Mailing Address:

P.O. Box 2627
Corpus Christi, TX 78403

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diana.barrera@co.nueces.tx.us

County Clerk Homepage:
http://www.co.nueces.tx.us/countyclerk/

County of Nueces
Office of
Diana T. Barrera
Nueces County Clerk

Welcome and thank you for contracting with the Nueces County Election Department!

The Nueces County Election Department is always looking for ways to improve the services we provide to political jurisdictions. A key in making your election a success lies in the information you provide. The Election Questionnaire will need to be completed and returned by <mark>March 12, 2010</mark>.

For your convenience, you may view samples of information to assist in completing the questionnaire; see Attachments A-E, http://www.co.nueces.tx.us/countyclerk/elections/. Review the complete packet and complete **ALL** of the questions as *accurately* as possible. Please do not return any of our samples; they are for your own reference. We realize you may not be able to provide all information on the bonds. However, submit as much information as you can so that we can begin the programming process.

In order to eliminate any transcribing errors, submit all text in an electronic format <u>via email, or provide a CD or Flash Drive</u> to the Nueces County Election Department. The information submitted will be programmed into our database **<u>EXACTLY</u>** as provided. It is important to list every single special character that should be included. Multiple packet submissions will delay the process for all entities and may increase the potential for errors, please submit only one copy.

Approval of the ballot is required prior to printing; we *will not* finalize the ballot without your approval.

We appreciate your business and we look forward to making your election a success. If you have any questions, please contact us.

Sincerely,

Rochelle A. Limon

Rochelle A. Limon
Election & Archival Records Manager
Nueces County Clerk Office
361.888.0611
361.888.0329 fax
rochelle.limon@co.nueces.tx.us

Enclosures

Election Questionnaire Reference Guide

NOTE: OUR SYSTEM CANNOT ACCEPT ALL CAPS. PROVIDE PROPER CASE OF ALL INFORMATION. PLEASE INCLUDE ALL APPROPIATE ACCENT MARKS AND SPECIAL CHARACTERS.

Election Title English: (Example March Primary Election. Please see Attachment A)
Election Title Spanish: (Example Eleccíon Primaria de Marzo. Please see Attachment A)
Most of the elections will be joint elections, what we need is the title you would like to use for your section of the ballot.

Jurisdiction/Entity/Organization Name:
(Example CCISD, Del Mar College). Please see Attachment A **include English and Spanish**

Contact Name/Telephone Number/Ext. #/E-Mail Address

Include both Name & Title of the person to sign the contract and also include the Name & Title of the attest signee to sign the contract

Name   Title   Name Attest Signee   Title

Election Format: Special, General, Please see Attachment A

Election Type: School, Party, etc.

Polling Place List:
Please **attach** a list to this document and/or if separated locations are needed. Please include polling place, address, zip code, and contact name and telephone number of location. (Please list combined Precincts if any.)

Associated Precinct Numbers:
Please **attach** a list of any and all variations of districts and regions within a given precinct. Please see attachment C. Please provide any current pertinent maps that outline boundary regions within your district. Please see attachment D. The associated precincts relate to your given election area. If you have street indexes available that will help the election workers determine if a voter resides within your district, this would be beneficial.)

Precinct List:
Please **attach** a list in numerical order of all precincts involved in your election. These are the master list entered into the database. This list is separate of item from above.

Contest Titles: (ex. "Regent, District 3")
(Please **attach** a list and include both English and Spanish text for all given contest titles.
See Attachment A. List the title the way it should appear on the ballot.)

Candidate Names:
Please **attach** a list of names for each contest as you want them displayed on the ballot in proper sequence if possible. Be sure to include First Name, Last Name, Nick Name, Initials & any special characters. Names must appear exactly as they do on the application for candidacy. Check the spelling of all names and verify that all punctuation marks are listed. If the name is not pronounced as it appears, please provide us the pronunciation.

Write-In Candidate per Contest:
Please **attach** a list of all names and contest which contain write-in candidate(s). Be sure to include First Name, Last Name, Nick Name, Initials & any special characters as they appear on the application for candidacy. Example: (ñ, ó, etc.)

What date/time will you hold the ballot drawing to determine the candidates order on the ballot?

Special Instructions:
(Example "Vote for None, One or Two." Please see attachment B. In addition please include any special instruction text per contest as needed, with Spanish as well.)

****When multiple entities join an election,, it will be the <u>discretion</u> of the Nueces County Clerk to make all **SPECIAL INSTRUCTIONS** consistent for programming functionality****

Support Tech/Staff for Early Voting/Election Day:

☒ County Clerk to provide
⠀⠀⠀☒Early Voting ☒Election Day

Would you have a need for raw data export files from Tally?
(This data could be imported into an Excel spreadsheet.)

☐ Yes ⠀⠀⠀⠀⠀⠀⠀☐ No

When receiving the raw data from Tally, would you like the data to include (Absentee and Early) combined, or separated?

☐ Yes ⠀⠀⠀⠀⠀⠀⠀☐ No

Choose from the list below which reports you will need.
☐ Cumulative Report
☐ Precinct Report
☐ Turnout Report
☐ Write-In Report *(if applicable)*
☐ Provisional Report *(if applicable)*
☐ Other *(please indicate)*

C:\Documents and Settings\CMorgan7505\Local Settings\Temporary Internet Files\OLKC7\Election Questionnaire-Runoff (2).doc

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