

Roles and Responsibilities
of the
Elections Division

Election Law Seminar
for County Chairs
September 29, 2023



Who We Are...



Division Leadership

Jane Nelson – Secretary of State

Joe Esparza – Deputy Secretary of State

Alicia Pierce – Assistant Secretary of State for Communications

Adam Bitter – General Counsel

Zeenia Challa – Deputy General Counsel

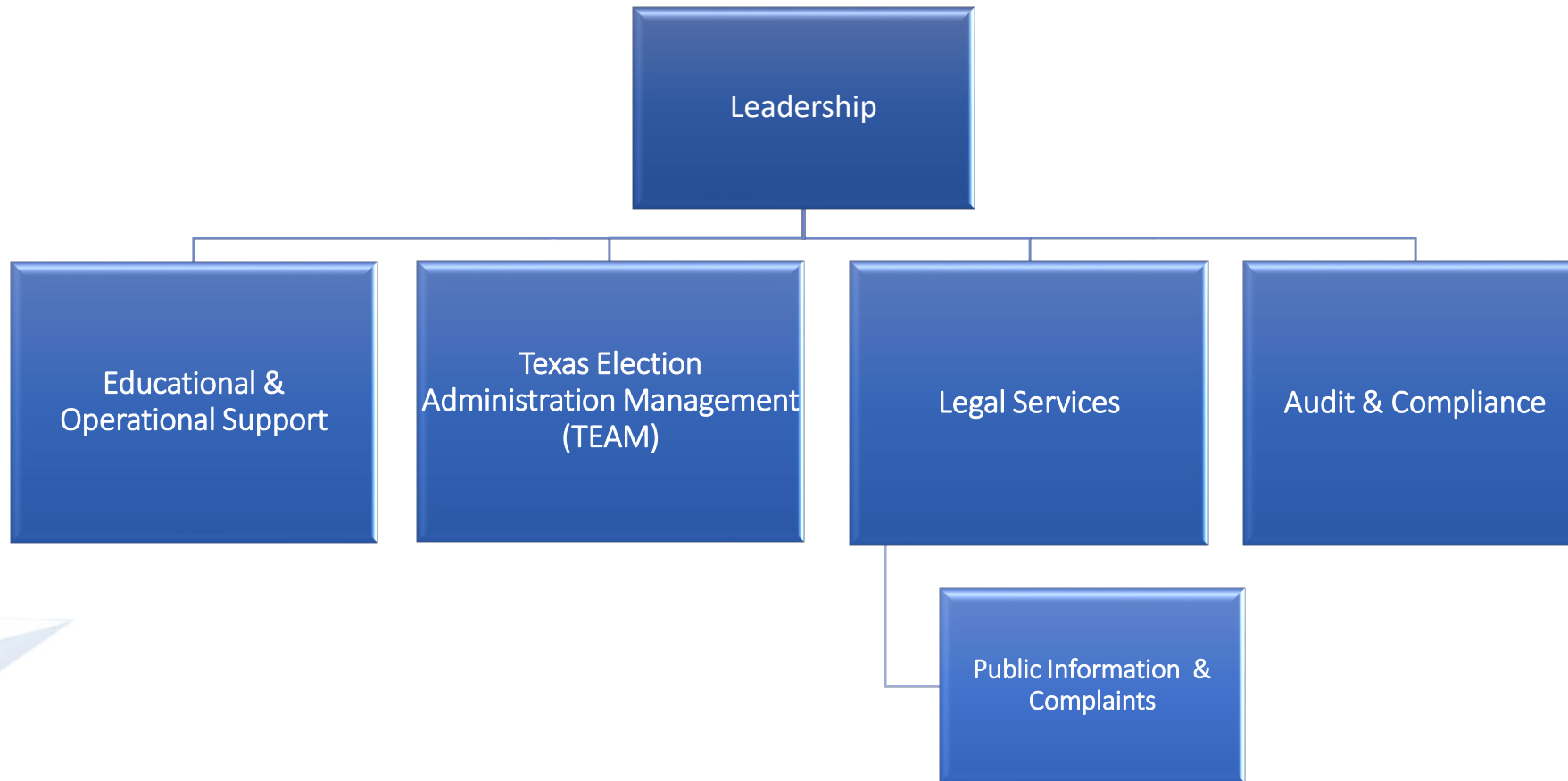
Christina Adkins – Director

Kristi Hart – Deputy Director

Kayla Bastian – Executive Assistant



Elections Division





What We Do...

