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Texas Electronic Pollbook Functional Standards

This document outlines the functional requirements for certification of an electronic pollbook device in Texas. This document provides detailed descriptions of each individual function requirement to provide additional information for the vendors in preparing for the certification process and in developing their system to satisfy these requirements.

These functional standards will be used in conjunction with the Test Cases and the Functional Matrix by the examiners designated by the Secretary of State's Office during the Functional Examination portion of the certification process for Electronic Pollbooks.

Each test case includes information regarding the requirement of that particular standard, the objective behind the standard, any necessary forms or statutes that impact the manner in which the standard must be implemented, and the testing process that will be used to verify whether a vendor has satisfied that standard.

Functional Standard #1

Vendor has submitted all required documentation for their application:

- Application for Certification
- A testing report from an independent, NIST-certified testing laboratory showing completion of the Texas Technical Testing Matrix for Electronic Pollbooks;
- A complete Technical Data Package which includes the following documentation:

  - User Operating, Support, and Maintenance Manuals
  - Training Materials and Instruction Guides
  - Recommended Use Procedures
  - Software License Agreement
  - Software System Design
  - Warranty Information
  - Recommended Security Practices

- A completed Vendor Risk Management Policy;
- List of certifications and denials of certification in other jurisdictions;
- List of any and all known anomalies experienced with the use of the electronic pollbook system and a description of the resolution of each anomaly;
- List of all consumables and their supply chains;
- List of compatible peripheral devices used with the electronic pollbook system
- Statement of foreign ownership interests;
- Description of compatible languages (if any);
- Description of accessibility features (if any);
- Screenshots of all phases of the pollbook process that interact with election workers and/or voters.

Objective	To verify the completeness of the vendor's application and ensure that SOS has copies of all necessary documentation before scheduling the certification process.
Required Forms	Application for Certification Vendor Risk Management Policy All other documentation may be provided by the vendor in their own format.
Applicable Modes	General, Primary, Primary Runoff

Relevant Texas Statutes	Election Code 31.014
Testing Process	SOS will review documentation to verify completeness of application materials.

Functional Standard #2

Electronic pollbook is capable of importing and exporting data to and from the county voter registration database.

The pollbook must be capable of the following actions:

- Verifying whether any data is on the pollbook system before any import occurs.
- Importing the list of registered voters and other information needed to check in a voter from the county's voter registration database, including:
  - All information that would be contained on the official list of registered voters; and
  - The voter's ballot style designation for that election.
- Storing a local version of the county's official list of registered voters on the device to allow for processing if network connectivity is lost; and
- Exporting data in a format that is compatible with the statewide voter registration and election management system and the county's voter registration database.

Objective	To verify that the pollbook device is capable of importing all required voter data from the statewide voter registration and election management system and from the county's voter registration system, if the county is using a system other than the state system for their voter registration process.
Required Forms	Official List of Registered Voters The vendor must also work with the SOS VR Team to verify that their file exports are in the correct file format for the statewide voter registration and election management system system.
Relevant Statutes	Election Code 18.005 – Outlines the contents of the official list of registered voters.
Applicable Modes	General, Primary, Primary Runoff
Testing Process	1. Before the functional exam, the vendor must coordinate with the SOS VR Team to verify that their file exports are in the correct file format for the state system. 2. During the functional exam, SOS will test this requirement using Test Cases #2 and 24.

Functional Standard #3
Electronic pollbook has simple procedures for setup, use, and shutdown that are outlined clearly in the vendor's training materials. This includes: • Training materials that explain the process to prepare the device for use at the polling place; • A simple process for poll workers to prepare the device for use at the polling place; • Training materials that explain the shutdown process; and • A simple process for poll workers to shut down the device.

Objective	To determine whether the pollbook can be easily set up and shut down by poll workers, and whether the vendor's training documentation provides clear instructions on this process.
Required Forms	All training documentation may be provided by the vendor in their own format.
Relevant Statutes	None.
Applicable Modes	General, Primary, Primary Runoff
Testing Process	1. SOS will review vendor's submitted training documentation. 2. During the functional exam, SOS will test this requirement using Test Cases #1 and 30.

Functional Standard #4

Electronic pollbook provides status information for an election worker to verify that the pollbook has been setup correctly, is working correctly, and is correctly recording voter information.

