



Texas for America First

Poll Watcher’s Guide

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This manual is a work in progress, and will be updated whenever new or additional information is available. If you have any comments, suggestions, or corrections, please send those to Maria Miller director@tx.foramericafirst.com

28 September 2022. This manual was developed and published by Texans for America First, with resources provided by the American Project. Every effort has been made to ensure the accuracy of the information provided in this manual, but given the variance in procedures by locality, and many recent legal and procedural changes, errors and omissions are inevitable; therefore, only the Code of Texas, official procedures drafted, debated and passed by the Texas State Legislature are authoritative.

Introduction

Everything is bigger in Texas, including our election integrity problems. Our elections are a mess. What began as a mix of ill-defined, non-transparent, inefficient, and constantly changing processes, was made much worse by ill-advised changes in procedures in response to the COVID pandemic.

Our specific concerns include a lack of transparency in processes and procedures; a perception of bias in election administration; incredibly inaccurate voting lists; the lack of effective voter ID; intimidation and fraud through mail-in voting and ballot harvesting; doubt in the accuracy and security of machine-based voting; and the influence of dark money in campaigns and election processes.

After the 2020 elections, some counties were unable to document a credible chain of custody for critical election documents, and there were large discrepancies in precinct data between the number of voters and number of ballots counted. Poll watchers were prevented from effectively observing processes; and Texas was one of the states cited in the *2000 Mules* as having organized ballot harvesting rings.

Fundamental reforms in law and procedures are required to restore lasting public confidence in the integrity of Texas elections, but these reforms will take time. Unfortunately, we don't have much time, as our next election season begins October 24th, 2022. In the near term, we believe that the most important action we can take to strengthen the integrity of our elections, and confidence in the democratic legitimacy of our elected representatives, is to increase transparency in electoral processes. Your participation is essential to achieving this goal.

This guide aims to provide you, a citizen, with the knowledge and tools needed to help ensure a free and fair election process for all of Texas's voters. In the guide you will find information on election reform advocacy, becoming an officer of election, and monitoring election processes; all activities aimed at increasing transparency in the elections, and public ownership of that process.

The American republic was founded on the principle and promise of self-government; a promise that began in 1776 with the drafting of the Declaration of Independence. This declaration of a union of colonies eventually led to a union of states, and became a beacon to Texans, which had been an independent country since 1836, until Texas voted to become the 28th state on December 29th, 1835.

Now that promise is threatened by a loss of faith in the integrity of the very process that enables self-government, and the republic that so many struggled and fought and died to establish, is at risk.

Once again, Texas stands at the pivot of history. Texans led the way in October of 1835 at Gonzales and in the Spring of 1836 at the Alamo. Now, once again, we are called to lead; to secure again the right to self-government for ourselves and our families and our fellow citizens. If we are to save our republic, it must begin here, now, with this election, and build across the country in 2022 and 2024. As has always been, success will require sacrifice and hard work, but with your help, and the guiding hand of God, it is not too late to restore our republic.

*Maria Miller
State Director
Texans for America First*

Operation Eagles Wings

Texans for Election Transparency and Texas for America First are part of a national initiative called “Operation Eagles Wings” supported by the America Project (TAP), and through the voluntary contributions of individuals committed to the restoration and strengthening of constitutional democracy in America. OEW grew out of the program developed for the 2021 state and local elections in Virginia, creating a template for issue advocacy and election integrity programming which became nationally known as the “Virginia Model”.

Virginians for America First (VFAF) launched on 09 March 2021 with the intent to elect an America First majority in the Virginia House of Delegates. Bishop Leon Benjamin, initially supported by Americans for Limited Government (ALG), led the efforts as the founder of Virginians for America First. His courageous stand on America First principles resonated with Virginians of all races and social standing. He was instrumental in bringing unity, building coalitions, and reaching into communities not normally engaged.

Once VFAF launched there was great response with hundreds of sign-ups within hours. This came as a surprise. The *overwhelming* interest of those sign-ups was *election integrity* (EI). It became obvious we must include an EI program component to satisfy the interests of our volunteers.

