

## **AGREEMENT FOR PROFESSIONAL REDISTRICTING SERVICES**

THIS AGREEMENT is made and entered into by and between WILLIAMSON COUNTY, TEXAS, a public body corporate and politic of the State of Texas, acting by and through the Williamson County Commissioners Court (hereinafter referred to as "County") and Beirne, Maynard & Parsons, LLP (hereinafter referred to as "Contractor,") authorized to conduct business in the State of Texas.

WITNESSETH:

**WHEREAS**, under the provisions of the Texas Constitution and federal law, the governing body of a political entity with members elected from single member districts is responsible for the division of the political entity into precincts or wards, and to conduct periodic reappointment of such area to accomplish fair representation and one-person one-vote balance; and

**WHEREAS**, the apportionment of the population of a political entity must comply with state and federal statutory requirements; and

**WHEREAS**, professional assistance from Contractor will assure that obligations imposed by state or federal law are satisfied, and that the process is conducted in an orderly, professional, and efficient manner; and

**WHEREAS**, Contractor is qualified and prepared to provide all necessary professional services to assist County with this process; and

**WHEREAS**, County has determined that this Agreement is for personal or professional services and therefore exempt from competitive bidding under Chapter 262, LOCAL GOVERNMENT CODE.

**NOW, THEREFORE**, County and Contractor, in consideration of the mutual covenants and agreement herein contained, do mutually agree as follows:

### **SECTION I SCOPE OF AGREEMENT**

1.01 Contractor shall provide all necessary services to successfully complete all redistricting projects assigned by County, hereinafter referred to as "the Project," including but not limited to the following:

- A. Conduct preliminary planning and assembly of information useful and necessary for the reapportionment of County and election subdivisions of County.
- C. Obtain preliminary population data from the U.S. Census Bureau for the 2010 federal census.
- D. Provide a pre-census analysis, projecting current population of the County.

- E. Solicit information from the County on important matters affecting the redistricting plan (i.e., road mileage equalization; drawing County lines modifying voting precincts to respective city, school district, and water district lines, etc.), including obtaining public input.
- F. Prepare series of plans utilizing current (2010) census information for County to consider:
  - 1. Preparation of Commissioners Precincts Plans
  - 2. Preparation of Justices' of the Peace Precincts Plans
  - 3. Preparation of Constables' Precincts Plans
  - 4. Preparation of Election Administrations' Precincts Plans
  - 5. Preparation of Federal, State and local Precinct and District Boundaries
- G. Prepare all necessary population and demographic analysis to evaluate existing subdivisions of County to ensure that the same meet all legal requirements under state and federal law, and provide a written report to County of all findings.
- H. In the event existing political boundaries remain in compliance with state and federal law without the necessity of reapportionment following the 2010 census, County and Contractor will conclude this Agreement as provided in Section 2.01.B.
- I. In the event redistricting is legally required, Contractor shall, working in conjunction with County, prepare no less than three (3) alternative reapportionment plans, draft maps, proposals and notices to satisfy all statutory and constitutional requirements, and will be compensated as provided in Section 2.01.C and D.
- J. Consult with County Commissioners Court or any authorized citizens advisory committee as needed by mail, telephone, email or facsimile, and conduct no fewer than three (3) appearances and/or workshops within jurisdiction under apportionment. These appearances and/or workshops will include a preliminary workshop with County Commissioners Court and not less than two (2) meetings with County Commissioners Court.
- K. Attend and participate in no less than two (2) public hearings on the proposed redistricting plans.
- L. Upon approval by the County Commissioners Court, Contractor shall prepare and file all necessary maps and other documentation to complete submission to the U.S. Department of Justice for preclearance under the Voting Rights Act.
- M. Upon receipt of preclearance from the U.S. Department of Justice, prepare and file all necessary notices, maps and documentation with the appropriate Texas officials in compliance with state law.

- N. In the event litigation is necessary regarding the proposed reapportionment, Contractor shall provide such additional legal services and/or support as the parties may contract under separate agreement.

1.02 County agrees to provide to Contractor access to all necessary records and access to personnel for this project and to fully cooperate with Contractor in this Project.

