



Texas Secretary of State
ELECTIONS DIVISION



Post Election Procedures

November 14, 2024



Topics

- The Next Day Tasks
- Collaborate with Other Elected Officials
- Clean Up the Organized Chaos
- Late Mail and 6 Day Cure Period
- Early Voting Ballot Board Last Day to Meet
- Reconvening of Central Count
- Canvassing
- General Requirements for Partial Manual Count
- Manual Recount and Electronic Recount
- Upload Final Data to Secretary of State
- Packing up the Election
- Public Information Requests

The “Next Day”



The Next Day Tasks

Wednesday, November 6, 2024 (1st day after Election Day)

- Submit Election Day Rosters to the SOS by 11:00 a.m.
 - Scan Official List of Registered Voters – voters marked voted; or
 - Upload the voters who voted file from the ePollbook vendor to Secretary of State
- Pick up equipment from polling locations and deliver to designated storage area
 - Arrangements should have been made prior to the election about the pickup and drop-off of the supplies left from Election Night
 - Chain of Custody form must be documented while transferring equipment
 - Verify seals were not broken prior to picking up and moving equipment
 - Time, date and who picked up equipment
 - Time, date and who received equipment at the storage facility



Late Ballots

Wednesday, November 6, 2024 (1st day after Election Day)

- Check mailbox at 5:00 p.m. the next business day for late arriving mail ballots
 - Mail must be postmarked no later than 7:00 p.m. on Election Night
 - The mailbox should have been checked at 7:00 p.m. on Election Night
- Arrange with the EVBB to qualify and count late arriving ballots

Best Practice

- Meet with the local post office to discuss the following:
 - Deadlines
 - Required Postmarks
 - Expectations



Reporting Accepted/Rejected Ballots

- Report accepted and rejected ballots by mail to the Secretary of State
- Submit certain rejected ballots to the OAG. (Texas Elec. Code Sec. 87.0431)
 - The voter was deceased;
 - The voter already voted in person in the same election;
 - The signatures on the carrier envelope and ballot application were not executed by the same person;
 - The carrier envelope certificate lacked a witness signature;
 - The carrier envelope certificate was improperly executed by an assistant; or
 - The early voting ballot board or the signature verification committee determined that another violation of the Election Code occurred



Voter Notices

- Mail the **Notice of Rejected Ballot** to the voters whose Ballots by Mail were rejected and did not qualify for the 6 day cure period.
- Send **Notice of Outcome of Provisional Voters**
(ID deficiencies that qualify for the 6 day cure period must wait until the day after the final cure date)
 - The final day to cure in the November 5, 2024 election is Tuesday, November 12, 2024. There was a 7th day because the Veterans Day holiday fell on the 6th day.
 - Even if the county did not observe the holiday closure, there is an extra day to cure.
- Keep a copy of all letters and notices sent to voters



Carrier Envelopes

- Organize Carrier Envelopes by:
 - Accepted and Rejected
 - Precinct
 - Alphabetical Order
- Place the rejected Carrier Envelopes in a secure container
 - Create a label for the containers detailing contents
- Post election organization helps complete the EAVS Survey

Collaborate With Other Elected Officials



Collaboration of Election and VR Officials

- If the Election Official is not the Voter Registrar, both officials should work collaboratively
- The Voter Registrar should be notified if there are provisional ballots
- Voter History must be uploaded for posting of rosters
- Exchange information in a timely manner
- Legal timelines have to be met on both sides
- Provide Statements of Residence and Limited Ballot notifications to be processed in a timely manner

Cleaning up the Organized Chaos



Reorganize Election Night Headquarters

- Sort and prioritize paperwork
 - Payroll
 - Billing of any contracted entities
 - Email Reasonable Impediment Declaration forms to the Secretary of State
 - Statement of Residence applications
 - Deconstruct election forms kits
 - Prepare records for the retention period
- Make sure all required official paperwork is completed and has signatures
- Call Judges for missing signatures
- Deliver paperwork to proper offices to process



