



Central Counting Station Plan

2023 May Uniform Joint Election (May 6, 2023)

Purpose: Section 127.001 of the Texas Election Code ("TEC") allows for the establishment of one or more Central Counting Stations ("CCS") and requires the Manager of the CCS to "establish and implement a written plan for the orderly operation of the CCS. This plan is made available to the public, on the county website, not later than 5 p.m. on the fifth day before the election.

Location: The San Jacinto County CCS will be located at the Elections Administration building, 51 E Pine Ave, Coldspring, TX 77331

CCS Personnel:

- The Elections Administrator will serve as the CCS Manager to manage the overall administration of the station and supervision of personnel.
- The EA Assistant will serve as the Tabulation Supervisor to supervise the operations of the automatic tabulating equipment.
- The part time office clerk will serve as the Assistant Tabulation Supervisor to assist the Tabulation supervisor as needed and so directed.

Plan:

1. **05/06/2023 3:00 p.m.- Early Voting Ballot Board Judge or Alternate Judge picks up keys and sealed ballot box in EA office.**
2. **Early Voting Ballot Board meets at Elections Administration to take possession of the Ballot Box for BBM/FPCA. Early Voting Ballot Board will transport Ballot Box to the area designated for ballot qualification. All chains of custody, seals and locks to be verified.**
3. **Law Enforcement: School Police will be stationed here at the Central Count.**
4. **05/06/2023 4:00 p.m. - Central Counting Station personnel arrive. Swear in. (review & accept PW)**
5. **4:30 p.m.- Zero Count Machine and complete 2nd Test**
6. **5:15 p.m. – Verify seals and accept ballot box-Central Counting Judge signs to take possession from the Ballot Board Judge. CC Judge then will review and confirm or overturn any rejections EVBB made on Absentee Ballots.**
7. **5:30 p.m. – Scan absentee paper ballot voters-verify seals and accept ballot box-Central Counting Judge signs to take possession from the Ballot Board Judge. Ballots are reviewed by CC Judge to see if any ballots need to be duplicated. **Begin scanning ballots received from ballot board. No tabulation will be done until EVBB completes processing of all BBM/FPCA after 7:00 p.m.** CC Judge then will review and confirm or overturn any rejections EVBB made on Absentee Ballots. If it is determined a ballot must be duplicated, the CC Judge must determine the intent of the voter and instruct CCS personnel on duplicating prior to processing. Serial numbers are notated on the original ballot and also on the duplicated ballot for tracking purposes. This process is done with members from differing parties(if applicable) from either CCS or EVBB members.**
8. **5:45 p.m. – Compare the number of early votes on the early voting roster/combination form and reports from Votec to the number of ballots cast. Close Early Voting machines and run closing tapes. Pull vDrives.**

9. **6:20 p.m.** – Process vDrives into Count for early voting, do not tabulate results until 7:00 p.m. (in person voters)
10. **6:30 p.m.** - Process all qualified Ballot by mail ballots through the CC Scanner. Reconcile numbers, pull and process vDrives into count. Do not tabulate results until 7:00 p.m.
11. **7:15 p.m.** - Give EV results to Central Counting Judge and Alternate Judge. “Unofficial” Results to be shared at the entrance of the EA Building (51 E Pine Ave, Coldspring, TX) by CC Judge and Alternate Judge. Results shared with Election appropriate representatives as specified: Cindy Elliott for COCISD/Kelly Hoot for the City of Point Blank (give hard copy to those who are present). Email copies to all entities. No in person representative will be present for CISD.
12. Set up check-in stations in Elections Hall. Check in Judges/supplies as they arrive.
13. **8:00 p.m.** – **Compare the number of voters (Combination Forms/Voter Count Tally/ePollbook rosters)** Begin processing Voting Boxes into Verity Count as they check into Central Counting Station.
14. **9:00 p.m.** – **Print out all necessary Reports and obtain signatures on “Unofficial” Precinct by Precinct reports by CC Judge/ Alternate Judge/1 CCS Personnel.**
15. **9:15 p.m.** - Release final “unofficial” results to Central count personnel. (This time is contingent on voters in line at locations and upon the arrival and processing in of all voting boxes and supplies)
16. All ED numbers reviewed.
17. **9:30 p.m.** – **Central Counting Personnel to Announce** “unofficial” final results at the entrance of the EA Building (51 E Pine Ave, Coldspring, TX). Given to each parties as listed and in the manner shared on line # 11.
18. **10:00 p.m.** - Complete 3rd test. Certify election & Precinct report signed by Central Counting Station Judge in accordance with TEC 127.131. Lock and secure all Elections Material to be maintained in the EA office. Complete the New Reconciliation form for the end of night (signed by CCS Judge/Alt).
19. **GO HOME!!!!**