

Working with Your County Election Officials

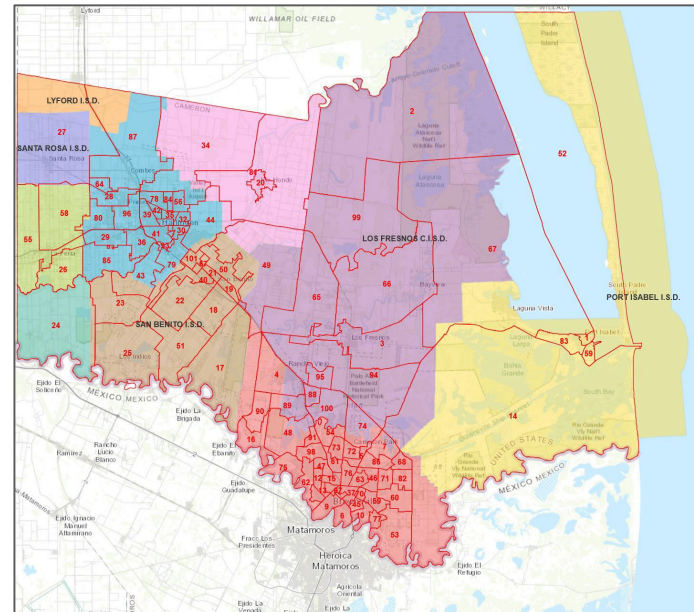
Remi Garza\ Lisa Hays
Cameron County\Guadalupe County
Elections Administrators
December 19, 2024

Keys to a Successful Partnership

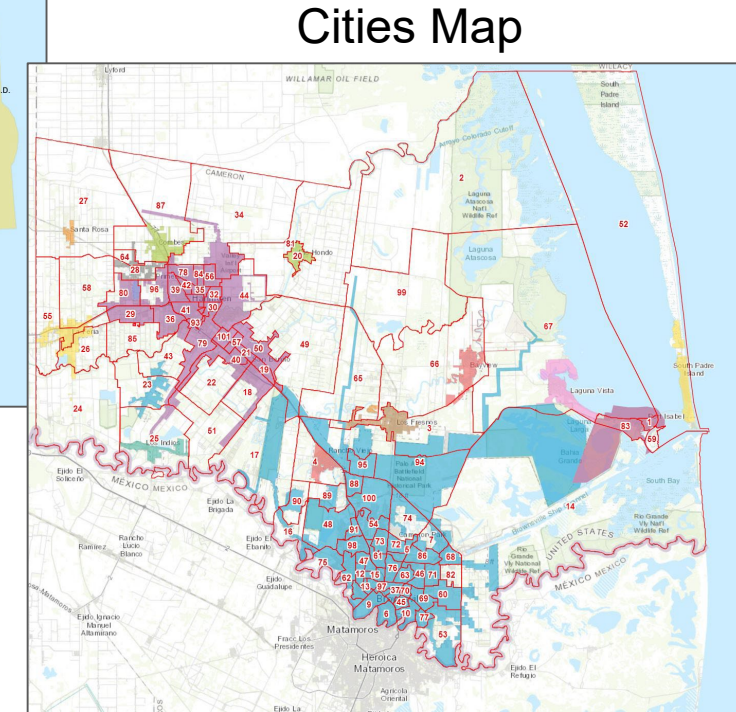
- Jurisdictional Boundaries
- Questionnaire
- Contracts
- Locations
- Ballots
- Post Election Activities

Boundaries

- City vs School District
 - School Districts are Static
 - Cities in constant motion
- Notices of Annexation
 - Annually
 - Upon Adoption by Jurisdiction
- Map Review
 - Annually
 - 120 Days before the Election