This includes:
- Notifications on the device that allow a poll worker to identify:
    - Whether the device is connected to power; and
    - Whether the device is connected to the network.

Objective	To determine whether the pollbook provides sufficient information to a poll worker regarding the status of the device and any issues that may impact the ability to check in voters or transmit data to the county's central database.
Required Forms	Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	None.
Applicable Modes	General, Primary, Primary Runoff
Testing Process	During the functional Exam, SOS will test this requirement using Test Case #3.

Functional Standard #5

Electronic pollbook must be compatible with all peripheral devices identified in the vendor's application materials.

This includes:

- If the electronic pollbook is used for signature capture, then the electronic pollbook must be capable of interfacing with any peripherals used for that signature capture, and must be able to display the signature on the electronic pollbook device.
  - o The voter must be able to accept, reject, or clear a signature when entering that signature on the device or attached peripheral.
  - o The pollbook system must be able to produce a printed combination form report containing the voter's signature. This report may be produced from the device or the backend system.
- If the electronic pollbook uses a barcode scanner or other device used to identify a voter based on information contained on a voter's ID, then the device must be capable of correctly collecting data from those forms of ID that may be scanned.
- If the electronic pollbook interacts with a peripheral device that issues ballots, that peripheral device must not assign a ballot number to those ballots.

Objective	To determine whether the pollbook is compatible with the peripheral devices listed in the vendor's application materials and whether the system complies with legal requirements relating to signature capture.
Required Forms	Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	Tex. Admin. Code 81.58 – Use of Electronic Signature Capture Device for Signature Roster Texas Election Code 63.002(d), 63.003(d), 63.004(e) – Governing the use of electronic signature capture devices for the combination form.
Applicable Modes	General, Primary, Primary Runoff
Testing Process	1. SOS will review the vendor's documentation regarding compatible peripheral devices. 2. During the functional Exam, SOS will test this requirement using Test Cases #4 and 30.

Functional Standard #6
Electronic pollbook must provide a process for a voter who is unable to provide a signature.   The pollbook should provide the following workflow, or a reasonable equivalent: • The poll worker is able to indicate that the voter is unable to sign; and   • The poll worker is able to provide a brief notation of the reason the voter is unable to sign.   ○ The system should provide a blank text field for the poll worker to provide the reason, and should not provide a list of reasons for the poll worker to select from.   • The poll worker's notation regarding the reason for the voter's inability to sign should be included on the Combination Form report.

Objective	To determine whether the pollbook is capable of correctly processing a voter who is unable to sign the pollbook.
Required Forms	The poll worker's notation regarding the reason for the voter's inability to sign should be included on the Combination Form report. Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	Texas Election Code 63.002(c)
Applicable Modes	General, Primary, Primary Runoff
Testing Process	During the functional Exam, SOS will test this requirement using Test Case #4.

Functional Standard #7

Electronic pollbook must allow a voter to be accepted for voting during an interruption in network connectivity.

This includes:
- Allowing a voter check-in to occur without being connected to the network; and
- Transmitting the check-in information to the county's central database and other pollbook devices once connectivity is restored.

Objective	To determine whether the pollbook is capable of processing voters during an interruption in network connectivity, and transmitting that information to the central database and other devices when the connection is restored.
Required Forms	Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	None.
Applicable Modes	General, Primary, Primary Runoff
Testing Process	During the functional Exam, SOS will test this requirement using Test Case #5.

Functional Standard #8

Electronic pollbook must sync data with the county's central database in real-time and provide information about when the voter was checked in at a specific location.

This includes:

- Real-time transmission of voter check-in information to the central database and other pollbook devices;
- The pollbook must generate a time-stamp for when a voter is accepted to vote at a polling place, and the time-stamp must include the voter's unique identifier (VUID);
- The pollbook must be capable of transmitting the time-stamp for when the voter is accepted to vote at a polling place, and that transmission must include the voter's unique identifier (VUID); and
- The pollbook must be capable of time-stamping the device's receipt of a time-stamp for when each voter is accepted to vote by another device, and that must include the voter's unique identifier (VUID).

Objective	To determine whether the pollbook is capable of satisfying the real-time transmission and timestamp requirements of the Election Code.
Required Forms	Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	Texas Election Code 31.014(a)(5), (a)(6), (a)(7), (a)(8), (c).
Applicable Modes	General, Primary, Primary Runoff
Testing Process	During the functional Exam, SOS will test this requirement using Test Case #6.