Educational & Operational Support

Administrative Team:

- Provide customer service for voters and the public through the main phone line.
- Respond to all incoming general inquiries/emails.
- Triage and route all other incoming division emails.
- Record and track all Elections Division email responses.
- Process and route all incoming mail, including voter registration applications.

Manager – Gabriel Kuntzman

Administrative Team

Deja Richards

Maria Johns

Aimee Mitchell

Sonya Arellano

Ivan Encinas



Educational & Operational Support

Operations Team:

- Manages content updates to SOS websites and county voter registration applications.
- Coordinates with USPS and counties on address changes for voter registration cards.
- Facilitates all election law seminars and virtual trainings conducted by division.
- Manages the Texas Training Portal.
- Manages division inventory and purchasing needs.
- Operates mail system to supply voters with applications and ABBMs.

Web Content Specialist

David Gattuso

Special Projects Lead

Andria Perales

Logistics Supervisor

Ernest Fuentes



Educational & Operational Support

Election Training Program:

- Provide training opportunities across Texas through seminars, webinars, and in person training.
- Administer the election security awareness training program.
- Manage the SOS County Election Official Training Program.
- Visit County Election Offices to provide advice and assistance during Early Voting, Election Day, L&A Tests, and Recounts.
- Participate in the state election system certification program for voting systems and pollbooks.
- Develop state training resources and online training for election workers.

Election Training Program
Alexa Buxkemper, Manager

David Velez-Perez
Elizabeth Hawkins
Deborah Abrego
Tessa Rowland
Erik Buntin



TEAM

TEAM:

- Provide technical support related to voter registration, election reporting, candidate filings, office/race management, ballot creation and voter lists, and jury management.
- Provide training opportunities for TEAM-specific content and live demonstrations.
- Develop training resources for all aspects of the TEAM system.
- Conduct system testing and oversight, address county concerns, and improve system performance.
- Develop and implement legislative changes to system requirements.
- Monitor voter registration and list maintenance activities.

Julia Montes, Manager

Tiffany Owens, Training Specialist

Emily Harwell

Alicia Castruita

Michele Leatherwood

Cristina Chapa

Diana Klinger

Vanessa Tambunga

Elizabeth Collins

Sue Langley

Lillian Eder, System Manager



TEAM – Election Funds Management (EFM)

EFM:

- Administer multiple funding programs, including Primary Finance, Chapter 19, Voter Registration Application Postage, and Federal HAVA grants.
- Perform quality assurance reviews and monitor program compliance.
- Verify and approve funding requests from subrecipients, such as counties and county chairs.
- Prepare reports for the federal government.
- Prepare applications for federal grants.
- Process revenue for the Elections Division.

Dan Glotzer, Manager

Mary Eliassen

Clay Wilson

Jake Salisbury



Legal Services

Legal Team:

- Advise local election officials, candidates, parties, and the general public on election-related matters.
- Draft administrative rules for the Texas Register to implement election laws.
- Draft and track legislation relating to election laws.
- Conduct election seminars, webinars, and provide educational presentations and written materials concerning the Texas election laws.
- Draft and render legal opinions.

**Heidi Martinez, Managing
Attorney**

**Charles Pinney
Andre Montgomery
Lena Proft
Ryan Jimenez**

Myriam Cambel, Legal Assistant



Legal Services

Public Information & Complaints:

- Track all division complaints and public information requests to ensure a timely response.
- Provide responsive documents to public information and voter registration information requests.
- Review all incoming complaints and provide response to all complainants as advised by the Legal Team.
- Refer complaints, as appropriate, to the Office of the Attorney General for further investigation.

