

Roles and Responsibilities
of the
Elections Division

Election Law Seminar
for County Election Officials
July 31, 2023





Who We Are...



Division Leadership

Jane Nelson – Secretary of State

Joe Esparza – Deputy Secretary of State

Alicia Pierce – Assistant Secretary of State for Communications

Adam Bitter – General Counsel

Zeenia Challa – Deputy General Counsel

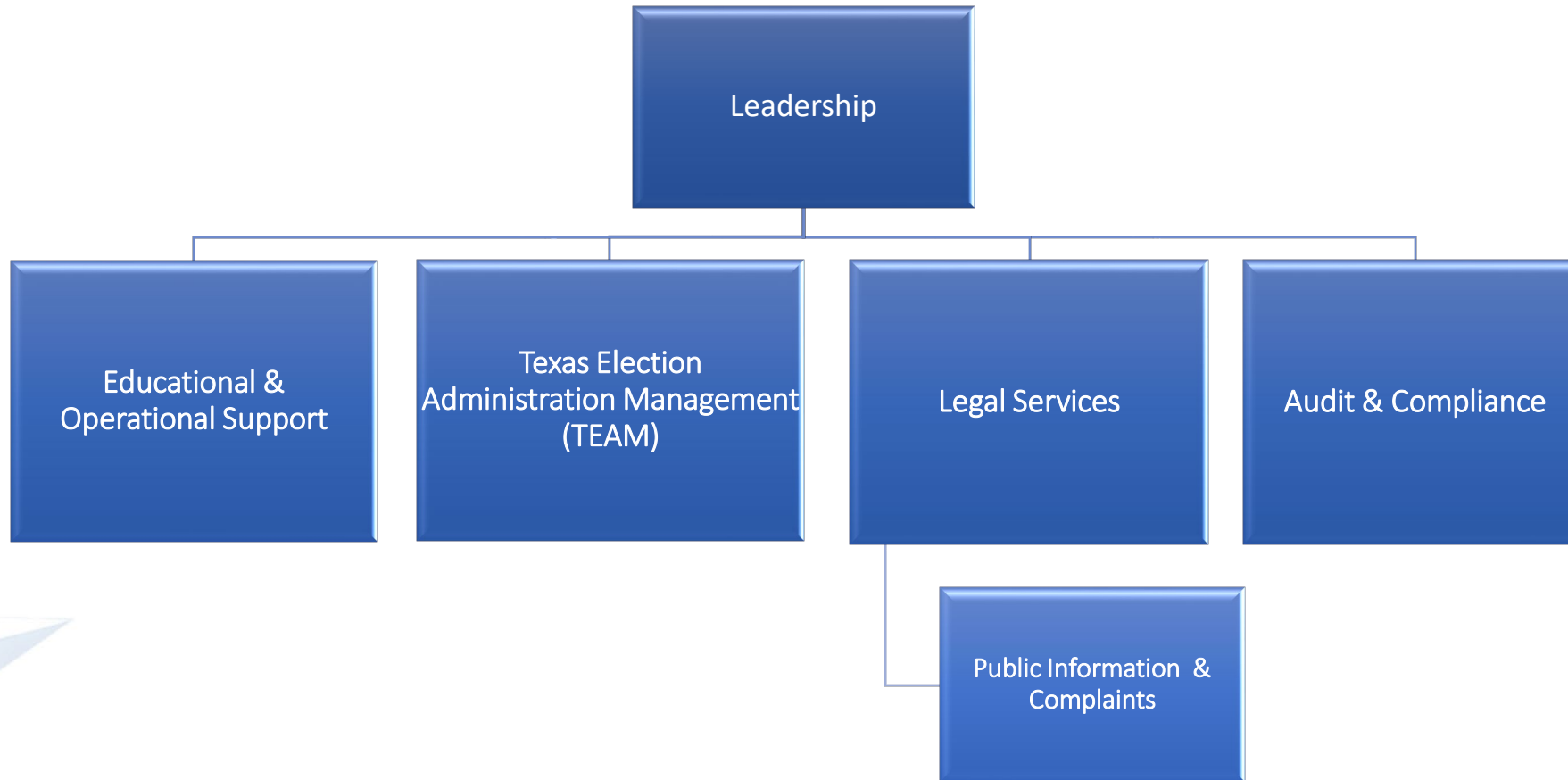
Christina Adkins – Director

Kristi Hart – Deputy Director

Kayla Bastian – Executive Assistant



Elections Division





What We Do...