## SECTION II CONTRACTOR'S COMPENSATION

2.01 For and in consideration of the services rendered by Contractor, and subject to the limit of appropriation under Section VI, County shall pay to Contractor an amount not to exceed \$50,000, including reimbursable expenses, if any, to be paid as follows:

- A. Initial Assessment: County shall pay Contractor an amount of \$2,500 on or before April 1, 2011, for preparing an Initial Assessment of the existing political boundaries. This account includes the cost of obtaining suitable 2010 census data.
- B. In the event the Initial Assessment indicates that existing political boundaries for County do not require redistricting under state and federal law and Contractor informs County that no legal basis exists for further reapportionment services, no additional compensation will be paid by County to Contractor beyond the Initial Assessment Fee.
- C. First Initial Installment: In the event the Initial Assessment indicates that the existing political boundaries for County are unsuitable under state and federal law, Contractor shall proceed with the reapportionment process and County shall pay to Contractor a fee for such services in the amount of \$25,000, due to Contractor on or before June 1, 2011.
- D. Second Installment: Upon Contractor's completion of the Project and approval of the preclearance submission submitted by Contractor on behalf of County by the U.S. Department of Justice, County shall pay to Contractor a final fee in the amount of \$15,000.

2.02 All costs of publication of public meeting notices and/or mailing any notices of required under state or federal law shall be the responsibility of County. Any such costs paid by Contractor on behalf of County shall be reimbursed at cost upon presentation of invoices.

## SECTION III TERMINATION



3.01 County may terminate this Agreement, without cause and for convenience, at any time by providing ten (10) calendar days written notice to the Contractor.

3.02 In the event this Agreement is terminated prior to County's payment of the First Installment, County shall pay contractor for all attorney time at a rate of \$365 per hour and actually incurred costs expended after the Initial Assessment to the date of termination upon presentation of invoices documenting such time and actually incurred costs.

3.03 In the event this Agreement is terminated prior to County's payment of the Second Installment, County shall pay Contractor for all attorney time at a rate of \$365 per hour and actually incurred costs expended after the Initial Assessment to the date of termination upon presentation of invoices documenting such time and actually incurred costs.

3.04 Upon receipt of such termination notice, Contractor shall discontinue all services in connection with the performance of this Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to this Agreement.

3.05 Within thirty (30) days after receipt of notice of termination, Contractor shall submit a statement, showing in detail the services performed under this Agreement to the date of termination.

3.06 Copies of all completed or partially completed designs, drawings, electronic data files, data, document and records prepared under this Agreement shall be delivered to County when and if this Agreement is terminated in the manner and for the purposes provided in this Agreement upon payment of all time and actually incurred costs by County to Contractor.

#### **SECTION IV INSURANCE**

4.01 Contractor shall furnish certificates of insurance to County evidencing compliance with the insurance requirements hereof. Certificates shall indicate name of Contractor, name of insurance company, policy number, term of coverage, and limits of coverage. Contractor shall provide County with at least thirty (30) days prior written notice of any reduction in the limit of liability by endorsement of the policy, cancellation or non-renewal of the insurance coverage required under this Agreement. Contractor shall obtain such insurance from such companies having Best's rating of A/VII or better, licensed or approved to transact business in the State of Texas, and shall obtain such insurance of the following types and minimum limits:

- A. Commercial General Liability insurance with limits off not less than \$1 Million each occurrence and \$2 Million in the annual aggregate.
- B. Employer's liability insurance with limits of not less than \$1 Million per accident and \$2 Million in the annual Aggregate.

- C. Professional Liability insurance with limits not less than \$2 Million each claim/annual aggregate.

## SECTION V NOTICE

5.01 Any notice required to be given under the provisions of this Agreement shall be in writing and shall be duly served when it shall have been deposited, enclosed in a wrapper with the proper postage prepaid thereon, and duly registered or certified, return receipt requested, in a United States Post Office, addressed to County or Contractor at the addresses set forth below.

5.02 If mailed, any notice or communication shall be deemed to be received three (3) days after the date of deposit in the United States Mail.

