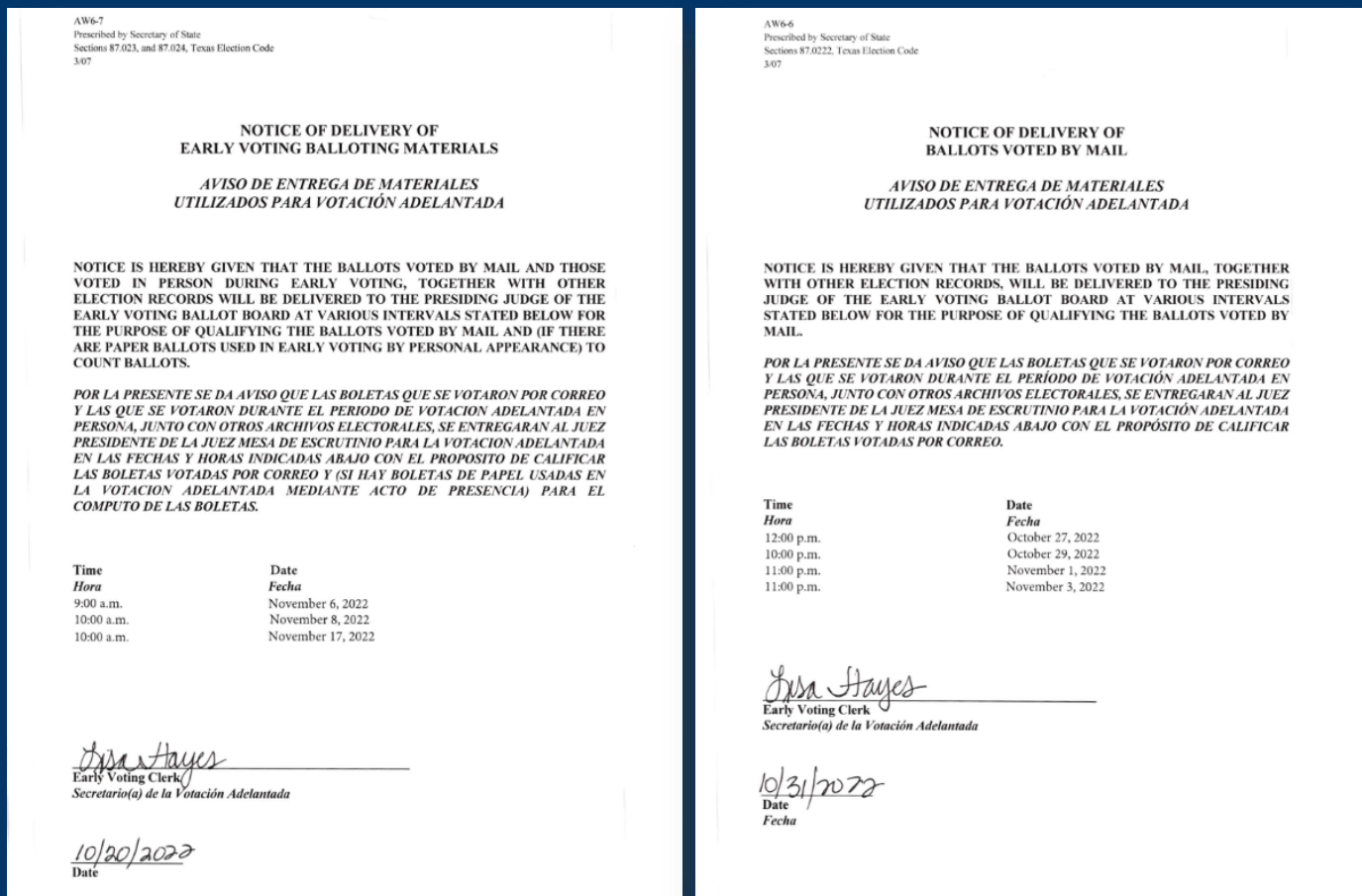


Figure 63: Notice of Delivery of Early Voting Balloting Materials

²⁴ Tex. Elec. Code § 87.0222(b).

Opportunity to Correct Certain Defects

If the early voting ballot board reviews a carrier envelope that does not comply with the applicable requirements, the board must send the voter a notice of the defect and a corrective action form.²⁵ For certain defects, the board must permit the voter to correct this information using the Ballot by Mail Tracker developed by the Secretary of State.²⁶

As with the applications for ballot by mail, Guadalupe County maintains a spreadsheet of all rejected mail ballots that may be corrected. Additionally, the county staff monitor the statewide system consistently during the allowable correction period to retrieve the corrected information provided electronically by the voter through the Ballot by Mail Tracker and the statewide system. A review of the corrected mail ballots indicated that 42 voters used the Ballot by Mail Tracker to correct rejections due to missing or incorrect personal identification. In each of these instances, the records indicate that Guadalupe County received the corrected information and accepted the mail ballot.

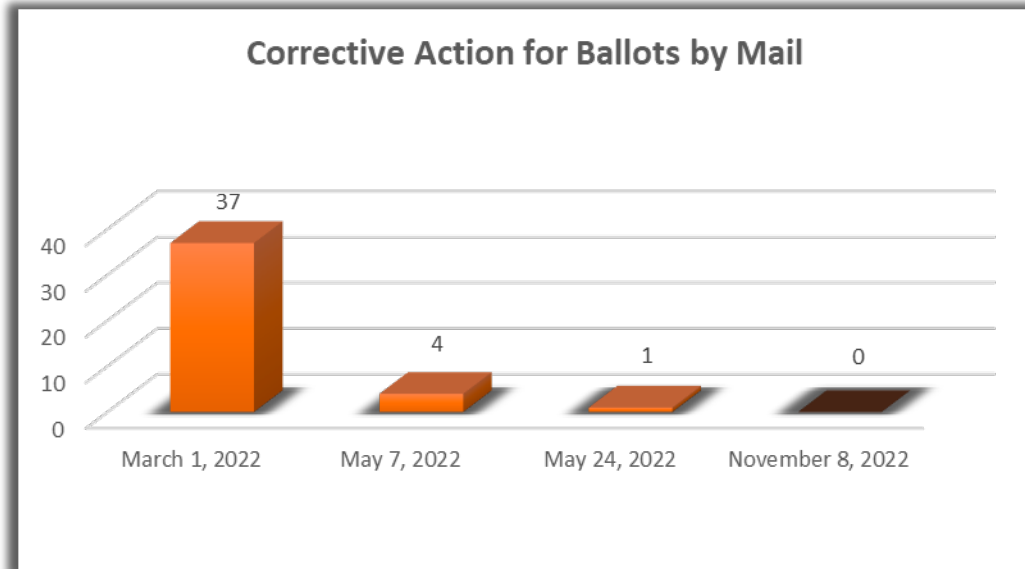


Figure 64: Corrective Action for Ballots by Mail

Accepted Ballots by Mail

Based on the information reported to the statewide system, following the review by the EVBB and the corrective action process deadline, 8,661 mail ballots were accepted after review for all elections included in this audit.

²⁵ Tex. Elec. Code § 87.0411.

²⁶ Tex. Elec. Code § 86.015.

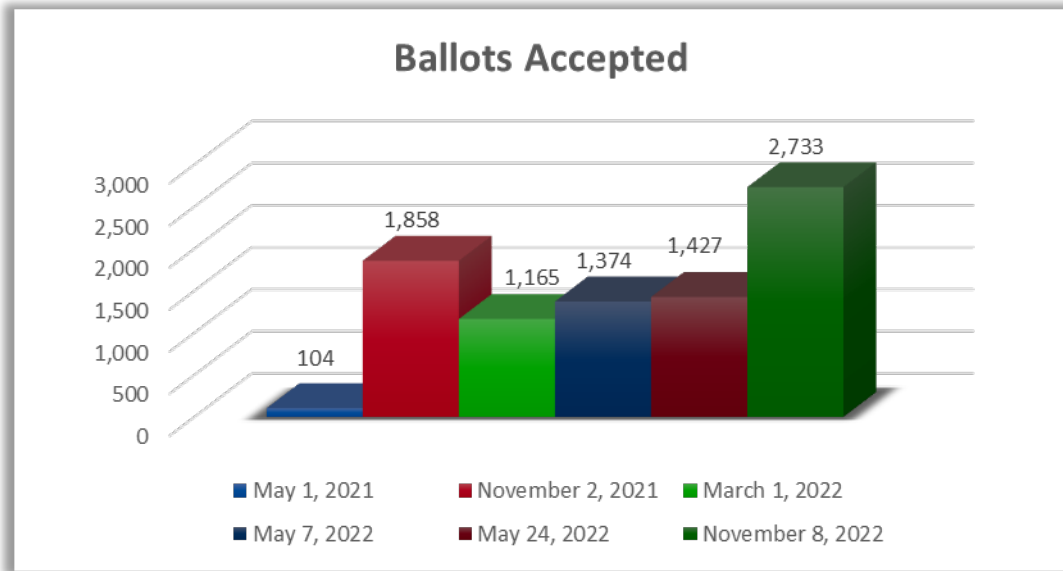


Figure 65: Total Ballots by Mail Accepted for all Elections

Rejected Ballots by Mail

Additionally, mail ballot lists indicated that 354 mail ballots were rejected after review of the elections included in this audit.