**Heidi Martinez, Managing
Attorney**

**Kate Fisher
Tymande Burton
Benjamin Haynes**



Audit & Compliance

Election Audit Program:

- Conduct legislatively required audits of all elections conducted in selected counties.
- Review county documentation and complete analysis related to policies, procedures, and training resources.
- Interview county officials and staff related to the administration of elections and election outcomes.
- Report compliance concerns and suggestions for improvement based on elections best practices.

Manager - Vacant

Holly Justice – Team Lead

Carla Arldt – Team Lead

Beva Kellison

Kimberly Quintana

Augusta Dobbins

Courtney Stewart

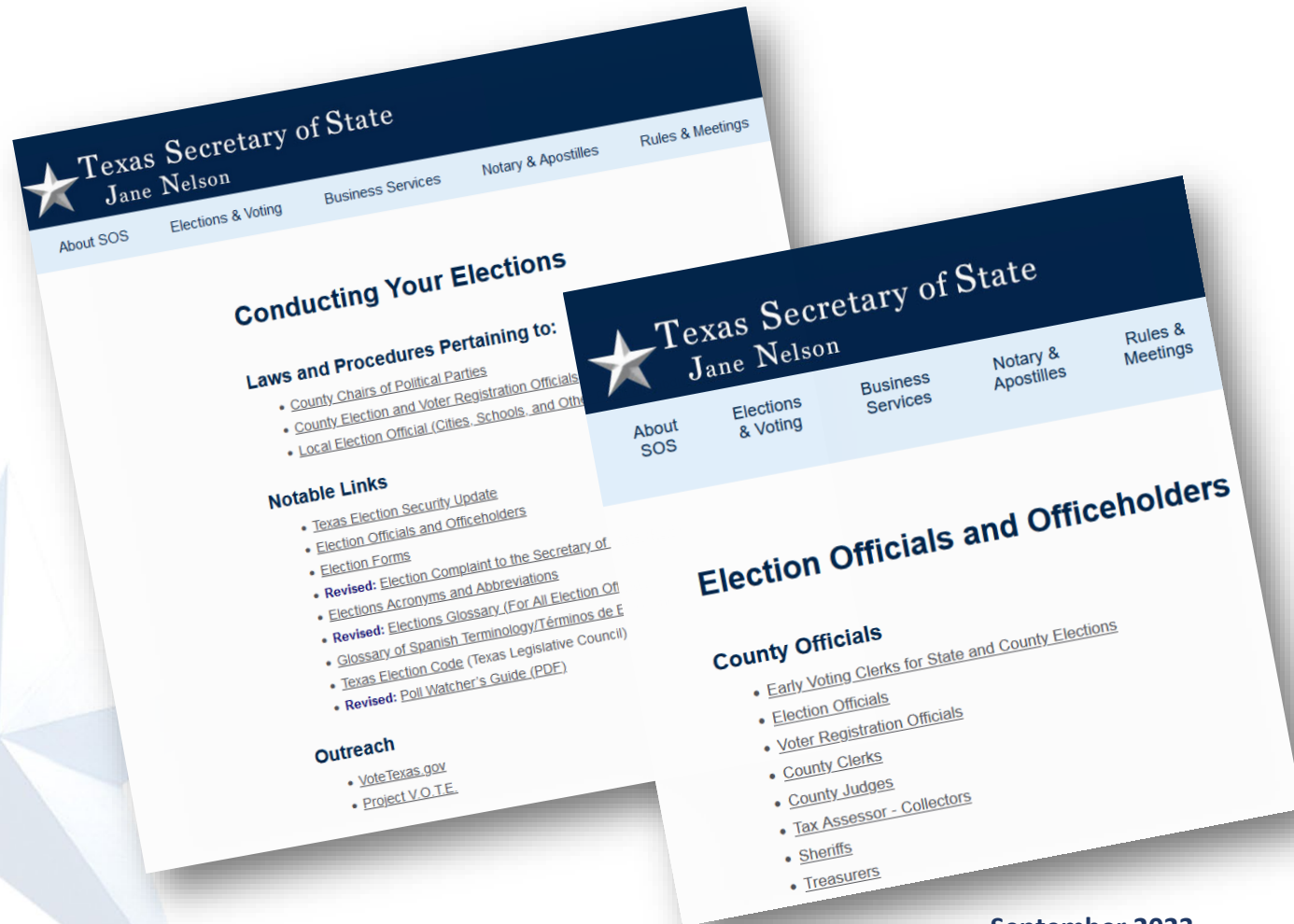
Darla Dixon





Resources

www.sos.texas.gov



Website Resources:

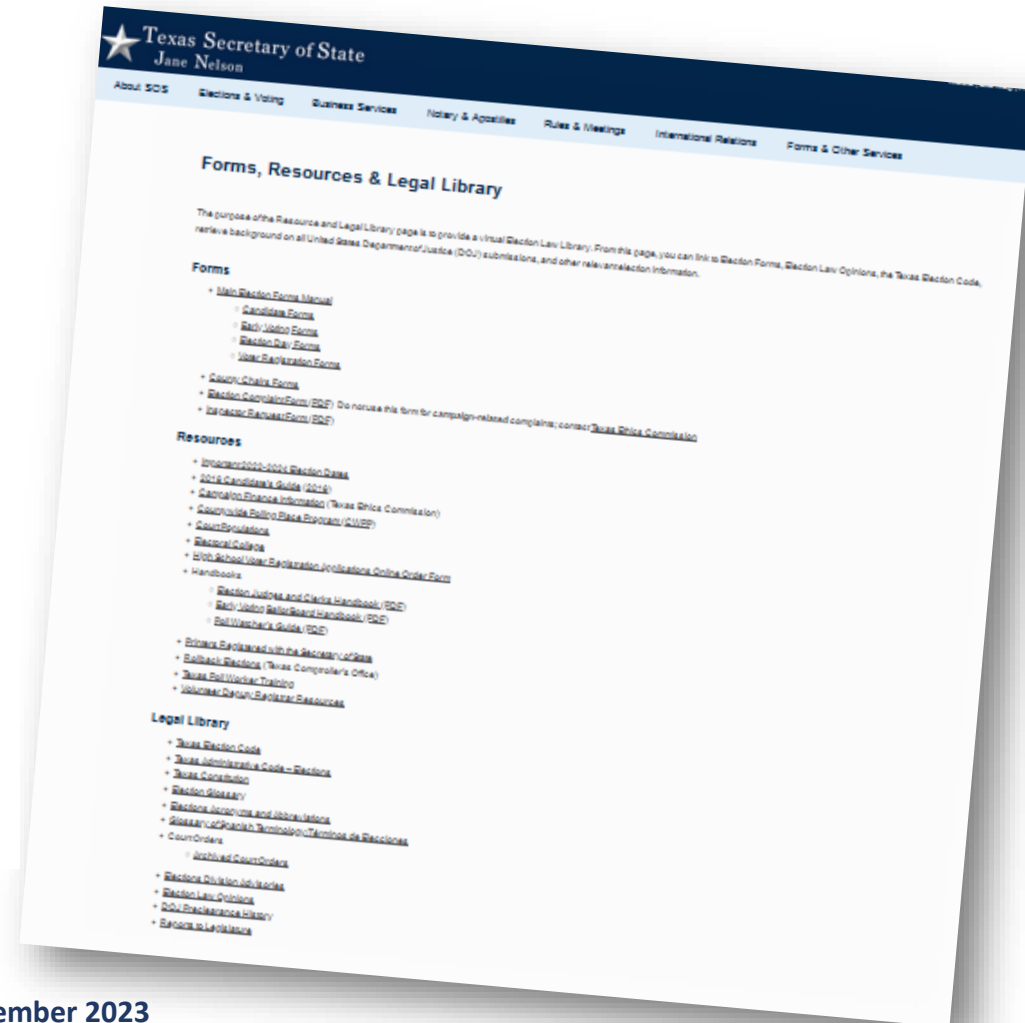
- Procedures & Advisories
- Candidate Information
- Election Officials & Officeholders
- Voter Registration Resources
- Election Results & Turnout Data
- Training & Educational Resources



www.sos.texas.gov

Forms, Resources & Legal Library

- Official Forms
- Important Election Dates
- Handbooks
- Registered Printer Vendors
- Online Training Links
- Legal Reference Library
- Election Law Advisories