Educational & Operational Support

Administrative Team:

- Provide customer service for voters and the public through the main phone line.
- Respond to all incoming general inquiries/emails.
- Triage and route all other incoming division emails.
- Record and track all Elections Division email responses.
- Process and route all incoming mail, including voter registration applications.

Manager – Vacant

Administrative Team

Deja Richards

Maria Johns

Aimee Mitchell

Sonya Arellano

Ivan Encinas



Educational & Operational Support

Operations Team:

- Manages content updates to SOS websites and county voter registration applications.
- Coordinates with USPS and counties on address changes for voter registration cards.
- Facilitates all election law seminars and virtual trainings conducted by division.
- Manages the Texas Training Portal.
- Manages division inventory and purchasing needs.
- Operates mail system to supply voters with applications and ABBMs.

Web Content Specialist

David Gattuso

Special Projects Lead

Andria Perales

Logistics Supervisor

Ernest Fuentes



Educational & Operational Support

Election Training Program:

- Provide training opportunities across Texas through seminars, webinars, and in person training.
- Administer the election security awareness training program.
- Manage the SOS County Election Official Training Program.
- Visit County Election Offices to provide advice and assistance during Early Voting, Election Day, L&A Tests, and Recounts.
- Participate in the state election system certification program for voting systems and pollbooks.
- Develop state training resources and online training for election workers.

Election Training Program
Alexa Buxkemper, Manager

David Velez-Perez
Elizabeth Hawkins
Deborah Abrego
Tessa Rowland
Erik Buntin



TEAM

TEAM:

- Provide technical support related to voter registration, election reporting, candidate filings, office/race management, ballot creation and voter lists, and jury management.
- Provide training opportunities for TEAM-specific content and live demonstrations.
- Develop training resources for all aspects of the TEAM system.
- Conduct system testing and oversight, address county concerns, and improve system performance.
- Develop and implement legislative changes to system requirements.
- Monitor voter registration and list maintenance activities.

Julia Montes, Manager
Tiffany Owens, Training Specialist
Emily Harwell
Alicia Castruita
Michele Leatherwood
Cristina Chapa
Diana Klinger
Julia Nanyes
Vanessa Tambunga
Elizabeth Collins
Sue Langley
Lillian Eder, System Manager

TEAM – Election Funds Management (EFM)

EFM:

- Administer multiple funding programs, including Primary Finance, Chapter 19, Voter Registration Application Postage, and Federal HAVA grants.
- Perform quality assurance reviews and monitor program compliance.
- Verify and approve funding requests from subrecipients, such as counties and county chairs.
- Prepare reports for the federal government.
- Prepare applications for federal grants.
- Process revenue for the Elections Division.

Dan Glotzer, Manager

Mary Eliassen

Clay Wilson

Jake Salisbury



Legal Services

Legal Team:

- Advise local election officials, candidates, parties, and the general public on election-related matters.
- Draft administrative rules for the Texas Register to implement election laws.
- Draft and track legislation relating to election laws.
- Conduct election seminars, webinars, and provide educational presentations and written materials concerning the Texas election laws.
- Draft and render legal opinions.

**Heidi Martinez, Managing
Attorney**

**Charles Pinney
Andre Montgomery**

Lena Proft

Ryan Jimenez

Keith Ingram

Myriam Cambel, Legal Assistant



Legal Services

Public Information & Complaints:

- Track all division complaints and public information requests to ensure a timely response.
- Provide responsive documents to public information and voter registration information requests.
- Review all incoming complaints and provide response to all complainants as advised by the Legal Team.
- Refer complaints, as appropriate, to the Office of the Attorney General for further investigation.

**Heidi Martinez, Managing
Attorney**

**Kate Fisher
Tymande Burton
Benjamin Haynes**



Audit & Compliance

Election Audit Program:

- Conduct legislatively required audits of all elections conducted in selected counties.
- Review county documentation and complete analysis related to policies, procedures, and training resources.
- Interview county officials and staff related to the administration of elections and election outcomes.
- Report compliance concerns and suggestions for improvement based on elections best practices.