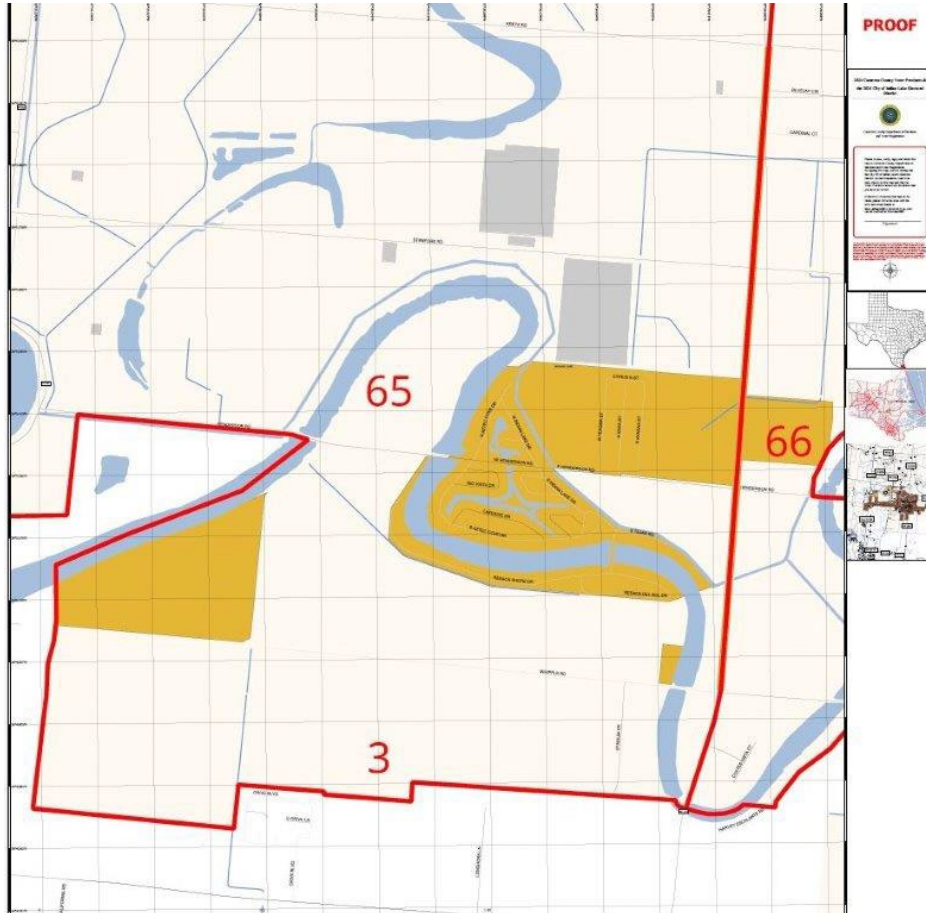


School Districts Map




Cities Map

Boundary Map for Approval



2024 Cameron County Voter Precincts & the 2024 City of Indian Lake Electoral District



Cameron County Department of Elections and Voter Registration

Please review, verify, sign, and return this map to Cameron County Department of Elections and Voter Registration. By signing this map, you are stating that the City Of of Indian Lake's Electoral District current boundaries match the ones shown on this map and that the Voter Precincts shown are the latest ones you have on record.

If there's a correction that needs to be made, please circle the area with the error and email details to isaac.gallegos@co.cameron.tx.us, who can be reached at 956-544-0809.

Signature

This Geographical Information System (GIS) data is for informational purposes only and we have been prepared for use in the field for legal engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. This GIS data represents public information, and if available, it is provided as a courtesy. No warranty, expressed or implied, is given for the accuracy, reliability, completeness, or applicability of the GIS data, and no liability is assumed for the GIS data. At no time, or any other time or only in the event of the GIS data, we acknowledge and accept all limitations and liabilities, express or implied, and acknowledge that Cameron County, a division has no liability, for the accuracy or the representation for its GIS data.



Signed by City Official once reviewed by City Secretary or City Engineering Office or Planning Department.

