

**BOARD OF TRUSTEES**

**HOWARD COUNTY JUNIOR COLLEGE DISTRICT  
1001 BIRDWELL LANE  
BIG SPRING, TEXAS**

**SPECIAL MEETING**

**TIME:** 12:30 p.m.

**DATE:** Monday, April 6, 2020

**PLACE:** By Telephone (See Instructions Below)

**AGENDA**

Howard College will convene as posted to consider and take formal action, if necessary, on the following agenda items:

- I. CALL TO ORDER
  - A. Roll Call
- II. COMMUNICATION TO THE BOARD
- III. ORDER TO POSTPONE MAY 2, 2020 UNIFORM ELECTION DATE TO NOVEMBER 3, 2020 UNIFORM ELECTION DATE
  - A. Overview
    - 1. Office of the Texas Governor Press Release/March 18, 2020
    - 2. Governor Greg Abbott Proclamation
    - 3. Election Advisory/Texas Secretary of State Ruth R. Hughes
    - 4. Update from County Elections Administrator
  - B. Order
- IV. ADJOURNMENT

The Howard College Board will hold a telephonic meeting beginning at 12:30 p.m. on April 6, 2020. To listen to the meeting, call the following number:

**Join the conference call for audio**

USA Toll-Free: 1-888-204-5987

Access Code: 3148424#

**Please join my meeting from your computer, tablet or smartphone for visual presentations**

<https://www.gotomeet.me/HowardCollege/hcbrdmtg040620201230pm>

Prior to five minutes before the meeting, your phone will be automatically muted when you join the meeting and music will be playing. A short overview of procedures will be given 2 minutes prior to the start. Phones will then be muted for the meeting to begin. Opportunity will be given at the beginning of the meeting for public comment. Recording will be available on the website after the meeting.

**Consideration of Order to Postpone May 2, 2020 Uniform Election Date to  
November 3, 2020 Uniform Election Date**

**ADMINISTRATION RECOMMENDATION/REPORT**

Based on the Governor’s Proclamation and the Secretary of State election advisory information, the administration recommends that the Board of Trustees consider an order to move the May 2, 2020, Trustee At-Large uniform election date to November 3, 2020, uniform election date. In the March 18, 2020 press release from the Office of the Texas Governor (see press release), the following quote was included. “I strongly encourage local election officials to take advantage of these waivers and postpone their elections until November,” said Governor Abbott. “Right now, the state’s focus is responding to COVID-19—including social distancing and avoiding large gatherings. By delaying this election, our local election officials can assist in that effort.” Declarations of emergency have been announced by the United States President, the Governor of Texas, Howard County Judge and the Big Spring Mayor. In recent days the United States President and Governor of Texas have intensified efforts to stop the spread of COVID-19 by taking additional official actions until April 30, anticipating a significant upward curve in the next few weeks regarding confirmed cases and deaths based on scientific data and modeling, and have compelled the American people and Texans to assist in flattening the curve.

**BACKGROUND**

Pursuant to Section 418.016 of the Texas Government Code, the Governor has issued a proclamation (see proclamation) suspending certain provisions of the Texas Election Code and the Texas Water Code to allow all local political subdivisions that are utilizing the May 2, 2020, uniform election date to postpone their election to the November 3, 2020, uniform election date. The Secretary of State Office has provided election advisories to election officials (see election advisories), detailing procedures that must be followed and in the latest advisory intensifies guidance. It says, **“If you haven’t already moved your May 2<sup>nd</sup> election, you must take action to do so immediately! It further says, “If you don’t move your May 2<sup>nd</sup> election, you are subjecting voters to health risks and potential criminal violations. Failure to postpone your election will put your election at severe risk for an election contest.”**

**IMPACT OF THIS ACTION**

This action will move the regular trustee election for the at-large positions scheduled for May 2, 2020 to November 3, 2020. All terms of Trustees will remain the same 6-year term as if elected in May 2020. All candidate filings for the election will remain valid for the election to be held on November 3, 2020, and the filing period will not be re-opened for the November 3, 2020, election date. According to the procedures, all Absentee Ballots by Mail (ABBM) for voters that are voting by mail due to being over the age of 65 or due to disability would still be valid for the postponed election, and ABBMs for voters who submitted ABBMs based on expected absence from the county would not be valid for the postponed election. Although prepared, Absentee Ballots by Mail have not been mailed awaiting consideration of the Governor’s proclamation by the entities scheduled to have elections in May which are the Big Spring Independent School District, City of Big Spring and Howard College.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

Adoption of the order will result in varying costs dependent upon the decisions of the other entities scheduled to have an election. During the specific agenda item provided, County Elections Administrator Jodi Duck will review this information (see attached).

**MONITORING AND REPORTING TIMELINE**

The President and staff will provide timely information to the Board of Trustees regarding decisions that must be made pursuant to this Order. The Board will need to meet by August 17, 2020, to make any necessary revisions to the original order to include the change of date, any change in location of the main early voting location, any changes to early voting dates and hours, including weekend early voting, any changes to the identity of the early voting clerk and their contact information or any changes to branch early voting locations. The major relevant dates for the November election, including the voter registration deadline (October 5, 2020), the deadline to submit an ABBM (October 23, 2020), and the dates for early voting (October 19, 2020–October 30, 2020) will be used.

**ATTACHMENTS**

- Attachment 1 – Office of the Texas Governor Press Release//March 18, 2020
- Attachment 2- Governor Greg Abbott Proclamation
- Attachment 3- Election Advisory/Texas Secretary of State Ruth R. Hughs
- Attachment 4- County Elections Administrator Cost Analysis
- Attachment 5- Order to Postpone the May 2, 2020 Election to November 3, 2020

**RESOURCE PERSONNEL**

Cheryl Sparks	432-264-5030	<a href="mailto:csparks@howardcollege.edu">csparks@howardcollege.edu</a>
Julie Bailey	432-264-5051	<a href="mailto:jbailey@howardcollege.edu">jbailey@howardcollege.edu</a>

## Governor Abbott Issues Proclamation Allowing For Postponement Of Local Elections Set For May 2nd

March 18, 2020 | Austin, Texas | [Press Release](#)

Governor Greg Abbott today issued a proclamation suspending provisions of the Texas Election Code to allow political subdivisions to postpone their 2020 local elections. This means local governments now have the ability to postpone their May 2, 2020 elections until November 3, 2020.

"I strongly encourage local election officials to take advantage of these waivers and postpone their elections until November," said Governor Abbott. "Right now, the state's focus is responding to COVID-19 — including social distancing and avoiding large gatherings. By delaying this election, our local election officials can assist in that effort."

Under Section 418.016 of the Texas Government Code, the Governor suspended Sections 41.0052(a) and (b) of the Texas Election Code and Section 49.103 of the Texas Water Code to the extent necessary to allow political subdivisions to move their elections for 2020 only to the next uniform date, occurring on November 3, 2020. The Governor also suspended Sections 31.093 and 42.0621(c) of the Texas Election Code to the extent necessary to require all county election officers to contract to furnish election services with political subdivisions if requested by these subdivisions. Only political subdivisions have authority to postpone these elections, but the Governor's suspensions allow political subdivisions to postpone the elections and strongly encourages them to do so.