Functional Standard #9
Electronic pollbook must provide a workflow for processing a "List A" form of photo ID, as described in Texas Election Code 63.0101(a). The pollbook should provide the following workflow, or a reasonable equivalent: • Poll worker indicates whether the voter's ID is a List A photo ID, a List B ID, or if the voter has no ID. • If the poll worker selects that the voter provided a List A photo ID, then the voter should be provided with a regular ballot.   ◦ The system should not track the type of List A photo ID provided by the voter.

Objective	To determine whether the pollbook is capable of processing a voter who is using a "List A" form of voter ID.
Required Forms	Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	Texas Election Code 63.001(b)(1), 63.0101(a)
Applicable Modes	General, Primary, Primary Runoff
Testing Process	During the functional Exam, SOS will test this requirement using Test Case #7.

Functional Standard #10
Electronic pollbook must provide a workflow for processing a "List B" supporting form of ID, as described in Texas Election Code 63.0101(a), along with a Reasonable Impediment Declaration. The pollbook should provide the following workflow, or a reasonable equivalent: - Poll worker indicates whether the voter's ID is a List A photo ID, a List B ID, or if the voter has no ID.   - If the poll worker selects that the voter provided a List B supporting form of ID, then the voter must complete a Reasonable Impediment Declaration.   - The Reasonable Impediment Declaration may be completed on the device or on a separate paper form.   - If the Reasonable Impediment Declaration is completed on a separate paper form, the system must provide a prompt to the poll worker informing them that the voter must complete the paper form.   - If the Reasonable Impediment Declaration is completed electronically on the device, then it must satisfy the requirements outlined in the Requirements for Electronic Pollbook Forms.   - If the voter completes the Reasonable Impediment Declaration, then the voter will be issued a regular ballot.   - If the voter completes this process, then an indication of the Reasonable Impediment Declaration should be included on the Combination Form report.   - If the voter refuses to complete the Reasonable Impediment Declaration, then the system should progress to the "No ID" workflow and allow the voter to vote provisionally.   - The system must be able to generate a copy of the voter's completed Reasonable Impediment Declaration. The copy must include the polling location at which the Declaration was completed.

Objective	To determine whether the pollbook is capable of processing a voter who is using a "List B" form of voter ID.
Required Forms	Reasonable Impediment Declaration – Please see the Requirements for Electronic Pollbook Forms. An indication that a voter voted using a Reasonable Impediment Declaration must be included on the Combination Form report.

	Any other documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	Texas Election Code 63.001(i)
Applicable Modes	General, Primary, Primary Runoff
Testing Process	During the functional Exam, SOS will test this requirement using Test Case #7.

Functional Standard #11

Electronic pollbook must provide a workflow for processing a voter with a permanent exemption to the voter ID requirement.

The pollbook should provide the following workflow, or a reasonable equivalent:

- The voter's registration record should have a flag indicating that the voter has a permanent exemption to the voter ID requirement.
- The device should ask the poll worker whether the voter has provided a voter registration certificate indicating that the voter is exempt from the voter ID requirement.
  - If the voter has provided a voter registration certificate indicating that the voter is exempt from the voter ID requirement, then the voter will be issued a regular ballot.
  - If the voter does not provide a voter registration certificate indicating that the voter is exempt from the voter ID requirement, then the voter should be given the option to complete the workflow for a "List A" ID, a "List B" ID, or to vote provisionally.

Objective	To determine whether the pollbook is capable of allowing a voter with a permanent exemption to the voter ID requirement to be correctly processed.
Required Forms	Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	Texas Election Code 63.001(h) – Requirements for acceptance of a permanent exemption voter. Texas Election Code 15.001(c) – Description of the notation on the voter registration certificate.
Applicable Modes	General, Primary, Primary Runoff
Testing Process	During the functional Exam, SOS will test this requirement using Test Case #7.

Functional Standard #12
Electronic pollbook must provide a workflow for processing a voter who does not present any form of voter ID. The pollbook should provide the following workflow, or a reasonable equivalent: • If the voter does not present any form of voter ID, they must vote a provisional ballot. • The system may optionally provide a prompt informing the poll worker to provide a Notice to Provisional Voter (ID Voters).