While I was a political appointee during the Trump Administration at the US Agency for International Development, I had worked with Tim Meisburger, who was appointed to USAID by President Trump in 2017 as a director of USAID’s Center for Democracy, Human Rights, and Governance (DRG).

Tim is an expert in EI, with 30-years experience around the globe working to ensure free and fair elections in third world and developing democracies; so I contacted him, and asked for his help in developing an EI program based on accepted international standards. Tim joined VFAF/ALG and developed the EI program. He generated a manual for election observation specific to Virginia based on recognized international standards.

The EI program in conjunction with the America First voter education component became the complete “Virginia Model.” Parts of this model are being shared in states across the nation by others, but only TAP is providing the model in total.

In the summer of 2021 TAP learned of VFAF’s project in Virginia, and began supporting it financially as the major contributor. TAP recognized early on that this project was making an impact in Virginia, and that what had been effective in Virginia in 2021 could serve as a model for programs in battleground states in 2022.

The EI component of OEW consists of four major parts:

- Voter education of America First issues concentrating on low-propensity voters. These are voters who are generally not politically engaged but want America First principles in our government.
- Training of poll workers/poll watchers with an in-depth program on election observation, reporting, and the rights of citizens to have free and fair elections.
- Direct citizen observation and review of processes and procedures pertaining to the maintenance of and handling of voter rolls. This is primarily achieved by communicating directly with election officials in each municipality.
- Real time evaluation of absentee ballot processing during election season (up to three weeks of early voting in Texas). This part of the program will need to be adjusted to correspond with state specific statutes.

The voter education component of the OEW conducts campaigns to inform voters who have historically had little access to information on the America First movement about how America First policies can increase their freedom and improve their lives. Increased turnout by new America First voters, particularly in minority communities, was a very important part of the victory in Virginia. We learned through our targeted voter education efforts, and canvassing, that addressing issues that directly affected voters and their families made the difference in turning out minorities to support candidates who embraced America First principles.

Following its successes in Virginia, TAP developed the “Operation Eagles Wings” program to share its approaches with like-minded organizations across the country, and to implement the Virginia Model Template in nine critical states: Florida, Georgia, Virginia, Pennsylvania, Georgia, Wisconsin, Arizona, Texas, and Illinois.

2021 in Virginia was a message sent to every America First Patriot that with dedicated hard work, focus, and a united effort “We the People” can save the Republic for future generations. 2022 offers us the opportunity to repeat a Virginia type victory all around the nation. Join us by going to www.americaproject.com to volunteer for, and donate to this effort.

*Mark Lloyd
Director
Operation Eagles Wings*

1 Election Season Observation

1.1 What is Election Season?

Elections in the United States used to take place on one day, as required by the Constitution, with very limited exceptions for absentee voting. Over the last decade, and especially since the creation of the COVID virus, early and absentee voting has expanded dramatically, so that now 44 states and the District of Columbia have no requirement for absentee voting, for an average period of 22 days. We have defined this period of legal voting before election day as the *election season*. In Texas, election season is up to 3 weeks long. Early voting begins October 24th and from that date any registered voter in Texas can vote absentee by mail, or by visiting an advance voting site.

Unfortunately, expanding the election from one day to up to 3 weeks decreases the transparency and credibility of its election process. Throughout the election season, the chain of custody and chain of observation are regularly broken for long periods, reducing the transparency needed to reassure voters that the process is fair and accurate. Extending the election period also places an unsustainable physical and financial burden on overworked election officials, and the party representatives tasked with ensuring the integrity and legitimacy of the election process.

This imperfect system falls far short of accepted norms and standards for transparent and credible elections, and will require fundamental legal and procedural reforms to ever meet or exceed those standards. Until these reforms can be made, the only means to enhance transparency and public confidence in the integrity of the process will be through increased public scrutiny of every stage of the process to the extent possible.

Election season observation may be conducted by poll watchers authorized and coordinated by county or city party chairs, and in some cases by independent observers. The TXFET program seeks to increase election season observation by providing training and materials for poll watchers and observers.