In conjunction with today's action, Texas Secretary of State Ruth Hughs is releasing an election advisory providing guidance for political subdivisions on the process of postponing their May 2nd elections. [Read the Texas Secretary of State's Election Advisory.](#)

[View the Governor's proclamation.](#)

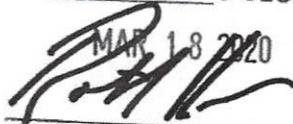


GOVERNOR GREG ABBOTT

March 18, 2020

The Honorable Ruth R. Hughs  
Secretary of State  
State Capitol Room 1E.8  
Austin, Texas 78701

FILED IN THE OFFICE OF THE  
SECRETARY OF STATE  
10:00AM O'CLOCK

MAR 18 2020  
  
Secretary of State

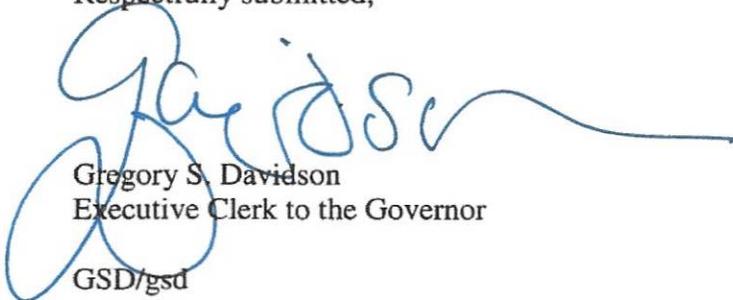
Dear Secretary Hughs:

Pursuant to his powers as Governor of the State of Texas, Greg Abbott has issued the following:

A proclamation suspending Sections 41.0052(a) and (b) of the Texas Election Code and Section 49.103 of the Texas Water Code to the extent necessary to allow political subdivisions that would otherwise hold elections on May 2, 2020, to move their general and special elections for 2020 only to the next uniform election date, occurring on November 3, 2020, without otherwise adjusting the term of office, and suspending Sections 31.093 and 42.0621(c) of the Texas Election Code to the extent necessary to require all county election officers, if requested by an affected political subdivision, to enter into a contract to furnish election services with any political subdivision who postponed their election to November 3, 2020, under the authority of this proclamation.

The original of this proclamation is attached to this letter of transmittal.

Respectfully submitted,

  
Gregory S. Davidson  
Executive Clerk to the Governor  
GSD/gsd

Attachment

**PROCLAMATION**  
BY THE  
**Governor of the State of Texas**

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TO ALL TO WHOM THESE PRESENTS SHALL COME:

WHEREAS, Section 41.001(a)(2) of the Texas Election Code provides that a general or special election in this state shall be held on a uniform election date, and the next uniform election date is occurring on May 2, 2020; and

WHEREAS, Section 49.103 of the Texas Water Code provides that certain districts governed by this provision are required to hold director elections in May of each even-numbered year; and

WHEREAS, Section 41.0052 of the Texas Election Code prescribes a procedure for a political subdivision to change a general election date, but the time for making such a change has expired; and

WHEREAS, Section 31.093 of the Texas Election Code requires a county elections administrator to enter into a contract to furnish election services upon request of a political subdivision; and

WHEREAS, Section 42.0621(c) of the Texas Election Code does not require a political subdivision to enter into a contract with a county or hold a joint election with a county on the November uniform election date; and

WHEREAS, on March 13, 2020, the Governor of Texas certified that the novel coronavirus (COVID-19) poses an imminent threat of disaster and, under the authority vested in the Governor by Section 418.014 of the Texas Government Code, declared a state of disaster for all counties in Texas; and

WHEREAS, pursuant to Section 418.016 of the Texas Government Code, the Governor has the express authority to suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business or the orders or rules of a state agency if strict compliance with the provisions, orders, or rules would in any way prevent, hinder, or delay necessary action in coping with a disaster.

NOW, THEREFORE, I, GREG ABBOTT, Governor of Texas, under the authority vested in me by the Constitution and Laws of the State of Texas, do hereby suspend Sections 41.0052(a) and (b) of the Texas Election Code and Section 49.103 of the Texas Water Code to the extent necessary to allow political subdivisions that would otherwise hold elections on May 2, 2020, to move their general and special elections for 2020 only to the next uniform election date, occurring on November 3, 2020, without otherwise adjusting the term of office. I further suspend Sections 31.093 and 42.0621(c) of the Texas Election Code to the extent necessary to require all county election officers, if requested by an affected political subdivision, to enter into a contract to furnish election services with any political subdivision who postponed their election to November 3, 2020, under the authority of this proclamation.

The authority ordering the election under Section 3.004 of the Texas Election Code is the authority authorized to make the decision to postpone its election in accordance with this proclamation.

Current office holders will hold over to the extent authorized by Article XVI, Section 17 of the Texas Constitution.

FILED IN THE OFFICE OF THE  
SECRETARY OF STATE  
10:00 AM O'CLOCK

MAR 18 2020

IN TESTIMONY WHEREOF, I  
have hereto signed my name and  
have officially caused the Seal of  
State to be affixed at my office in the  
City of Austin, Texas, this the 18th  
day of March, 2020.



A handwritten signature in black ink that reads "Greg Abbott".

GREG ABBOTT  
Governor of Texas

ATTESTED BY:

A handwritten signature in black ink that reads "Ruth R. Hughs".

RUTH R. HUGHS  
Secretary of State

# The State of Texas

Elections Division  
P.O. Box 12060  
Austin, Texas 78711-2060  
www.sos.texas.gov



Phone: 512-463-5650  
Fax: 512-475-2811  
Dial 7-1-1 For Relay Services  
(800) 252-VOTE (8683)

Ruth R. Hughes  
Secretary of State

## ELECTION ADVISORY

### NO. 2020-12

TO: Election Officials

FROM: Keith Ingram, Director of Elections 

DATE: March 18, 2020

RE: Actions for May 2, 2020 Uniform Election Date

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The purpose of this advisory is to provide guidance to local political subdivisions regarding their options for any general or special elections that have been ordered for the May 2, 2020 uniform election date. Pursuant to Section 418.016 of the Texas Government Code, the Governor has issued a proclamation suspending certain provisions of the Texas Election Code and the Texas Water Code to allow all local political subdivisions that are utilizing the May 2, 2020 uniform election date to postpone their election to the November 3, 2020 uniform election date. Pursuant to Texas Election Code 31.003 and 31.004, our office has issued the following guidelines for entities that choose to exercise this authority and postpone their election to the November uniform election date.

### **Effect of Postponement of Election**

- **Candidate Filings:** By postponing their election date, the political subdivision is preserving all candidate filings and ballot order actions that have already been taken. The postponement does **not** have the effect of reopening candidate filings.
  - **Deadlines related to Candidate Filings, Declarations of Ineligibility, Withdrawals or Death:** The deadlines that apply to the November 3, 2020 election would apply to all candidates who are currently on the ballot for the May 2, 2020 election.
- **Ballot By Mail Requests:** All applications for a ballot by mail (ABBMs) that were filed for the May 2, 2020 election that are marked annual would apply for the November 3, 2020 election. All single use ABBMs that were submitted for reasons of age or disability would still be valid for the November 3, 2020 election. If a single use ABBM was submitted and indicated the reason for voting by mail was due to absence from the county, this ABBM would not be valid as the applicable election date has changed. However, we would recommend that the political subdivision send a letter to these voters along with a new ABBM in case the circumstances

surrounding their absence from the county are still valid or the voter is otherwise eligible to vote by mail.