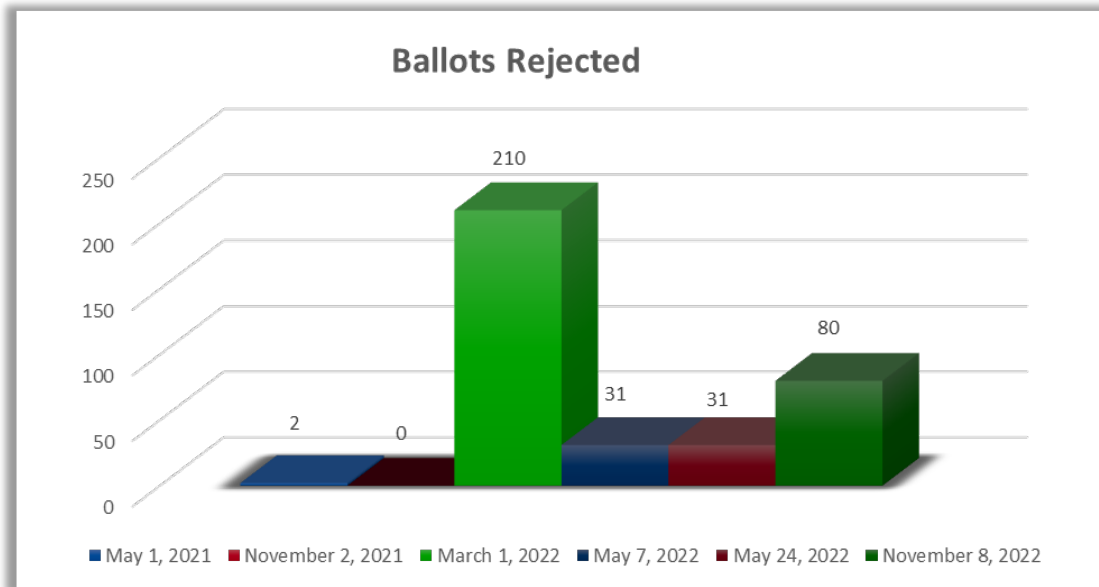


Figure 66 : Rejected Ballots by Mail

In reviewing documentation provided by Guadalupe County, minor discrepancies were identified between the number of rejected ballots reported by Guadalupe County from their third-party vendor system as compared to the numbers reported to the statewide system. Though the statewide system indicates that 80 mail ballots were rejected for the November 8, 2022 General

Election, the Summary Results Report provided by the county from its own system indicated that 86 mail ballots were rejected. It is the responsibility of the county to ensure that all final determinations, including rejected mail ballots, are reported to the statewide system.

Delivery of Mail Ballots to the Central Counting Station

The early voting ballot board must deliver the accepted mail ballots to the central counting station to be counted by automatic tabulating equipment.²⁷ Ballot transmittal forms showing the number of accepted mail ballots being transferred to the Central Counting Station were generated and posted for all elections.

²⁷ Tex. Elec. Code § 87.101.

VOTING IN PERSON

Findings

- An overall review of the polling location forms revealed that paperwork was completed accurately and is evidence of effective training and detailed training resources.
- County procedures related to the processing of statements of residence, limited ballots, and provisional ballots are detailed and well documented.

Overview

Voting in person was the most common method of voting utilized in Guadalupe County for the elections conducted during the audit review. Based on the canvass reports provided by the county, of 111,026 voters across all elections subject to the audit, 59,520 (54%) appeared to vote in person during the early voting period while 42,845 (38%) appeared to vote in person on election day. Overall, 92% of the voters voting in the election appeared in person to cast a ballot for while 8% of voters chose to vote by mail.

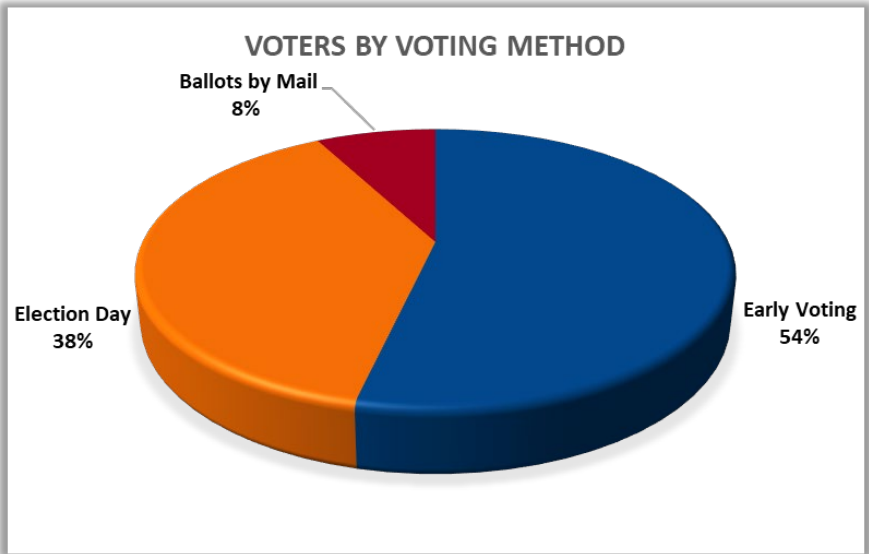


Figure 67: Voters by Voting Method

Polling Locations

Since 2017, Guadalupe County has participated in the countywide polling place program that allows voters to vote at any election day polling location that is open in the county. Guadalupe County provided notice of all polling locations for each election as required.

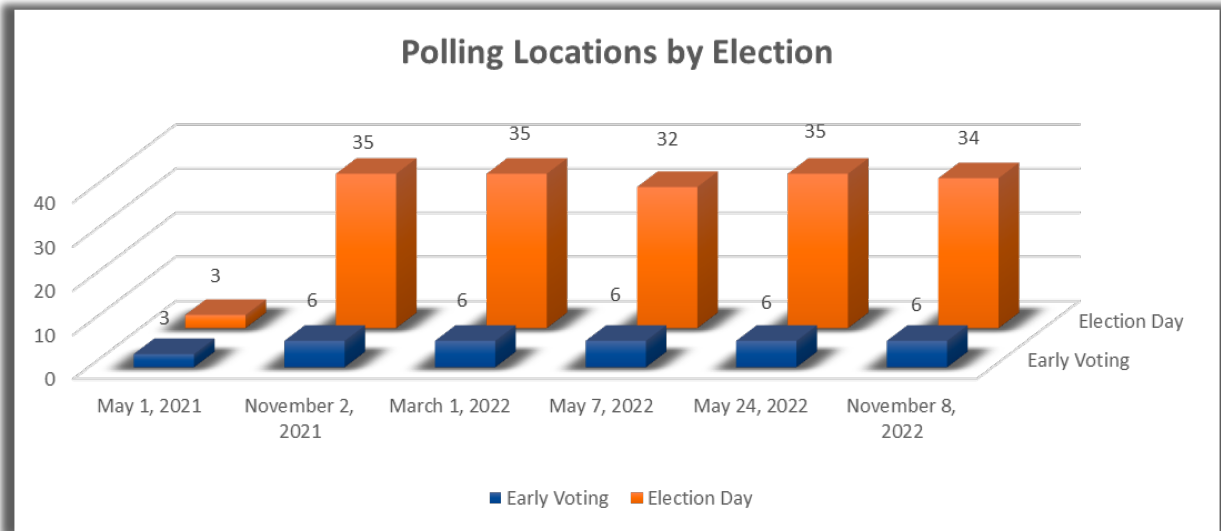


Figure 68: Total Polling Locations by Election

NOVEMBER 8, 2022
(8 DE NOVIEMBRE, 2022)

GENERAL AND SPECIAL ELECTIONS
(ELECCION GENERALES Y ESPECIALES)

Early Voting Dates and Hours
(Fecha y Horarios de la votación Anticipada)

Monday, October 24th through Friday, October 28th, 2022 8:00 a.m. to 5:00 p.m.
 Lunes, 24 de Octubre hasta el Viernes, 28 de Octubre de 2022 8:00 de la mañana a las 5:00 de la tarde
 Saturday, October 29th, 2022 7:00 a.m. to 7:00 p.m.
 Sábado, 29 de Octubre de 2022 7:00 de la mañana a las 7:00 de la tarde
 Sunday, October 30th, 2022 12:00 p.m. to 6:00 p.m.
 Domingo, 30 de Octubre de 2022 12:00 de se tarde a las 6:00 de la tarde
 Monday, October 31st through Friday, November 4th, 2022 7:00 a.m. to 7:00 p.m.
 Lunes, 31 de Octubre de 2022 hasta el Viernes, 4 de Noviembre de 2022 7:00 de la mañana a las 7:00 de la tarde

Main Early Voting Polling Location
(Lugar Principal de la votación Anticipada)

SEGUN ELECTIONS OFFICE
215 S. Milam St., Seguin, TX 78155
830-303-6363

Emergency and Limited ballots available only at the main location. (Boletines limitados y de emergencia solamente están disponibles en este lugar)

Locations of Branch Early Voting Polling Locations
(Lugar de las Sucursales de la votación para la votación Anticipada)

CIBOLO FIRE STATION #2 3864 Cibolo Valley Dr., Cibolo, TX 78108
CENTRAL TEXAS TECHNOLOGY CENTER 2189 FM 758 Bldg. A, Room 131131 New Braunfels, TX 78130
REDEMPTIVE GRACE MINISTRIES 2240 FM 725, New Braunfels, TX 78130
NEW BERLIN CITY HALL 9180 FM 775, New Berlin, TX 78150
SCHERTZ ELECTIONS OFFICE ANNEX 1101 Ebot Road, Schertz, TX 78154
SEGUN ISD ADMIN BLDG 1221 E. Kingsbury, Seguin, TX 78155

Applications for Ballot by Mail shall be mailed to: (Las solicitudes para boletines que se votaron adelantada por correo deberán enviarse a) Lisa Hayes, Early Voting Clerk, 215 S. Milam St. Seguin, Texas 78155 or P. O. Box 1346, Seguin, TX 78156-1346. electronic@elections.guadalupe.tx.us

Applications for Ballots by Mail must be received no later than the close of business on October 28, 2022. (Las solicitudes para boletines que se votaron adelantada por correo deberán recibirse para el fin de las horas de negocio el 28 de Octubre 2022.

