

CENTRAL COUNTING STATION PLAN

A. PURPOSE:

Section 127.007 of the Texas Election Code requires the *Manager* of the central counting station (“CCS”) to “establish and implement a written plan for the orderly operation of the central counting station.” this plan will be made available to the public on request not later than 5 p.m. on the fifth day before the date of the election.

Section 127.007(b) provides that a CCS plan “must address the process for comparing the number of voters who signed the combination form with the number of votes cast for an entire election.”

B. LOCATION:

The Johnson County Central Counting Station will be located at Johnson County Elections Administration, 103 S. Walnut St., Johnson County Conference Room, Cleburne TX 76033.

C. CENTRAL COUNTING STATION PERSONNEL:

The following are the roles and responsibilities inside the Central Counting Station, as contained in Sections 127.002-127.006 of the Texas Election Code:

1. The Elections Asst. Voter Registrar will serve as the *Central Counting Station Manager* to manage the overall administration of the station and supervision of personnel.
2. The Election Administrator will serve as the *Tabulation Supervisor* to operate automatic tabulating equipment.
3. The Asst. Elections Administrator will serve as the *Assistant Tabulation Supervisor* to assist the Tabulation Supervisor.
4. The *Presiding Judge* of the Early Voting Ballot Board will serve as the *Presiding Judge* to maintain order at the Central Counting Station, administer oaths, and receive ballots to be counted.

Note: The *Presiding Judge* is entitled to compensation at the same rate as a precinct *Presiding Judge*, except that the counting station judge is entitled to a minimum compensation of five hours' pay regardless of the amount of time worked. (127.005 d)

5. *Central Counting Station Clerks* may be appointed as needed by the Central Counting Station *Manager* and the *Presiding Judge* as outlined Section 127.006 of the Election Code.

Note: To be eligible to serve as a clerk a person must be a qualified voter of the county in which the central counting station is located. The general custodian of election records, an employee of the custodian, or any other employee of a political subdivision is not ineligible

to serve as a clerk under this section because the person is a qualified voter of a county other than the county in which the central counting station is located or because of the custodian's status as a candidate or officeholder. (127.006 b)

A clerk appointed by the *Manager* serves under the *Manager* and shall perform the functions directed by the *Manager*. A clerk appointed by the *Presiding Judge* serves under the *Presiding Judge* and shall perform the functions directed by the *Presiding Judge*. (127.006 c)

A clerk is entitled to compensation at the same rate as a precinct election clerk, except that a clerk who serves for the entire time a counting station is in operation is entitled to a minimum compensation of three hours' pay regardless of the amount of time worked. (127.006 d)

D. ROLES AND RESPONSIBILITIES OF PERSONNEL:

1. CCS Manager-Will manage overall administration of Station and supervision of personnel.
2. Presiding Judge- Will maintain order at CCS and administer oaths. Receives ballot boxes.
3. Tabulation Supervisor-Will operate the automatic tabulating equipment and run result reports on the tabulator.
4. Assistant Tabulation Supervisor-will assist the Tabulation Supervisor.
5. CCS Clerks-Assist will delivery of supplies and sort ballots and get them ready for counting by the Tabulation Supervisor.

E. 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.

F. SECURITY PROCEDURES:

1. The door entering into the CCS will be locked a all times and will only be unlocked when

receiving a ballot box to be counted.

2. No one except CCS Personnel, Precinct election officers delivering locked and sealed ballot boxes, Poll watchers and inspectors, Peace officers summoned, SOS and staff, Federal Observers, Election Staff people delivering supplies, and the Sheriff delivering supplies will be allowed in the Counting area. Anyone else will be asked to leave and if not a Law Enforcement Officer will be summoned.

G. EARLY VOTING AND BALLOT BY MAIL TABULATING PROCEDURES:

1. Will compare the number of early voters voting in person with the number of ballots cast.
2. Will compare the number of Ballot by Mail voters to the number of ballots accepted.
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

H. TESTING PROCEDURES FOR THE CENTRAL COUNTING STATION:

1. Certification of 2nd Test of The Tabulating Equipment will be done immediately before the counting of ballots.
2. Certification of 3rd 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 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 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 do not match notify the CCS Manager.
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 do not match, the reason must be obtained to why not. Count all signatures again and count ballots to verify.
8. After the numbers on the combination form and Ballot and Seal Certificate match will sort ballots into 3 groups. (1) blank ballots (2) damaged ballots (3) irregularly-marked ballots (4) write- in votes.
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 2nd Test of Automated Tabulating equipment.
12. After the Certification of the 2nd 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 the ballots and will be put back in a ballot box.
14. Tabulation Supervisor will run 3 copies of each for Early Voting, Election Day, and Ballot by Mail Total Reports.
15. After all election total reports are finished, the Presiding Judge of the CCS will compare the total number of voters with all ballots counted. The Presiding Judge of 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 zip disk and stored in the Election Administrators office.
18. Presiding Judge will perform Certification of 3rd Test of Automated Tabulating Equipment and compare with the test sheet
19. All duplicated ballots will be place in an envelope after duly noted and place in ballot boxes with all other voted ballots. The ballot boxes will be labeled with which precinct ballots are in each ballot box.
20. The CCS will Adjourn.
21. The CCS will not reconvene.
22. On the 61st day after the election, ballot boxes containing all voted ballots will be transferred to storage boxes and taken the Election Storage Warehouse where they will be locked up and stored for the retention period required by the Election Code.