- **Ballots by Mail:** If a political subdivision has already sent out mail ballots, those mail ballots that are returned would still be valid for the November 3, 2020 postponed election date.
- **Election Records:** All records, including candidate filings, applications to vote by mail, ballot proofs, and printed ballots shall be retained and preserved.
  - **Printed Ballots:** If your ballots have already been printed up, you may be able to reuse them for November. However, if you must change your ballot to reflect any corrections or changes that occur between now and November, you would treat the original ballots as you would in a traditional ballot correction and those ballots should be destroyed in accordance with Section 52.0064 of the Texas Election Code.
- **Requirement to use County Election Precincts in November 2020:** Per Section 42.002 of the Texas Election Code, county election precincts are required for all elections occurring in November 2020. You will need to work with your county election officer to determine whether you need to make any modifications to your ballot in light of this requirement.
- **Requirement for County Election Officer to contract with Local Political Subdivisions:** All county election officers are required to contract with local political subdivisions that postponed their May 2, 2020 election and that request a contract for election services or a joint election agreement with their county election officer pursuant to the Governor's suspension of certain Texas Election Code provisions.
- **Office Hours:** The relevant dates for maintaining office hours for election purposes will be based on the November uniform election date rather than the May election date. Under Section 31.122 of the Texas Election Code, those office hours will need to be maintained for at least three hours each day, during regular office hours, on regular business days between September 14, 2020 and December 13, 2020. However, these entities should post contact information for individuals to contact their office about election-related issues during the timeframe that those offices may be closed over the coming months.
- **Holdovers in Public Office:** Under Art. XVI, Sec. 17 of the Texas Constitution, the individuals who currently hold public offices that are scheduled to be on the ballot on the May uniform election date will continue to exercise the duties of those offices until the new officers take their oaths of office, following the November uniform election date.
- **Campaign Finance Filings:** Please contact the Texas Ethics Commission for further guidance on how these modified timelines will affect any campaign finance reporting requirements. Their office can be reached at (512) 463-5800.
- **Candidates on the ballot in both May and November:** For candidates that may be running for two offices (one normally occurring in May and one normally occurring in November), these candidates will not be removed from the ballot as they are separate elections that are normally not occurring on the same date.

### **Required Action by Governing Body to Move Election Date**

In order to utilize this move, the governing body of the political subdivisions holding the elections must **order** the postponement of their election to the November 3, 2020 uniform election date. The order for this official action should contain the following items:

1. A reference to the proclamation that authorizes the entity to postpone their election date, and the fact that the political subdivision is exercising this authority.
2. Confirmation that the candidate filings for the election will remain valid for the election held on the November date and that the filing period will not be re-opened for the November election date.
3. Confirmation that all ABBMs for voters that are voting by mail due to being over the age of 65 or due to disability will still be valid for the postponed election, and that ABBMs for voters who submitted ABBMs based on expected absence from the county would not be valid for the postponed election.
4. The major relevant dates for the November election, including the voter registration deadline (October 5, 2020), the deadline to submit an ABBM (October 23, 2020), and the dates for early voting (October 19, 2020 – October 30, 2020).

### **Necessary Revisions to Order of Election**

In addition, the entity will need to meet by August 17, 2020 to make any necessary revisions to the entity's original order of election. Those revisions may include:

1. The change to the date of the election;
2. Any change in location of the main early voting location;
3. Any changes to early voting dates and hours, including weekend early voting;
4. Any changes to the identity of the early voting clerk and their contact information; or
5. Any changes to branch early voting locations.

If you are holding a bond election, you may need to make additional revisions to your order of election for that bond election. If this is the case, we recommend reaching out to your bond counsel for additional guidance.

### **Securing Election Records**

All election records should be stored and secured during the postponement period. This may require your entity to use preservation methods that are similar to the methods you would use during the preservation period after the election has occurred. This includes:

- Storing returned ballots by mail in locked, sealed ballot boxes.
- Securely storing any unused ballots.
- Securely retaining any relevant election records, including candidate applications and ABBMs.

### **Voting System Equipment**

If you are leasing voting system equipment from the county or directly from the vendor, then you may need to contact your vendor or your county regarding any necessary modifications to those lease agreements or to modify your procedures and timelines for receiving that equipment.

### **Open Meeting Requirements**

The Governor has suspended and modified certain open meeting requirements pursuant to his disaster declaration. These changes include allowing the entity to establish procedures for telephonic or videoconferenced meetings of governmental bodies that are accessible to the public.

These procedures must include a process for members of the public to participate and address the governmental body in those meetings, notice to the public on the means of participating remotely, and access to the public for recordings of those meetings.

For more information, please review the applicable [documentation](#) from the Governor's Office or contact the Office of the Attorney General.

### **Update Official Websites and Notify Media**

Any entities that are exercising this authority to postpone their election date must post notice on the entity's website and should alert any local media organizations regarding this change to their election date.

The entity must also provide notice to their county election officer regarding this change, as the county is required to post the entity's notice of election on the county's website no later than the 60th day before the date of the election under Election Code 4.008. If that election date will be changing due to the entity's decision to postpone the election then the entity must provide a revised notice to the county for posting on the county's website.

If you have any questions regarding this advisory, please contact the Elections Division at 1-800-252-2216.

KI:CA:CP

MASS EMAIL (CSO-3488) - April 1, 2020 Update to COVID-19 Election Procedures

Dear Election Officials:

We have continued to receive questions regarding the recent proclamations by the Governor related to elections and COVID-19. We are providing some additional guidance below.

1. [Executive Order GA 14](#): Governor Abbott's March 31, 2020 executive order includes, but is not limited to, the following items. It (1) extends social distancing guidelines through April 30th, (2) defines essential services, and (3) extends school closures across the state through May 4, 2020. If you haven't already moved your May 2nd election, **you must take action to do so immediately!** This most recent executive order will prevent you from securing polling places, recruiting election workers, and allowing voters a safe way to exercise their right to vote. **If you don't move your May 2nd election, you are subjecting voters to health risks and potential criminal violations. Failure to postpone your election will put your election at severe risk for an election contest.** For procedures related to postponing your election, see [Advisory 2020-12](#).
  - a. Please note, that while Elections Personnel have been included in the federal government's advisory on essential critical infrastructure workers, this does not include voters.
2. **Cities impacted by Article XI, Section 11, Texas Constitution:**
  - a. The Governor's executive order makes it clear that you must take action to move your election, even if your city is holding a special election to fill a vacancy due to the requirements prescribed in Article XI, Section 11 of the Texas Constitution. While the executive order does not suspend the Texas Constitution's requirements to hold your election within 120 days of the vacancy, you should consult with your city attorney about the proper way to handle a postponement of this type of election.
  - b. If you opt to move your election in response to this public health crisis, and to do so safely would result in the election occurring outside of the constitutionally prescribed 120 day period, please direct your attorney to review Attorney General Opinion No. [JC-0318](#), as you may be required to hold your election on the November 2020 uniform election date.
  - c. Runoff Elections being held for Article XI, Section 11, Texas Constitution City Elections -- These situations can vary fact specific. We recommend you contact our office for specific guidance on your situation.
3. **Special Elections Regarding the Continuation of a Sales Tax:** If you have a special election scheduled for May 2, 2020 on the question of the continuation of a sales tax that cannot be rescheduled for November 3, 2020 because the tax will expire before then, please contact the Comptroller's office regarding the expiration of your sales tax. If you are unable to receive an extension from the Comptroller's office regarding your sales tax, please contact the SOS for additional assistance.
4. **Options Other Than November 3, 2020:** The Governor's proclamation allowing a postponement only authorized a move to November 3, 2020. There is no authority for a local political subdivision, on its own order, to move an election to any other date. If an entity would like to move to a date other than November 3, 2020, there are likely only two ways to do so:

- a. **Emergency Election under Section 41.0011(b) of the Texas Election Code:** A local political subdivision can request permission from the Governor to allow the political subdivision to order a special election on a nonuniform election date. Please note that this only applies to special elections and not general elections.
  - b. **Court Order for Nonuniform Election Date:** As there are no other options outside of the Governor's authorization to postpone the election and the option under Section 41.0011 of the Texas Election Code, a political subdivision that wishes to hold its election on a date other than November 3, 2020 could try to seek court order for an alternative date.
5. **Notice Requirements:** Any entities that are exercising the authority to postpone their election date must provide the following notice:
- a. **Notice to Voters:** The entity should post notice on the entity's website and alert any local media organizations regarding this change to their election date.
  - b. **Notice to County Election Officer:** The entity must also provide notice to their county election officer regarding this change, as the county is required to post the entity's notice of election on the county's website no later than the 60th day before the date of the election under Election Code 4.008.
  - c. **Posted Notice at Polling Locations:** If it's possible to post notice at the polling locations that would have been used for the elections, we would recommend doing so. However, your ability to do so may be limited due to the stay-at-home orders that are in place. Please do not put your workers at risk by posting a physical notice. The most important thing is to update local media and update your website.
  - d. **Notice to SOS:** When you take action to postpone your elections, please inform us of the action taken. You may do so at [elections@sos.texas.gov](mailto:elections@sos.texas.gov).

Please let us know if you have any questions or concerns.

Keith Ingram  
Director, Elections Division  
Office of the Secretary of State  
800-252-VOTE(8683)

[www.sos.state.tx.us/elections/index.shtml](http://www.sos.state.tx.us/elections/index.shtml)

**For Voter Related Information, please visit:**



*The information contained in this email is intended to provide advice and assistance in election matters per §31.004 of the Texas Election Code. It is not intended to serve as a legal opinion for any matter. Please review the law yourself, and consult with an attorney when your legal rights are involved.*

# The State of Texas

Elections Division  
P.O. Box 12060  
Austin, Texas 78711-2060  
www.sos.texas.gov



Phone: 512-463-5650  
Fax: 512-475-2811  
Dial 7-1-1 For Relay Services  
(800) 252-VOTE (8683)

Ruth R. Hughs  
Secretary of State

## **ELECTION ADVISORY**

### **N0. 2020-14**

TO: Election Officials

FROM: Keith Ingram, Director of Elections 

DATE: April 2, 2020

RE: COVID-19 (Coronavirus) Voting and Election Procedures

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The purpose of this advisory is to assist election officials in facilitating voting for individuals that may be affected by COVID-19, and in preparing for the conduct of elections in the context of this public health issue.

## **Voter Registration Procedures**

Stay-at-home orders and office closures in your jurisdiction may impact voters seeking to obtain voter registration applications. There are several existing options that you should encourage voters to utilize:

- **In-County Updates via [Texas Online](#):** If a voter has moved within the same county, the voter may update their address online at [www.Texas.gov](http://www.Texas.gov). Voters that are active or in suspense can update their name and/or residence address through this secure website.
- **Printed Voter Registration Applications:** If a voter has access to a printer, the voter can use the [SOS Informal Online Application](#) to complete a voter registration application. This application can be printed and mailed to the applicable county voter registrar. When the voter selects their county of residence, it will preprint the county voter registrar's address on the form so that when the voter mails it, they send it directly to their county voter registrar.
- **Postage-Paid Voter Registration Applications:** If a voter does not have access to a printer, the voter can request that a blank postage-paid voter registration application be mailed directly to the voter. The voter can fill out the [request form](#) on the SOS website. Counties can also mail blank applications to voters upon request.
- **Revisions to Voter Registration Certificate:** If a voter has their current voter registration certificate, they may make any necessary corrections or updates to the certificate, sign it and return it to the voter registrar.

- **Register2Vote.org:** This is a third-party website that provides a remote printing option for voters. Voters can complete a form online and have a pre-filled application sent to them for completion. The voter must complete the form, sign it, and mail it in the included postage-paid envelope. This form is sent directly to the county voter registrar.

## Voting Procedures Authorized under the Texas Election Code

Below we have described some of the procedures that are authorized under Texas law that may be of assistance to voters that are affected by a recent sickness or a physical disability.

### Voting by Mail

In Texas, in order to vote by mail, a voter must have a qualifying reason. A voter may vote early by mail if they:

- will be away from their county on Election Day and during early voting;
- are sick or disabled;
- are 65 years of age or older on Election Day; or
- are confined in jail, but eligible to vote.

One of the grounds for voting by mail is disability. The Election Code defines “disability” to include “a sickness or physical condition that prevents the voter from appearing at the polling place on election day without a likelihood of needing personal assistance or of injuring the voter's health.” (Sec. 82.002). Voters who meet this definition and wish to vote a ballot by mail must submit an application for ballot by mail.

- [Application for a Ballot by Mail.](#)

### Chapter 102, Late Voting Due to Recent Sickness or Physical Disability

The Election Code authorizes late voting if a voter becomes sick or disabled on or after the day before the last day for submitting an application for a ballot to be voted by mail, and is unable to go to the polling place on Election Day. The voter must designate a representative to submit an application on the voter's behalf in person to the early voting clerk. To be eligible to serve as a voter's representative, a person: 1) must be at least 18 years of age; 2) must not be employed by or related within the third degree by consanguinity or affinity, as determined under Chapter 573, Government Code, to a candidate whose name appears on the ballot; and 3) must not have served in the election as the representative for another applicant. The application must be received before 5:00 p.m. on Election Day. The application is reviewed and the early voting clerk verifies the applicant's registration status in the same manner as early voting by mail. The early voting clerk must provide the same balloting materials that are used for early voting by mail to the representative who will deliver them to the voter. The voter should mark and seal the ballot in the same manner as voting by mail **including signing** the back flap of the carrier envelope. The ballot must be returned in its carrier envelope to the early voting clerk before 7:00 p.m. on Election Day **by the same representative** who delivered the ballot to the voter.

- [Application for Emergency Early Voting Ballot Due to Sickness or Physical Disability](#)
- [Instructions for Voter to include with Balloting Materials](#)

## Chapter 104, Voting at Main Early Voting Location

The Election Code authorizes voters who are sick or disabled to vote on Election Day at the main early voting place, so long as voting machines of some type are used in the voter's precinct and the voter's sickness or disability prevents the voter from voting in the regular manner without personal assistance or likelihood of injury. For this procedure, the voter must complete and submit the applicable affidavit to be provided with the balloting materials used for early voting by mail. The voter must mark and seal the ballot in the same manner as in early voting by mail, except that the certificate on the carrier envelope need not be completed. After sealing the carrier envelope, the voter must give it to the clerk at the main early voting polling place between the hours of 7:00 a.m. and 7:00 p.m. The Early Voting Clerk must note on the envelope that the ballot was voted under Chapter 104.