Figure 69: Early Voting Schedule for November 8, 2022

NOVEMBER 8, 2022
GENERAL ELECTIONS
Election Day Polling Locations
Polls Open from 7:00 a.m. to 7:00 p.m.
Guadalupe County will be using Vote Centers for the November 8, 2022 Elections.
Any Guadalupe County registered voter can vote at any Guadalupe County Election Day Location, regardless of the precinct in which they reside.

VC #1	McQuensey Lions Club, 3211 F5178, McQuensey
VC #2	New Life Fellowship, 18485 Tawakoli Hwy 123, Seguin previously Vogel Elementary
VC #3	Seguin ISD Admin Bldg, 1201 E. Kingsbury, Seguin
VC #4	Forest Hills Baptist Church, 8251 FM 1117, Seguin
VC #5	Justice of the Peace Court, Pet 1, 2405 E. US Hwy 90, Seguin previously located at 214 Medical Center Square
VC #6	Kingsbury United Methodist Church, 7035 FM 2438, Kingsbury
VC #7	Brick and Blomson Event Center (Staples Baptist Church), 10020 FM 621, Staples
VC #8	Maranatha Fellowship Hall, 2556 S. Hwy 80, Luling
VC #9	TUL Alumni Student Center, Conference Room A.B, 1109 University St., Seguin (previously Jackson Park Student Activity Center @ TUL)
VC #10	Redemptive Grace Ministries, 2240 FM 725, New Braunfels
VC #11	McQuensey FFW Post 9213, 475 Gallopier, McQuensey
VC #12	Columbus Club of Seguin, 1015 S. Austin Street, Seguin
VC #13	Our Lady of Guadalupe Church Annex, 730 N. Guadalupe St. Seguin
VC #14	American Legion Hall, 618 E. Kingsbury, Seguin
VC #15	Geremino Community Center, 280 Navarro Dr., Geremino
VC #17	St. Joseph's Mission, 5093 Redwood Rd., San Marcos
VC #18	The Silver Center, 210 E. Court St., Seguin
VC #19	Central Texas Technology Center, 2189 FM 758, Bldg. A, Room 130131 New Braunfels
VC #20	The Cross Church, 814 N. Base, Seguin
VC #21	Santa Clara City Hall, 1653 N. Santa Clara Rd., Santa Clara
VC #22	Martin Luther King Learning Center, 200 W. Schlarber Lane, Cibolo
VC #23	Schertz Elections Office, 1101 Ebot Rd., Schertz
VC #24	Schertz United Methodist Church, 3460 Roy Richard Dr., Schertz
VC #25	Solano City Hall, 3775 Coysman Dr., Solano
VC #26	Crosspoint Fellowship Church, 2600 Roy Richard Drive, Schertz
VC #27	Immaculate Conception Catholic Church, 212 N. Barnett St., Marion
VC #28	Schertz Community Center, 1405 Schertz Parkway, Schertz
VC #29	Mihalski Hall, 598 Schertz Pkwy, Schertz previously Guadalupe Co. Services Center
VC #30	Schertz Community Center North, 1501 Morning Dr., Cibolo
VC #31	St. John's Lutheran Church, 606 S. Center St., Marion
VC #32	New Berlin City Hall, 2180 P.O. #1, New Berlin
VC #33	NBISD Transportation Bldg, 2621 Klein Way, New Braunfels
VC #34	Cibolo Fire Station #2, 3864 Cibolo Valley Drive, Cibolo
VC #35	Living Waters Worship Center, 3323 N. State Hwy 46, Seguin

Figure 70: Election Day Voting Locations for November 8, 2022

Additional Notice Requirements

In addition to the notice requirement of polling locations and dates and times of operation for an election, counties are required to post certain information regarding previous polling locations, changes to polling locations, and information related to polling locations in proximity to each polling place.

Notice of Nearest Four Countywide Polling Locations

As part of the countywide polling place program, each countywide polling place must post a notice, at that location, of the four nearest locations, by driving distance.²⁸ Guadalupe County posted this notice at all polling locations as required.

Curbside Voting

If a voter is physically unable to enter the polling place without personal assistance or the likelihood of injuring the voter's health, on the voter's request, an election officer must deliver a ballot to the voter at the polling place entrance or curb.²⁹

Guadalupe County explained all county procedures related to conducting curbside voting.³⁰ Signage is placed at all polling locations with a phone number allowing those in need of assistance to call or text the elections administrator who then notifies the election judge of that location. After qualifying the voter, the judge takes all balloting materials to the curbside location to allow the voter to cast a ballot.

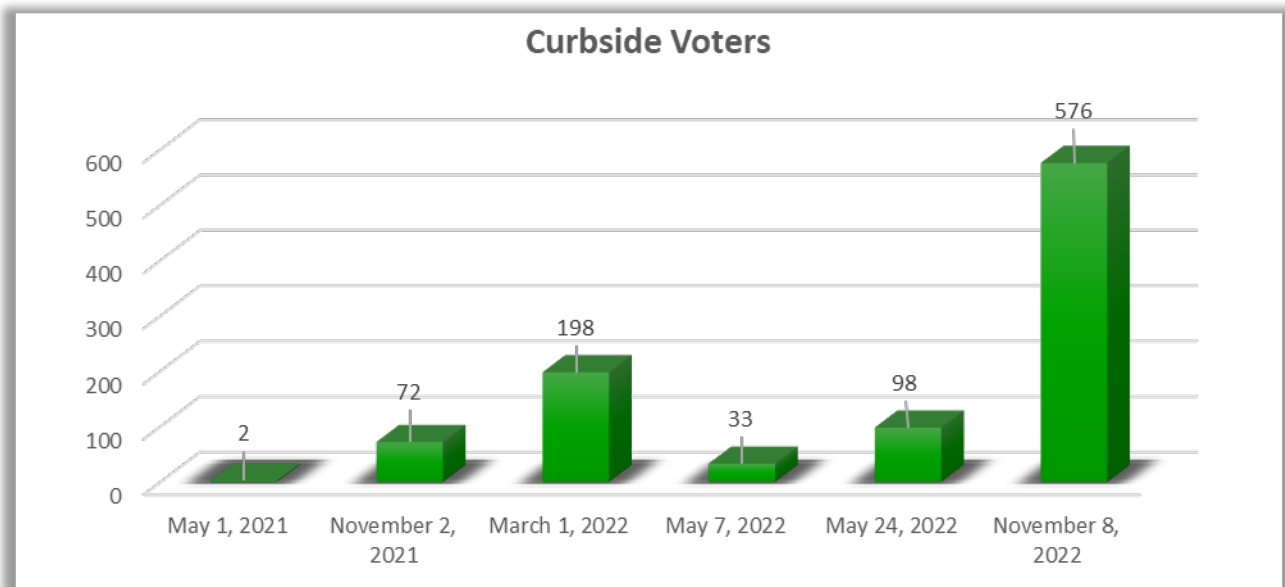


Figure 71: Guadalupe County Total Curbside Voters for all Elections

Oaths of Assistance

When a voter requests assistance in marking a ballot, two election officers must provide that assistance.³¹ Additionally, a voter may request to be assisted by someone of their choosing

²⁸ Tex. Elec. Code § 43.007(o).

²⁹ Tex. Elec. Code § 64.009.

³⁰ Tex. Elec. Code § 64.009.

³¹ Tex. Elec. Code § 64.032.

except that it may not be their employer, an agent of their employer, or an agent of a labor union to which the voter belongs. If assistance is provided by a person of the voter's choice, that person must complete an Oath of Assistance form.

Guadalupe County provided the oaths for all elections conducted in the audit period. Though the completion of these forms is covered in training and examples are provided in the training manuals, some election workers are not consistently filling in the form in its entirety. Additionally, a small percentage of forms were not signed by the election judge.

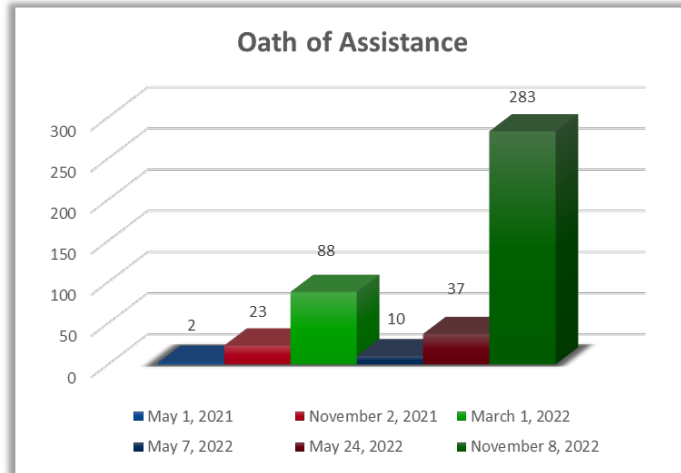


Figure 72: Oaths of Assistance

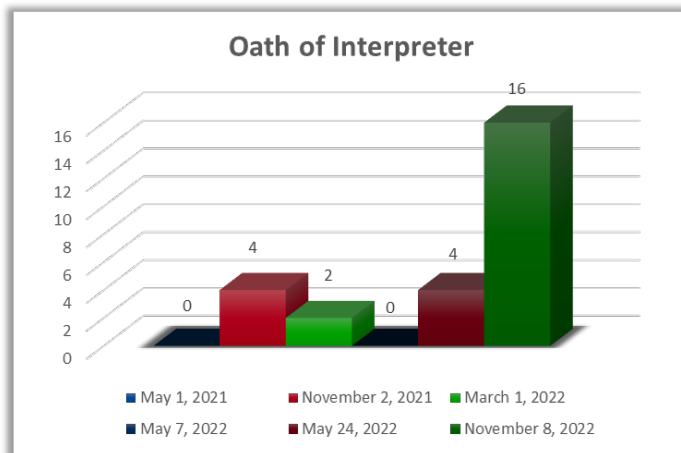


Figure 73: Oaths of Interpreter

Spoiled Ballots

If a voter mismarks, damages, or otherwise spoils a ballot in the process of voting, the voter is entitled to receive a new ballot by returning the spoiled ballot to the election officer.³² The election officer must maintain a register of spoiled ballots at the polling location that includes the voter's name and the spoiled ballot number.