1.2 Concerns with Mail-In Absentee Voting

One of the reasons absentee voting has previously been limited is because it is inherently insecure. Absentee voting enables cheating through ghost voters, political pressure and intimidation, vote buying and selling, and other forms of fraud. When it was limited primarily to soldiers and diplomats on duty for the US government, plus very limited exceptions for individuals with provable need, the risks were deemed acceptable. With the introduction of widespread and often universal (as in Virginia) postal voting, these gaps in security can be easily exploited to alter election outcomes.

Because postal voting occurs in private, malpractice is difficult to monitor and control. A spouse or relative in an abusive relationship, or workers on a farm or in a factory, or the elderly and patients confined in a care facility, may be forced to apply for an absentee ballot, and then be forced to vote the ballot for a particular candidate or party, all out of sight of monitors or law enforcement officials. Postal voting also enables vote buying.

Controlling abuse in the home is difficult, but some deterrence can be expected from public education on the right to vote in secret and to vote your conscience; with a contact number or hotline provided to report abuse. For large farms, factories, businesses, and especially care homes; observers should visit (or recruit a patriot insider) and ask the following questions:

1. Has anyone asked or required or offered to help you apply for an absentee ballot?
2. Has anyone offered to help you fill in an absentee ballot?
3. Has anyone tried to force you, or pay you, to vote a particular way?

Answers to these questions will help you determine if there is a possibility that organized vote fraud is occurring in the location.

Regrettably, homes for the elderly and those requiring cognitive care are particular targets for vote thieves, so it may be important to recruit patriot insiders in these institutions who can monitor and record the activities of people offering to “help” with applications or voting. The best deterrent for this form of theft, which is a felony, is to ensure the thieves know we are watching, and know they will go to prison if caught. If possible, post leaflets in care homes that alert residents to potential abuse, and provide hotlines for reporting criminal acts.

If concerning issues are discovered, please document these by filling in and submitting an [incident report form](#).

1.3 Monitoring In-Person Early Voting

Early voting locations are often set up without regard to precincts in the county. Hours of operation are at the discretion of the county elections board, and may include weekends and nights. You can find the hours of operation and early voting locations for your county on your county’s website, in the elections department.

Poll watchers can monitor the process at early voting locations as they would at a polling station on election day. If it is not possible to have poll watchers continuously at all early voting locations, then visits can be conducted at any time during hours of operation, and when possible, please vary the times of your visits. Please use the monitoring forms provided in the section below for election day poll watchers, and if concerning issues are discovered, please document these by filling in and submitting an [incident report form](#).

When you arrive at the office, introduce yourself to the staff, explaining your purpose. If you are refused entrance, or not allowed to witness any process (except marking a ballot), include that in your report. For example, if you are visiting an office, but when you arrive are told you cannot enter for any reason (no space, not authorized, closed early, etc.), please submit an incident report with the date, time, place, and reason given.

*1.3.1 Daily Election Season Observer Form
(Submit by email to Txfet@proton.me)*

County/City: _Date: _Time: Closing__ Midday Opening	
Observer(s): __ Location: RO __ or SO: _____	
At the Registrar's Office or a Satellite Election Office	
1	Were you allowed to observe all processes at the office? Yes _____ No ____ If no, please provide details (use additional sheets or the incident form, if needed):
2	How many people voted in-person today? __
3	How many of those voted using the statement or address process? _
4	How many provisional ballots were provided today? _____
5	Were two officers of election from different parties present at the office? Yes _____ No ____
6	Were the absentee ballots received during the day counted, or stored securely? Counted __ Stored securely _____

2 Observing the Voting and Counting Processes on Election Day

2.1 Rights and Duties of Poll Watchers

Requirements to become a poll watcher:

- Be a registered voter in the district of the election (school board, city council, county commissioner, etc.) and be a registered voter of the county for state or other countywide elections
- NOT be a candidate for public office in an election held on the day the watcher seeks to serve
- NOT hold an elective public office
- NOT be an employee of an election judge or clerk serving at the same polling place
- NOT have been convicted of an offense in connection with conduct directly attributable to an election
- NOT be related (spouses, siblings, grandparents, and grandchildren) to an election judge or clerk serving at that polling place. A watcher may be related to the candidate the watcher is representing

Poll watchers must complete a training program prior to appointment. The training is available online at any time, without a requirement for prior registration, and after completing the training the poll watcher will be awarded a certificate of completion. When observing election processes, the poll watcher must present a certificate of completion and a certificate of appointment to the presiding judge of the polling place, early voting ballot board (EVBB), signature verification committee (SVC), or central counting station (CCS).