Manager - Vacant

Holly Justice – Team Lead

Carla Arldt – Team Lead

Beva Kellison

Kimberly Quintana

Augusta Dobbins

Courtney Stewart

Darla Dixon



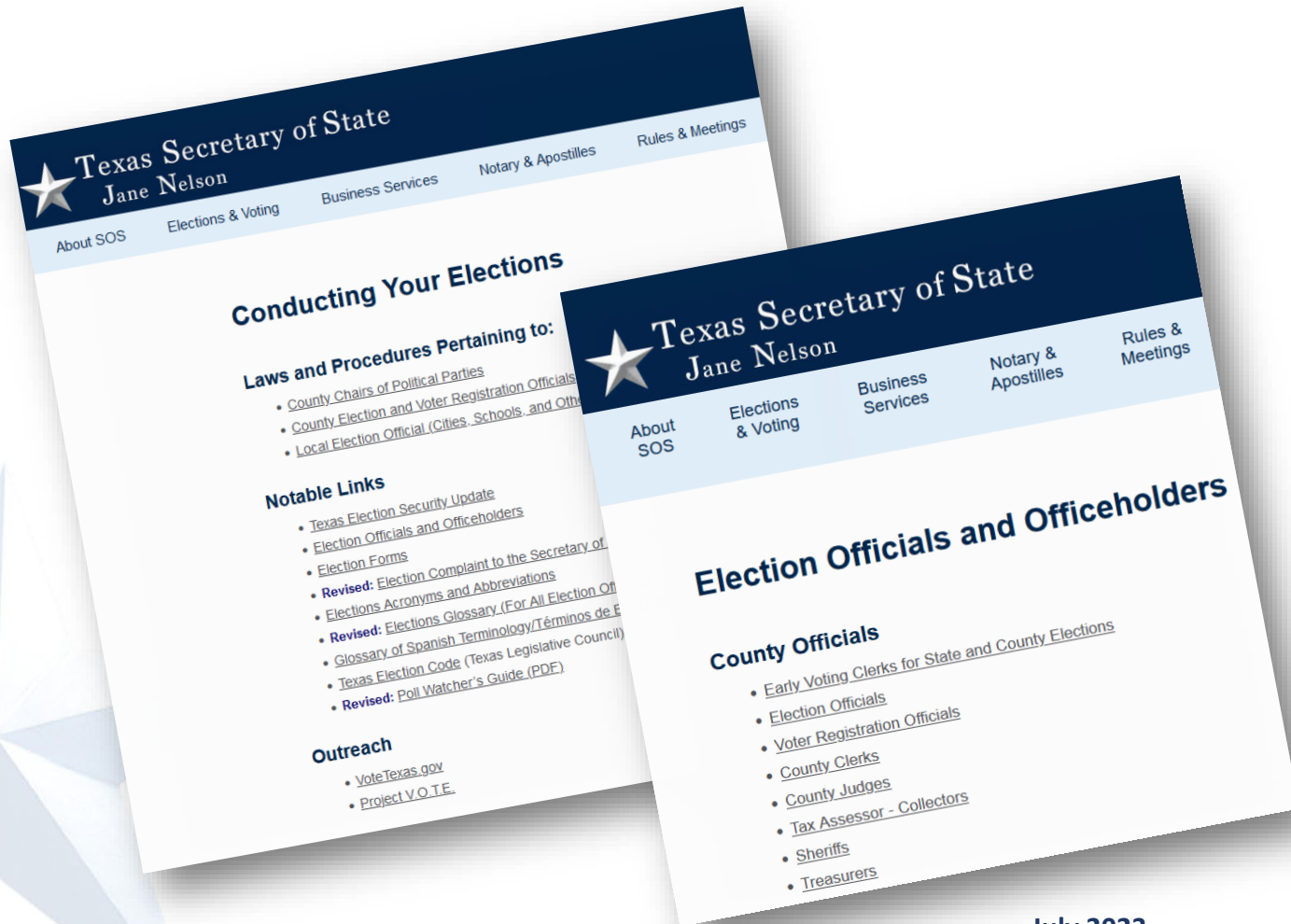
Division Expansion

- Audit Team Manager
- Election Trainers
- Auditors
- TEAM Specialists
- Operation Support Specialists