Objective	To determine whether the pollbook is capable of correctly processing a voter who did not provide any form of ID.
Required Forms	Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	Texas Election Code 63.001(g)
Applicable Modes	General, Primary, Primary Runoff
Testing Process	During the functional Exam, SOS will test this requirement using Test Case #7.

Functional Standard #13

Electronic pollbook must provide a workflow for processing a voter whose name on their registration record does not exactly match the name on their form of ID, but is substantially similar to the name on the ID.

The pollbook should provide the following workflow, or a reasonable equivalent:

- When checking in the voter, the system should provide the poll worker with the ability to indicate that the voter's name on their ID is substantially similar to the name on the list.
- If the poll worker indicates that the name is substantially similar, then the voter should complete the substantially similar name affidavit.
- The system should display the following affidavit language and provide a space for the voter to place their initials affirming the affidavit.
    - **English**: "If it is determined that the name on the form of identification provided under § 63.0101 is substantially similar per § 63.001(c), by initialing the square labeled "Similar Name Affidavit," I swear or affirm I am the person on the list of registered voters or the person on the voter registration certificate, and I am one and the same as the person named on the identification provided."
    - **Spanish**: Si se determina que el nombre que figura en el formulario de identificación proporcionado conforme a § 63.0101 es sustancialmente similar según § 63.001(c), al inicializar el cuadrado marcado "Declaración Jurada de Nombre Similar", juro o afirmo que soy la persona que figura en la lista de votantes inscritos o la persona que figura en el certificado de inscripción de votantes, y que soy una y la misma persona que figura en la identificación proporcionada.
- The system should display a message informing the poll worker that if the voter wishes to update their name on the voter registration record, then they must complete a Statement of Residence form.
    - The Statement of Residence form requires a wet signature and therefore cannot be completed electronically on the device.
- The system should include an indication on the combination form report that the voter voted under this section by making an indication in the "Similar Name 63.001(c)" field on that report.
- The voter's initials must be included on the combination form report.

Objective	To determine whether the pollbook is capable of processing a voter whose name on their ID is substantially similar to their name on the registration record.
Required Forms	Indication and voter's initialed affirmation must be displayed on Combination Form report. Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	Texas Election Code 63.001(c) – Requirements for acceptance of a voter whose name on their ID is substantially similar to the name on the list. Tex. Admin. Code 81.71 – Substantially Similar Name Standards and Identity Verification
Applicable Modes	General, Primary, Primary Runoff
Testing Process	During the functional Exam, SOS will test this requirement using Test Case #8.

Functional Standard #14

Electronic pollbook must be capable of determining whether the voter is located at the correct polling location. If the voter is at the incorrect location, the pollbook must be capable of identifying the correct polling location for the voter.

This standard only applies to precinct-based election day configurations, and does not apply when the pollbook is set for early voting or countywide voting on election day.

The pollbook should provide the following workflow, or a reasonable equivalent:

- If the voter is in the correct location, then the system will proceed through the normal workflow.
- If the voter is in the incorrect location, then the system should inform the voter of the correct polling location.
- If the voter insists on voting at the incorrect location, then the system should only allow them to vote a provisional ballot unless they complete the process outlined in Functional Standard #15.
- If the voter votes provisionally, then the system should have a method for assigning the correct ballot style:
  - The system may provide a functionality for the poll worker to select the voter's correct ballot style; and/or
  - The system may provide messaging to direct the worker to contact the county election office for guidance on selecting the ballot style.

Objective	To determine whether the pollbook is capable of determining whether a voter is at the correct location, and providing the appropriate workflow for a voter at the incorrect location.
Required Forms	Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	Texas Election Code 63.009
Applicable Modes	General, Primary, Primary Runoff Only applicable to precinct-based election day configurations (not countywide or early voting).
Testing Process	During the functional Exam, SOS will test this requirement using Test Case #9.

Functional Standard #15

Electronic pollbook must be capable of handling a workflow where the voter is not on the list but is entitled to vote under Texas Election Code 63.006 in a precinct-based county on election day.

This workflow only applies to precinct-based election day configurations, and does not apply when the pollbook is set for early voting or countywide voting on election day.

See Functional Standard #16 for the correct workflow for this process for early voting or countywide voting on election day.