2023 Election Forms Index

Section 2 - Candidates						
Section / Form Number	Form Name	Form Link	Instructions / Notes	Legal Reference	Release Date	Previous Form Number
Subsection 1 - Candidate Filing Notice						
2-1	Notice of Deadline to File Application for Place on the Ballot	Form	Notes	141.040	9/2023	1-20
Subsection 2 - Primary Election Candidates						
2-3	Application for a Place on the General Primary Ballot for a Precinct or County Chair	Form	Notes	141.031, 141.039, 172.021, 172.022, 172.0222, 172.0223, 172.023	9/2023	2-1
2-4	Application for Place on the General Primary Ballot	Form	Notes	141.031, 141.039, 172.021, 172.022, 172.023, 172.024	9/2023	2-2
2-5	Application for Place on Primary Ballot for a Federal Office	Form Spanish	Notes	141.031, 141.039, 172.021, 172.022, 172.0222, 172.0223, 172.023, 172.024	9/2023	2-5
2-6	Judicial Candidate Application for a Place on Primary Ballots	Form	Notes	141.031, 141.0311, 141.039, 172.021, 172.022, 172.023, 172.024	9/2023	
2-7	Petition in Lieu of a Filing Fee and/or Petition For Judicial Office For a Primary Election	Form	Notes	141.061, 141.062, 141.063, 141.064, 141.065, 141.066, 172.021, 172.022, 172.0222, 172.0223, 172.025, 172.027	9/2023	2-3
2-8	Petition for a Statewide Judicial Office in a Primary Ballot	Form	Notes	141.061, 141.062, 141.063, 141.064, 141.065, 141.066, 172.021, 172.022, 172.0222, 172.0223, 172.025, 172.027	9/2023	2-4