Questionnaire

- General vs Special Elections
- Lease Equipment
- Offices-General or Special
- Propositions-Language and Translations
- Locations
 - Early Vote
 - Election Day

2024 Cameron County Elections Questionnaire						
PLEASE FILL OUT QUESTIONNAIRE AND FAX TO: 958-550-7298 or E-MAIL to: kcraft@co.cameron.tx.us						
Remi Garza, Elections Administrator						
Election Information (Please Print)						
Political Entity						
Type of Election Service	Service Contract	YES	NO	Equipment Lease	YES	NO
Election Date:						
Ballot Information						
Offices (Attach additional sheet if needed)	Propositions (Attach Additional sheet if needed)					
Current Contact Information						
Contact Name						
Phone Number						
Fax Number						
e-mail						
Billing Address						
Alt. Contact Name						
Alt. Phone Number						
Alt. Fax Number						
Alt. email						
Early Voting Polling Location Information						
Polling Place Name	Address	# of Equipment Per Site	Express Vote	DS200*	Machines Requested	
					Quantity	
Election Day Polling Place Information						
Polling Place Name	Address	Precincts (please specify all precincts)	# of Equipment Per Site	Express Vote	DS200	Machines Requested
						Quantity
Voter Registration List						
Number of Lists Requested?	Special Instructions					
Permissions						
Permission to use your election sample ballot on our county web page?						
	YES	NO	Initials			
*Attach list of Early Voting Locations, Dates and Times.						
Signature & Title _____ Date _____						
Print Name _____						

Q: Election and Ballot Information

2024 Cameron County Elections Questionnaire

PLEASE FILL OUT QUESTIONNAIRE AND FAX TO: 956-550-7298 or E-MAIL to lcrafrts@co.cameron.tx.us Remi Garza, Elections Administrator

Election Information (Please Print)

Political Entity: _____

Type of Election Service: Service Contract YES NO Equipment Lease YES NO

Election Date: _____

Ballot Information

Offices (Attach additional sheet if needed) _____ Propositions (Attach Additional sheet if needed) _____

Current Contact Information

Contact Name: _____

Phone Number: _____

Fax Number: _____

e-mail: _____

Billing Address: _____

Alt. Contact Name: _____

Alt. Phone Number: _____

Alt. Fax Number: _____

Alt. e-mail: _____

Early Voting Polling Location Information

Polling Place Name	Address	# of Equipment Per Site Express Vote DS200*	Machines Requested Quantity

Election Day Polling Place Information

Polling Place Name	Address	Precincts (please specify all precincts)	# of Equipment Per Site Express Vote DS200	Machines Requested Quantity

Voter Registration List

Number of Lists Requested? _____ Special Instructions _____

Permissions

Permission to use your election sample ballot on our county web page? YES NO Initials _____

*Attach list of Early Voting Locations, Dates and Times.

Signature & Title _____ Date _____

Print Name _____

2024 Cameron County Elections Questionnaire

PLEASE FILL OUT QUESTIONNAIRE AND FAX TO: 956-550-7298 or E-MAIL to lcrafrts@co.cameron.tx.us Remi Garza, Elections Administrator

Election Information (Please Print)

Political Entity: _____

Type of Election Service: Service Contract YES NO Equipment Lease YES NO

Election Date: _____

Ballot Information

Offices (Attach additional sheet if needed) _____ Propositions (Attach Additional sheet if needed) _____

- Legal Name of Entity:
How it would appear on top of Ballot
- Type of Election: General or Special
- Type of Services: Administrative-Yes or No
- Equipment Lease: Yes or No?

Q: Contact Information and Early Voting Schedule

2024 Cameron County Elections Questionnaire

PLEASE FILL OUT QUESTIONNAIRE AND FAX TO: 956-950-7288 or E-MAIL to kcraft@co.cameron.tx.us Remi Garza, Elections Administrator

Election Information (Please Print)

Political Entity: _____
Type of Election Service: Service Contract YES NO Equipment Lease YES NO
Election Date: _____

Ballot Information

Offices (Attach additional sheet if needed): _____
Propositions (Attach Additional sheet if needed): _____

Current Contact Information

Contact Name	Date	Time
Phone Number		
Fax Number		
e-mail		
Billing Address		
Alt. Contact Name		
Alt. Phone Number		
Alt. Fax Number		
Alt. email		

Early Voting Polling Location Information

Polling Place Name	Address	# of Equipment Per Site	Machines Requested	
		Express Vote	DS/200 *	Quantity

Election Day Polling Place Information

Polling Place Name	Address	Precincts (please specify all precincts)	# of Equipment Per Site	Machines Requested	
			Express Vote	DS/200	Quantity

Voter Registration List

Number of Lists Requested? _____
Special Instructions: _____
Permissions: _____
Permission to use your election sample ballot on our county web page? YES NO Initials: _____
* Attach list of Early Voting Locations, Dates and Times.