The pollbook should provide the following workflow, or a reasonable equivalent:

- If the voter is not on the precinct list of registered voters, then the system should provide a workflow for the voter to be accepted under the process outlined below.
- If the voter presents a voter registration certificate indicating that the voter is currently registered in the precinct in which the voter is offering to vote, then the voter should be provided with a regular ballot.
- If the voter presents a voter registration certificate indicating that the voter is currently registered in a different precinct in the same county, then the voter should be provided an opportunity to place their initials to affirm the following affidavit, then they should be provided with a regular ballot:
    - English: "By initialing the square labeled "Affidavit for Voter Not on List," I swear or affirm that I (A) am a resident of the precinct in which I am offering to vote or am otherwise entitled by law to vote in that precinct, (B) was a resident of the precinct in which I am offering to vote at the time the information on my residence address was last provided to the voter registrar, (C) did not deliberately provide false information to secure registration in a precinct in which I do not reside, and (D) am voting only once in the election."
    - Spanish: "Al firmar con mis iniciales el cuadro marcado "Acepto Juramento", yo declaro o afirmo que (A) soy residente del precinto en el que ofrezco votar o que de otro modo estoy autorizado por ley para votar en este precinto, (B) era residente de este precinto cuando le di al registrador de votantes la información perteneciendo a mi dirección residencial, (C) no di información falsa premeditadamente para asegurar mi registro en un precinto en el cual no resido, y (D) votaré solamente una vez en la elección."

- If the voter is unable to present a voter registration certificate or presents a voter registration certificate indicating that they are registered in a different county, then the system should only allow the voter to vote provisionally.
- The system should have a method for assigning the correct ballot style for a voter who votes using these procedures:
  - The system may provide a functionality for the poll worker to select the voter's correct ballot style; and/or
  - The system may provide messaging to direct the worker to contact the county election office for guidance on selecting the ballot style.
- The system should include an indication on the combination form report that the voter voted under this section by making an indication in the "Not on List 63.006" field on that report.
- The voter's initials must be included on the combination form report.

Objective	To determine whether the pollbook is capable of managing the procedures outlined for a voter who is not on the list but is entitled to vote under Texas Election Code 63.006 when the pollbook is configured in a precinct-based election day mode.
Required Forms	Indication and voter's initialed affirmation must be included on Combination Form report. Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	Texas Election Code 63.006 – Outlines this process for accepting a voter who is not on the precinct list of registered voters.
Applicable Modes	General, Primary, Primary Runoff Only applicable to precinct-based election day configurations (not countywide or early voting).
Testing Process	During the functional Exam, SOS will test this requirement using Test Case #10.

Functional Standard #16
Electronic pollbook must be capable of handling a workflow where the voter is not on the list but is entitled to vote under Texas Election Code 63.006 in early voting or in countywide voting on election day. This workflow only applies to early voting or countywide voting on election day. See Functional Standard #15 for the correct workflow for this process for precinct-based election day configurations. The pollbook should provide the following workflow, or a reasonable equivalent: - If the voter is not on the list of registered voters, then the system should provide a workflow for the voter to be accepted under the process outlined below.   - If the voter presents a voter registration certificate indicating that the voter is currently registered in the county in which the voter is offering to vote, then the voter should be provided with a regular ballot.   - If the voter is unable to present a voter registration certificate or presents a voter registration certificate indicating that they are registered in a different county, then the system should only allow the voter to vote provisionally.   - The system should have a method for assigning the correct ballot style for a voter who votes using these procedures: - The system may provide a functionality for the poll worker to select the voter's correct ballot style; and/or   - The system may provide messaging to direct the worker to contact the county election office for guidance on selecting the ballot style.   - The system should include an indication on the combination form report that the voter voted under this section by making an indication in the "Not on List 63.006" field on that report.

Objective	To determine whether the pollbook is capable of managing the procedures outlined for a voter who is not on the list but is entitled to vote under Texas Election Code 63.006 when the pollbook is configured for early voting or countywide voting on election day.
Required Forms	Indication must be included on Combination Form report. Any documentation relating to this process may be provided in the vendor's own format.