5.03 Unless otherwise provided in this Agreement, all notices shall be delivered to the following addresses:

A. If to Contractor:

Joseph M. Nixon  
1300 Post Oak, suite 2500  
Houston, TX 77042

B. If to County notice must be sent to:

Williamson County Judge  
Dan Gattis (or successor)  
710 Main Street, Ste. 101  
Georgetown, Texas 78626

5.04 Either party may designate a different address by giving the other party ten (10) days written notice.

## SECTION VI LIMIT OF APPROPRIATION

6.01 Prior to the execution of this Agreement, Contractor has been advised by County, and Contractor clearly understands and agrees, such understanding and agreement being of the absolute essence to this contract, that County shall have available the total

maximum sum of \$50,000, including reimbursable expenses, if any, specifically allocated to fully discharge any and all liabilities which may be incurred by County.

6.02 Contractor does further understand and agree, said understanding and agreement also being of the absolute essence of this contract, that the total maximum compensation that Contractor may become entitled to hereunder and the total maximum sum that County shall become liable to pay to Contractor hereunder shall not under any conditions, circumstances or interpretations thereof exceed the sum of \$50,000, including reimbursable expenses, if any

## **SECTION VII SUCCESSORS AND ASSIGNS**

7.01 County and Contractor bind themselves and their successors, executors, administrators, and assigns to the other party of this Agreement and to the successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Agreement.

7.02 Neither County nor Contractor shall assign, sublet or transfer its or his interest in this Agreement without the prior written consent of the other.

7.03 Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public and/or governmental body that may be a party hereto.

## **SECTION VIII PUBLIC CONTRACT**

8.01 Contract with the news media shall be the sole responsibility of County.

8.02 Under no circumstances, whatsoever, shall Contractor release any material or information developed in the performance of its services hereunder without the express written permission of County, except where required to do so by law.

## **SECTION IX COMPLIANCE AND STANDARDS**

Contractor shall render the services hereunder in accordance with highest standards of Contractors practicing in the Austin-Round Rock-San Marcos MSA, applicable thereto and shall use that highest degree of care and skill commensurate with the profession similar to the Project to comply with all applicable state, federal, and local laws, ordinances, rules and regulations relating to the services to be rendered hereunder, and Contractor's performance.

## **SECTION X OWNERSHIP OF DOCUMENTS**



10.01 County shall be the absolute and unqualified owner of all drawings, preliminary layouts, record drawings, sketches, reports, data and other documents prepared pursuant to this Agreement by the Contractor and his consultants (deliverables).

10.02 No reuse fees or royalty payments will be paid to the Contractor in connection with future reuse or adaptation of designs or documents under this Agreement.

10.03 Copies of all complete or partially completed reproducible, preliminary layouts, record drawings, digital files, sketches, reports and other documents prepared pursuant to this Agreement shall be delivered to County when and if this Agreement is terminated or upon completion of this Agreement, whichever occurs first, as provided in this Agreement.

## **SECTION XI INDEMNIFICATION**

11.01 CONTRACTOR SHALL INDEMNIFY, DEFEND, PROTECT, AND SAVE HARMLESS COUNTY, ITS OFFICIALS AND EMPLOYEES AND ITS AGENTS AND AGENTS' EMPLOYEES FROM AND AGAINST ALL CLAIMS, SUITS, ACTIONS, LIABILITY, LOSS, DAMAGE, REASONABLE ATTORNEY'S FEES, COSTS, AND EXPENSES (INCLUDING, BUT NOT LIMITED TO EXPENSES RELATED TO EXPERT WITNESSES) OF ANY KIND WHATSOEVER, TO THE EXTENT ARISING FROM ANY NEGLIGENT ACT, ERROR OR OMISSION OF Contractor OR ANY OF ITS EMPLOYEES AND ITS AGENTS AND AGENTS' EMPLOYEES IN CONNECTION WITH THE PERFORMANCE OF SERVICES UNDER THIS AGREEMENT.

