

## **CENTRAL COUNTING STATION PLAN**

### **ROLES AND RESPONSIBILITIES OF PERSONNEL:**

1. CCS Manager-Will manage overall administration of Station and supervision of personnel.
  - a. Compare signatures on the poll list formsto the Ballot and seal certificate.
2. Presiding Judge - Maintain order at CCS and administer oaths. Receive ballot boxes.
3. Tabulation Supervisor - Operate the automatic tabulating equipment and run result reports on the DS450.
4. Assistants Tabulators - Upload results into ElectionWare and prepare reports.
5. CSS Clerks - Sort ballots and get them ready for counting.

### **GENERAL RULES OF CONDUCT:**

1. Dress appropriately-no short shorts or tank tops.
2. Be courteous to all other employees of the CCS.
3. No phone calls while ballots are being processed for counting.
4. No alcohol will be allowed and no employee will be allowed to work if any alcohol has been consumed by an employee that has been hired to work at the CCS.
5. No pictures will be allowed in the CCS.

### **SECURITY PROCEDURES:**

1. No one except CCS Personnel, Precinct election officers delivering locked and sealed ballot boxes, Poll watchers and inspectors, Peace officers on duty, SOS and staff, Federal Observers, Election Staff people delivering supplies, and the Sheriff delivering supplies will be allowed in the Counting area.

### **EARLY VOTING AND BALLOT BY MAIL TABULATING PROCEDURES:**

1. Will compare the number of early voters voting in person on the combination form with the number of ballots cast. Will compare to the Ballot transmittal form submitted by the EVBB.
2. Will compare the number of ballot by mail voters to the Ballot transmittal form submitted by the EVBB to the number of ballots counted.
3. Mail ballots and early voting ballots will be given to the Tabulation supervisor who will then count the ballots according to the Procedures for the CCS as described below:

### **TESTING PROCEDURES FOR THE CENTRAL COUNTING STATION:**

1. Certification of 2<sup>nd</sup> Test of The Tabulating Equipment will be done immediately before the counting of ballots.
2. Certification of 3<sup>rd</sup> Test of the Tabulating Equipment will be done upon completion of counting of all ballots.

### **PROCEDURES FOR THE CENTRAL COUNTING STATION:**

1. The Presiding Judge of the CCS will administer oaths to the workers of the Central Counting Station.
2. Workers of the Central Counting Station will wear name badges as prescribed by the Secretary of State.
3. Presiding Judge and their designee will receive the ballots boxes from the Presiding Judge of the Polling Place.
4. Presiding Judge or their designee will compare the red seals that was used to seal the ballot boxes before election day with the seal log and make sure the numbers on the seals match. Will also compare the red seal that the Precinct Judge received to seal the slot of the ballot box with the seal log and make sure the numbers match. If numbers don't match notify the CCS Manager. Verify white seal attached to BB.
5. Presiding Judge or their designee will unlock ballot box and make sure the Ballot and Seal Certificate is inside and collect all combination forms from the Precinct Judge.
6. Presiding Judge and their designee will deliver box to the Elections Clerks.
7. Election Clerks will count all signatures on the combination forms and compare it to the Ballot and Seal Certificate. These numbers should match. If they don't match must figure out why. Count all signatures again and count ballots until they match.
8. After the numbers on the combination form and Ballot and Seal Certificate match will sort ballots into 3 groups. (1) write- in votes (2) damaged ballots (3) irregularly-marked ballots. Check for blank ballots when sorting.
9. Election Clerk will deliver the ballots to the CCS Presiding Judge. They will decide whether a ballot will be duplicated for counting by the voting system or be hand counted. If they are to be duplicated the Presiding Judge will take them to the clerks and they will duplicate them. The voted ballot number will be written on both the damaged or irregularly voted ballot and the duplicated ballot. The Presiding Judge will decide the voter intent. If hand counting is decided The Presiding Judge will assign Clerks to perform the hand count. All write-in ballots will be hand counted.
10. Ballots will be delivered to the Tabulation Supervisor for counting.
11. Presiding Judge will perform Certification of 2<sup>nd</sup> Test of Automated Tabulating equipment.
12. After the Certification of the 2<sup>nd</sup> test of the Automated Tabulating equipment is compared to the test sheet and determined to be correct the ballots will be counted.

13. After ballots have been counted and compared to the Seal and Certification that the numbers match ballots will be put back a ballot box.
14. Tabulation Supervisor will run Election Day Total Reports and Early Voting and Election Day Combined Reports and Precinct Total Reports. Will run 3 copies of each.
15. After all election total reports are finished the Presiding Judge of the CCS will compare total number of voters with all ballots counted. The Presiding Judge of the CCS will sign all Election Results.
16. All Results will be reported to the Secretary of State via online.
17. All result reports will be backed up to a thumb drive and stored in the Election Administrators office.
18. Presiding Judge will perform Certification of 3<sup>rd</sup> Test of Automated Tabulating Equipment and compare with the test sheet.
19. All duplicated ballots will be placed in an envelope after duly noted and placed in ballot boxes with all other voted ballots. The ballot boxes will be labeled with which precinct ballots are in each ballot box.
20. Ballot boxes containing all voted ballots will be locked up and taken to the Old Jail where they will be stored for the retention period required by the Election Code.
21. The CCS will Adjourn.
22. The CCS will not reconvene.

As of 01/01/2025