Relevant Statutes	Texas Election Code 63.006 – Outlines this process for accepting a voter who is not on the precinct list of registered voters.
Applicable Modes	General, Primary, Primary Runoff Only applicable to early voting or countywide election day configurations. (Not precinct-based election day.)
Testing Process	During the functional Exam, SOS will test this requirement using Test Case #11.

Functional Standard #17

Electronic pollbook must be capable of managing a process where a voter is required to complete a Statement of Residence form before voting.
 	
A Statement of Residence requires a wet signature and must be completed on a paper form.
 	
The pollbook should provide the following workflow, or a reasonable equivalent:
 	
• If the voter is listed as being in "Suspense", then the system should instruct the poll worker that the voter must complete a Statement of Residence form.
• For a voter who is not listed as being in "Suspense", the system may provide messaging to a poll worker to ask the voter whether their address is correct.
    o If the voter indicates that their address is not correct, then the system may provide messaging to instruct the poll worker that the voter must complete a Statement of Residence form.
    o If the voter indicates that their address is correct, then they may vote a regular ballot without completing a Statement of Residence form.

Objective	To determine whether the pollbook is capable of managing a process where a voter is required to complete a Statement of Residence form.
Required Forms	Statement of Residence • Note: Because this document requires a wet signature, it must be completed on a paper form and cannot be completed with an electronic signature. Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	Texas Election Code 63.0011
Applicable Modes	General, Primary, Primary Runoff
Testing Process	During the functional Exam, SOS will test this requirement using Test Case #12.

Functional Standard #18

Electronic pollbook must be capable of managing a process where a voter is required to vote a provisional ballot.

The Provisional Ballot Affidavit Envelope requires a wet signature and must be completed on a paper form.

The pollbook should provide the following workflow, or a reasonable equivalent:

- If the voter is required to vote a provisional ballot (under circumstances identified in other Functional Standards), then the system should issue a provisional ballot and inform the poll worker that the voter must complete the Provisional Ballot Affidavit Envelope.
- The system should indicate on the Combination Form report that the voter voted provisionally by placing an indication in the "Provisional 63.011" field on the Combination Form report.
- The system should notify the poll worker that the voter's name must be entered on the paper List of Provisional Voters.

Objective	To determine whether the pollbook is capable of managing the process for a voter to vote a provisional ballot.
Required Forms	Provisional Ballot Affidavit Envelope • Note: Because this document requires a wet signature, it must be completed on a paper form and cannot be completed with an electronic signature. Indication must be included on Combination Form report. Voter must be listed on paper List of Provisional Voters. Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	Texas Election Code 63.011 − Provisional Voting Tex. Admin. Code 81.173 − Provisional Voting Procedures at the Polling Place
Applicable Modes	General, Primary, Primary Runoff

Testing Process	During the functional Exam, SOS will test this requirement using Test Case #13.

Functional Standard #19

Electronic pollbook must be capable of managing the process for accepting a voter who will be using an assistant.
 	
The pollbook should provide the following workflow, or a reasonable equivalent for the assistance process:
 	
• If the voter wishes to use an assistant, the system should allow the poll worker to indicate whether the voter wishes to use an assistant of the voter's choice.
• If the voter chooses to use an assistant of the voter's choice:
    ○ The system should require the assistant to provide their name and address on the device.
    ○ The system should require the assistant to complete the Oath of Assistance form on the device or on a separate paper form.
        ■ If the Oath is completed on a separate paper form, the system must provide a prompt to the poll worker informing them that the voter must complete the paper form.
        ■ If the Oath is completed electronically on the device, then it must satisfy the requirements outlined in the Requirements for Electronic Pollbook Forms.
    ○ The assistant's name and address must be listed with the voter's entry on the Combination Form report.

Objective	To determine whether the pollbook is capable of managing a process for a voter who will be using an assistant.
Required Forms	Oath of Assistance - Please see the Requirements for Electronic Pollbook Forms. Assistant's name and address must be included on Combination Form report. Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	Texas Election Code 63.0322, 64.034
Applicable Modes	General, Primary, Primary Runoff
Testing Process	During the functional Exam, SOS will test this requirement using Test Case #14.

Functional Standard #20

Electronic pollbook must be capable of managing the process for accepting a voter who will be using an interpreter.
 	
