

## **CHAPTER IX**

### **ELECTIONS**

The county clerk or the county elections administrator has many duties and responsibilities in the conduct of elections. The duties may be assigned to and performed by deputies. Laws governing the conduct of elections (primary, special, and general) are found in the Texas Election Code.

The Secretary of State is the chief election officer of Texas. As such, he or she is charged with the responsibility of interpreting election laws.

The Elections Division of the Secretary of State's Office issues directives, memoranda, sample ballots, copies of election forms, calendars of important election dates and handbooks for judges and clerks on polling place procedures for each of the different voting systems approved for the conduct of elections in Texas. The Elections Division has a videotape on polling place procedures, which are common to all elections, available for use in the instruction of judges and clerks. The Elections Division staff also conducts election schools for election judges and clerks upon request.

In addition, the Elections Division holds an "elections school" each year. The elections school usually takes place in August, is held in Austin, and usually lasts two and one-half days. At the school, the clerk's duties are covered in detail, forms are distributed, and directives and handbooks with all the information needed to conduct an election of any nature are provided.

The County and District Clerks' Association urges each clerk to place this seminar in budget requests every year and make plans to attend the seminar. This is a very important area of the responsibilities of a clerk and with the increasing frequency of election contests and court cases, it is most important that elections be conducted in strict accordance with the Election Code.

Any questions regarding elections may be directed to the Elections Division, P.O. Box 12060, Austin, Texas 78711-2060. The Elections Division may also be reached by email, [elections@sos.state.tx.us](mailto:elections@sos.state.tx.us), or telephone, 800/252-8683.

Information is most readily and easily available on the Secretary of State's web site: [www.sos.state.tx.us](http://www.sos.state.tx.us). There is a section called "Conducting Your Elections" (under the "Election and Voter Information" icon on the home page) that contains procedures, forms, pamphlets, and laws, including a link to the full text of the Texas Election Code.

The Secretary of State's website has a special section dealing with local option liquor elections. Forms relevant to local option elections are also available. Go to [www.sos.state.tx.us/elections/laws/liquorelections.shtml](http://www.sos.state.tx.us/elections/laws/liquorelections.shtml) for liquor elections, and [www.sos.state.tx.us/elections/forms/index.shtml](http://www.sos.state.tx.us/elections/forms/index.shtml) for local option forms.