The poll watcher training can be accessed on the SOS's website through the Texas Election Training Portal available on www.VoteTexas.gov and on the SOS's main website, www.sos.texas.gov. Upon entering the portal, the poll watcher will click the tab "Sign up for the Course here!" and select Poll Watcher training from the drop-down menu. The poll watcher will be required to set up an online account by providing their name and email address, and create a username and password. After creating their account, the poll watcher will be able to complete the training.

Upon completion, the poll watcher will be emailed link that can be used to access their certificate of completion. Poll watchers should print their certificate of completion. They may want to print multiple copies of this certificate as they will be required to surrender a copy of the certificate of completion along with their certificate of appointment to the presiding judge at the location at which they want to serve as a poll watcher.

Oath for Poll Watchers – Before accepting a watcher, an election officer shall require the watcher to take the following oath: "I swear (or affirm) that I will not disrupt the voting process or harass voters in the discharge of my duties." (Sec. 33.051(h)). This oath has been added to the certificate of appointment that the poll watcher presents and signs in the presence of the presiding judge.

Rights of Poll Watchers – A poll watcher is entitled to sit or stand near enough to see and hear the election officers conducting the observed activity, and may not be denied free movement where election activity is occurring within the location at which the watcher is serving. It is an offense if a person serving in an official capacity takes any action to obstruct the view of a poll watcher or distance the poll watcher from the activity or procedure to be observed in a manner that would make observation not reasonably effective. A poll watcher's appointing authority who believes that the poll watcher was unlawfully prevented or obstructed from the performance of the watcher's duties may seek: (1) injunctive relief under Section 273.081, including temporary relief; (2) a writ of mandamus under Section 161.009 or Section 273.061; and (3) any other remedy available under law. (Sec. 33.063).

A poll watcher duly accepted for service at a polling location is entitled to follow the transfer of election materials from the polling place to the regional tabulating center, central counting station, or other location designated to process election materials.

A poll watcher at a polling place may begin service at any time after the presiding judge arrives at the polling place on election day and may remain at the polling place until the presiding judge and the clerks complete their duties there. A poll watcher that serves for more than five continuous hours may serve at the polling place during the hours the watcher chooses, except that if the watcher is present at the polling place when ballots are counted, the watcher may not leave until the counting is complete. If a poll watcher leaves the polling area temporarily to use a cell phone or other wireless device, this temporary absence does not affect their 5 hours of continuous service.

The statute on poll watchers can be accessed [here](#), and the Secretary of State's Poll Watcher's Guide can be accessed [here](#).

2.2 Before you Go

Before election day, please read through the observation guidelines. Prepare a lunch or dinner, if needed, and you might like a thermos of coffee or tea. Make sure you have the contact details for your coordinator, and your ID card, appointment form, State Certificate, and an email address or phone number for the registrar responsible for your polling place. Fully-charge your phone, and don't forget a pencil or pen, and your manual and checklist (some may have those on their phone).

2.3 Before Opening

If you will be in a precinct all day, or have the first observation shift, you should plan to arrive at your assigned precinct by 6:30 am, half an hour before opening, so you can observe preparations. On entering a precinct, show your ID card and designation letter to the chief election officer. During your time in the precinct be calm and respectful, and NEVER SPEAK TO VOTERS. If you have questions or concerns, address those to the Head Clerk or Judge.

Between 5:00 and 6:30 the polling staff will arrive at the polling location and begin setting up the station. If any party representatives (poll watchers) are present, the Head Clerk or Judge will require that observers prove their identity and appointment status. The Head Clerk or Judge will then lead the staff in the Oath of Election, then will sign and have the staff sign the Oath of Election form. The staff will check to ensure all required materials are present, then arrange tables, chairs and machines, set up the electronic or paper poll book, and post required signs.

After setting up the polling place, with any poll watchers present in attendance, the election officers will confirm the seals on the voting machines are unbroken, and that the numbers on the seals match those in the log, then will open the machines to confirm there are no ballots in the main storage area and the emergency storage area.

