

CHAPTER 3

OFFICE HOURS

SECTION A: BEFORE AND AFTER ELECTION

1. The county clerk, city secretary and secretary of governing body for other political subdivisions (e.g., school, water, and hospital districts) shall be available in their respective regular offices for at least three hours each day during regular office hours on regular business days for a period of 50 days before election and 40 days after election. [Sec. 31.122]
2. If the secretary of a governing body for a political subdivision has no regular office hours, an alternate agent may be appointed.
 - a. Appoint another officer or employee of the political subdivision.
 - b Appointment must have approval of governing body of political subdivision.
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 - c. Agent must maintain same office hours as stated in Section A above.
 - d Notice of agent's name, location of office, office hours and duration of the appointment
 . must be posted on bulletin board used for posting notice of meetings of political subdivision. [Sec. 31.123]

NOT E: If you are not a city, you are still required to conduct early voting for at least 8 hours each weekday of the early voting period that is not a state legal holiday unless your territory contains less than 1,000 registered voters. In that case, early voting would be conducted at least 3 hours each day. Cities must conduct early voting during regular business hours. [Sec. 85.005]

State legal holidays are: New Year's Day, January 1; Martin Luther King, Jr., Day, third Monday in January; Confederate Heroes Day, January 19; Presidents' Day, third Monday in February; Texas Independence Day, March 2; San Jacinto Day, April 21; Memorial Day, last Monday in May; Emancipation Day in Texas, June 19; Independence Day, July 4; Lyndon Baines Johnson Day, August 27; Labor Day, first Monday in September; Veterans Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25. Secs. 662.003 and 662.021, Government Code.

SECTION B: ELECTION DAY

1. Early voting clerk's office must be open from 7:00 a.m.-7:00 p.m. [Sec. 83.011]
2. Early Voting Clerk's Duties -- All Ballot Types:
 - 7:00 a.m.-2:00 p.m.: Open for applications for late ballots by persons who became ill or disabled on or after the day before the last day to apply for a
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ballot by mail. [Sec. 102.003(b)]

17:00 a.m.-7:00 p.m.: Open for delivery of incoming mail ballots by U.S. Postal Service
. OR BY COMMON OR CONTRACT CARRIER. [Secs. 86.006, 86.007]

7:00 a.m.-7:00 p.m.: Open for voter attempting to vote on election day by personal
. appearance to cancel out previous application and ballot by mail. [Secs. 84.031 - 84.037]

As scheduled: Early voting clerk available for delivery of ballots to and from
. early voting ballot board, and for delivery of keys to appropriate authorities. [Secs. 87.021 - 87.025, 85.032, 87.063]

3. Additional Duties For Lever Machine Systems

7:00 a.m.-7:00 p.m.: Open for voting by ill or disabled voters. [Sec. 104.003]

4. Additional Duties for Punch Card Systems

8:00 a.m.-2:00 p.m.: Open for voting by ill or disabled voters. [Sec. 104.003]

5. Duties of the City Secretary and/or Secretary of the Political Subdivision

7:00 a.m.-7:00 p.m.: Be available to answer any questions of the election judges and
. clerks.

17:00 a.m.-7:00 p.m.: Be available to deliver additional supplies to the polling places if
. necessary

After 7:00 p.m.: Receive Envelope No. 2, ballot boxes and unused supplies.
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After 7:00 p.m.: Prepare unofficial election returns.
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Note: Voter Registrars are only required to remain open during the hours the polls are open on uniform election dates. Also required to be open during mandatory early voting hours (for counties only). [Sec. 12.004(c)]