11.02 CONTRACTOR SHALL ALSO INDEMNIFY, DEFEND, PROTECT, AND SAVE HARMLESS COUNTY FROM AND AGAINST ANY AND ALL EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES WHICH MIGHT BE INCURRED BY COUNTY, IN LITIGATION OR OTHERWISE RESISTING SAID CLAIMS OR LIABILITIES THAT MIGHT BE IMPOSED ON COUNTY AS THE RESULT OF SUCH NEGLIGENT ACT, ERROR, OR OMISSION BY CONTRACTOR, ITS AGENTS, CONSULTANTS OR EMPLOYEES.

## **SECTION XII TERM**

The Initial Term of this Agreement shall commence on the date of County's execution of hereof and continue for twelve (12) months thereafter. Prior to the termination of this Agreement, the Agreement may be reviewed and may be renewed, if necessary, at the sole discretion of the County.

## **XIII MODIFICATIONS**

This instrument contains the entire Agreement between the parties relating to the rights herein granted and obligations herein assumed. Any oral or written representations or modifications concerning this instrument shall be of no force and effect excepting a subsequent written modification signed by both parties hereto.

## **SECTION XIV MISCELLANEOUS**

13.01 By entering into this Agreement, the parties do not intend to create any obligations, express or implied, other than those specifically set out in this Agreement.

13.02 Nothing in this Agreement shall create any rights or obligations in any party who is not a signatory to this Agreement.

13.03 If the party obligated to perform is prevented from performance by an act of war, order of legal authority, act of God, or other unavoidable cause not attributable to the fault or negligence of said party, the other party shall grant such party relief from the performance of this Agreement. The burden of proof for the need of such relief shall rest upon the party obligated to perform. To obtain release based on force majeure, the party obligated to perform shall file a written request with the other party.

13.04 If any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof, but rather this entire Agreement will be construed as if not containing the particular invalid or unenforceable provision or provisions, and the rights and obligation of the parties shall be construed and enforced in accordance therewith. The parties acknowledge that if any provision of this Agreement is determined to be invalid or unenforceable, it is the desire and intention of each that such provision be reformed and construed in such a manner that it will, to the maximum extent practicable, give effect to the intent of this Agreement and be deemed to be validated and enforceable.

13.05 Each party to this Agreement hereby agrees and acknowledges that venue and jurisdiction of any suit, right, or cause of action arising out of or in connection with this Agreement shall lie exclusively in either Williamson County, Texas or in the Austin Division of the Western Federal District of Texas, and the parties hereto expressly consent and submit to such jurisdiction. Furthermore, except to the extent that this Agreement is governed by the laws of the United States, this Agreement shall be governed by and construed in accordance with the laws of the State of Texas, excluding, however, its choice of law rules.

13.06 Each party to this Agreement shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this Agreement.

13.07 Each party to this Agreement, in the performance of this Agreement, shall act in an individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purposes whatsoever.

13.08 Nothing in this Agreement shall be deemed to waive, modify or amend any legal defense available at law or in equity to County, its past or present officers, employees, or agents, nor to create any legal rights or claim on behalf of any third party. County does



not waive, modify, or alter to any extent whatsoever the availability of the defense of governmental immunity under the laws of the State of Texas and of the United States.

13.09 Contractor agrees that County or its duly authorized representatives shall, until the expiration of three (3) years after final payment under this Agreement, have access to and the right to examine and photocopy any and all books, documents, papers and records of Contractor which are directly pertinent to the services to be performed under this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions. Contractor agrees that County shall have access during normal working hours to all necessary Contractor facilities and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the provisions of this section. County shall give Contractor reasonable advance notice of intended audits.

13.10 The obligations of the Parties under this Agreement do not constitute a general obligation or indebtedness of either Party for which such Party is obligated to levy, pledge, or collect any form of taxation. It is understood and agreed that County shall have the right to terminate this Agreement if the governing body of County does not appropriate sufficient funds as determined by County's budget for the fiscal year in question. County may effect such termination by giving written notice of termination to Contractor.