The Chief will then confirm the public count and print a zero tape report for each machine. The reports should list all candidates for the election, with vote totals of zero. The Chief and Assistant Chief election officer must sign the zero tape to certify the poll opening count. You should be able to confirm that all candidates who should be on the ballot are listed on the zero tape, and that the totals for each candidate are zero; and if they are not, challenge that, and file an incident report.

The Head Clerk or Judge will confirm that the number of ballots on hand equals the number provided by the County Elections Office.

At 7:00 the Head Clerk or Judge will announce the polls are open, and allow voters waiting outside into the precinct.

Observer Note: For elections to be transparent and credible, poll watchers must be able to effectively observe all election processes, and record their observations. If you are prevented from or hindered in observing any process (except a voter in the process of marking a ballot) at any time during the polling or counting, that is a serious offence, and should be challenged. If the challenge does not result in immediate relief, record the circumstance on an incident report form, and submit that immediately.

One of the security measures of Texas's election process is hiring of polling staff from each major party, but sometimes that is not possible. Ask the Chief Election Officer if they were able to hire team members representing each major party.

If you are working in shifts, you may want to use a printed checklist, as then this checklist can be passed on to poll watchers on later shifts, with the last poll watchers transcribing responses from the paper form, and submitting one form only for the polling location. Check with your coordinator for practice in your county.

2.4 Voting Process

When a voter arrives, they will say their name and present their ID, and the pollbook officer will find their name in the Pollbook. If the person's voter registration record is not listed in the poll book, they can check the supplemental poll book pages (if any). If the voter is found in the poll book, the voter will then sign the poll book, and an election officer will hand the voter a paper ballot, or blank Printed Vote Record (PVR), and direct them to the next available voting machine. After marking their ballot, the voter will insert it into the scanner, confirm it has been accepted, and then leave the polling location.

2.5 Checking Voter ID

Texas has seven items that can meet the voter ID requirement, but in practice the requirement is meaningless, as someone lacking one of the approved forms of ID listed below, merely has to sign an affidavit and will be allowed to cast a provisional ballot which will be vetted later at the central counting station by the county registrar and/or ballot board.

- Texas Driver License issued by the Texas Department of Public Safety (DPS)
- Texas Election Identification Certificate issued by DPS
- Texas Personal Identification Card issued by DPS
- Texas Handgun License issued by DPS
- United States Military Identification Card containing your photograph
- United States Citizenship Certificate containing your photograph
- United States Passport (book or card)

If the voter does not possess and cannot reasonably obtain one of these IDs, they can fill out a declaration at the polls describing a reasonable impediment to obtaining it, and show a copy or original of one of the following supporting forms of ID:

- A government document that shows your name and an address, including your voter registration certificate;
- Current utility bill;
- Bank statement;

- Government check;
- Paycheck; or
- A certified domestic (from a U.S. state or territory) birth certificate or
- a document confirming birth admissible in a court of law which establishes your identity (which may include a foreign birth document).

Provisional Ballot – There are three types of provisional ballots that can be cast on election day: not-registered provisional; no-ID provisional; mail-in voter provisional; and other provisional. A log by type of any provisional votes cast will be maintained throughout the day, and poll watchers should record the totals of each type in the report. Pay particular attention to voters who are required to vote a provisional ballot because someone has already voted in their name, as this is evidence of fraud.

2.6 Closing the Poll and the Counting Process

At 6:45 the Chief will announce that the polls will be closing in fifteen minutes. At 7:00 the Chief will announce the polls are closed, and prevent anyone else from joining a line, but anyone in line at closing will be allowed to vote.

When all waiting voters have cast their ballots, the team will then close the machines and print results reports. Poll watchers should be able to view and record the tabulation reports, and may want to photograph them. The Chief or a designated officer will then call the registrar and report unofficial results and the number of provisional votes cast by type. Any poll watchers or media present during the counting process are not permitted to leave until the counting is complete.

Poll watchers should confirm the results on the tape and then record those results on their report form, along with the total number of provisional votes cast by type. If you are not allowed to collect the results, immediately submit an incident report. The results from your polling location will be aggregated with those from other locations to verify the official results.

