 

December 2023

To Armstong County Commissioner’s Court

Attended 3 Webinars presented by the SOS for the upcoming Primary Election in March.

A statement was sent to HISD for the services provided for the HISD Election on November 7th, 2023.

Ran and worked Voter Registration Reports with the SOS Voter Registration Dept.

Completed the Mass Mailing of Voter Registration Cards

Received 102 returned Voter Registration Cards from the Mass Mailing.

Entered returned Voter Registration Cards into the TEAMS system and did a mass mailing of notices to those voters.

Processed 7 New Voter Registrations for the month.

Processed 1 Voter Cancelation due to Death.

Updated the Election website with information about the Primary Election in March 2024.

Added Candidates information for the Local County position that will be on the Primary ballot in March 2025, along with their Appointments of Campaign Treasurer forms.

Completed Signature Verifications for Jamie Craig, Melissa Anderson, and Leslie Burton.

Attended the Ballot Drawing for a Place on the Ballot for the Republican Party.

Received from State Democratic Chair Brenda Cruz the Candidate listing for the Primary Ballot in March 2024.

Completed and submitted the layout of the Republican and Democratic Ballots for the Primary Election in March 2024.

Inventory of Elections supplies was completed. An order for ballot stock, forms, and USBs needed for the Primary Election in March 2024 was placed.

Confirmed workers for the Primary Election 2024 with the Republican Chair Ray Minkley,

Worked with the SOS to confirm the exact steps to Consolidation of precincts 201 and 202 into one precinct and the consolidation of precincts 401& 404 into one precinct for the Primary March 2025 Election.

Ordered name stamps for the Election Judges in our larger precincts. (new law requires that they sign or stamp the back of ballots with their names).

Sent letters current Mail Ballot Voters reminding them they have to submit a new Application For Ballot By Mail as of 01/01/2024 in order to continue to vote by mail.

Emails sent for approval to shred the Primary Election ballots from 03/01/2022 as the 22-month retention requirement has been met.