Resources

www.sos.texas.gov

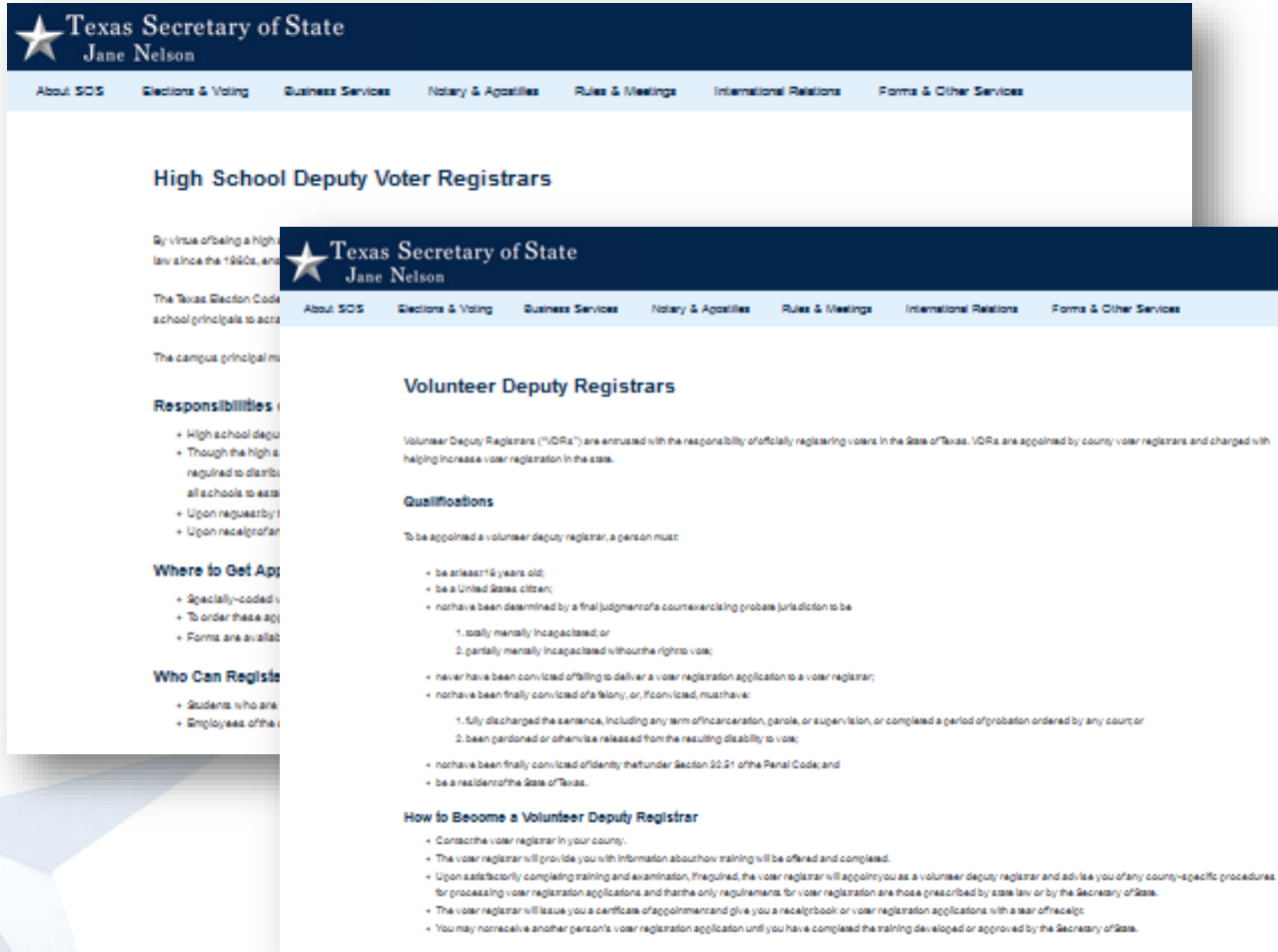


Website Resources:

- Procedures & Advisories
- Candidate Information
- Election Officials & Officeholders
- Voter Registration Resources
- Election Results & Turnout Data
- Training & Educational Resources



www.sos.texas.gov



The screenshot shows two overlapping pages from the Texas Secretary of State website. The top page is titled 'High School Deputy Voter Registrars' and lists responsibilities such as distributing voter registration materials to schools. The bottom page is titled 'Volunteer Deputy Registrars' and details the qualifications and process for becoming one, including age requirements, citizenship, and criminal record checks.

NEW!

Voter Registration Resources:

- High School Deputy Voter Registrars
- Volunteer Deputy Registrars



2023 Election Forms Index

Section 1 - Order and Notice of an Election						
Section / Form Number	Form Name	Form Link	Instructions / Notes	Legal Reference	Release Date	Previous Form Number
Order of Election for General Elections						
1-1	Order of Election for the November General Election (for County & Precinct Officers)	Form	Notes	3.004,3.006,85.004, 85.006,85.007	9/2023	1-1
1-2	Order of General Election for Municipalities	Form	Notes	3.004, 3.005, 3.006, 85.004, 85.006, 85.007	9/2023	1-2
1-3	Order of Gneral Election for Other Political Subdivisions (other than City or County)	Form	Notes	3.004, 3.005, 3.006, 83.010, 85.004, 85.007	9/2023	1-3
1-4	Proclamation by the Governor		Notes	3.003	9/2023	1-4
Order for Special Elections						
1-7	Order of Special Election for Counties (For Governor-ordered or county-ordered measure election)	Form	Notes	3.003, 3.004, 3.005, 3.006, 83.010, 5.004, 85.007	9/2023	1-5
1-8	Order of Special Election for Municipalities	Form	Notes	3.004, 3.006, 5.004, 85.007, 201.054	9/2023	1-6
1-9	Order of Special Election for Other Political Subdivisions	Form	Notes	3.004, 3.006, 4.008, 85.004, 85.007, 201.054	9/2023	1-7
Notice of Election – General and Special Elections						