The pollbook should provide the following workflow, or a reasonable equivalent for the assistance process:
 	
• If the voter wishes to use an interpreter, the system should ask whether the voter's interpreter will be an election worker or an interpreter of the voter's choice.
• If the voter chooses to use an interpreter of the voter's choice:
    ○ The system should require the interpreter to complete the Oath of Interpreter on the device or on a separate paper form.
        ■ If the Oath is completed on a separate paper form, the system must provide a prompt to the poll worker informing them that the voter must complete the paper form.
        ■ If the Oath is completed electronically on the device, then it must satisfy the requirements outlined in the Requirements for Electronic Pollbook Forms.

Objective	To determine whether the pollbook is capable of managing a process for a voter will be using an interpreter.
Required Forms	Oath of Interpreter Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	Texas Election Code 61.033, 61.035
Applicable Modes	General, Primary, Primary Runoff
Testing Process	During the functional Exam, SOS will test this requirement using Test Case #15.

Functional Standard #21

Electronic pollbook must be capable of managing the different statuses for voters who have previously requested a ballot by mail.

The system should provide the following statuses related to ballot by mail voters:
- Mail Ballot Issued; and
- Mail Ballot Returned.

The pollbook should provide the following workflow, or a reasonable equivalent:

- If the voter has the status "mail ballot issued" or "mail ballot returned", then the system should ask whether the voter has a mail ballot to surrender, a Notice of Improper Delivery, or a Notice of Surrendered Ballot.
- If the voter has one of those three items, then they should be directed to complete a paper Request to Cancel a Ballot by Mail for Use in the Polling Place form and may vote a regular ballot.
  - The Request to Cancel a Ballot by Mail for Use in the Polling Place form should be completed as a separate paper form.
- If the voter does not have one of those three items, then the system should only allow the voter to vote a provisional ballot.

Objective	To determine whether the pollbook is capable of managing the different statuses for mail ballot voters and providing the correct workflow for those statuses.
Required Forms	Request to Cancel a Ballot by Mail for Use in the Polling Place (completed on paper) Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	Texas Election Code 84.032, 84.035(b)
Applicable Modes	General, Primary, Primary Runoff
Testing Process	During the functional Exam, SOS will test this requirement using Test Case #16.

Functional Standard #22
Electronic pollbook must be capable of protecting information for confidentiality voters. Voters who are identified in the voter registration system as confidentiality voters are protected from the release of their residence address or date of birth information. The pollbook system should not display the residence address or date of birth for those voters. The system may provide messaging to a poll worker indicating that the voter is a confidentiality voter.

Objective	To determine whether the pollbook is capable of protecting residence address for confidentiality voters.
Required Forms	Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	Texas Election Code 13.004, 18.005(c)
Applicable Modes	General, Primary, Primary Runoff
Testing Process	During the functional Exam, SOS will test this requirement using Test Case #17.

Functional Standard #23

Electronic pollbook must be capable of allowing the voter to make a party selection in a primary election.

This requirement only applies to a pollbook in Primary mode.

The pollbook should provide the following workflow, or a reasonable equivalent:

- The system should provide a prompt to allow the voter to select their choice of party. This selection should be voter-facing so that the voter can make the selection on the screen.
- The system should issue the appropriate ballot style based on the voter's party selection.

Objective	To determine whether the pollbook is capable of allowing a voter to make their party selection in a primary election.
Required Forms	Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	Texas Election Code 172.126(g-1)
Applicable Modes	Primary
Testing Process	During the functional Exam, SOS will test this requirement using Test Case #18.

Functional Standard #24

Electronic pollbook must be capable of managing a voter's party selection correctly in a primary runoff election.

If the voter voted in the general primary election, they should be assigned to the same party affiliation as they selected in the general primary election, unless they complete an Affidavit of Non-Participation and Affiliation. If the voter did not vote in the general primary election, they should be provided with the option to make their party selection.

This requirement only applies to a pollbook in Primary Runoff mode.