The county used the officially prescribed form to document all spoiled ballots and the reasons for the ballots were spoiled. Detailed instructions on how to process spoiled ballots is included in the county training program.

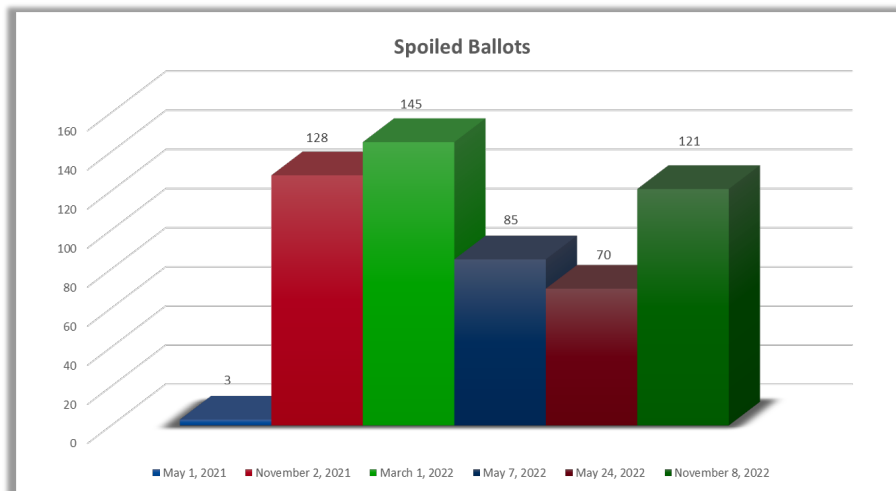


Figure 74: Spoiled Ballot Totals by Election for Guadalupe County

The audit team identified the following reasons for the use of spoiled ballots in Guadalupe County across all elections.

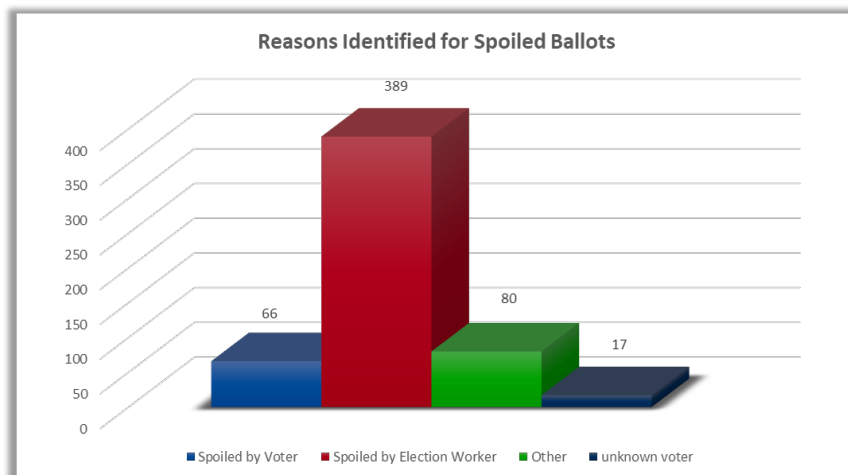


Figure 75: Reasons Identified for Spoiled Ballots

³² Tex. Elec. Code § 64.007.

Reasonable Impediment Declarations

If a voter does not possess one of the forms of acceptable photo identification,³³ and cannot reasonably obtain such identification, a voter may execute a Reasonable Impediment Declaration.³⁴

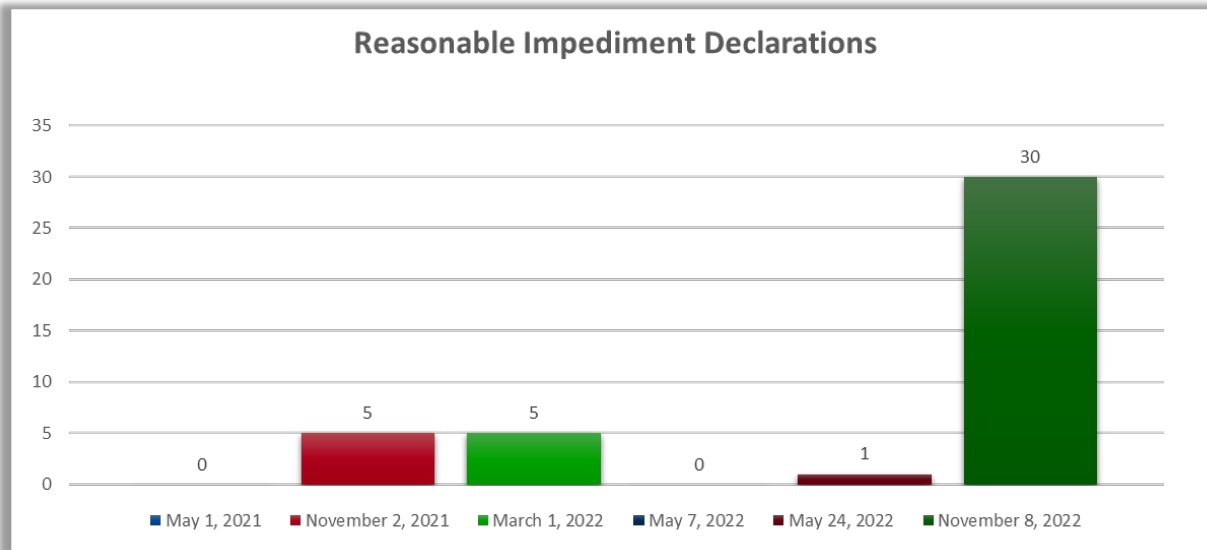


Figure 76: Reasonable Impediment Declaration Totals by Election

The following descriptions were listed as the reason for not having an acceptable form of photo identification.

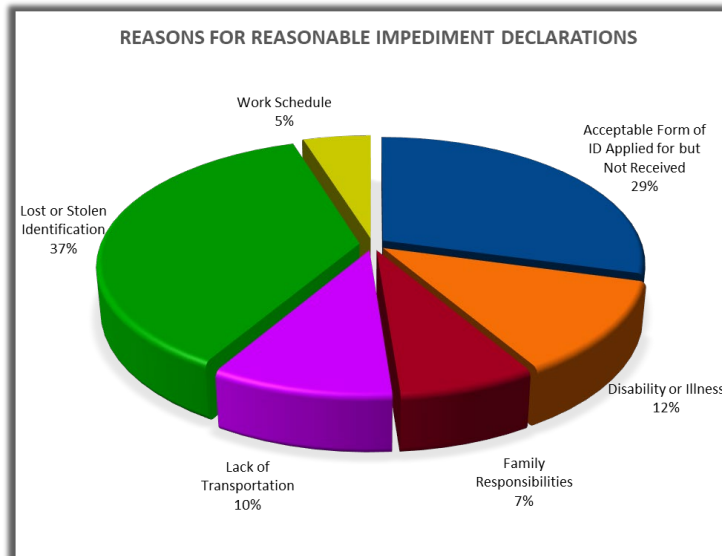


Figure 77: Reasonable Impediment Declarations Total Reasons all Election

³³ Tex. Elec. Code § 63.001(b).

³⁴ Tex. Elec. Code § 63.001(i).

Statements of Residence

Guadalupe County receives Statement of Residence (SOR) forms on election night in designated envelopes. They are then processed by the voter registrar and a new voter registration certificate is sent to the voter reflecting the updated information. The election worker training manual includes sample forms for the completion of the forms and the county procedures outline all of the necessary steps to process the statements when received.

The audit team conducted a deeper review of the forms submitted for the November 8, 2022 General Election. The election administrator confirmed the receipt of 1,261 Statement of Residence forms for that election. No issues or concerns were identified.

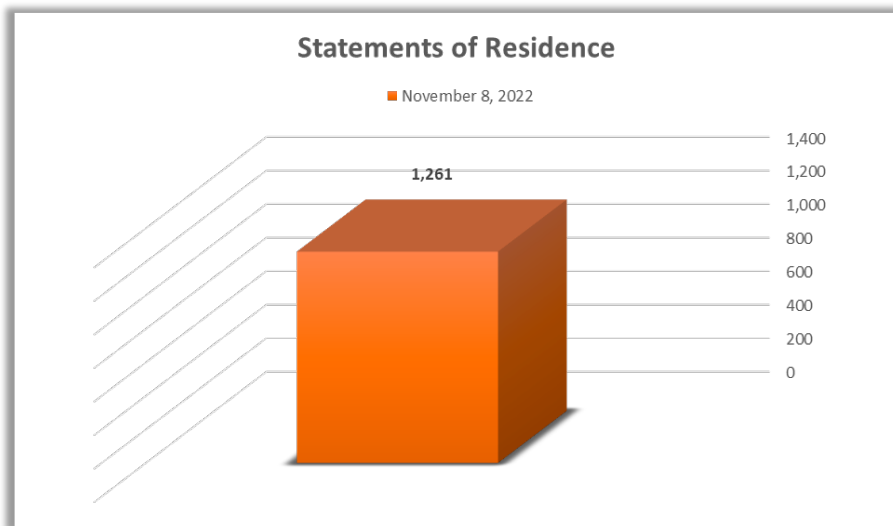


Figure 78: Statement of Residence for Guadalupe County

Limited Ballots

A registered voter who has moved from the Texas county in which he or she is registered, to a new county of residence in Texas, and who will not be registered to vote in the new county on or before election day, may be eligible to vote a limited ballot.³⁵

The audit team reviewed the limited ballot data for all elections conducted during the audit period. The election administrator attributed the number of limited ballots cast due to the growth of the county and the influx of new residents from neighboring counties.