Signature & Title: _____ Date: _____
Print Name: _____

Current Contact Information		Schedule for Early Voting	
Contact Name		Date	Time
Phone Number			
Fax Number			
e-mail			
Billing Address			
Alt. Contact Name			
Alt. Phone Number			
Alt. Fax Number			
Alt. email			

- Entity Contact Information and Alternate Contact
- Early Vote Schedule: Date and Times

Q: Polling Locations EV and ED, VR List and Permission

2024 Cameron County Elections Questionnaire

PLEASE FILL OUT QUESTIONNAIRE AND FAX TO: 956-550-7256 or E-MAIL to: lorafbs@co.cameron.tx.us Ram Garza, Elections Administrator

Election Information (Please Print)

Political Entity _____
 Type of Election Service _____ Service Contract YES NO Equipment Lease YES NO
 Election Date _____

Ballot Information

Offices (Attach additional sheet if needed) _____ Propositions (Attach Additional sheet if needed) _____

Current Contact Information

Contact Name _____ Date _____ Time _____
 Phone Number _____
 Fax Number _____
 e-mail _____
 Billing Address _____
 Alt. Contact Name _____
 Alt. Phone Number _____
 Alt. Fax Number _____
 Alt. e-mail _____

Early Voting Polling Location Information

Polling Place Name	Address	# of Equipment Per Site		Machines Requested Quantity
		Express Vote	DS200 *	

Election Day Polling Place Information

Polling Place Name	Address	Precincts (please specify all precincts)	# of Equipment Per Site		Machines Requested Quantity
			Express Vote	DS200	

Voter Registration List

Number of Lists Requested?	Special Instructions

Permissions

Permission to use your election sample ballot on our county web page? YES NO Initials _____

*Attach list of Early Voting Locations, Dates and Times.

Signature & Title _____ Date _____

Print Name _____



Early Voting Polling Location Information

Polling Place Name	Address	# of Equipment Per Site		Machines Requested Quantity
		Express Vote	DS200 *	

Election Day Polling Place Information

Polling Place Name	Address	Precincts (please specify all precincts)	# of Equipment Per Site		Machines Requested Quantity
			Express Vote	DS200	

Voter Registration List

Number of Lists Requested?	Special Instructions

Permissions

Permission to use your election sample ballot on our county web page? YES NO Initials _____

*Attach list of Early Voting Locations, Dates and Times.

Signature & Title _____ Date _____

Print Name _____



Joint or Administrative Contract

- Notices
- Appointment of Early Voting Clerk, Central Count Presiding Judge, Tabulation Supervisor, Early Voting Ballot Board, and Election Workers
- Locations
 - Precinct Based
 - Shared with other Entities
 - Countywide
- Runoffs
- Records

Polling locations

- Use of County Polling Locations or Entity Specific Locations
 - Consistency
 - Confusion
- Early Voting
 - Locked by Jurisdiction
 - True Early Voting
- Shared or Joint Election Day Locations
- Facilitating acquisition of Locations

Ballot Preparations

- Share Candidate Applications
 - Registration Status
 - Contact information
 - How name to appear on ballot
- Ballot review process
 - Jurisdiction
 - Candidates and Offices
 - Precincts
 - Candidates
 - Spelling and changes for conformity
- Timeframes

2-49
Prescribed by Secretary of State
Section 141.031, Chapters 143 and 144, Texas Election Code
09/2023

**APPLICATION FOR A PLACE ON THE BALLOT FOR A GENERAL ELECTION
FOR A CITY, SCHOOL DISTRICT OR OTHER POLITICAL SUBDIVISION**

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED AS OPTIONAL! Failure to provide required information may result in rejection of application.

APPLICATION FOR A PLACE ON THE City of Cameron GENERAL ELECTION BALLOT

To: City Secretary/Secretary of Board (name of election)
I request that my name be placed on the above-named official ballot as a candidate for the office indicated below.