- [Affidavit for Voting at Early Voting Place on Election Day](#)

## Curbside Voting

If a voter is physically unable to enter the polling place without assistance or likelihood of injury to his or her health, the voter is eligible for entrance or curbside voting. (Sec. 64.009). This option **must** be made available at all polling locations. To provide for voting curbside, the voter must be qualified by the election officer before the voter can receive the ballot. An election officer may deliver a ballot or a DRE voting machine to the voter at the entrance or curb of the polling place. Poll watchers and inspectors must be allowed to accompany the election officer. Once the voter has marked his or her ballot, the election officer deposits the ballot for the voter. On the voter's request, a person accompanying the voter to the polling place must be permitted to select the voter's ballot and to deposit the ballot in the ballot box after the voter has voted. If the voter is not only physically unable to enter the polling place, but is also eligible for voter assistance in marking his or her ballot, they may receive assistance in marking and completing their ballot in accordance with Chapter 64, Subchapter B of the Election Code. Either two election officers may assist the voter or the voter may be given assistance by a person of the voter's choice, other than the voter's employer, an agent of that employer or an officer or agent of the voter's labor union. For voters that are voting at the curbside, **instruct polling place workers to allow the curbside voter the same privacy as a voter in the voting booth.** We anticipate providing further guidance regarding curbside voting in the coming weeks.

## Potential Court Order to Address Quarantined Voters

Voting in-person during early voting or on Election Day may not be an available option for all voters, including those affected by quarantines. Political subdivisions may need to act quickly to address the rapidly changing public health situation. In monitoring your situations locally, it is important to note that you may have a need to modify certain voting procedures. In these circumstances, you may want to consider seeking a court order to authorize exceptions to the voting procedures outlined in certain chapters of the Texas Election Code for these voters. The following are possible considerations:

1. **Expanding Eligibility Requirements Under Chapter 102 (Late Voting for Sickness or Physical Disability):** A court order could provide for a temporary expansion of the eligibility requirements for Chapter 102 voting to allow voters in quarantine to vote in this fashion. This option would also require the court, in some instances, to temporarily waive or modify the

requirement for a physician's signature on the application for this type of late ballot for purposes of any election(s) impacted by COVID-19.

2. **Other Modifications to Voting Procedures:** A court order could provide for modifications to other voting procedures as necessary to address the impact of COVID-19 within the jurisdiction. For example, in 2014, Dallas County obtained a court order authorizing modified voting procedures for individuals affected by the Ebola quarantine, modeled on the procedures outlined in Section 105.004 of the Texas Election Code for certain military voters in hostile fire pay zones.

**If your county obtains a court order allowing modifications to voting procedures to address COVID-19, please send a copy of the court order to the Secretary of State's Office.**

## **Other Considerations Related to COVID-19 or Other Illnesses**

If your political subdivision is affected by a stay-at-home order, quarantine or outbreak of COVID-19 or any other type of illness, the conduct of your elections could be impacted. In order to protect the health and safety of election workers, below are some considerations:

- **Cleaning and Sanitizing Voting System Equipment:**
  - **Voting System and e-Pollbook Equipment:** Please check with your vendor about the specific procedures you should follow to clean and sanitize any equipment that is handled by voters or polling place workers. We received specific information from the following vendors about proper techniques for cleaning equipment:
    - **Hart Intercivic Voting System Equipment:** Users may wipe Hart equipment with 50% or higher clear, fragrance-free, isopropyl alcohol solution and a lint-free wipe. Do not use ammonia or detergent-based solutions as these may be harmful to the screen or the plastics surrounding the display. To avoid spotting, make certain that equipment screens are wiped dry (do not leave puddles).
    - **ES&S Voting System Equipment:** You can use a soft, lint free cloth and isopropyl alcohol to clean the touchscreen of the voting machine. Do not spray directly on the touch screen. Only lightly dampen the cloth, do not soak it. Do not use any harsh cleaning products on the screen as this may damage the touch screen. Do not allow any liquid cleaner to come in contact with ballot stock.
- **Cleaning and Sanitizing Polling Places:** The Centers for Disease Control and Prevention (CDC) has issued [recommendations](#) for preventing the spread of coronavirus specifically in election polling locations. Here are a few of their specific suggestions:
  - **Encourage workers to wash hands frequently:** wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
  - **Practice routine cleaning of frequently touched surfaces with household cleaning spray or wipe:** including tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, etc.

- **Disinfect surfaces that may be contaminated with germs after cleaning:** A list of products with EPA-approved emerging viral pathogens claims is available on the EPA's [website](#). Products with EPA-approved emerging viral pathogens claims are expected to be effective against the virus that causes COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, use of personal protective equipment).
- **Arrangement of Polling Places:** It is imperative that you review your procedures related to setting up your polling place. Voting stations should be set up in a way that adheres to the suggested social and physical distance guidelines and allow for at least 6 feet between voters. Additionally, you should review your check-in stations to ensure you are providing adequate space between voters. This may include providing your workers with tape to mark off spacing guidelines on the floor of the polling place.
- **Election Judges and Clerks:**
  - **Training and Recruiting of Election Workers:**
    - **Recruitment of Election Workers:** We recommend that you make efforts to recruit and train additional workers beyond what you project to need for a given election. This will ensure that you have adequate back up workers to assist in the event that you have election workers that are unavailable at the last minute.
      - **Recruiting from Current Workers:** With regard to recruiting workers, you may want to ask your current appointed judges to provide recommendations of other individuals that can serve. Additionally, you may have different judges and clerks depending on the type of election you hold. We suggest you reach out to your entire pool of potential workers to determine availability for 2020 election dates.
      - **Student Election Clerks:** You may also want to consider enlisting [student election clerks](#) in your pool of available workers. For elections occurring outside of the school year, the student clerks would not need to obtain permission from their high school principal provided they obtained permission from their parent or legal guardian.
    - **Training of Election Workers:** In order to train a larger pool of workers, you may want to consider allowing your election workers to utilize the Secretary of State's [online Poll Worker Training](#). This training is focused on the legal procedures related to acceptance of voters and the voting process. Any procedures that are specific to your county would need to be provided through additional training or supplemental materials.
  - **Unavailability of Judges:** If both the presiding judge and alternate judge are unavailable to serve and this is discovered after the 20<sup>th</sup> day before election day, the presiding officer of the appointing authority, or if the presiding officer is unavailable, the authority responsible for distributing supplies for the election, shall appoint a replacement judge. (Sec. 32.007). Additionally, if the authority is

unable to find an election judge who is a qualified voter of the specific precinct needing a judge, the authority may appoint individuals that meet the eligibility requirements of an election clerk which encompasses a broader territory. (Sec 32.051(b)).

Type of Election	Presiding Officer of Appointing Authority	Authority responsible for Delivering Supplies
<b>Primary Election</b>	County Chair of Political Party	County Chair of Political Party
<b>Joint Primary</b>	County Election Officer	County Election Officer
<b>General Election for State and County Officers or County Ordered Election</b>	County Judge	County Election Officer
<b>Cities</b>	Mayor	City Secretary
<b>Other Political Subdivision Elections</b>	Presiding Officer of Governing Body of Political Subdivision	Secretary of Governing Body; if no secretary, the presiding officer of governing body

- **Polling Locations:**

- **Review List of Locations:** We recommend reviewing your list of current polling locations to determine if you should consider proactively relocating them. For example, if you are currently using assisted living facilities or residential care facilities that have residents that would be in one of the higher-risk categories, relocating the polling place may be in the best interest of the individuals at that location. Please be advised that if you choose to relocate a polling place in a facility like this, we **strongly recommend** that you provide information to the residents about voting by mail to ensure that they are still able to vote in upcoming elections without the difficulty of leaving the facility to travel to a different polling place. Additionally, you should be monitoring your current polling places to determine if any of those locations have been closed as a result of business or government building closures.
- **Unavailable Locations:** If polling locations become unavailable, you may need to relocate your polling location or combine and consolidate that location with another polling place in close proximity to it. To the extent possible, any changes to polling locations must be made in accordance with Chapters 42 and 43 of the Texas Election Code. If you are in a situation where you will have difficulty complying with these chapters, please contact the Secretary of State’s office to discuss other available options.