³⁵ Tex. Elec. Code § 112.001.

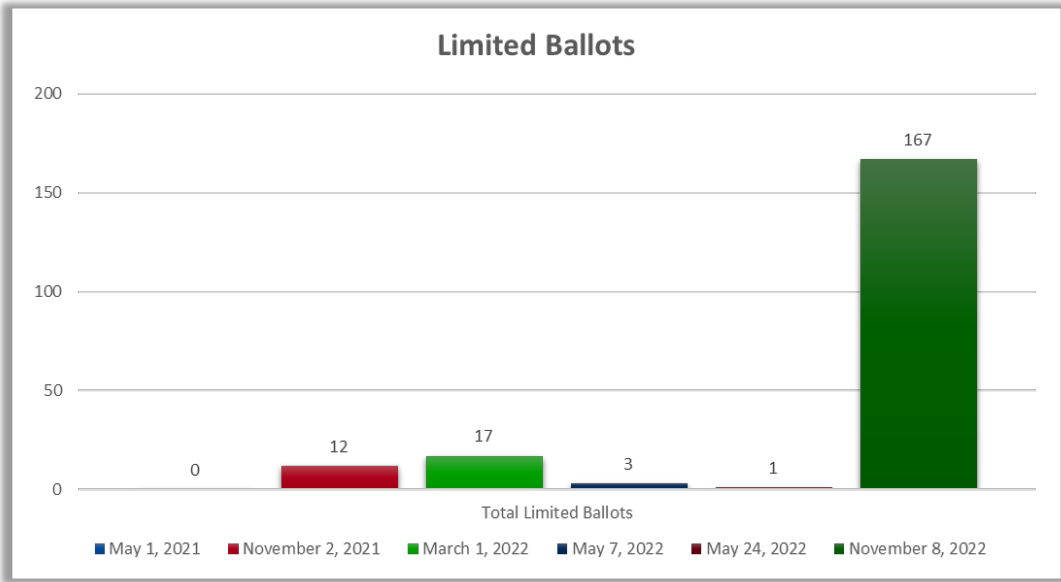


Figure 79: Limited Ballots by Election

A review of the limited ballot applications revealed a breakdown of the counties of former residence for applicants which includes at least thirty-nine (39) Texas counties.

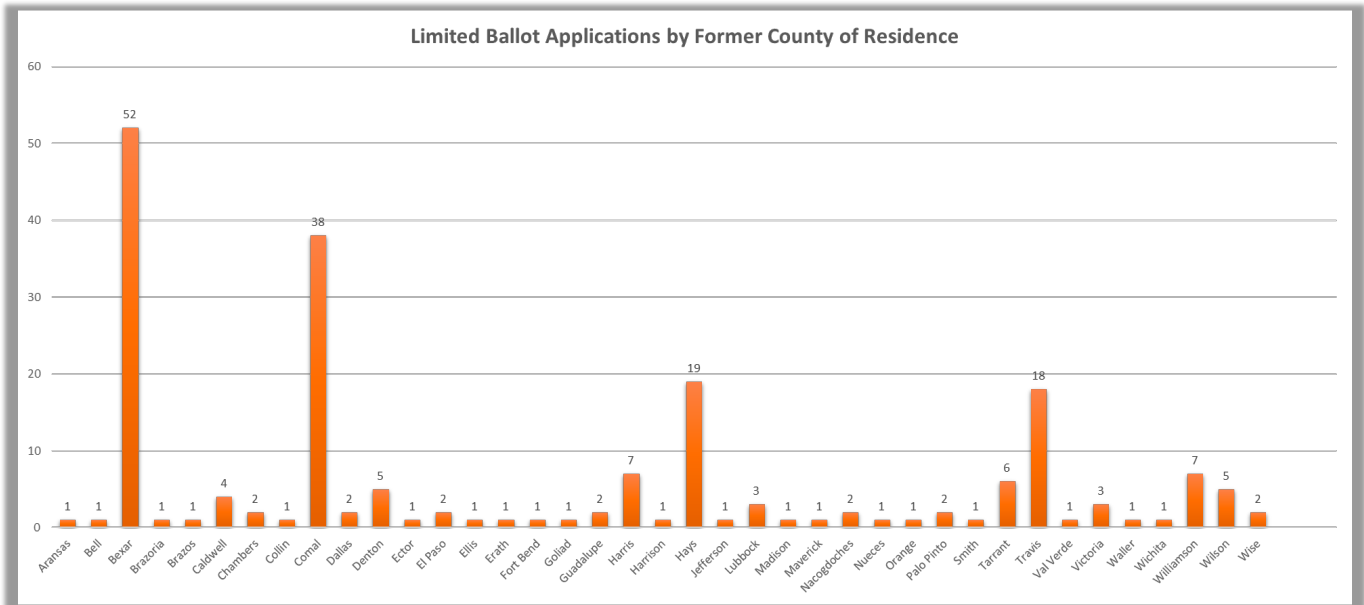


Figure 80: Limited Ballot Applications by County of Former Residence

Provisional Ballots

Guadalupe County provided a list of provisional voters by polling location during the early voting period and on election day for all elections in the audit period. In total, Guadalupe County provided documentation for 757 provisional ballots cast. Of those, 238 were accepted and 519 were rejected following a review.

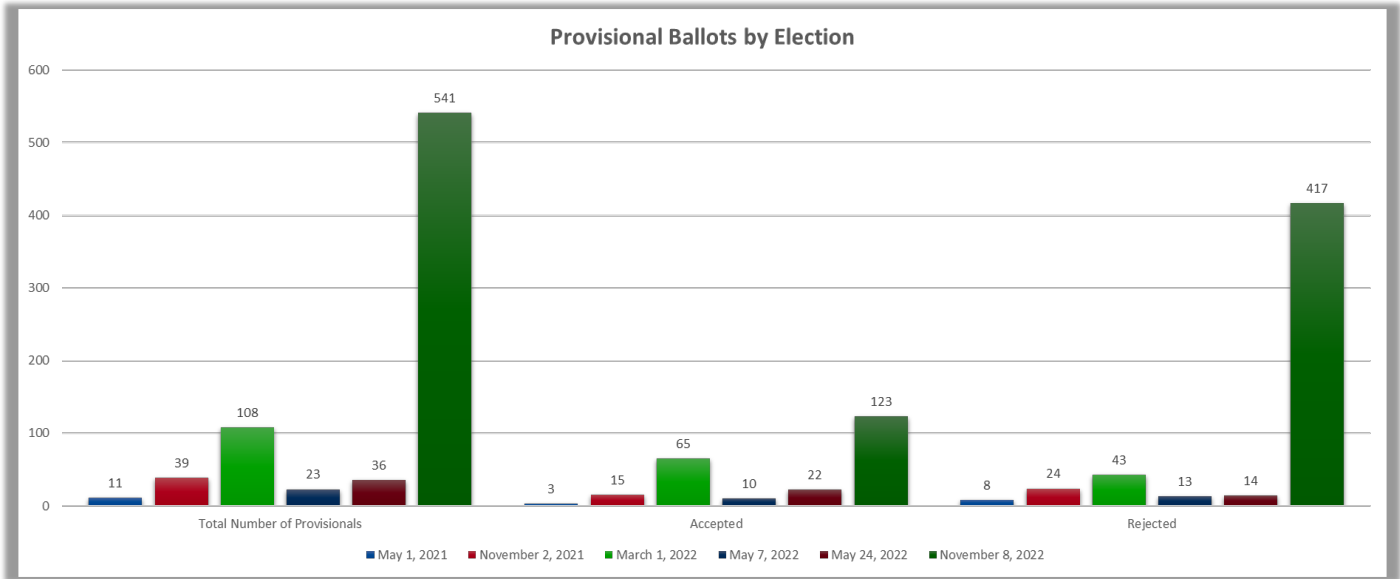


Figure 81: Provisional Ballots by Election

As part of the county training program, elections judges are provided a binder with step-by-step instructions on the processing of a provisional voter at a polling location. The election judge completes a provisional voter list and utilizes separate signature rosters to keep track of the total provisional voter.

The Guadalupe County Elections office processes provisional voters by reviewing the affidavit against the statewide voter registration system and their vendor voter registration system to determine the voter specific information. The voter registration team conducts their research prior to all provisional ballots being reviewed and resolved by the early voting ballot board.

The audit team was able to generate a list of the reasons provided for the use of a provisional ballot.

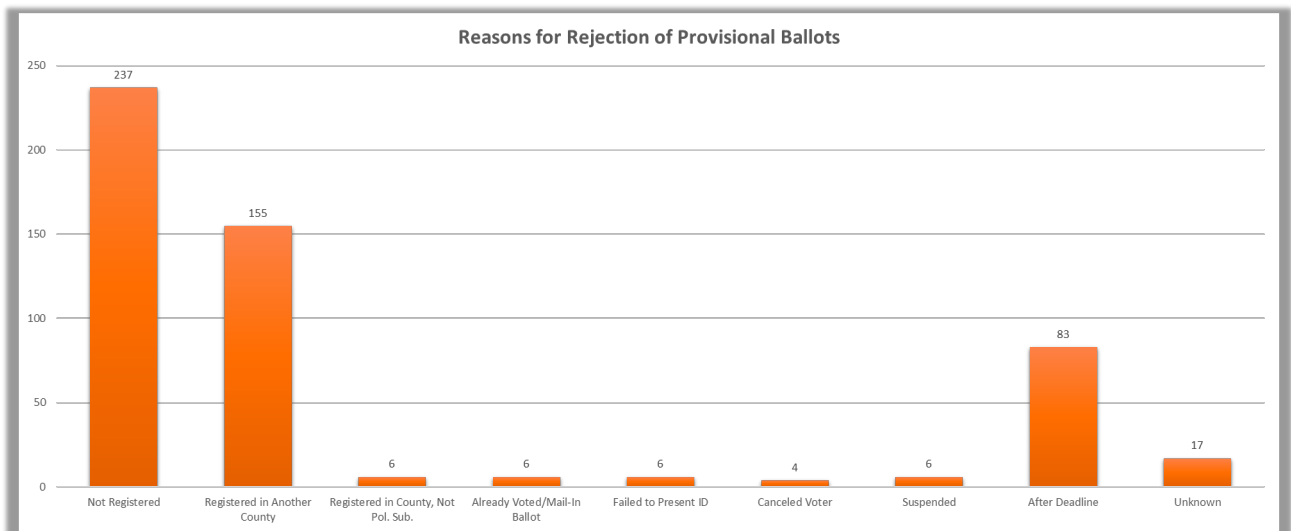


Figure 82: Reasons for Rejection of Provisional Ballot

For the November 8, 2022 General Election, Guadalupe County documented on the county provisional ballot tracking spreadsheet that one provisional ballot affidavit was inadvertently deposited in a DS200 machine and was not included in the voting totals. This issue occurred at the Schertz Elections Office.