OFFICE SOUGHT (Include any place number or other distinguishing number, if any.) FULL UNEXPIRED
City Commissioner

FULL NAME (First, Middle, Last) PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT*
Remi Alexander Garza, Jr Dr. Remi A. Garza Jr

PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe location of residence.) PUBLIC MAILING ADDRESS (Optional) (Address for which you receive campaign related correspondence, if available.)
100 Park Lane 200 Park Lane

CITY Cameron	STATE TX	ZIP 75555	CITY County	STATE TX	ZIP 78556
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PUBLIC EMAIL ADDRESS (Optional) (Address for which you receive campaign related emails, if available.) OCCUPATION (Do not leave blank) DATE OF BIRTH VOTER REGISTRATION VOID NUMBER* (Optional)
DRGforCameron@aol.com Candidate 01 / 01 / 1999 0111111111

TELEPHONE CONTACT INFORMATION (Optional)
Home: 555-5555 Office: 555-5565 Cell: 555-5575

FELONY CONVICTION STATUS (You MUST check one) LENGTH OF CONTINUOUS RESIDENCE AS OF DATE THIS APPLICATION WAS SWORN
 I have not been finally convicted of a felony. IN THE STATE OF TEXAS IN TERRITORY/DISTRICT/PRECINCT FROM WHICH THE OFFICE SOUGHT IS ELECTED
 I have been finally convicted of a felony, but I have been pardoned or otherwise released from the resulting disabilities of that felony conviction and I have provided proof of this fact with the submission of this application.³ 11 year(s) 1 year(s)
0 month(s) 0 month(s)

*If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan or contain a title, nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election. Please review sections 52.031, 52.032 and 52.033 of the Texas Election Code regarding the rules for how names may be listed on the official ballot.

Before me, the undersigned authority, on this day personally appeared (name of candidate) Remi Garza, who being by me here and now duly sworn, upon oath says:
"I, (name of candidate) Remi Garza, of Cameron County, Texas, being a candidate for the office of City Commissioner, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I am aware that I must disclose any prior felony conviction, and if so convicted, must provide proof that I have been pardoned or otherwise released from the resulting disabilities of any such final felony conviction. I am aware that knowingly providing false information on the application regarding my possible felony conviction status constitutes a Class B misdemeanor. I further swear that the foregoing statements included in my application are in all things true and correct."

X
SIGNATURE OF CANDIDATE

Sworn to and subscribed before me this the ___ day of ___, by ___,
(day) (month) (year) (name of candidate)

Signature of Officer Authorized to Administer Oath* Printed Name of Officer Authorized to Administer Oath
Notarial or Official Seal

Title of Officer Authorized to Administer Oath

TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (If Applicable) PAID BY:
 CASH CHECK MONEY ORDER CASHIERS CHECK OR PETITION IN LIEU OF A FILING FEE.
This document and \$_____ filing fee or a nominating petition of _____ pages received. Voter Registration Status Verified

Date Received _____ Date Accepted _____ (See Section 1.007) Signature of Filing Officer or Designee

Print **Reset**

Name as it Appears on Ballot

FULL NAME (First, Middle, Last) Remi Alexander Garza, Jr	PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT* Dr. Remi A. Garza Jr
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Common Concerns that can be caught early:

- Different Name – Are there limits?
- Addition of Titles – Not Allowed?
- Punctuation – To add or not to add?
- Use of Nicknames – How do we know?

*If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan or contain a title, nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election. Please review sections 52.031, 52.032 and 52.033 of the Texas Election Code regarding the rules for how names may be listed on the official ballot.

Two Nickname Examples: Same City Different Years

Alderman, Place 5
(Concejal, Lugar 5)
Vote for One
(Vote por Uno)

- Ruben "Rabbit" Vela, Jr.
- Gilbert Perez
- Raul Perez

Alderman, Place 4
(Concejal, Lugar 4)
Vote for One
(Vote por Uno)

- Refugio "Cuco" Rickford
- Jose Luis "Pelon" Perez, Jr.
- Alex Salinas

Post Election Night (It is not over, yet)

- Canvass
 - Deadlines – 3 to 11 days, but not before you are done.
 - After Election Day Activities
 - Late Ballot Board – Could be up 9 Days after Election Day
 - VR to provide Provisional ballots to jurisdictions if not acting as EV Clerk
 - Public Notice of Canvass for Jurisdictions – 72 hours
- Partial Manual Count
 - Timeline – 3 days after election day to begin and 21 Days to Complete
 - Scope – A manual recount of ballots in three precincts or one percent of precincts, whichever is greater.