Reorganize Election Night Headquarters

- Collect all personal items that voters left behind at the polling place
 - Call voters to retrieve their items
- Fold up canvass bags, break down boxes and crates
- Recycle paperwork that can be reused and discard damaged items
- Store unused, pre-serialized ballots
 - Label the box appropriately – “Unused Ballots for General Election 11/05/2024”
 - List the range of ballots stored in each box
 - Pre-serialized ballots may be used after 22 months
 - May be used for training ballots



Reorganize Election Night Headquarters

- Begin preparing for the next election:
 - Form kits
 - Supply boxes
 - Clean signs, stands, privacy screens, etc.
- Verify all voting equipment has its cords and are stored correctly to prevent damage
 - ePollbooks, hot spots, ballot marking devices, printers, tabulators, and laptops
- Ensure all voting equipment is stored in a secured area
- Organize used envelopes to be stored for the 22-month retention period
 - Consider sorting polling locations in precinct order
 - If Countywide, consider sorting polling locations in alphabetical order or by location code

Late Mail and 6 Day Cure Period



Late Mail and 6-Day Cure Period

**In 2024, the 6th day cure period deadline fell on Veteran's Day
The cure period therefore ended Tuesday, November 12th**

- Including:
 - Late-arriving Mail Ballots from Military and Overseas Voters
 - ABBM voters who received the Notice of Carrier Defect - Corrective Action Form or were notified of the defect by email or phone
 - Provisional Voter – ID Required, had an ID but did not present it at the polling location
 - May cure with a List A or List B ID

Early Voting Ballot Board Last Day to Meet



Last Day for Early Voting Ballot Board to Convene to Qualify and Count

Monday, November 18, 2024 (13th day after Election Day)

1. Any late domestic ballots from a regular ballot by mail request
 - Must bear a cancellation mark or receipt mark indicating they were placed for delivery by mail or common, or contract carrier not later than 7:00 p.m. on Election Day
 - Those received by 5:00 p.m. of the first business day after Election Day
 - Non-military voters
 - Military voters
2. Any late ballots outside the United States by
 - United States voters who applied using a regular ABBM; or
 - By non-military voters who applied for the ballot using an FPCA



Last Day for Early Voting Ballot Board to Convene to Qualify and Count:

3. Any ballots received from Uniformed Service Members who applied for the ballot using an FPCA
 - Members of the armed forces of the United States; or the spouse or a dependent of a member of the armed forces
 - Members of the Merchant Marines of the United States; or the spouse or a dependent of the merchant marine
 - Members of the Texas National Guard, a member of the National Guard of another state, or the spouse or a dependent of a member of the National Guard of another state
 - Members of the Reserves, or the spouse or a dependent of a member of the reserves
4. Any provisional ballots that have been reviewed by the voter registrar (Sec. 65.051(a))
5. Ballots contained in defective carrier envelopes corrected by voters (Sec. 86.011(d))



Reminders

- The deadlines referenced in the previous slides are extended to the next regular business day which is Tuesday, November 12, 2024 due to the 5th day falling on a Sunday and Monday being a federal holiday, Veteran's Day (Secs. 1.006, 86.007(d-1), 101.057(b))
- Ballots that are not timely returned should not be delivered to the ballot board
- The time the board reconvenes is set by the presiding judge of the early voting ballot board (Secs. 86.007(d), 87.125)
- If the early voting ballot board needs to meet after this date, it will require a court order to do so
- Post the Notice of Time and Place the ballot board will convene on the county website
- Best practice is to meet early in the day



Reminders (continued)

- Prepare provisional ballots for the early voting ballot board meeting
 - Make a copy of Affidavit of Provisional Voter for voter registrar, if necessary
 - Have Notice of Outcome to Provisional Voter letter ready to be completed
 - Have envelopes ready and labeled with voter addresses
- Mail the required letters
 - Notice of Rejected Ballot
 - Notice of Outcome to Provisional Voter
- Section 65.0581 provides that provisional voting records do not become available for public inspection until after the provisional ballots and other voting records have been delivered to the general custodian of election records