- **Notice of Changes to Polling Locations:** Please be advised that if you have a polling location change, you must post [notice](#) of that change at the location that is no longer being used. Any websites that contain polling locations should be updated. For certain county-run elections, polling place information must also be updated with the Secretary of State's office, if applicable.
  - **Website Notices:** At this time, you may want to consider posting a notice on your website instructing voters to check your website for updates and changes to polling locations prior to early voting and election day. This will help ensure that voters are always getting updated and accurate information.
- **Voting by Mail Considerations:** At this time, the CDC has not provided any special recommendations or precautions for the storage of ballots. However, it is recommended that workers handling mail ballots practice [hand hygiene](#) frequently. Please continue to stay updated on the CDC's website as they provide additional recommendations regarding the handling of mail and other topics.
  - **Additional Ballot by Mail Supplies:** Because there may be a higher volume of ballot by mail requests in 2020, we strongly recommend that you review your current supply of applications, balloting materials, and ballot stock for future elections. It is important you have the necessary supply on hand to meet increased requests you may receive.
- **Election Office Hours:** Election officials are required to maintain certain office hours related to their election duties for a prescribed number of days before and after an election. If your office is closed for public health reasons or you are unable to be at your office during the mandatory office hour time frame, we advise that entities post information on how to get in contact with the applicable officials for election related information. This may include posting phone numbers, an email address that can receive public inquiries, or even a mailing address that can receive written requests for information. We recommend that you assign someone to periodically check for voicemails, emails, or mail related to your election.
- **Voter Registration Office Hours:** Section 12.004(c) requires the voter registrar's office to be open while the polls are open on the date of any election held in the county on a uniform election date. If you have entities that will be holding an election on May 2, 2020, you must satisfy this requirement. However, we believe that as long as you can provide answers to voter registration questions remotely and you notify your entities about how to reach you, you do not need to be physically in the office. You must also be able to provide all of the same voter registration services you would otherwise provide to your local political subdivisions if you were in the office.
- **Volunteer Deputy Registrars (VDR):** You still have a legal obligation to process volunteer deputy registrar applications. If you must suspend volunteer deputy registrar classes, we strongly advise that you adopt the SOS online Volunteer Deputy Registrar training and in-person examination option. This would allow you to schedule the examinations based on need or desire by VDRs and would allow you to temporarily reduce or cancel in-person training as dictated by your county's circumstances. For more information about adopting the online training and examination, please see [Advisory 2019-04](#). Additionally, you still have an obligation to receive voter registration

applications from VDRs. To eliminate person-to-person contact, you could provide drop boxes for voter registration applications. These drop boxes should be located in close proximity to your main office or connected to it. They should be secured and checked regularly.

- **Cybersecurity Impacts:** If your political subdivision is affected by a widespread quarantine or outbreak of COVID-19 or any other type of illness, your office staff might be mandated to work remotely. In addition, the volume of voters that will start to utilize your internet-based resources will increase. During a crisis situation, bad actors may try to capitalize on the circumstances to take actions that could compromise the security of your elections office. Please remain vigilant about following best practices related to cybersecurity and election security.
  - **Service Interruption:** Networks are normally built to sustain high volume traffic, but the magnitude of the COVID-19 crisis presents an increased risk that systems may become compromised. An abnormal increase in network traffic could be misinterpreted as a DOS (Denial of Service) attack which could shut down networks depending on the type of security implementation.
  - **Ransomware:** Cybercriminals can infect the computers of government agencies before demanding that they pay a ransom for an encryption key that will free their locked files and records. Ransomware can lock up databases preventing polling places from verifying eligibility and confirming that voters are in the right districts/precincts.
  - **Election Systems and e-Pollbook Equipment:** As mentioned above, databases are susceptible because they must have a constant network connectivity. When relocating polling places, it is very important to ensure that the systems are connected to a secure and reliable network.
  - **Voter Registration Scams:** Voter registration procedures are not conducted over the phone or the internet other than the previously mentioned authorized channels. Be aware of scams that are targeted to steal personally identifiable information from voters and/or election workers. It is especially important not to provide personal information of voters or election workers over the phone if your office is solicited in this manner.
- **Communications Plan:** You should develop a plan for communicating to voters and election workers when any changes occur that may impact them. The communications plan should involve updating your official website with specific details. Any use of social media should direct people back to your official website to ensure that only official, accurate, and authorized information is being disseminated to the public. We suggest you develop a plan for working with local media to keep the public informed. Finally, any major changes that affect the election process in your county should be communicated to the Secretary of State's office.

## Additional Resources

Here are a list of additional resources that may be helpful to you.

- [Election Assistance Commission - Coronavirus \(COVID-19\) Resources.](#)

- [Centers for Disease Control and Prevention \(CDC\) – Recommendations for Election Polling Locations](#)
- [Texas Department of State Health Services – Coronavirus Disease 2019 \(COVID-19\)](#)

If you have any questions regarding this advisory, please contact the Elections Division at 1-800-252-2216.

KI:CA

Multi -Entity Election Costs including Reimbursable Costs by Percentage May 2020

6 Annual Elections 6  
 1 Biennial Elections 1  
 2 Water Districts 2

**Election Estimates**

	TOTAL	COBS	BSISD	CISD	COF	FISD	HCJCD
<b>Ballots, Coding, Audio, Layout</b> 2500.00	\$3,920.00	\$ 1,306.67	\$ 1,306.67	\$ -	\$ -	\$ -	\$ 1,306.67
L&A Testing 200.00	\$ 200.00	\$ 66.67	\$ 66.67	\$ -	\$ -	\$ -	\$ 66.67
Paper Ballots 500.00	\$ 200.00	\$ 66.67	\$ 66.67	\$ -	\$ -	\$ -	\$ 66.67
<i>Ballot Preparation</i>	\$ 4,320.00	\$ 1,440.00	\$ 1,440.00	\$ -	\$ -	\$ -	\$ 1,440.00

**Certification/Testing**

Public Notice of Filing 200.00	\$ 505.75	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Public Notice of Testing 200.00	\$ 200.00	\$ 66.67	\$ 66.67	\$ -	\$ -	\$ -	\$ 66.67
Public Notices of Election 200.00	\$ 200.00	\$ 66.67	\$ 66.67	\$ -	\$ -	\$ -	\$ 66.67
<i>Cert/Testing Balance</i>	\$ 400.00	\$ 133.33	\$ 133.33	\$ -	\$ -	\$ -	\$ 133.33

**Ballot by Mail @ \$3.00 ea.**

537 Mailed:	93	55	0	0	0	537	
BBM Packets Mailed 3.00	\$ 1,611.00	\$ 279.00	\$ 165.00	\$ -	\$ -	\$ -	\$ 1,611.00
<i>BBM Balance</i>	\$ 279.00	\$ 165.00	\$ -	\$ -	\$ -	\$ 1,611.00	