A Successful Partnership is built on the first key: Communication

- Key to answer the important questions
 - Boundaries: Who are you?
 - Questionnaire: Why do you need help?
 - Contract: How are we going to work together?
 - Locations: Where is this going to happen?
 - Ballots: What is going to be decided by the voters?
 - Post Election Day: When is it really over?



Communication

Where do we start?

The two words “information” and “communication” are often used interchangeably, but they signify quite different things. Information is giving out; communication is getting through.

Sydney J. Harris

Communication is essential in the partnership between the County Elections Office and the Political Entity wishing to contract with the County for Election Services.

Communication occurs in various ways, based on the preference of the communicators, but basic methods of communication are:

- Phone calls
- Emails
- Meetings



Methods of conveying *Information* that are **not** considered adequate *Communication* with your County Election Official:

- Radio/media announcements declaring that the county is conducting your election.
- Orders of Election/Notices posted on a website or in the newspaper stating that the county is conducting your election.

Examples – Are these effective communication?

Question No. 1: Would you like coffee or a mimosa?

Examples – Are these effective communication?

Question No. 1: Would you like coffee or a mimosa?

Response No. 1: Yes

Examples – Are these effective communication?

Question No. 1: Would you like coffee or a mimosa?

Response No. 1: Yes

Question No. 2: What time is it?

Examples – Are these effective communication?

Question No. 1: Would you like coffee or a mimosa?

Response No. 1: Yes

Question No. 2: What time is it?

Response No. 2: Time for you to get a watch

Timelines

When do we start?

TYPICAL ELECTION CALENDAR DEADLINES

Description	Schedule (Days)	Description	Schedule (Days)
Post notice for candidate filing	ED-138	Last day to register to vote	ED-30
First day to apply for mail ballot	ED-124	First day of early voting	ED-12
First day to file notice for place on the ballot	ED-108	Last day to apply for mail ballot	ED-11
Last day to order general election	ED-78	Last day of early voting	ED-4
Last day to file notice for place on the ballot	ED-78	Election day (ED)	ED
Last day to file declaration of write-in candidacy	ED-74	Last day to receive mail ballot	ED / ED+2

Planning for an election starts months before election day

Aside from the general election dates in May or November (and any runoffs that may be needed), political subdivisions may also hold special elections on those election dates. Some things to keep in mind:

- The more information we have, sooner, rather than later, the better we can plan.
- We often have limited resources to work with, whether people, voting equipment, supplies or voting locations. It can be challenging to accommodate everyone who needs election services from us for their election.



Behind the scenes inside the Elections Office for each election...



Be Proactive!

- Planning for an election includes activities such as:
 - Resource allocation and planning
 - Selecting and coordinating with polling locations
 - Ballot programming, proofing and testing
 - Voting equipment testing
 - Training and scheduling of election workers

Things to keep in mind as an election approaches...



- Preparing for an election takes time
- Your election may not be the only election we are conducting
- Not all elections are identical
- Conducting a successful election takes teamwork
- Your county Elections Office needs your help to conduct a good election for your jurisdiction



Tools

What do we use?

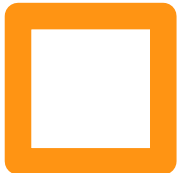
Contracts and Cost Estimates

Contracts for Election Services

- Define the details of an election
 - Date and type of election
 - Contract participants and contact information
 - Identifies the type of voting equipment used by the county
 - Designates responsibility for certain election tasks
 - Some tasks are statutorily required to be completed by a particular person or entity
 - Addresses cost sharing and fiscal responsibility of contract participants

Cost Estimates

- Provides a list of estimated costs of contracted Election Services for an Election



Election responsibilities may vary depending on how the contract is written.