- Designation on “Notes” page related to previous forms



Virtual Training Opportunities

Appointment of Election Workers for the Primary

November 15, 2023

Candidate Filing for County Chairs

November 16, 2023

Primary Funding for Party Chairs

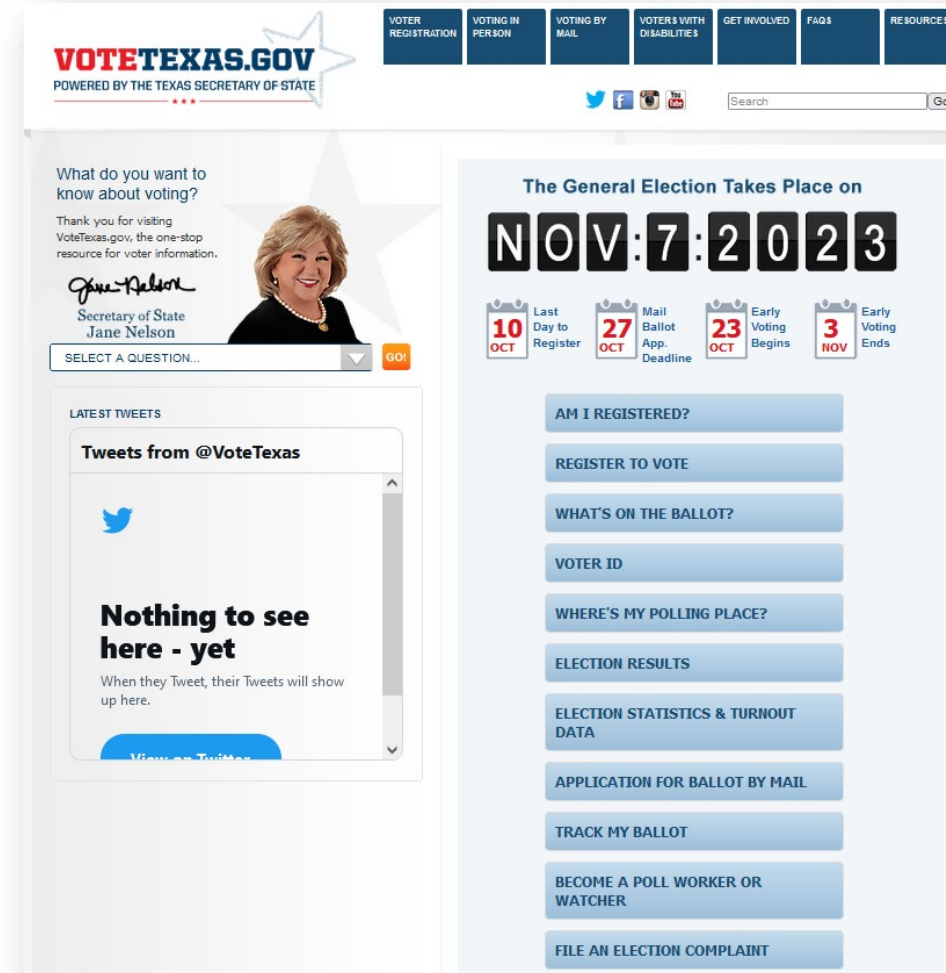
November 30, 2023



www.votetexas.gov

Voter Information Resource:

- Available in Spanish and English
- Mobile Site
- Election specific dates
- Voter registration & ABBM requests



The screenshot shows the homepage of VOTETEXAS.GOV, powered by the Texas Secretary of State. The header includes navigation links for Voter Registration, Voting in Person, Voting by Mail, Voter & With Disabilities, Get Involved, FAQs, and Resources. A search bar is located in the top right. The main content area features a welcome message from Jane Nelson, Secretary of State, and a 'What do you want to know about voting?' section. A large digital clock displays 'NOV: 7: 2023'. Below the clock, key election dates are listed: Last Day to Register (10 OCT), Mail Ballot App. Deadline (27 OCT), Early Voting Begins (23 OCT), and Early Voting Ends (3 NOV). A sidebar on the right contains buttons for various services: AM I REGISTERED?, REGISTER TO VOTE, WHAT'S ON THE BALLOT?, VOTER ID, WHERE'S MY POLLING PLACE?, ELECTION RESULTS, ELECTION STATISTICS & TURNOUT DATA, APPLICATION FOR BALLOT BY MAIL, TRACK MY BALLOT, BECOME A POLL WORKER OR WATCHER, and FILE AN ELECTION COMPLAINT. The bottom left of the screenshot shows a 'LATEST TWEETS' section for @VoteTexas, which currently displays 'Nothing to see here - yet'.



www.votetexas.gov



The image shows two overlapping screenshots of the My Voter Portal website. The top screenshot displays the 'Am I Registered?' section, which includes a 'Selection Criteria' dropdown menu and 'Submit' and 'Clear' buttons. Below this, there is a 'Ballot by Mail Tracker' form with fields for 'First Name*', 'Last Name*', 'Date of Birth (mm/dd/yyyy)*', and 'Last 4 digits of SSN*'. A note at the bottom of the form states: 'If you are having issues accessing this tracker, please visit [Am I Registered](#) to view the information as listed in your voter registration record or contact your [county voter registrar](#).' The bottom screenshot shows a 'YOU COUNT' graphic with a hand putting a ballot into a box, and a note: 'Note: "Am I Registered?" provides a web which is retained by the voter registrar.'

My Voter Portal:

- Voter Registration Application
- Change of Name/Address Application
- Am I Registered Application for voter information
- Polling Locations
- Ballot Tracker



Contact Us

Contact Us

Physical Address:

Rudder Building
1019 Brazos
Austin, Texas 78701

Mailing Address:

PO Box 12060
Austin, Texas 78711

Phone numbers

(800) 252-VOTE (8683)

(512) 463-5650

**Option 3 for receptionist*

Email: elections@sos.texas.gov