**Early Voting Workers**

hrs @ \$9.00 192.00 3	\$ 1,728.00	\$ 576.00	\$ 576.00	\$ -	\$ -	\$ -	\$ 576.00
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**Election Day Workers \$10/\$9**

hrs 14							
Judges/Alt Judge Election Day 112.00 8	\$ 1,120.00	\$ 373.33	\$ 373.33	\$ -	\$ -	\$ -	\$ 373.33
Clerks Election Day 56.00 4	\$ 504.00	\$ 168.00	\$ 168.00	\$ -	\$ -	\$ -	\$ 168.00
Ballot Board/Election Night 28.00 4	\$ 280.00	\$ 93.33	\$ 93.33	\$ -	\$ -	\$ -	\$ 93.33
Pick up and Delivery 12.00 2	\$ 120.00	\$ 60.00	\$ 60.00	\$ -	\$ -	\$ -	\$ 60.00
Election kits/supplies 5.00 1	\$ 150.00	\$ 30.00	\$ 30.00	\$ -	\$ -	\$ -	\$ 30.00
Training							
<i>Clerk/Judge Balance</i>	\$ 3,902.00	\$ 1,300.67	\$ 1,300.67	\$ -	\$ -	\$ -	\$ 1,300.67

Per Polling Location

Lease of Machines			TOTAL	COBS	BSISD	CISD	COF	FISD	HCJCD
Early Voting - 7 Days	7		0.39523144917	0.08194929053	0.08485694348	0.000000000000	0.000000000000	0.000000000000	0.39523144917
ExpressVote	332.00	4	\$ 3,674.07	\$ 761.80	\$ 788.83	\$ -	\$ -	\$ -	\$ 3,674.07
DS200	575.00	2	\$ 3,181.61	\$ 659.69	\$ 683.10	\$ -	\$ -	\$ -	\$ 3,181.61
ExpressTouch	305.00	1	\$ 843.82	\$ 174.96	\$ 181.17	\$ -	\$ -	\$ -	\$ 843.82
Epollbooks/WI-FI	400.00	1	\$ 1,106.65	\$ 229.46	\$ 237.60	\$ -	\$ -	\$ -	\$ 1,106.65
Election Day/Vote Centers			DGC/CCC/FBC/RH						
ExpressVote	332.00	4	\$ 8,397.88	\$ 1,741.26	\$ 1,803.04	\$ -	\$ -	\$ -	\$ 8,397.88
DS200	575.00	1	\$ 3,636.13	\$ 753.93	\$ 780.68	\$ -	\$ -	\$ -	\$ 3,636.13
ExpressTouch	305.00	1	\$ 1,928.73	\$ 399.91	\$ 414.10	\$ -	\$ -	\$ -	\$ 1,928.73
Epollbooks/WI-FI	400.00	1	\$ 2,529.48	\$ 524.48	\$ 543.08	\$ -	\$ -	\$ -	\$ 2,529.48
Lease Balance			\$ 25,298.37	\$ 5,245.49	\$ 5,431.61	\$ -	\$ -	\$ -	\$ 25,298.37
<b><u>Sub Total</u></b>			<b>\$ 33,920.37</b>	<b>\$ 8,398.49</b>	<b>\$ 8,470.61</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 29,783.37</b>
<b>10 % Administrative Fee</b>			<b>\$ 3,392.04</b>	<b>\$ 839.85</b>	<b>\$ 847.06</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,978.34</b>
<b><u>TOTAL PER ENTITY</u></b>			<b>\$ 37,312.41</b>	<b>\$ 9,238.34</b>	<b>\$ 9,317.67</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,761.71</b>

## Multi -Entity Election Costs including Reimbursable Costs by Percentage Entities Only

### ***Election Estimates***

**Ballots, Coding, Audio, Layout** 2500.00  
     L&A Testing 200.00  
     Paper Ballots 500.00  
     *Ballot Preparation*

ONLY COBS	ONLY BSISD	ONLY HCJCD
\$3,000.00	\$3,000.00	\$3,000.00
\$ 200.00	\$ 200.00	\$ 200.00
\$ 200.00	\$ 200.00	\$ 200.00
\$ 3,400.00	\$ 3,400.00	\$ 3,400.00

**Certification/Testing**  
     Public Notice of Filing 200.00  
     Public Notice of Testing 200.00  
     Public Notices of Election 200.00  
     *Cert/Testing Balance*

\$ 505.75	\$ 505.75	\$ 505.75
\$ 200.00	\$ 200.00	\$ 200.00
\$ 200.00	\$ 200.00	\$ 200.00
\$ 905.75	\$ 905.75	\$ 905.75

**Ballot by Mail @ \$3.00 ea.** 537  
     BBM Packets Mailed 3.00  
     *BBM Balance*

\$ 279.00	\$ 165.00	\$ 1,611.00
\$ 279.00	\$ 165.00	\$ 1,611.00

**Early Voting Workers**  
     hrs @ \$9.00 192.00 3  
**Election Day Workers** \$10/\$9 hrs 14

\$ 1,728.00	\$ 1,728.00	\$ 1,728.00
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**Per Polling Location**

Judges/Alt Judge Election Day 112.00 8  
     Clerks Election Day 56.00 4  
     Ballot Board/Election Night 28.00 4  
     Pick up and Delivery 12.00 2  
     Election kits/supplies 5.00 1  
     Training  
     *Clerk/Judge Balance*

\$ 1,120.00	\$ 1,120.00	\$ 1,120.00
\$ 504.00	\$ 504.00	\$ 504.00
\$ 280.00	\$ 280.00	\$ 280.00
\$ 120.00	\$ 120.00	\$ 120.00
\$ 150.00	\$ 150.00	\$ 150.00
\$ 3,902.00	\$ 3,902.00	\$ 3,902.00

**Lease of Machines**  
     Early Voting - 7 Days 7

TOTAL	BSISD	HCJCD
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ExpressVote	332.00	4	\$	1,355.43	\$	1,403.52	\$	4,677.86
DS200	575.00	2	\$	1,173.75	\$	1,215.40	\$	4,050.85
ExpressTouch	305.00	1	\$	311.30	\$	322.34	\$	1,074.36
Epollbooks/WI-FI	400.00	1	\$	408.26	\$	422.75	\$	1,408.99
Election Day/Vote Centers								
ExpressVote	332.00	4	\$	3,098.12	\$	3,208.04	\$	10,692.24
DS200	575.00	1	\$	1,341.43	\$	1,389.02	\$	4,629.55
ExpressTouch	305.00	1	\$	711.54	\$	736.79	\$	2,455.67
Epollbooks/WI-FI	400.00	1	\$	933.17	\$	966.28	\$	3,220.55
<i>Lease Balance</i>			\$	9,332.99	\$	9,664.14	\$	32,210.07
<b><i>Sub Total</i></b>			\$	<b>17,819.74</b>	\$	<b>18,036.89</b>	\$	<b>42,028.82</b>
<b>10 % Administrative Fee</b>			\$	1,781.97	\$	1,803.69	\$	4,202.88
<b><u>TOTAL PER ENTITY</u></b>			\$	<b>19,601.71</b>	\$	<b>19,840.57</b>	\$	<b>46,231.71</b>

