Linda Phillips,
Administrator
Joe Wm. Young, II
Chief Deputy Administrator

Mark Luttrell, Jr., *Chairman*
André C. Wharton, *Secretary*
Patricia Possel, *Member*
Carlissa A. Shaw, *Member*
Frank Uhlhorn, *Member*

Shelby County Election Commission

DATE: November 16, 2026

TO: Shelby County Republican Party Chairperson
Shelby County Democratic Party Chairperson
Candidates

FROM: Linda A. Phillips, Administrator of Elections
Shelby County Election Commission

SUBJECT: POLL WATCHER ELECTION PROCEDURES

SHELBY COUNTY ELECTION INFORMATION

EV and ED Machine Inspection: November 17, 2026, 9:00am to 11:00am

Election Day: December 8, 2026, 7:00am to 7:00pm

Early Voting: November 18, 2026, through December 3, 2026

Location: Collierville Church of Christ, 575 Shelton Road, 38017

Nov. 18 (Wed)	11:00am – 3:00pm
Nov. 19 to 20 (Thu-Fri)	11:00am – 2:00pm
Nov. 21 (Sat)	8:00am – 4:00pm
Nov. 23 to 25 (Mon-Wed)	11:00am – 2:00pm
Nov. 28 (Sat)	12:00pm – 4:00pm
Nov. 30 to Dec. 2 (Mon-Wed)	4:00pm – 7:00pm
Dec 3 (Thu)	3:00pm – 7:00pm

Nursing Home Visits: November 30, 2026, through December 3, 2026

POLL WATCHER APPOINTMENT FORM - IMPORTANT DATES

THE FIRST DAY TO SUBMIT REQUEST: Wednesday, November 17, 2026
NURSING HOME
LAST DAY TO REQUEST: NO LATER THAN 12:00 NOON ON Tuesday, December 1, 2026
EARLY VOTING
LAST DAY TO REQUEST: NO LATER THAN 12:00 NOON ON Tuesday, December 1, 2026
ELECTION DAY
LAST DAY REQUEST**:** NO LATER THAN 12:00 NOON ON Friday, December 4, 2026

157 Poplar Ave. 137 | Memphis, TN 38103
980 Nixon Dr. | Memphis, TN 38134
P: 901-222-1200 | F: 901-222-1217
W: electionsshelbytn.gov

POLL WATCHERS

Enclosed is a copy of TCA § 2-7-104 which describes the appointment, rights, and duties of a Poll Watcher. Please read carefully.

Each candidate or interested organization may appoint one (1) or more poll watchers for each polling place; provided, however, at any given time, such candidate/organization shall have not more than one (1) such poll watcher on duty at each polling place. **Candidates, their spouses, and precinct election officials may not be appointed as poll watchers.**

All requests with candidates listed as a Poll Watcher will be rejected and returned. All appointments must be made in writing and signed by the person(s) or organization(s) authorized to make the appointment. The form is included in this packet.

The appointment of a Poll Watcher must be in writing and filed in the Shelby County Election Commission Office no later than 12:00 noon two (2) business days before the poll watcher will be present at Early Voting, Election Day, or other observation sites. Each political party with candidates in the election may have two (2) watchers at each polling place. One (1) of the watchers representing a party may be appointed by the Chair of the County Executive Committee of the party and the other by a majority of the candidates of that party running exclusively within the county in which the watchers are appointed. If the Candidate(s) of a party fails to appoint Poll Watchers by 12:00 noon on the third day before the election, the Chair of the County Executive Committee of the party may appoint both Poll Watchers representing the Chair's party.
IMPORTANT: The statutory deadline will be strictly enforced.

Shelby County Poll Watcher Appointment Forms are included in this packet. Completed forms can be submitted in-person, via fax, or emailed to the Election Commission employee listed below. Badges will be available from downtown or east location, please specify on the form. The Shelby County Election Commission will accept a fax for the appointment of poll watchers that contains the signature of the person authorized to make the appointments or an email with an attached document that includes the signature of the person authorized to make the appointments.

Sarah Hudson
980 Nixon Drive
Memphis, TN 38134
222-6821 / fax: 222-6811
sarah.hudson@ShelbyCountyTN.gov

BADGES / SIGNATURES

Upon receipt of the Poll Watcher Form, Poll Watcher Badges will be issued and ready for pick-up within 48 hours at either of two office locations. After you receive the badges from the Election Commission, the badges **must be signed by the appropriate Organization Representative, Party Chair, or Candidate**.

