

CENTRAL COUNTING STATION-WRITTEN PLAN

EARLY VOTING BALLOT BOARD

At the designated time, the Ballots by Mail will be delivered to the Early Voting Ballot Board (EVBB) Judge at the Central Counting Station, Room 103 in the Courthouse. The Early Voting Ballot Board (EVBB) convenes to verify the signatures and identification on "Absentee Ballots by Mail" ballots, then opens the accepted ballots and prepares them for transmission through the central counting station. The Early Voting and By Mail Ballots will be delivered to the Central Counting Station Managers.

ELECTION DAY

The Central Counting Station Manager/Alternate, Tabulators, and Judge/Alternate will meet to begin counting mail ballots and resolve any ballot issues.

ELECTION NIGHT

All Election Day supplies will be delivered to the Washington County, Texas Annex, and all ballot boxes will be delivered to the Central Counting Station in the Courthouse, 1st floor, Room 103, for processing. All ballot issues must be resolved so that every vote is counted. All discrepancies between ballots scanned and counted by the tabulating equipment and the precinct counts must be resolved before dismissal on Election Night.

Luggage Crew

Responsible for assisting Judges with the unloading of Election supplies and ensuring that distributed Election supplies are accounted for based on the list from the Elections Administrator.

Judge/Alternate: Central Count Station

Responsible for checking in the ballot box containing all voted ballots and the blue plastic envelope containing the “Register of Official Ballots/Ballot and Seal Certificate to the Central Counting Station.

Ballot Boxes are checked and opened by the Central Count Judge and the Alternate Judge for review and approval of seals on the ballot boxes. The seal is removed from the ballot box, and the ballots are sorted for counting by the Manager and CCS Clerks. The ballots are then surrendered to the tabulators for scanning and counting.

Central Count is also responsible for verifying the number of provisional ballots received and delivering them to the general custodian (Elections Administrator) of record.

THIS SORTING MUST BE COMPLETED BEFORE BALLOTS ARE COUNTED!

TABULATION TEAM:

Responsible for running the required L&A Test prior to Election Day. They are also required to perform the 2nd test prior to counting the ballots, run all reports required for reporting results for early voting, absentee, and election day procedures, and perform the 3rd test once all ballots have been counted and reports have been run. All voted ballots are placed in the blue plastic ballot box containers until the manual count is complete and stored for 6 months.

RESOLUTION TEAM: Central Count Manager and Alternate Manager

Responsible for duplicating ballots after the Voter’s intent is determined by the presiding judge. The ballot is duplicated by recording the serial number of the original ballot on the duplicated ballot and vice versa, then the duplicated ballot is placed with the other voted ballots, and the original damaged ballot is placed in an envelope that is marked (original Damaged Ballots, Precinct # ____). Both the original and duplicate will be placed in the ballot box with voted ballots after the duplicate is counted.

Preliminary Results Report

At 7:00 pm early voting totals if counting is complete. The Early Voting In-Person and By Mail ballots are then reported to the Secretary of State as required, media and public. Ballots for each precinct are counted as ballot boxes are delivered and checked in by each judge and alternate. Once all ballots are accounted for, results are then reported to The Secretary of State, media, and candidates who requested.

The Central Count Manager and Alternate completes the Preliminary Reconciliation Report – Unofficial Totals according to all voted ballots counted, pending, and rejected for the election held