Entity calling for election:

- Filing authority - accept candidate applications
- Order the election
- Conducts ballot position drawing
- Publish Notice of Election

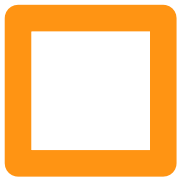
County Election Office:

- Publish Notice of Equipment Test
- Conduct the election
- Handle logistical details of election
- Custodian of election records

Election Data and Timelines

Regardless of the method your county election office uses to obtain election data from their contracting entities, the quality and completeness of the data provided to the county is the responsibility of the political subdivision having the election.

- Provide accurate ballot data as soon as it is available
- Carefully review ballot proofs sent by the County for spelling or grammatical errors
- Coordinate canvass date options with your county election office to ensure the results will be available at the time the canvass is scheduled
- Remember, there could be countable provisional ballots or eligible late, overseas military ballots that arrive and need to be processed before your canvass can take place.





**Ballot Proofs are
Foundational !**

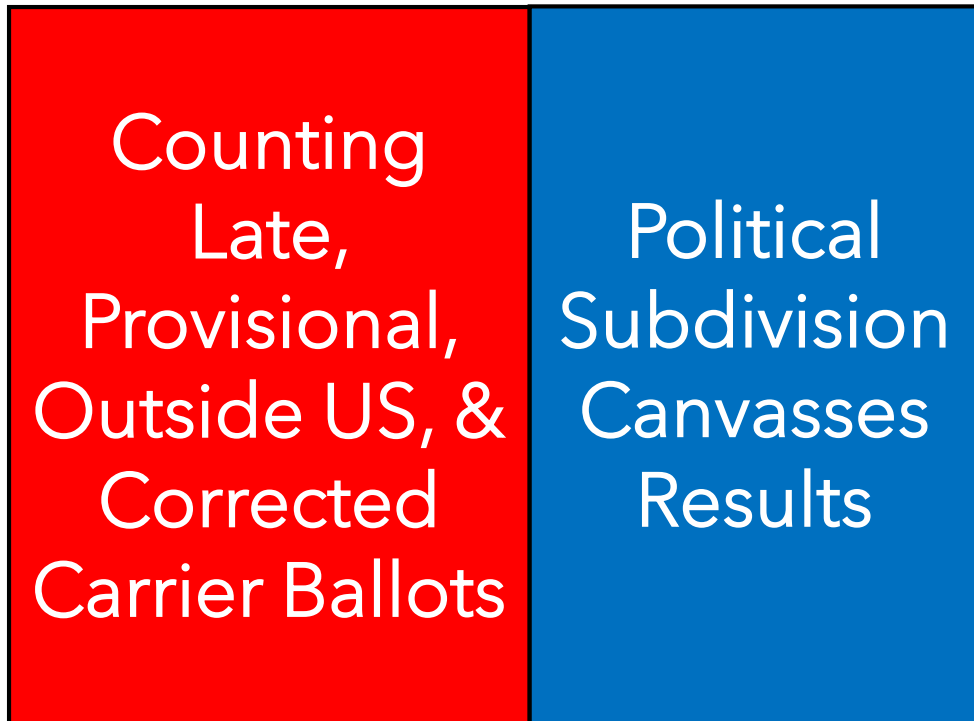
- Ballot proofs are one of the foundational elements of an election
- The information on the ballot proofs is used for subsequent review, testing, postings, etc.
- Modifications to approved ballot proofs leads to rework and \$
- Please thoroughly review ballot proofs:
 - Election title
 - Candidate names
 - Races
 - Proposition wording
 - English, Spanish, etc. as applicable

Task Timeline

ED

TBD

ED+11



- The Election Code (67.003) provides a date range over which the political subdivision can canvass their election results
- The earliest date for the canvass depends on when the final results are ready - varies by election (TBD)
- Coordination with the County Elections Office is needed to ensure that the final results are included in the canvass



Seek feedback

- Please do not assume, let's talk
- Help is a phone call / email away
- County Election Official
- Texas Secretary of State Election Law Attorneys
- Texas Secretary of State Election Law Calendar

Contact Information:

Lisa Hayes

lisa.hayes@co.Guadalupe.tx.us

830-303-6363

Remi Garza

remi.garza@co.cameron.tx.us

956-544-0809