Reconvening of Central Count



Reconvening of Central Count

- Post notice of the convening of Central Count at least 24 hours prior to meeting
- Peace officer must be present
- Create a sign-in sheet to track who enters Central Count
- Create name tags to identify who is at Central Count
- Keep poll watchers informed and verbalize the steps being performed
- Tabulate ballots in scanner, if applicable
- Upload final votes in Central Count computer
- Run and print final reports
- Logic and Accuracy Tests 2 and 3 should also be completed



Reconvening of Central Count

- Run and back up reports for Canvass
 - Summary/Cumulative Reports
 - Precinct by Precinct Reports
 - Precinct by Precinct data file for upload to Secretary of State
- Back up the election when final numbers are completed
 - Consider using an external hard drive to back up the election and reports; or
 - Have a minimum of 2 flash drives to back up the election
 - Store the 2 flash drives in different locations
 - Consider an additional flash drive to save reports for Public Information Requests or online postings



Best Practices

- Create an organizational system for flash drives
 - Ring Binder with business card sleeves to hold flash drives
 - Tray to hold flash drives in order
- Label and color code all flash drives
 - Name or Location Code number of voting site
 - Date of Election
 - Early Voting or Election Day
 - Time





Reconvening of Central Count

The Election Reconciliation – Official Totals Form must be completed at the final CCS meeting

- The presiding judge of the central counting station is required to provide and attest to a written reconciliation of votes and voters at the close of tabulation for election day and again after the central counting station meets for the last time to process late-arriving ballots by mail and provisional ballots. (Sec. 127.131)
- Keep reconciliation forms on the website until the next election at a minimum
- Remember the two-click rule
- Ensure that the information is available throughout the 22-month retention period
- If it is feasible, make older election results available

12-2
Prescribed by the Texas Secretary of State
Section 127.131(f)
9/2023

Election Reconciliation - Official Totals

County _____ Election Name _____
Registered Voters _____ Election Date _____

| A. Early voting in person voters | | 2. Rejected ballots | | 3. Counted ballots <small>(from tabulation software)</small> | |
|----------------------------------|--|---------------------------------|--|---|--|
| | | | | | |
| B. Election day in person voters | | F. Mail ballots rejected | | I. Early voting ballots counted | |
| C. Mail ballot voters | | | | J. Election day ballots counted | |
| D. Provisional ballots submitted | | G. Provisional ballots rejected | | K. Mail ballots counted | |
| E. Total voters (A+B+C+D) | | H. Total ballots rejected (F+G) | | L. Provisional ballots counted | |
| | | | | M. Total ballots counted (I+J+K+L) | |

| | |
|--|--|
| N. Difference between voters and ballots (E-H) _____ | O. Difference as percentage of voters (N*(E-H)*100) _____% |
| P. Explanation for difference, if any | |
| | |
| | |

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

Presiding judge signature _____ Print name _____ Date _____

| 6. Mail ballots | | 7. Provisional ballots | |
|---------------------------------------|--|--|--|
| R. Mail ballots sent | | U. Provisional ballots deemed incomplete | |
| S. Mail ballots not returned by voter | | | |
| T. Mail ballots surrendered | | | |

Canvassing



Canvassing

The canvass period for the 2024 November General Election is Friday, November 8th through Tuesday, November 19th

- Prepare the required paperwork for the canvassing authority
 - Make a copy for the County Judge, election office, and local parties
 - Keep everyone informed
- If conducting elections for local political subdivisions by contract, prepare multiple canvass documents



Canvassing

- **Earliest Day to Canvass:** As early as the 3rd day after Election Day if no outstanding overseas, provisional ballots, or ballots by mail pending the corrective action process
- **Latest Day to Canvass:** For an election held on the date of the general election for state and county officers, the local canvass may be set no later than the 14th day after Election Day