Poll Watchers **must** sign-in with the Officer of Election at the Early Voting, Election Day Precinct, or observation location where they have been assigned. The law governing Poll Watchers will be provided to the Poll Watcher by the Officer of Election. Poll watchers are NOT allowed:

- to greet voters or speak to the voting public
- to interfere with any voter while inside the polling location
- to prevent the election officials' performance of their duties
- to observe or give assistance to a voter who is entitled to assistance
- to use any electronic recording device
- to wear or distribute any campaign materials
- to take photos or record videos

POLL WATCHERS MUST WEAR THE BADGE PROVIDED BY THE SHELBY COUNTY ELECTION COMMISSION, WHICH HAS THEIR NAME AND ORGANIZATION'S NAME, WHILE AT THEIR ASSIGNED POLLING LOCATION.

ASSISTED LIVING

Upon request, The Shelby County Election Commission will provide a schedule for Nursing Home Early Voting. The same rules apply in Assisted Living, Nursing Home, and Care Home as in early voting sites. Please send request to VoteInfo@ShelbyCountyTN.gov

POLLING LOCATION ACCESS

Under TCA § 2-7-103 campaign workers are prohibited from crossing the 100-foot line at all polling locations. Poll Watchers, that candidates appoint through the procedures explained above, may enter polling locations. ALL poll watchers must follow the procedures and laws outlined above and in the poll watcher guidelines, TCA § 2-7-104, provided to each poll watcher.

ABSENTEE PROCESS

Poll Watchers may be present during the counting of the Absentee/Early Voting Ballots. Poll Watcher requests must be submitted by NOON, two business days before the poll watcher will be present at the requested site. Absentee Ballots will be opened and counted at the Election Operations Center, 980 Nixon Drive, Memphis, TN, 38134 on **Tuesday, December 8, 2026,** beginning at **1:00pm.** Absentee Results will be released upon completion or after the last voter has finished voting, whichever is later.

GATHERING OF RESULTS AT THE PRECINCT ON ELECTION NIGHT

Each candidate, the media, and any organization of citizens interested in the candidates on the ballot, may have a representative present at the polling place **after the polls close**. No appointment or notification is required for an individual to be present. The Officer of Election is in charge of the precinct and individuals should speak to them about their purpose for being present.

At the appropriate time, the polling location Judge, in the presence of watchers and others who are present, shall run the election results paper tape. One paper tape summary shall be posted on the precinct wall for each of the voting machines. The Officer of Election will allow individuals to examine the results of the paper tapes posted on the wall. (TCA § 2-7-104(d))

PAPER/PROVISONAL BALLOTS

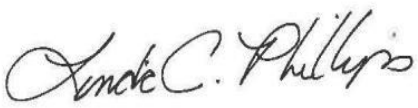
The Paper/Provisional Ballot bags will be opened on election night after the polls close, and the counting process will be at the Election Operations Center, 980 Nixon Drive. Call 901-222-1200 for more information after election day.

CAMPAIGN SIGNS

Campaign signs may not be placed within the 100ft. boundary of a polling site and are subject to county and municipal ordinances. Please visit the appropriate office in Shelby County and/or the municipality for updated sign ordinances.

If you have any questions, please do not hesitate to contact the Shelby County Election Commission at (901) 222-1200, or emails us at VoteInfo@ShelbyCountyTN.gov .

Respectfully,



Linda Phillips
Administrator of Elections
Shelby County Election Commission
157 Poplar Avenue, Suite 137
Memphis, TN 38103
(901) 222-1202 (901) 222-6833
www.ShelbyVote.com

BE VOTER READY

SHELBY COUNTY ELECTION COMMISSION

Poll Watchers – Frequently Asked Questions

(Reference: T.C.A. § 2-7-104)

I. Who May Appoint Poll Watchers?

A. Each political party - Political Party means an organization which nominates candidates for public office.

B. Each candidate in a general or primary election

C. Any citizens' organization interested in a question on the ballot

D. Any citizens' organization interested in preserving the purity of elections and in guarding against abuse of the elective franchise

II. How Many Poll Watchers May be Appointed?

A. Political parties may appoint two (2)

B. Each candidate may appoint one (1) or more (Although multiple poll watchers may be appointed, only one (1) of the poll watchers may be in a polling place at any given time.)

C. Each citizens' organization may appoint two (2)

III. How Are Poll Watchers Appointed?

A. Appointments must be submitted to the county election commission

B. Appointments must be written and signed by the appointing authority

C. Appointments may designate the same person to serve in more than one polling location

IV. To Which Locations May Poll Watchers be Appointed?

A. Early Voting

1. County election commission office; and/or
2. Satellite location(s)
3. Nursing home(s)
4. Penal institution(s)

B. Election Day

1. Polling site
2. Absentee counting board

V. When Must Appointments be Made?

A. Early Voting

1. No later than 12:00 noon two (2) business days before the first day of early voting; or

2. No later than 12:00 noon two (2) business days before the poll watcher will be present at the early voting site

B. Election Day

1. Appointments must be submitted no later than 12:00 noon two (2) business days before the election

VI. Who May Not be Appointed as a Poll Watcher?

A. Anyone who will be or who is a candidate for an office on the ballot

B. County election commission members

VII. What Must Poll Watchers Do Upon Arriving at the Polls?

A. Upon arrival at the polling place, a poll watcher must display his appointment badge to the Officer of Elections.

B. The poll watcher shall sign the poll watcher register.

C. The poll watcher shall wear a badge displaying their "name" and the words "POLL WATCHER". The County Election Commission will provide the badges (labels) for candidates or campaign committees ensuring the precinct officials know they have been duly appointed.

