

Central Counting Station Duties

Manager

- The Manager is responsible for the overall administration of Central Counting.
- Supervise Central Counting Station Clerks.
- Administer Oaths to all clerks. (Receiving and Central Count)
- Make sure everyone wears Identification badges.
- Assist the judges in ensuring that the voter's intent is respected when making ballot resolutions or resolving ballot issues.
- Ensure that there are no inconsistencies in the handling of ballots.
- I will assist where or when I am needed.

Presiding Judge

- Maintains order in the Central Counting Station.
- Power of a District Judge (as a Presiding Judge).
- May serve as a Co-judge (Primary only).
- Review and Initial testing material.
- Complete the Preliminary Reconciliation form on the night of the election.
- Complete the final reconciliation form upon completion of election results.
- Signs Compensation forms for Central Count workers

Alternate Judge

- Assist the Presiding Judge with maintaining order in the Central Counting Station.
- Assist the Judge in conferring with and advising the Manager/Tabulator of any activity at the Counting Station.
- May serve as Presiding Judge if the regularly appointed judge is unable to serve.
- Sometimes serves as a Co-Judge (Primary only).
- Power of a District Judge.

Clerks: Performs all duties designated by the Central Counting Station Manager

- Receive the ballot after the seals are verified.
- Remove ballots from the ballot box.
- Sort ballots to ensure they are ready for scanning.
- Remove Write-in ballots and place them in a stack together.
- Follow all instructions as given by the CCS Manager and judges.
- Clerks are not required to participate with testing equipment.

Carol Jackson, Election Administrator, Election Official

Central Counting Station Duties cont'd

Clerks: Performs all duties designated by the Central Counting Station Manager

Time to meet: 6:30 p.m. on May 3, 2025, in Commissioners Court Chambers, Room 103

- Receive the ballot after the seals are verified.
- Remove ballots from the ballot box.
- Sort ballots to ensure they are ready for scanning.
- Follow all instructions as given by the CCS Manager and judges.
- Clerks are not required to participate with testing equipment.

Receiving: Assist with removing supplies from the vehicles of election judges and alternate judges.

The meeting time is 6:30 p.m. on May 3, 2025, at the Courthouse Annex, 100 S. Park St, Brenham, Texas 77833. Please complete your timesheets.

Carol Jackson, Election Administrator, Election Official