Best Practices

Consider creating a canvass book or binder to store the canvassing materials including

- Total of registered voters by precinct
- Zero reports
- Summary/Cumulative Report
- Precinct by Precinct Report
- Include a copy of the unofficial returns from Election Night and official returns from Canvass
- Include a copy of both Reconciliation Forms
- Include an audit log from the Central Count computer before and after the election

General Requirements for Partial Manual Count



Partial Manual Count

- The general custodian of election records in an election in which an electronic voting system is used must conduct a partial manual count.
- The partial manual count is a post-election hand count of ballots cast in the election that were electronically tabulated.
- It is conducted to ensure the accuracy of the tabulation of the electronic voting system results.
- The partial manual count is required for all counties that automatically tabulate their ballots using an optical/digital scanner.
 - Optical/digital scanners are either precinct ballot counters or central scanners.
- Entities that hand counted their ballots are not required to conduct the partial manual count.



Partial Manual Count

- The partial manual count applies to election day, early voting in-person and early voting by mail ballots.
- This also includes:
 - Limited ballots
 - Provisional ballots
 - Presidential ballot
 - Emergency ballots due to death in the family
 - Emergency ballots due to sickness or physical disability



Partial Manual Count

New Procedures for the November 5, 2024 General Election for State and County Officers

- The partial manual count for the November 5, 2024 General Election for State and County Officers is much larger and more expansive than previous post-election audits.
- To provide greater transparency and accountability to the Texas election process, the Secretary of State's office has made the decision to include multiple offices and additional polling places for this election's post-election audit.
- The Secretary of State Office will not be using the online portal for county notification and submission.
- Counties will be contacted via email regarding their county specific procedures.
- The partial manual count cannot change the outcome of races, but could alert candidates to issues in the tabulation that could lead to a full recount or an election contest.



Partial Manual Count

For information on the new procedures for the Partial Manual Count after the November 5, 2024 Election, see [Texas Secretary of State Election Advisory No. 2024-35](#)



Partial Manual Count – Precinct Based & Countywide

- **Precinct Based Counties**
 - **Early Voting:** Count assigned precincts from all early voting locations
 - **Election Day:** Count assigned precinct polling locations
- **Countywide Polling Place Program Counties**
 - **Early Voting:** Count assigned precincts from all early voting locations
 - **Election Day:** Count designated precincts or locations, whichever is applicable



Partial Manual Count

The Partial Manual Count is conducted between Friday, November 8th and Tuesday, November 26th

- Friday, November 8th was the last day to begin the partial manual count for districts using electronic voting systems
- The count must be completed no later than the 21st day after Election Day
- Results of the partial manual count must be delivered to the Office of the Secretary of State no later than the 3rd day after the manual count is completed (Sec. 127.201(e))



Notice of Partial Manual Count

The Notice of Partial Manual Count must be posted in the office of the general custodian of election records detailing the date, hour and place of the count. [127.201]

Form 14-10

14-10
Prescribed by Secretary of State
Section 127.201, Texas Election Code
10/2024

NOTICE OF PARTIAL MANUAL COUNT
(Notificación de Conteo Manual Parcial)

Notice is hereby given that a partial manual count for the _____
(election name)
will be conducted on the following dates and times:

*(Por lo presente se da aviso que se llevará a cabo un conteo manual parcial para la
elección de _____ en las siguientes fechas y horas:
(nombre de la elección)*

Partial Manual Count Location (Sitio de Conteo Manual Parcial):
Location (Sitio): _____

Times (Horas): _____

Dates (Fechas): _____

General Custodian of Election Records

Date



Certificate of Completed Partial Manual Count

Submission of Results

- The Certification of Completed Partial Manual Count must be included with your Partial Manual Count results. [127.201]
- Form 14-11

14-11
Prescribed by Secretary of State
Section 127.201, Texas Election Code
10/2024

CERTIFICATION OF COMPLETED PARTIAL MANUAL COUNT

I, the General Custodian of Election Records, do hereby certify that the partial manual count for the _____ held on ____/____/____
(election name) (date)
was conducted in accordance with Section 127.201 of the Texas Election Code.