Poll watchers may then follow the records and machines to any Rally Station/ Rally Site, and from there to Central Count. At Central Count, a Precinct Cumulative Report will be produced once all polling locations have delivered their records to Central Count. Please do not leave without a copy of the Unofficial Precinct Cumulative Report. When this process is over, your observation is complete. Please fill in the observation form, if you have not already, and add the results, then submit immediately.

Thank you for your dedication to free and fair elections in Texas!

2.7 Poll Watcher Report Forms

During your observation you can use a cell phone or tablet to review and complete your checklist, but if you are working shifts, you may also want to take a paper copy of the forms and guide, so that you can pass the form to a subsequent poll watch, with the understanding that the last shift will fill in and submit just one electronic form for the precinct (check with your coordinator for practice in your county). A paper form may also be useful as a backup, in case your phone gives out.

We prefer that you submit your report, and any incident reports, using your phone, tablet or laptop, as that saves us time; but if that is not possible for any reason, please do not hesitate to fill in and submit the paper forms, as it is most important that we get your information in any format. Print versions of the Poll Watcher Report Form and Incident Report Form are included below. The online Poll Watcher Report form is available [here](#), and the online Incident Report Form [here](#).

2.7.1 Texas Poll Watcher Report Form

Precinct:		Name:		
Address:		Phone No:		
City/		Email:		
County:		Arrival:	Departure:	
Representing: Democratic party ____ Republican Party ____ Non-partisan or other observer ____				
Instructions				
<i>Read the questions carefully. Please make a check in the appropriate box. If you cannot answer the question, or it is not relevant, leave it blank. If clarification is required, briefly explain in the comment section of the form. If at any time you are prevented from observing any process, please challenge this to the judge, and if the challenge is not resolved, immediately file an incident report.</i>				
Before Opening			Yes	No
1	Were you allowed to observe the set-up of the precinct before opening? (if no, file an incident report)			
2	Are all polling team members and required materials present?			
3	Are there poll workers from both major parties on the polling team?			
4	Did the poll workers swear an oath to conduct fair elections prior to opening?			
5	Did the polling staff confirm the seals on the machines were unbroken, and that the numbers on the seals matched the numbers in the log?			
6	Did the poll workers open the tabulators and show you that the main and emergency boxes were empty, before resealing the machines?			
7	Was a zero tape printed and shown to poll watchers?			
8	Were you able to confirm the zero tape listed all candidates, and showed no votes?			
9	Did the precinct open on time (7:00 AM)?			
The Polling Process			Yes	No
10	Were you able to see each voter's name in the poll book?			
11	Was each voter's name called out so it could be heard by all poll watchers?			
12	Were any provisional votes cast? (if yes, provide number and relevant details in the data section below)			
13	Did any voters complain that someone had already voted in their name? (if yes, provide number and relevant details in the data and comment sections)			
14	Did any voters vote using only an Affidavit of Residence ? (if yes, provide number and relevant details in the data and comment sections)			
15	Could voters mark and cast their ballots in secret, without anyone seeing how they voted? (if no, give details in the comment section)			
16	Were there any problems with the voting machines? (if so, provide details in the comment section)			
17	Were poll watchers present from both major parties?			
Closing the Poll and the Counting Process			Yes	No
18	Did the polling place close at 7:00 PM?			
19	Were voters in the line at closing time allowed to vote?			
20	Were there any ballots in the emergency (auxiliary) ballot storage area of the tabulator? (if yes, question Chief, and provide explanation in comment section, or file incident report)			
21	Was a results report run on the scanner?			
22	Were you allowed to copy the results tape from the scanner? (if no, file an incident report).			
23	Were you allowed to observe all aspects of the polling and counting process? (If no, file an incident report)			
24	Record the total number of voters from Poll Book		Record the total number of ballots cast from scanner	
25	Did the total number of votes cast from the tabulator report equal the total number of voters checked off in the Poll Book? (If no, provide details in the comment section, or file an incident report).			
26	Record total provisional ballots by type:	not-registered	no-ID	other
27	Record the total number of voters that complained that someone had already voted in their name			
28	Record the total number of voters that voted using only an ID Confirmation Statement			