ELECTION RESULTS

Findings

- The Guadalupe County Central Counting Station Plan outlined the procedures of the Central Counting Station and tabulation of all ballots for all elections in the audit period.
- The county conducted the second and third certification of the tabulation equipment as required for all elections.
- The county was compliant with all election reporting requirements.

Central Counting Station Compliance

A central counting station (CCS)³⁶ is a location where ballots are counted, vote totals are accumulated, and unofficial election results are generated on election night.

Notice Requirements

All public notices for Guadalupe County related to the convening of the central counting station and time of ballot tabulation were compliant for all elections conducted during the audit period.

Central Counting Station Plan

The manager of the central counting station is required to develop a written plan³⁷ for the orderly operation of the central counting station.³⁸ A review of the Guadalupe County Central Counting Station Plan revealed compliance with required elements and inclusion of best practices as prescribed by the Secretary of State. The plan identifies key personnel and associated duties, oath administration, time and dates of convening the central counting station, and logistical considerations to accommodate poll watchers. Additionally, the plan includes a step by step guide on ballot duplication, instructions for reconciliation between systems, printing of required reports, submission of results to the state, and the storage of all election records in compliance with applicable record retention requirements.

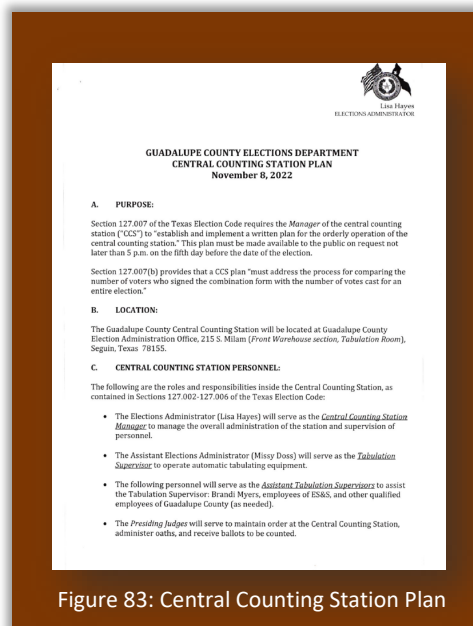


Figure 83: Central Counting Station Plan

³⁶ Tex. Elec. Code § 127.001.

³⁷ Tex. Elec. Code § 127.007.

³⁸ Tex. Elec. Code § 127.007.

Testing of Tabulation Equipment

The automatic tabulating equipment used for counting ballots at a central counting station must be tested immediately before the counting of ballots with the equipment begins. The testing must be repeated immediately after tabulation has been completed. A review of the certification forms for all elections indicated compliance with all testing requirements for the county automatic tabulating equipment.

Guadalupe County conducts testing on election day before any ballots are tabulated. The final test is completed immediately following the tabulation of all votes. The certification documentation is placed in a transfer box and sent to the central counting station.

Precinct Returns

Guadalupe County provided a copy of the precinct results report as part of this audit. All election precinct returns are signed by the presiding judge to certify the accuracy of the returns, as required.

Joint Primary Runoff Elections
May 24, 2022

Precinct by Precinct
Guadalupe County

102

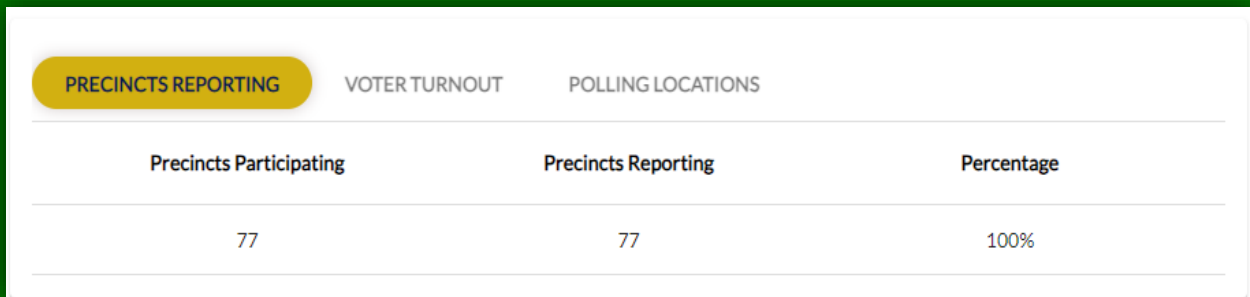
STATISTICS

	TOTAL	Election Day	Early Voting	Absentee
Registered Voters - Total	1,316			
Ballots Cast - Total	136	76	36	24
Ballots Cast - REPUBLICAN	85	56	20	9
Ballots Cast - DEMOCRATIC	51	20	16	15
Voter Turnout - Total	10.33%			

Figure 84: Precinct by Precinct Results Report for May 24, 2022 Joint Primary Runoff Election

Unofficial Results

A review of all elections during the audit period confirmed the consistent and compliant transmission of election night returns³⁹ to the Secretary of State on election night. For the November 8, 2022 General Election, Guadalupe County reported all early voting totals at 7:29 p.m. on election night. The county's final unofficial vote totals for all 77 precincts and 35 polling locations was submitted on November 9, 2022 at 12:44 a.m. The unofficial data, as submitted through the statewide system, reported a total of 57,202 votes cast and 47.86% voter turnout.



The image shows a screenshot of a web-based report titled "Unofficial Results Report for November 8, 2022 Election". At the top, there are three tabs: "PRECINCTS REPORTING" (which is highlighted in yellow), "VOTER TURNOUT", and "POLLING LOCATIONS". Below the tabs is a table with three columns: "Precincts Participating", "Precincts Reporting", and "Percentage". The table contains one row of data showing 77 for both "Precincts Participating" and "Precincts Reporting", and 100% for "Percentage".

Precincts Participating	Precincts Reporting	Percentage
77	77	100%

Figure 85: Unofficial Results Report for November 8, 2022 Election

³⁹ Tex. Elec. Code § 68.034.

RECONCILIATION

Findings

- The preliminary and official reconciliations of election results were completed and posted to the internet as required for all applicable elections.
- Guadalupe County included explanations for any difference in totals on the official reconciliation reports.
- No election produced a discrepancy of more than 1% between the number of voters and total number of votes.

Preliminary Reconciliation

The presiding judge of the central counting station must attest to an unofficial written reconciliation of votes and voters at the end of the tabulation process on election day.⁴⁰ Likewise, the presiding judge must attest to an official reconciliation after the inclusion of any late arriving or provisional ballots following the canvass.

The audit team reviewed the preliminary reconciliations reports and the county confirmed that preliminary reconciliation reports were posted on Guadalupe County's website.

For the November 8, 2022 General Election, the unofficial reconciliation report reflected a discrepancy between the number of voters voting and the number of ballots of 136 (.002%). The county election administrator did not include any notes related to this discrepancy.

Preliminary Election Reconciliation - Unofficial Totals
Disclaimer: These numbers are subject to change as information is verified after election day.

County: Guadalupe Election Name: General
Registered Voters: 129065 Election Date: 11/8/2022

1. Voters <small>(from election returns)</small>		2. Rejected or pending ballots <small>(pending review, pending voter action, or rejected)</small>		3. Counted ballots <small>(from tabulation software)</small>	
A. In person voters	55,097	D. Provisional ballots rejected or pending	530	G. In person ballots counted	55,210
B. By mail voters	2,813	E. Mail ballots rejected or pending	39	H. Mail ballots counted	2,642
C. Total voters (A+B)	57,910	F. Total ballots rejected or pending (D+E)	569	I. Total ballots counted (G+H)	57,805

4. Comparison of voters and counted ballots

J. Difference between voters and ballots (C-F-I) 136 K. Difference as percentage of voters (J-(C-F)*100) .002%

L. Notes:

5. Attestation

M. "I certify that the information contained in this preliminary election reconciliation document accurately reflects the unofficial votes and voters as known to me on election night. The information will likely change based on provisional votes, mail ballots, and additional reconciliation efforts by election personnel."

Lisa Hayes Lisa Hayes 11/9/2022
 Presiding Judge Signature Print Name Date

6. Ballots that could be added to the final count
 Disclaimer: These numbers typically change as information is verified after election day.

N. Mail ballots not returned or pending voter action	568	O. Estimated Provisional ballots	530
--	-----	----------------------------------	-----

Figure 86: Unofficial Reconciliation Report for November 8, 2022 Election

⁴⁰ Tex. Elec. Code § 127.131(f).

Final Reconciliation

The presiding judge must attest to an official reconciliation after the inclusion of any late arriving or provisional ballots following the canvass. Consistent with the unofficial reconciliation report, Guadalupe County posts all final reconciliation reports on their county website.