The pollbook should provide the following workflow, or a reasonable equivalent:

- For voters who voted in the general primary election:
  - By default, the system should assign the voter to the same party selection as the party whose primary the voter voted in during the general primary election.
  - If the voter believes this party selection is incorrect, the system should allow the voter to select the other party's ballot after completing an Affidavit of Non-Participation and Affiliation.
  - The Affidavit of Non-Participation and Affiliation may be completed on the device or on a separate paper form.
    - If the Affidavit is completed on a separate paper form, the system must provide a prompt to the poll worker informing them that the voter must complete the paper form.
    - If the Affidavit is completed electronically on the device, then it must satisfy the requirements outlined in the Requirements for Electronic Pollbook Forms.
  - If the voter completes the affidavit, then they should be issued a regular ballot with the correct ballot style for the voter's new party selection.
  - If the voter refuses to sign the affidavit, they may vote a regular ballot with their pre-selected party designation or may vote the other party's ballot as a provisional ballot only.
- For voters who did not vote in the general primary election:
  - The system should provide a prompt to allow the voter to select their choice of party. This selection should be voter-facing so that the voter can make the selection on the screen.
  - The system should issue the appropriate ballot style based on the voter's party selection.

Objective	To determine whether the pollbook is capable of allowing a voter to receive the correct ballot in a primary runoff election, and allowing a voter to complete an Affidavit of Non-Participation and Affiliation in appropriate circumstances.
Required Forms	Affidavit of Non-Participation and Affiliation Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	Texas Election Code 172.126(g-1)
Applicable Modes	Primary Runoff
Testing Process	During the functional Exam, SOS will test this requirement using Test Case #19.

Functional Standard #25	
Electronic pollbook must be capable of issuing the correct ballot style to a voter based on the information in the voter registration database. The system should export a ballot style assignment from the voter registration database and display that ballot style. If the system uses any peripherals to assist in issuing ballots for the election, then the system should generate the correct ballot style through the peripheral.	
Objective	To determine whether the pollbook is capable of issuing the correct ballot style based on the information in the voter registration database.
Required Forms	Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	None
Applicable Modes	General, Primary, Primary Runoff
Testing Process	During the functional Exam, SOS will test this requirement using Test Case #20.

Functional Standard #26	
Electronic pollbook must be capable of keeping a running count of voters who have been accepted to vote each day. At minimum, each device should be capable of displaying the number of voters who have checked in on that device. The pollbook system should be capable of displaying the number of voters who have checked in at a specific location and in the election in general.	
Objective	To determine whether the pollbook system is capable of displaying the total number of voters who have checked in to vote on a device, at a location, and in the election as a whole.
Required Forms	Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	Texas Election Code 61.007(c)
Applicable Modes	General, Primary, Primary Runoff
Testing Process	During the functional Exam, SOS will test this requirement using Test Case #21.

Functional Standard #27

Electronic pollbook must be capable of displaying all voter-facing interfaces in English, Spanish, and any other languages required by the jurisdiction using the device.

At minimum, the pollbook system must be capable of demonstrating English and Spanish workflows for all voter-facing interfaces.

If the system will be used in jurisdictions with additional language requirements, the pollbook system must have a method for incorporating translations for all voter-facing interfaces.

Objective	To determine whether the pollbook system is capable of displaying all voter-facing interfaces in English and Spanish, and whether there is a method for adding additional languages for jurisdictions with additional language requirements.
Required Forms	All SOS-prescribed forms and affidavits have Spanish language translations that should be used by the vendor. Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	Texas Election Code Chapter 272
Applicable Modes	General, Primary, Primary Runoff
Testing Process	During the functional Exam, SOS will test this requirement using Test Case #22.

Functional Standard #28

Electronic pollbook must be capable of producing audit logs for any actions on the device or within the system that modify, transmit, or use voter information.

The system should be capable of producing audit logs at the device level and at the system level. The system must be capable of producing those audit logs in a format that can be retained as a separate file or printed report outside the system.

Objective	To determine whether the pollbook system is capable of producing audit logs that record all actions on a pollbook device or within the pollbook system.
Required Forms	Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	None
Applicable Modes	General, Primary, Primary Runoff
Testing Process	During the functional exam, SOS will test this requirement using Test Case #23.

Functional Standard #29	
The vendor must provide comprehensive training for any political subdivisions who adopt the system.	
Objective	To determine whether the pollbook system is capable of producing audit logs that record all actions on a pollbook device or within the pollbook system.
Required Forms	Any documentation relating to this process may be provided in the vendor's own format.
Relevant Statutes	None
Applicable Modes	General, Primary, Primary Runoff
Testing Process	1. SOS will review the training documentation provided by the vendor with the application materials. 2. SOS will discuss the vendor's training practices with the vendor during the functional exam.