13.11 County's payment for goods and services shall be governed by Chapter 2251 of the Texas Government Code. Invoices shall be paid by County within thirty (30) days from the date of the Williamson County Auditor's receipt of an invoice. Interest charges for any late payments shall be paid by County in accordance with Texas Government Code Section 2251.025. More specifically, the rate of interest that shall accrue on a late payment is the rate in effect on September 1 of County's fiscal year in which the payment becomes due. The said rate in effect on September 1 shall be equal to the sum of one percent (1%); and (2) the prime rate published in the Wall Street Journal on the first day of July of the preceding fiscal year that does not fall on a Saturday or Sunday. In the event that a discrepancy arises in relation to an invoice, such as an incorrect amount on an invoice or a lack of documentation that is required to be attached to an invoice to evidence the amount claimed to be due, County shall notify Contractor of such an invoice of the discrepancy. Following County's notification of any discrepancy as to an invoice, Contractor must resolve the discrepancy and resubmit a corrected or revised invoice, which includes all required support documentation, to the Williamson County Auditor. County shall pay the invoice within thirty (30) days from the date of the Williamson County Auditor's receipt of the corrected or revised invoice. County's payment of an invoice that contains a discrepancy shall not be considered late, nor shall any interest begin to accrue until the thirty-first (31<sup>st</sup>) day following the Williamson County Auditor's receipt of the corrected or revised invoice.

## **SECTION XV EXECUTION**

This Agreement shall become effective on the date executed by County.

**WILLIAMSON COUNTY:**

  
Signature

3-10-4  
Date

Title: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Signature

CONTRACTOR: Beirne, Maynard & Parsons, LLP

Joseph M. Nij  
Signature

3-7-2011  
Date

Title: of counsel

**ADDENDUM TO AGREEMENT FOR PROFESSIONAL  
REDISTRICTING SERVICES**

This Addendum is made and entered into by and between Williamson County, Texas, a public body corporate and politic of the State of Texas, acting by and through the Williamson County Commissioner's Court (hereinafter referred to as "County") and Beirne, Maynard & Parsons, L.L.P. (hereinafter referred to as "Contractor"), authorized to conduct business in the State of Texas.

WHEREAS the County has received a letter from the Department of Justice dated March 14, 2011, a copy of which is attached hereto as Exhibit A, in which the Justice Department makes specific requests of the County to allegedly comply with the Voting Rights Act as it relates to the issues set forth in the Department of Justice letter; and

WHEREAS, professional services of the Contractor are necessary to assist the County comply with the obligations imposed by State in federal law; and

WHEREAS, the County has determined that this Agreement is for personal or profession services and, therefore, exempt from competitive bidding under Chapter 262, Local Government Code.

WHEREAS, the County and Contractor have entered into an Agreement for Professional Redistricting Services dated March 7, 2011 and the County and Contractor wish to add this Addendum to that Agreement.

NOW, THEREFORE, County and Contractor, do mutually agree that the Contractor shall provide all necessary legal services to represent the county in response



and, if necessary, defense of litigation, arising out of the issues contained in Exhibit A at the hourly rate of \$365 an hour.

**WILLIAMSON COUNTY**


  
Signature

County Judge  
Title

10-13-2011  
Date

**CONTRACTOR**

**BEIRNE, MAYNARD & PARSONS, L.L.P.**

  
Martin D. Beirne  
1300 Post Oak Boulevard, Suite 2500  
Houston, Texas 77056-3000  
Telephone: (713) 623-0887  
Facsimile: (713) 960-1527

Date: October 5, 2011



U.S. Department of Justice

Civil Rights Division

Voting Section - NWB  
950 Pennsylvania Ave, NW  
Washington, DC 20530

RECEIVED

MAR 21 2011

WC ELECTIONS

March 14, 2011

**VIA FACSIMILE AND FIRST-CLASS MAIL**

Richard L. Barron, III  
Elections Administrator, Williamson County  
301 S.E. Inner Loop  
Suite 104  
Georgetown, Texas 78626

**Re: Election Monitoring in Williamson County on November 2, 2010**

Dear Mr. Barron:

As you are aware, federal observers monitored the November 2, 2010 general election in Williamson County. We write to share observations from the election and to make recommendations regarding the following elements of the County's bilingual election program for Spanish-speaking voters: (1) the recruitment and assignment of bilingual poll officials, and (2) the training of poll workers on election procedures and the provision of language assistance to Spanish-speaking voters.