Multi -Entity Election Costs - Equal Split November

Vote Centers

6 Annual Elections 6  
 1 Biennial Elections 1  
 2 Water Districts 2

**Election Estimates**

	TOTAL	COBS	BSISD	COC	CISD	COF	FISD	HCJCD
<b>Ballots, Coding, Audio, Layout</b> 2500.00	\$4,200.00	\$ 840.00	\$ 840.00	\$ -	\$ -	\$ 840.00	\$ -	\$ 840.00
L&A Testing 200.00	\$ 200.00	\$ 40.00	\$ 40.00	\$ -	\$ -	\$ 40.00	\$ -	\$ 40.00
Paper Ballots 600.00	\$ 600.00	\$ 120.00	\$ 120.00	\$ -	\$ -	\$ 120.00	\$ -	\$ 120.00
<i>Ballot Preparation</i>	\$ 5,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00

**Certification/Testing**

Public Notice of Filing 200.00	\$ 505.75	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Public Notice of Testing 200.00	\$ 200.00	\$ 44.44	\$ 44.44	\$ -	\$ -	\$ 44.44	\$ -	\$ 44.44
Public Notices of Election 200.00	\$ 200.00	\$ 44.44	\$ 44.44	\$ -	\$ -	\$ 44.44	\$ -	\$ 44.44
<i>Cert/Testing Balance</i>	\$ 400.00	\$ 88.89	\$ 88.89	\$ -	\$ -	\$ 88.89	\$ -	\$ 88.89

**Ballot by Mail @ \$3.00 ea.**

800	Mailed:	100	100	0	0	50	537
BBM Packets Mailed 3.00	\$ 2,400.00	\$ 300.00	\$ 300.00	\$ -	\$ -	\$ 150.00	\$ 1,611.00
<i>BBM Balance</i>		\$ 300.00	\$ 300.00	\$ -	\$ -	\$ 150.00	\$ 1,611.00

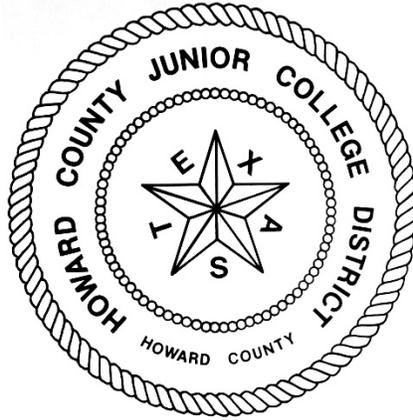
**Early Voting Workers**

hrs @ \$9.00 300.00	4	\$ 2,700.00	\$ 600.00	\$ 600.00	\$ -	\$ -	\$ 600.00	\$ 600.00
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**Election Day Workers \$10/\$**

Per Polling Location	Judges/Alt Judge Election Day 196.00	2	\$ 1,960.00	\$ 600.00	\$ 600.00	\$ -	\$ -	\$ 600.00	\$ 600.00
	Clerks Election Day 196.00	2	\$ 1,764.00	\$ 392.00	\$ 392.00	\$ -	\$ -	\$ 392.00	\$ 392.00
	Ballot Board/Election Night 35.00	5	\$ 350.00	\$ 77.78	\$ 77.78	\$ -	\$ -	\$ 77.78	\$ 77.78
	Pick up and Delivery 400.00	4	\$ 4,000.00	\$ 888.89	\$ 888.89	\$ -	\$ -	\$ 888.89	\$ 888.89
	Election kits/supplies 7.00	1	\$ 210.00	\$ 46.67	\$ 46.67	\$ -	\$ -	\$ 46.67	\$ 46.67
	Training								
	<i>Clerk/Judge Balance</i>		\$ 10,984.00	\$ 2,605.33	\$ 2,605.33	\$ -	\$ -	\$ 2,605.33	\$ 2,605.33

Lease of Machines			TOTAL	COBS	BSISD	COC	CISD	COF	FISD	HCJCD
Early Voting - 7 Days		10								
ExpressVote	332.00	4	\$ 5,248.67	\$ 954.30	\$ 954.30	\$ -	\$ -	\$ 954.30	\$ -	\$ 1,166.37
DS200	575.00	2	\$ 4,545.16	\$ 826.39	\$ 826.39	\$ -	\$ -	\$ 826.39	\$ -	\$ 1,010.04
ExpressTouch	305.00	1	\$ 1,205.46	\$ 219.17	\$ 219.17	\$ -	\$ -	\$ 219.17	\$ -	\$ 267.88
Epollbooks/WI-FI	400.00	1	\$ 1,580.93	\$ 287.44	\$ 287.44	\$ -	\$ -	\$ 287.44	\$ -	\$ 351.32
Election Day/Vote Centers			DGC/CCC/FBC/RH							
ExpressVote	332.00	8	\$ 29,392.57	\$ 5,344.10	\$ 5,344.10	\$ -	\$ -	\$ 5,344.10	\$ -	\$ 6,531.68
DS200	575.00	1	\$ 6,363.23	\$ 1,156.95	\$ 1,156.95	\$ -	\$ -	\$ 1,156.95	\$ -	\$ 1,414.05
ExpressTouch	305.00	1	\$ 3,375.28	\$ 613.69	\$ 613.69	\$ -	\$ -	\$ 613.69	\$ -	\$ 750.06
Epollbooks/WI-FI	400.00	1	\$ 4,426.59	\$ 804.83	\$ 804.83	\$ -	\$ -	\$ 804.83	\$ -	\$ 983.69
Lease Balance			\$ 56,137.88	\$ 10,206.89	\$ 10,206.89	\$ -	\$ -	\$ 10,206.89	\$ -	\$ 12,475.09
<b><u>Sub Total</u></b>			<b>\$ 72,521.88</b>	<b>\$ 14,201.11</b>	<b>\$ 14,201.11</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,051.11</b>	<b>\$ -</b>	<b>\$ 17,780.31</b>
<b>10 % Administrative Fee</b>			<b>\$ 7,252.19</b>	<b>\$ 1,420.11</b>	<b>\$ 1,420.11</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,405.11</b>	<b>\$ -</b>	<b>\$ 1,778.03</b>
<b><u>TOTAL PER ENTITY</u></b>			<b>\$ 79,774.07</b>	<b>\$ 15,621.22</b>	<b>\$ 15,621.22</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,456.22</b>	<b>\$ -</b>	<b>\$ 19,558.34</b>



# BOARD OF TRUSTEES

## ORDER

### April 6, 2020

**WHEREAS**, the Board of Trustees of the Howard County Junior College District is the exercising authority for elections for the Howard County Junior College District, and

**WHEREAS**, pursuant to Section 418.016 of the Texas Government Code, the Governor has issued a proclamation suspending certain provisions of the Texas Election Code and the Texas Water Code to allow all local political subdivisions that are utilizing the May 2, 2020, uniform election date to postpone their election to the November 3, 2020, uniform election date, and

**WHEREAS**, it is confirmed that the candidate filings for the election will remain valid for the election to be held on November 3, 2020, and that the filing period will not be re-opened for the November 3, 2020, election date, and

**WHEREAS**, it is confirmed that all Absentee Ballots by Mail (ABBM) for voters that are voting by mail due to being over the age of 65 or due to disability will still be valid for the postponed election, and that ABBMs for voters who submitted ABBMs based on expected absence from the county would not be valid for the postponed election, and

**WHEREAS**, the major relevant dates for the November election, including the voter registration deadline (October 5, 2020), the deadline to submit an ABBM (October 23, 2020), and the dates for early voting (October 19, 2020–October 30, 2020) will be used.

**BE IT THEREFORE ORDERED**, the Howard County Junior College District Board of Trustees hereby exercises this authority to postpone the May 2, 2020, uniform election date due to the COVID-19 pandemic until the uniform election date of November 3, 2020.

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