

The State of Texas



Elections Division
P.O. Box 12060
Austin, Texas 78711-2060
www.sos.state.tx.us

Phone: 512-463-5650
Fax: 512-475-2811
Dial 7-1-1 For Relay Services
(800) 252-VOTE (8683)

John B. Scott
Secretary of State

TO: County Election Officials
FROM: Keith Ingram, Director of Elections
DATE: November 10, 2022
RE: Instructions and Procedures for Filing the Statement of Canvass

Please be advised that Section 67.003 of the Texas Election Code states that the commissioners court must canvass the returns for the **November 8, 2022 General Election** not earlier than Friday, November 11, 2022 or later than Tuesday, November 22, 2022. Only two members of the commissioners court are required to be present to canvass the returns. The early voting ballot board must reconvene and count all provisional and overseas ballots. These two functions of the board may be performed at the same meeting, but must be completed no later than Monday, November 21, 2022. The votes from the late ballots and provisional ballots **must be included in the official canvass** by the court.

Pursuant to Section 67.007 of the Texas Election Code, the County Clerk/Elections Administrator must certify the county returns as canvassed by the commissioners court and deliver those returns to the Secretary of State **not later than 24 hours after the completion of the canvass**.

Please report the official returns to our office through the Texas Election Administration Management (TEAM) system. Detailed instructions and reference materials are available on the TEAM DocShare site. Once all official results have been entered, please print, sign, date, affix your county seal, and **upload your official canvass document**.

All official canvass returns should be entered no later than **Tuesday, November 22, 2022**.

If you have any questions, please do not hesitate to contact our office at (800) 252-8683 or at Elections@sos.texas.gov.

KI:KH

*Wed
Nov 16th
3pm
EVBB → Andrew
CCS*