The partial manual count was completed and concluded on
____/____/____.
(date)

General Custodian of Election Records

Date



Reminders

- If you are a county with a population of a 100,000 or more, video surveillance and live streaming requirements apply for the partial manual count
- Prepare your Chain of Custody Documentation in advance
- Prefill in the seal numbers from Election Day
- Prefill the numbers of the seals that will be applied after the partial manual count
- Seals must be applied immediately after the conclusion of the partial manual count



Best Practices

Have paperwork ready prior to the beginning of the partial manual count

1. Take a screenshot of the requirements and keep a copy the with partial manual count information
 - Once counted, follow instructions for reporting counts to the Secretary of State
2. Print out reports for the predetermined precincts or polling locations
 - Early Voting
 - Ballot by Mail
 - Election Day
3. Tally sheets to physically tally the votes
 - Early Voting
 - Ballot by Mail
 - Election Day

Manual Recount and Electronic Recount



Manual Recount

- Tally books or sheets
- Ballot management for conducting a manual recount
 - Separation of ballots by precinct
 - Keep polling locations separated
 - Ballot by Mail
 - Early Voting
 - Election Day
- Document chain of custody forms
- Have appropriate amount of staff available



Electronic Recount

- Follow vendor instructions for preparing media to conduct an electronic recount
 - Ballot by Mail (all precincts)
 - Early Voting (all precincts)
 - Election Day (all precincts)
 - Central Count Computer
- When feeding the ballots in the tabulator, keep your polling locations separated
- Document chain of custody forms
- Have appropriate amount of staff available



Remember to Include:

- Provisional ballots
- Limited ballots
- Remakes (duplication) – originals are needed for a recount
- Adjudication of voter intent issues
- Adjudication of write-in votes
- Blank ballots available for remakes if electronic tabulator will not read the ballot

Uploading Final Data to Secretary of State



Uploading Final Data to Secretary of State

- Complete submission of voter history to Secretary of State
- Submit precinct by precinct report
- Store records properly
- Clearly label all records
- Precinct election records shall be preserved by the authority to whom records are distributed for at least 22-months after Election Day (Sec. 66.058(a))

Packing up the Election



Packing up the Election

- All details are vital
- No detail is too small, provide detailed information
- Establish a filing system
- Immediately label items and be meticulous
 - Do not use sticky notes
- Make a records management plan, and stay organized



Packing up the Election

- Group things that belong together
 - Payroll
 - Billing of entities
 - Postings from bulletin board
 - Print all advisories to include with the election
 - Coding, proofing and testing materials
 - Early Voting
 - Ballot by Mail
 - Election Day polling location envelopes



Packing up the Election

- Records should be stored properly
 - Do not store records on the floor
 - Store on a shelf or use a pallet
 - Consider covering records with a waterproof tarp
 - Some thermal records may require extra care
- Voted ballot security
 - During the preservation period, the voted ballots must be preserved securely in a locked ballot box inside a locked room for at least 60 days (Sec. 66.058)
 - After 60 days, voted ballots may be transferred to another secure container for remainder of the preservation period

Public Information Requests



Public Information Requests

- Records are public information after returned to general custodian of election records
- Includes provisional ballot records which are not public record until first business day after EVBB concludes work and delivers to general custodian (Sec. 65.0581)
- HB 5180 amended Section 1.012 of the Code to provide that on the 61st day after Election Day, the general custodian of election records shall make the original voted ballots available for public inspection

[Texas Secretary of State Election Advisory No. 2024-05](#)

- Please read the advisory for helpful suggestions about managing the public inspection process.
- Attorney General Open Government Hotline – 1-512-478-6736 or 1-877-673-6839



Available Support



WEBINARS



TRAINING



RESOURCES

elections@sos.texas.gov

800-252-VOTE • 512-463-5650

sos.texas.gov