VIII. What May Poll Watchers Do?

A. Watch and inspect performance in and around polling place

B. Speak to the Judges and the Officer of Elections

C. Through Judges, challenge voters

D. During preparation and certification, inspect the poll lists

E. Inspect the ballots while being called and counted

F. During preparation and certification, inspect the tally sheets

G. Present a protest of any aspect of the conduct of the election to the Officer of Elections, County Election Commission or Inspector

IX. What Poll Watchers May Not Do?

A. Interfere with any voter in preparing or casting voter's ballot

B. Prevent election official from performing his or her duties

C. Inspect signature lists during the election hours

D. Observe the giving of assistance to a voter

E. Wear campaign material of any kind during the performance of his or her duties

F. Exit the room of the counting board after the actual counting of ballots begins until completion of the counting and the polls close.

G. Possess electronic devices when observing the duties of the absentee counting board

H. Speak to the voters; this includes greeting the voter or standing in the doorway where the voter enters

I. Take photos or videos of voters while voting or while inside Polling Location.

X. May Poll Watchers Engage in Campaign Activities?

A. In the polling place - **NO**

B. Outside the 100' boundary – **YES**

NOTES:

- *After removing the poll watcher badge or credentials*, the Poll Watcher may engage in campaign activity outside of the campaign free zone.
- Once the poll watcher resumes his or her duties as a poll watcher, any and /or all campaign activity must cease.

POLL WATCHER ACTIVITY CHART

- Poll watchers may be appointed by each political party; each candidate in a general or primary election; any citizen's organization interested in a question on the ballot; and any citizen's organization interested in preserving the purity of elections and in guarding against abuse of the elective franchise;
- Poll watchers may be appointed at whatever location where voting occurs; and
- Poll watchers must be appointed no later than 12:00 noon two (2) business days before the day of voting.

PERMITTED ACTIVITIES	PROHIBITED ACTIVITIES
✓ Watch and inspect performance in and around polling place	× Interfere with any voter in preparing or casting voter's ballot
✓ Through judges, challenge voters	× Prevent election official from performing his or her duties
✓ During preparation and certification, inspect the poll lists	× Observe the giving assistance to a voter
✓ Inspect the ballots while being called and counted	× Wear campaign material of any kind during the performance of his or her duties
✓ During preparation and certification, inspect the tally sheets	× Engage in any campaign activity within the 100' boundary
✓ Present a protest of any aspect of the conduct of the election to the officer of elections, county election commission or inspector	× Exit the room of the counting board after the actual counting of ballots begins
	× Possess electronic devices when they are observing the duties of the absentee counting board.
	× Photographs and videos are prohibited

BE VOTER READY

SHELBY COUNTY ELECTION COMMISSION

Poll Watcher Appointment Form

Date: _____

To the Shelby County Election Commission.

I hereby appoint the following to serve during ☐ *Nursing Home* ☐ *Early Voting* ☐ *Election Day* as a poll watcher(s) for the
(MUST COMPLETE A SEPARATE FORM FOR EACH SELECTION)

December 8, 2026 Town of Collierville Runoff Municipal Elections at the following location(s):

Appointee(s)	Location 1	Location 2

REMINDER: *Each candidate may appoint one (1) or more. (Although multiple poll watchers may be appointed, only one (1) of the poll watchers may be in a polling place at any given time.)*

Candidate Information:

_____
Candidate's Name (Printed)

_____
Candidate's Signature

_____
Title of Office Sought

OR

Political Party or Organization Information:

_____
Party Chair / Representative of Organization's Name (Printed)

_____
Party Chair / Representative of Organization's Signature

_____
Political Party / Organization's Name

Contact Information of the Appointing Authority:

_____
Name

_____
Street Address **City, State and Zip Code**

_____
Phone Number **E-Mail Address (Optional)**

TO AVOID DELAY, PLEASE COMPLETE BOX →

HOW WOULD YOU LIKE TO BE NOTIFIED ONCE BADGES ARE READY?:

☐ Email
☐ Phone

WHICH LOCATION WOULD YOU LIKE TO PICK-UP YOUR BADGE(S)?

☐ Downtown Office ***(157 Poplar Ave. #137)***
☐ East Office ***(980 Nixon)***