2.7.2 Texas Poll Watcher Incident Report Form		
<i>Instructions: Please fill in the form as completely as possible as soon as possible after (or during) the incident. Take the time to collect names and contact details of other witnesses. If you collect electronic evidence (picture, video or audio recording), make a copy of the file and submit with your report, but retain the original on your phone or other electronic device. Submit the completed form as soon as possible to: TXFET</i>		
REPORTER INFORMATION		
Reported by:	Phone:	
Position (voter, election inspector, poll watcher, etc.):	Email:	
DESCRIPTION OF THE INCIDENT		
Date of incident:	Time of incident:	Were the police notified: Yes / No
Location of incident:		
Description of the incident: (What happened, how it happened, etc. Be as specific as possible. Continue on back if needed and attach additional sheets if necessary)		
Is there electronic evidence of the incident? Yes___ No___ Is the evidence in your possession? Yes___ No___	What type of evidence is it? Phone photo___ video___ audio___ CCTV___ Other_____	
Did you witness the incident? Yes___ No___	If no, list the person who reported the incident to you below, along with details of any other witnesses. Attach additional sheets if needed.	
WITNESSES		
Name of Witness:	Phone:	
Role of Witness:	Email:	
Name of Witness:	Phone:	
Role of Witness:	Email:	
Name of Witness:	Phone:	
Role of Witness:	Email:	
Name of Witness:	Phone:	
Role of Witness:	Email:	

PARTIES INVOLVED IN INCIDENT

Name:	Phone:
Role:	Email:
Name:	Phone:
Role:	Email:
Name:	Phone:
Role:	Email:

ADDITIONAL INFORMATION

2.8 Observing Ballot by Mail (BBM) Counting Process

Absentee votes delivered by mail will be tabulated on Election Day, all day. Texas Law allows the County Ballot Board to convene once prior to Election Day to begin tabulating BBMs, but can only do this for one day. The county must post the chosen date to begin pre-election BBM tabulation on the county's elections website at least 72hrs prior to the single day, pre-election tabulation. After this day, the county must wait until election day to begin final BBM tabulation.

Absentee ballots will be processed by the officers of election prior to the closing of the polls, but no ballot count totals can be transmitted outside of the central absentee voter precinct until after the closing of the polls. Mail-In Ballots may be received up to six days after Election Day per [Texas Election Code 101.057](#).

Please observe and document all Commercial Off The Shelf Components (COTS) used to tabulate or otherwise process BBMs. Please record the make, model and serial number of these components and inquire about whether any of them are or can be connected to the internet. To maintain secrecy, the use of cellphones or other communication devices is prohibited until the closing of the polls.

As soon as the polls are closed in the county or city, if the counting is complete, the officers of election at the central absentee voter precinct will report unofficial results to the media, observers, and candidates.

The online Texas Ballot Board Report form is available [here](#).

2.8.1 Texas Ballot Board Report Form			
CA Precinct:		Name:	
Address:		Phone No:	
City/		Email:	
County:		Arrival:	Departure:
Representing: Democratic party ___ Republican Party ___ Non-partisan or other observer ___			
Instructions			
<i>Read the questions carefully. Please make a check in the appropriate box. If you cannot answer the question, or it is not relevant, leave it blank. If clarification is required, briefly explain in the comment section of the form. If at any time you are prevented from observing any process, please challenge this to the judge, and if the challenge is not resolved, immediately file an incident report.</i>			
	Before Opening	Yes	No
1	Were you allowed to observe the set-up of the Ballot Board tabulation process? (if no, file an incident report)		
2	Are all polling team members and required materials present?		
3	Are there poll workers from both major parties on the polling team?		
4	Did the poll workers swear an oath to conduct fair elections prior to opening?		
5	Did the polling staff confirm the seals on the machines were unbroken, and that the numbers on the seals matched the numbers in the log?		
6	Did the poll workers open the tabulators and show you that the main and emergency boxes were empty, before resealing the machines?		
7	Was a zero tape printed and shown to poll watchers?		
8	Were you able to confirm the zero tape listed all candidates, and showed no votes?		
9	Did the Election Department post the date for pre-election BBM tabulation at least 72hrs prior to convening?		