Williamson County is required to provide bilingual elections in both English and Spanish under Section 4(f)(4) of the Voting Rights Act, 42 U.S.C. § 1973b(f)(4); see also 40 Fed. Reg. 43,746 (Sept. 23, 1975). Specifically, the County must provide "any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots . . . in the language of the applicable language minority group as well as in the English language." 42 U.S.C. § 1973b(f)(4). This requirement applies to information communicated orally as well as in writing. Additional information on the minority language requirements of the Voting Rights Act can be found at our website at [http://www.justice.gov/crt/about/vot/sec\\_203/activ\\_203.php](http://www.justice.gov/crt/about/vot/sec_203/activ_203.php). We are also attaching a copy of the consent decree in the case United States v. Galveston County, as an example of a model program for compliance.<sup>1</sup>

<sup>1</sup> The Galveston consent decree provides guidance, for example, on the number of recommended Spanish-speaking poll workers per precinct. Under that formula, a county would hire one Spanish-speaking poll worker in precincts with 100 to 249 Spanish-surnamed voters, two Spanish-speaking poll workers in precincts with 250 to 499 Spanish-surnamed voters, and three Spanish-speaking poll workers in precincts with 500 or more Spanish-surnamed voters. See Consent Decree, Judgment, and Order, ¶ 9, United States v. Galveston County, 3:07-CV-377 (S.D. Texas) (July 16, 2007).

On September 16, 2010, we sent the County a request for updated information regarding Williamson County's bilingual election program ahead of the November 2010 election. In addition to copies of election materials prepared in both English and Spanish, the County provided the Department with bilingual recruitment materials and a list of bilingual poll workers assigned to the County's polling places. In the weeks leading up to Election Day, you provided us with updated lists of bilingual poll workers.

On November 2, 2010, federal observers monitored five polling places in Round Rock, one polling place in Hutto, one in Georgetown, and one in Leander. The eight polling places monitored were (1) the J.B. & Hallie Jester Annex; (2) the First Baptist Church; (3) Stony Point High School; (4) The Fellowship at Forest Creek Church; (5) Caldwell Heights Elementary School; (6) Hutto Middle School; (7) the County Central Maintenance Facility; and (8) Leander High School. Each site has a sizeable number of Spanish-surnamed registered voters.

### **Bilingual Poll Worker Staffing**

The County has increased the number of bilingual poll workers in recent elections. For example, in June 2009, the County reported to the Voting Section that it hired 21 Spanish-speaking workers for the entire County during the November 2008 election. In contrast, the County reported that 100 bilingual workers served on Election Day during the November 2010 election. Despite the increase in the number of bilingual workers, a number of precincts monitored were still understaffed with bilingual workers, and a few sites had no bilingual workers on Election Day. If Williamson County used the Spanish-surname formula found in the Galveston and similar Department consent decrees when assigning its bilingual workers, the County would need to have about 142 bilingual workers for the November 2010 election.

Eighty of the County's consolidated precincts had 100 or more Spanish-surnamed voters during the November 2010 election. According to the final list of bilingual poll workers submitted by the County, five of those precincts had no bilingual poll workers present on election day. In addition, of the 15 precincts with 500 or more Spanish-surnamed voters, one had no bilingual worker and six had only one bilingual worker.

Each of the eight polling places monitored in November 2010 had 500 or more Spanish-surnamed voters, based on a January 2010 surname analysis provided to the Department by the State of Texas. Four of the polling places monitored had one bilingual poll worker available to limited English proficient ("LEP") voters, and three of the polling places had two bilingual poll workers. The Caldwell Heights Elementary School, however, had no Spanish-speaking poll worker on election day. This precinct had 827 Spanish-surnamed voters, the highest of any precinct in the County.

Instances of language assistance provided to Spanish-speaking voters by bilingual poll workers occurred at First Baptist Church, Leander High School, and Forest Creek Church. The observers reported that the bilingual poll workers at these polling places demonstrated fluency in Spanish and provided accurate instructions and translation of materials.