For the November 8, 2022 General Election, the final reconciliation report reflected a discrepancy between the number of voters voting and the number of ballots of 33 (.057%). The election administrator noted that this discrepancy was attributed to the return of empty carrier envelopes and voters fleeing the polling locations without casting their ballots.

Election Reconciliation - Official Totals

County Guadalupe Election Name General & Special
 Registered Voters 120,016 Election Date 11/8/2022

1. Voters		2. Rejected ballots		3. Counted ballots	
A. Early voting in person voters	31,607			I. Early voting ballots counted	31,590
B. Election day in person voters	17,998			J. Election day ballots counted	17,973
C. Mail ballot voters	2,810	F. Mail ballots rejected	86	K. Mail ballots counted	2,733
D. Provisional ballots submitted	530	G. Provisional ballots rejected	407	L. Provisional ballots counted	123
E. Total voters (A+B+C+D)	57,945	H. Total ballots rejected (F+G)	493	M. Total ballots counted (I+J+K+L)	57,419

4. Comparison of voters and counted ballots

N. Difference between voters and ballots (E-H) 33 O. Difference as percentage of voters (N/(E+H)*100) .057 %

P. Explanation for difference, if any: Carrier envelopes returned empty
fleeing voters

5. Attestation

Q. "I certify that the information contained in this document accurately reflects the official reconciliation of votes and voters from the above stated election!"

Lisa Haynes Lisa Haynes 11/28/2022
 Presiding Judge Signature Print name Date

6. Mail ballots		7. Provisional ballots	
R. Mail ballots sent	3,387	U. Provisional ballots claimed incomplete	1
S. Mail ballots not returned by voter	325		
T. Mail ballots surrendered	49		

Figure 87: Guadalupe County Official Reconciliation Report for November 8, 2022

Votes Cast vs. Votes Counted

The audit team conducted an analysis of Guadalupe County data to validate the reconciliation of the number of voters who checked in to vote at each polling location compared to the number of votes reported by each polling location through the respective media drives for all elections. This reconciliation included a detailed analysis of several reports produced by the Votec VoteSafe

Pollbook and the ES&S System as well as the Guadalupe County Final Reconciliation Report and Canvass Report. The reports included the:

1. ES&S Election Audit Events Report;
2. ES&S Media Status Report;
3. VoteSafe Pollbook Check-in Report;
4. Official Reconciliation Report; and
5. Canvass Report.

The audit team did an initial comparison between multiple reports for each election. In comparing the Election Audit Events Report to the Media Status Report, the audit team determined that the Election Audit Events Report provided only included tabulation events for election day. Therefore, the audit team concluded that the Media Status Report was the most accurate source of election data as it included all ballots that were tabulated on election day and following election day as appropriate.

The audit confirmed that the Official Reconciliation matched the Media Status Report for all elections. The reconciliation reporting was not required for the November 2, 2021 election. Finally, the audit identified discrepancies between the submitted Canvass Report and the Media Status Report for the March 1, 2022 Primary Election and the May 24, 2022 Primary Runoff Election. The canvass reporting for these two elections would not have been completed by the county but rather by the political party certifying the election results. Therefore, the audit team could not identify the exact source or cause of these discrepancies.

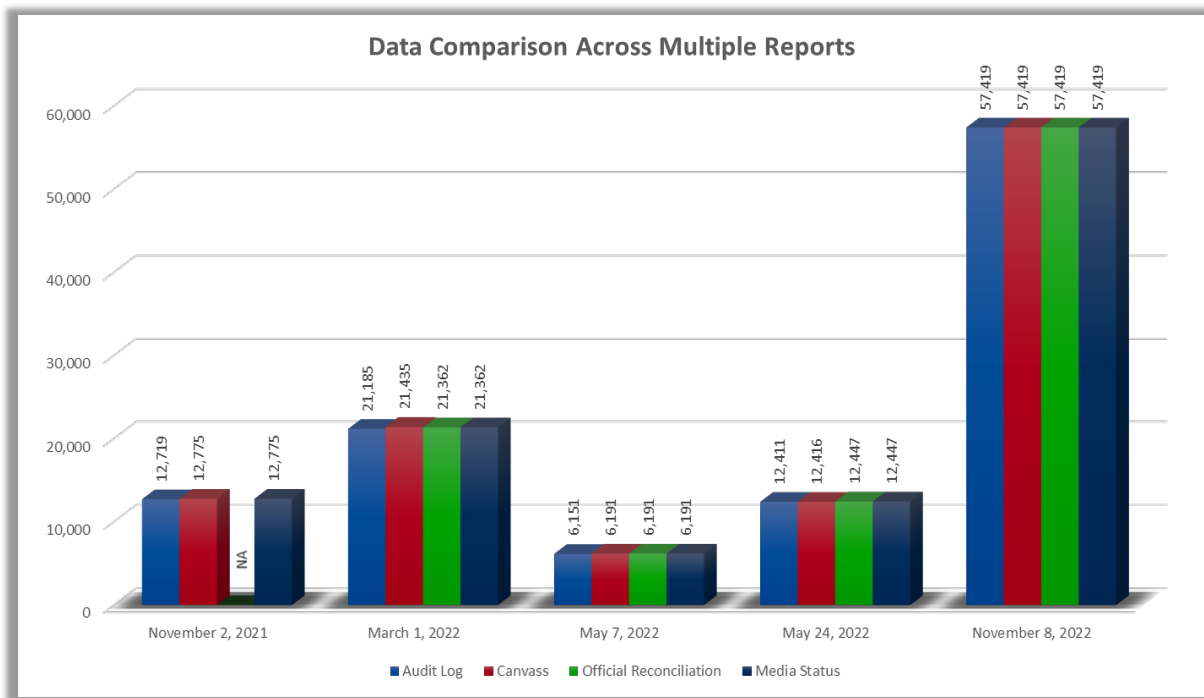


Figure 88: Data Comparison Across Multiple Reports for All Elections

To further reconcile the total number of voters who cast a ballot by election, the audit team compared the ES&S Audit Events Report and the VOTEC VoteSafe Pollbook Report. It is important to note that the Audit Events Report numbers listed below only include early voting and election day in-person vote totals. Provisional ballots and mail ballots are not included in the Pollbook Report. Based on this analysis, the audit team identified only minor discrepancies in the comparisons for multiple elections during the audit period.

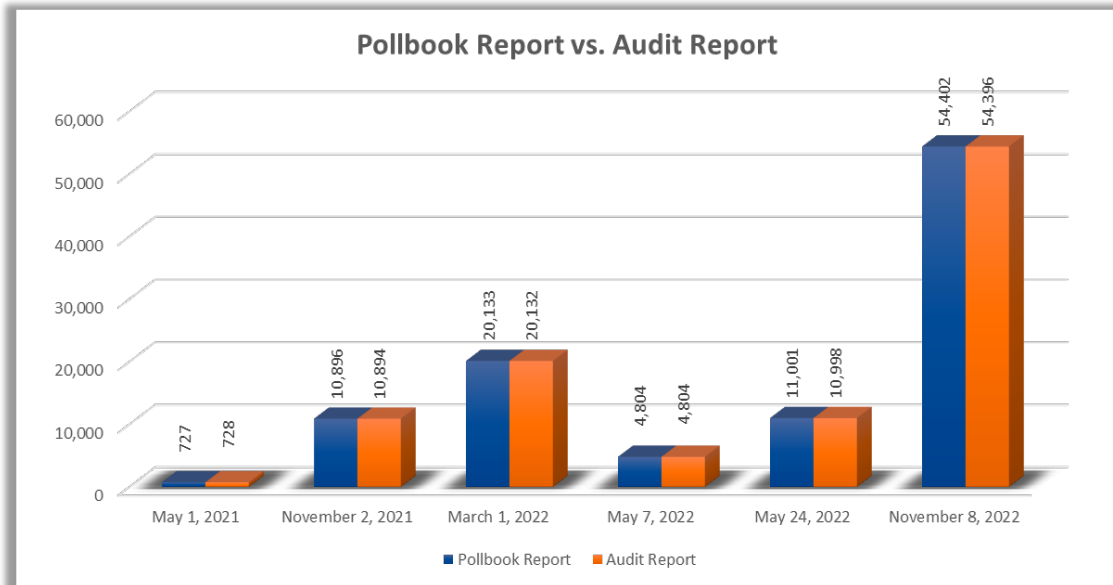


Figure 89: VoteSafe Pollbook Report vs the ES&S Election Audit Events Report

Overall, across all elections included in the audit period, no election produced a discrepancy of more than 1% between the VoteSafe Pollbook Check-in Report or the ES&S Election Audit Events Report. As indicated by the election administrator on the November 8, 2022 Official Reconciliation Report, these small discrepancies are consistent with issues such as fleeing voters and the arrival of carrier envelopes not containing an actual ballot. The Guadalupe County Central Counting Station has specific procedures in place and routinely conducts reconciliation activities to verify that the number of voters casting a ballot and the number of votes tabulated are accurate.

POST-ELECTION REPORTING

Findings

- A review of the partial manual count identified minor discrepancies between the recorded hand tallies with the summary report, results tapes, and the final totals submitted to the Secretary of State. No explanation of the variance was documented.

Partial Manual Count

To ensure the accuracy of the tabulation of electronic voting system results, the general custodian of election records must conduct a partial manual count of selected races in at least one percent of the election precincts or in three precincts, whichever is greater, in which the electronic voting system was used.⁴¹

Counties are required to post a notice of the date, hour, and place of the count for the partial manual count.⁴² A review of documentation submitted by Guadalupe County confirmed the public notice was provided for all elections. The notice indicated that the partial manual count was held within the statutory timeframe at 215 South Milam Street Seguin, Texas 78155.