- **New Form Numbers**
- **Designation on “Notes” page related to previous forms**



Virtual Training Library

Don't Miss Out!

Election Official Training Materials

Current Webinars

Topic	Date/Time	Presentation Materials
Webinars for November 2023 Uniform Election Date		
Election Workers and Officials (Video)	06/27/2023 2:00 PM	Election Workers and Officials (PDF)

Topic	Date/Time	Presentation Materials
Webinars for May 2023 Uniform Election Date		
Reviewing Candidate Application (video)	02/07/2023 2:00pm	Reviewing Candidate Applications (PDF)
Accepting and Rejecting Candidate Applications (Video)	02/09/2023 2:00 pm	Accepting and Rejecting Candidate Applications (PDF)
Contracting and Joint Elections Presentation (Video)	02/14/2023 2:00 pm	Contracting and Joint Elections Presentation (PDF)
Elections Incident Response Plan (Video)	02/16/2023 2:00 pm	Elections Incident Response Plan (PDF)
Reviewing ABBMs (Video)	02/21/2023 2:00 pm	Reviewing ABBMs (PDF)
Elections Incident Response Plan Workshop	02/23/2023 2:00 pm	Elections Incident Response Plan Workshop (PDF)



www.votetexas.gov

Voter Information Resource:

- Available in Spanish and English
- Mobile Site
- Election specific dates
- Voter registration & ABBM requests



The screenshot shows the homepage of **VOTETEXAS.GOV**, powered by the Texas Secretary of State. The navigation bar includes links for Voter Registration, Voting in Person, Voting by Mail, Voter & With Disabilities, Get Involved, FAQs, and Resources. A search bar is located on the right. The main content area features a welcome message from Jane Nelson, Secretary of State, and a "What do you want to know about voting?" section. A large digital clock displays the election date: **NOV: 7: 2023**. Below the clock, key dates are listed: Last Day to Register (10 OCT), Mail Ballot App. Deadline (27 OCT), Early Voting Begins (23 OCT), and Early Voting Ends (3 NOV). A vertical menu on the right side contains buttons for: AM I REGISTERED?, REGISTER TO VOTE, WHAT'S ON THE BALLOT?, VOTER ID, WHERE'S MY POLLING PLACE?, ELECTION RESULTS, ELECTION STATISTICS & TURNOUT DATA, APPLICATION FOR BALLOT BY MAIL, TRACK MY BALLOT, BECOME A POLL WORKER OR WATCHER, and FILE AN ELECTION COMPLAINT. A "LATEST TWEETS" section for @VoteTexas is also visible, showing a "Nothing to see here - yet" message.



www.votetexas.gov



The image shows two overlapping screenshots of the My Voter Portal website. The top screenshot displays the 'Am I Registered?' section, which includes a 'Selection Criteria' dropdown menu and 'Submit' and 'Clear' buttons. Below this, there is a 'Ballot by Mail Tracker' form with fields for 'First Name*', 'Last Name*', 'Date of Birth (mm/dd/yyyy)*', and 'Last 4 digits of SSN*'. A note at the bottom of the form states: 'If you are having issues accessing this tracker, please visit [Am I Registered](#) to view the information as listed in your voter registration record or contact your [county voter registrar](#).' The bottom screenshot shows a 'YOU COUNT' graphic with a hand putting a ballot into a box, and a note: 'Note: "Am I Registered?" provides a web which is retained by the voter registrar.'

My Voter Portal:

- Voter Registration Application
- Change of Name/Address Application
- Am I Registered Application for voter information
- Polling Locations
- Ballot Tracker



Contact Us

Contact Us

Physical Address:

Rudder Building
1019 Brazos
Austin, Texas 78701

Mailing Address:

PO Box 12060
Austin, Texas 78711

Phone numbers

(800) 252-VOTE (8683)

(512) 463-5650

**Option 3 for receptionist*

(800) 252-2216

Option 1 - TEAM

Option 2 - Legal

Option 3 - EFM

Email: elections@sos.texas.gov