At Caldwell Heights Elementary School, where no bilingual poll workers were present, the observers documented requests for language assistance. In one instance, the non-bilingual election judge attempted to assist the Spanish-speaking voter in English but the voter did not understand her instructions. When the voter sought additional assistance with the proposition portion of the ballot, a poll worker stated that poll workers could not help voters in casting a vote. No attempt was made by polling place officials to provide this voter with Spanish-language assistance.

In another instance at Caldwell Heights Elementary School, a first-time, Spanish-speaking voter attempted to have her husband assist her with casting a ballot. The election judge intervened and told the husband that he had to complete a voters' assistance form in order to assist his wife. The husband declined to complete the form, and the election judge called the County to request Spanish-language assistance for the LEP voter. The Spanish-speaking voter reported that the assistance she received by phone was adequate. She also reported that her husband was embarrassed by the incident.

#### **Poll Worker Training**

The County reported that it provided English-Spanish glossaries of election terminology at each polling place for use by poll workers in assisting Spanish-speaking voters. We found, however, that the County can take additional steps to improve its training of poll workers. Although several poll workers reported that they received some general election procedures training from the County, about 20 percent of all poll workers at the sites monitored by the Department reported that they received no training or that they only received an overview of their responsibilities on Election Day.

The bilingual poll worker at First Baptist Church was the only worker who reported that he received training on general election procedures, including instruction on providing election related assistance to Spanish-speaking voters.

Although both of the bilingual poll workers at Stony Point High School indicated that they received training on general election procedures, only one of the two workers indicated she received training specifically on the provision of language assistance.

The bilingual poll worker at Leander High School and one of the two bilingual poll workers at Hutto Middle School reported that they received very cursory training on general election procedures and no training on the provision of language assistance. The second bilingual poll worker at Hutto Middle School indicated that she received no training.

At J.B. & Hallie Jester Annex and the County Central Maintenance Facility, all the bilingual poll workers reported that they received no training. One of the two bilingual poll workers at Forest Creek Church received no training, and the other reported that she received minimal on-site instructions on the day of the election.

**Provision and Dissemination of Written Election Materials**

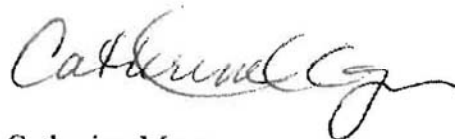
The Voting Section found that the County translated English-language election information, materials, and announcements into Spanish, and that the materials provided substantially the same information and were made equally available to voters. The County also reported that it had distributed Spanish-language election information through newspapers and radio within Williamson County and through other media, including the Internet.

In sum, in light of the observations made for the November 2, 2010 election, and the guidance provided by the Voting Section about compliance with the minority language requirements of the Voting Rights Act, we have a few suggestions for Williamson County regarding its program. First, the County should hire more bilingual workers and develop a plan to send replacement workers when an assigned bilingual worker drops out at the last minute. The County should ensure that precincts with 100 or more Spanish-surnamed voters always have a bilingual worker on Election Day, and that larger precincts have two or three bilingual workers. The County should also ensure that workers receive training on election procedures in general and specifically on providing assistance to Spanish-speaking voters; the County might consider additional training for bilingual workers. Finally, the Voting Section has found that other jurisdictions have benefited from the establishment of (1) a bilingual elections coordinator and (2) an advisory group of residents who can provide feedback to the County on its bilingual program.

Finally, we note that the County last submitted its bilingual election procedures for review under Section 5 of the Voting Rights Act, 42 U.S.C. § 1973c, in 1976. See Submission Number X2354. As the County has made changes to its bilingual election program since that time, we request that the County submit its new bilingual election procedures for review. Additional information on the procedures for Section 5 review can be found on the Voting Section website at [http://www.justice.gov/crt/about/vot/sec\\_5/about.php](http://www.justice.gov/crt/about/vot/sec_5/about.php).

Please contact me at (202) 305-0132 to discuss the County's plans for upcoming elections regarding bilingual assistance. We appreciate the County's cooperation during our monitoring in November, and we look forward to working with the County in the future.

Sincerely,



Catherine Meza  
Trial Attorney  
Voting Section

Enclosure