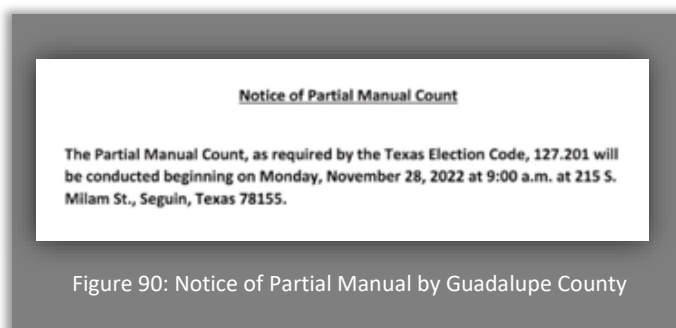


Figure 90: Notice of Partial Manual by Guadalupe County

Guadalupe County submitted electronic results of the partial manual count for all elections conducted during the audit period through the statewide portal. Additionally, the audit team requested all documentation related to the partial manual count activities for the March 1, 2022, May 24, 2022, and November 8, 2022 elections. Following a detailed review, no discrepancies were identified for the March 1, 2022 Primary Election or the May 24, 2022 Primary Runoff Election.

While conducting the review of the November 8, 2022 General Election documentation, minor discrepancies were identified between the tally sheets and the summary report completed by Guadalupe County. For this manual count, the precincts selected by the Secretary of State for the audit in Guadalupe County were precincts 123, 128, and 402. However, due to redistricting,

⁴¹ Tex. Elec. Code § 127.201.

⁴² Tex. Elec. Code § 127.201(c).

precinct 402 was no longer in use; so the county selected precinct 405 as the replacement assignment. The selected office was the Lieutenant Governor race.

For early voting, a difference of 3 votes was identified between the individual tally sheets created by the three-person team as compared to the summary report. In precinct 128, the tally sheets reflect an additional vote for Dan Patrick and Mike Collier while showing one less vote for Shanna Steele. There were no votes received in precinct 123.

Precinct	Candidate	Electronic Count	Early Voting			
			Tally Sheet Result	Count Summary Report	Results Tape	PMC Submssion
405	Dan Patrick	584	584	584	584	584
	Mike Collier	133	133	133	133	133
	Shanna Steele	13	13	13	13	13
128	Dan Patrick	908	909	908	908	908
	Mike Collier	365	366	365	365	365
	Shanna Steele	43	42	43	43	43

Figure 91: Early Voting Partial Manual Count Results

Likewise, for the audit of mail ballots, a difference of 6 votes were identified between the tally sheets and the summary report. In both precinct 405 and 128, the tally sheets indicate 3 additional votes to Dan Patrick in each precinct. There were no votes received in precinct 123.

Precinct	Candidate	Electronic Count	Ballot by Mail			
			Tally Sheet Result	Count Summary Report	Results Tape	PMC Submssion
405	Dan Patrick	24	27	24	24	24
	Mike Collier	7	7	7	7	7
	Shanna Steele	0	0	0	0	0
128	Dan Patrick	48	51	48	48	48
	Mike Collier	41	41	41	41	41
	Shanna Steele	3	3	3	3	3

Figure 92: Ballot by Mail Partial Manual Count Results

Guadalupe County participates in the Countywide Polling Place program and selected to conduct the partial manual count using the alternate polling location assignments for election day. The selected polling locations included the American Legion (334), Cross Church (188), and Mikulski Hall (408). There were no discrepancies found for the election day results.

Polling Location/ Precinct	Candidate	Electronic Count	Election Day			
			Tally Sheet Result	Count Summary Report	Results Tape	PMC Submssion
American Legion (334)	Dan Patrick	193	193	193	193	193
	Mike Collier	115	115	115	115	115
	Shanna Steele	18	18	18	18	18
Cross Church (188)	Dan Patrick	139	139	139	139	139
	Mike Collier	43	43	43	43	43
	Shanna Steele	6	6	6	6	6
Mikulski Hall (408)	Dan Patrick	236	236	236	236	236
	Mike Collier	148	148	148	148	148
	Shanna Steele	21	21	21	21	21

Figure 93: Election Day Partial Manual Count Results

Guadalupe County did not include any additional information related to the partial manual count to further explain these differences or document any irregularities.

Canvass

The county clerk or election administrator is required to prepare county election returns including the total number of votes received for each candidate or measure on the election ballot.⁴³ The official results must be submitted to the Secretary of State following the local canvass.

Guadalupe County was compliant with this requirement for all elections. For the November 8, 2022 General Election, the election administrator submitted the county official canvass for all races on November 14, 2022. The documents were signed by the election administrator and included the county seal as required.

The report indicated a total of 57,419 total voters with 123 provisional votes counted. This information matches the final reconciliation form submitted by Guadalupe County as part of the audit documentation.

Texas Secretary of State		
Canvass Report		
2022 NOVEMBER 8TH GENERAL ELECTION		
November 08, 2022		
GUADALUPE	Total # of Voters Voted: _____	57419
	Provisional Votes Counted: _____	123
Votes		
U. S. REPRESENTATIVE DISTRICT 15		
Monica De La Cruz	REP	14630
Michelle Vallejo	DEM	5830
Ross Lynn Leone, Jr.	LIB	434
I, LISA HAYES, GUADALUPE County Election Administrator (Senior) do hereby certify the returns as shown on the official canvass		
	11/14/2022	
Signature	Date	
11/21/2022		Page 1 of 22

Figure 94: Canvass Report for the November 8, 2022 General Election

Precinct by Precinct Report

After each election for a statewide office or the office of the United States representative, state senator, or state representative, a district office, a county office, or a precinct office, the county clerk or election administrator must prepare a report of the number of votes received in each precinct for each candidate for each of those offices.⁴⁴

Guadalupe County submitted the required precinct by precinct reports for all elections, as required.

Voting History Report

Not later than the 30th day after the date of the primary, runoff primary, or general election or any special election ordered by the governor, the general custodian of election records shall

⁴³ Tex. Elec. Code § 67.007.

⁴⁴ Tex. Elec. Code § 67.017.

electronically submit to the Secretary of State the record of each voter participating in the election.⁴⁵ The record must include a notation of whether the voter voted on election day, voted early by personal appearance, or voted early by mail.

This information is submitted to the Secretary of State through the statewide voter registration system. As part of this process, using a comparative report available in the system, county officials are encouraged to reconcile the total number of voter history records with the total number of voters voting in each election.

Guadalupe County submitted all final voting history reports as required for all elections conducted in the audit period. A review of the comparative report for the November 8, 2022 General Election indicates a difference of nine (9) between the number of votes cast as reflected in the canvass report and the number of voting history files entered in the statewide system by Guadalupe County. As previously reported, there was also a discrepancy between the number of votes cast at one polling location and the total number of voters on election day. The difference identified during the voting history review is likely due to this identified discrepancy.

Additional Vote History Reporting

The early voting clerk must maintain a roster of voters who vote by mail, in-person during the early voting period, and on election day.⁴⁶ Additionally, for general elections for state and county officers, this information must be submitted to the Secretary of State to be posted on the Secretary of State's website by 11:00 a.m. the following day in a downloadable format.

Early voting and election day rosters are submitted to the Secretary of State through the statewide system. Therefore, all counties must submit updated voting history records within 24 hours after receipt of a mail ballot and within 24 hours after a person has cast a ballot during the early voting period or on election day.

Information displayed on the Secretary of State's website is dependent on the provision of accurate and timely information by each county. For counties directly using the statewide system, the information is entered on a daily basis and is presented for public review. For counties directly using the statewide system, the information is entered on a daily basis and is presented for public review. For counties using a third-party vendor, the information is submitted each evening and is available the following morning.

Guadalupe County completes the entry of this information immediately after the receipt of a mail ballot and at the conclusion of each day of early voting and on election day and was compliant in all reporting requirements.

⁴⁵ Tex. Elec. Code § 18.069.

⁴⁶ Tex. Elec. Code § 87.121.

Voting Participation Review

The Secretary of State, in collaboration with other states, conducts a thorough review of voters who may have voted in more than one state or jurisdiction as well as those who may have been deceased at the time of the election. The voter participation review for the November 8, 2022 General Election did not identify any potential deceased voters or voters from Guadalupe County who may have cast a ballot in another state or in another county within Texas.

CONCLUSION

Following the comprehensive review of the elections conducted in Guadalupe County during the 2021-2022 audit period, the audit team identified the following areas of needed improvement across all elections.

Election Security & Contingency Planning

Though the county clearly communicated detailed plans and approaches to information security across all county offices, the county did not have documentation related specifically to securing elections in place during the audit period. The county has started the process of developing a thorough incident response and continuity of operation plan but the final product is still a work in progress. The county does not have a vendor risk management policy in place with the third-party voter registration vendor. Guadalupe County is encouraged to formalize the county procedures currently in place, develop additional incidence response and vendor risk management plans, and continue to train county personnel on these contingency procedures.

Training Election Workers

The effectiveness of the county's training was measured during the course of the audit through the review of election documentation. Though the audit team observed a limited amount of paperwork that was missing required information, the majority of the polling location documentation was thoroughly completed allowing for the accurate reconciliation of election results.

County Policies & Procedures

Guadalupe County has developed an extensive policies and procedures manual that details the procedural expectations of employees and their assigned functions. This manual is provided to all staff members upon hiring and covered in depth during initial training. The county cross trains all employees on all of the necessary functions related to voter registration and election administration. During interviews, the election administrator emphasized that she prioritizes staff training to ensure that no responsibility is dependent on a single staff member and to eliminate any single point of failure.

Voter Registration & List Maintenance

Guadalupe County uses a third-party vendor to operate the county voter registration system. All counties utilizing a third-party vendor are required to submit data to the state system daily and to conduct a system synchronization at least once a month to ensure accuracy between the two systems. Guadalupe County has consistently complied with these requirements.

Guadalupe County should continue processing voter registration applications and record updates in a timely manner. Likewise, the county should continue to prioritize all list maintenance activities to ensure that only eligible voters are able to cast a vote in Guadalupe County.