

CENTRAL COUNTING STATION PLAN FOR COKE COUNTY

Sec. 127.001. ESTABLISHMENT OF CENTRAL COUNTING STATION. (a) The authority adopting an electronic voting system for use in an election may establish, in accordance with this subchapter, one or more central counting stations for counting the ballots if the voting system is designed to have ballots counted at a central location.

Coke County has established and approved the use of a Central Counting Station, to be located at: Coke County Courthouse - 13 E. 7th. Street, Robert Lee, TX 76945.

Central Count Station Personnel (minimum of 3, must have alternate Judge for County Elections)

E.A: Elections Administrator for Coke County (Coke County Clerk)

Manager: Sec.127.002 - Election Administrator (Coke County Clerk) or a member of the EA's staff. Manager is in charge of the overall administration of the CCS and the general supervision of personnel. Must have knowledge and experience in the conduct of elections with the electronic voting system. The manager will prepare ballots for counting, SEC. 127.125. The manager has the authority to duplicate ballots if needed, SEC. 127.125, 127.126.

Tabulation Supervisor Sec. 127.003 – Will utilize approved Coke County Tabulation programs to total all election results. Trained in the operation of the automatic tabulating equipment.

Central Counting Station Presiding Judge Sec. 127.005 – Responsible for determining voter intent for ballots. Must sign off on precinct reports. The presiding judge may confer with and advise the manager or tabulation supervisor on any activity at the counting station.

Central Counting Station Alternate Judge: (county Elections) Sec. 127.005 (f) An alternate presiding judge appointed under Subsection (e) serves: as presiding judge for the counting station if the regularly appointed presiding judge cannot serve.

Oaths Sec. 127.0015 – Texas Election Code requires an oath for all CCS personnel. This oath shall be administered verbally to all members of the early voting board and all personnel at central counting station prior to the performance of any duties by the board or central counting station.

"I swear (or affirm) that I will objectively work to be sure every eligible voter's vote is accepted and counted, and that only the ballots of those voters who violated the Texas Election Code will be rejected. I will make every effort to correctly reflect the voter's intent when it can be clearly determined. I will not work alone when ballots are present and will work only in the presence of a member of a political party different from my own. I will faithfully perform my duty as an officer of the election and guard the purity of the election."

Sec. 127.008. **BYSTANDERS EXCLUDED**. (a) Except as permitted by this code and as described by Subsection (b), a person may not be in a central counting station while ballots are being counted.

(b) Under this code, a person may be lawfully present in the central counting station while ballots are being counted if the person is:

- (1) a counting station manager, tabulation supervisor, assistant to the tabulation supervisor, presiding judge, or clerk;
- (2) a watcher;
- (3) a state inspector;
- 4) a voting system technician, as authorized by Section 125.010;
- (5) the county election officer, as defined by Section 31.091, as necessary to perform tasks related to the administration of the election; or
- (6) a person whose presence has been authorized by the counting station manager in accordance with this code.

SECURITY Sec. 127.1232(a) – A licensed peace officer will be posted at the CCS throughout the process of tabulation.

COUNTING STATION PROCEDURE: (the order of some procedures may change dependent upon the Election and Delivery of Election Equipment)

Disposition/delivery of ballots: Sec. 87.063 - The presiding judge of the EVBB shall deliver the early voting ballots counted by the board using the Ballot Transmittal Form, early voting election returns, other early voting election records, and ballot box keys to the presiding judge of the CCS.

* EVBB will secure ballots for delivery to the CCS.

* EVBB shall prepare the second half of the ballot transmittal form, and deliver it to the CCS Manager. Sec. 87.1221

* CCS Judge will accept the ballots and sign a receipt acknowledging receipt and the seals were intact.

*Directly prior to tabulation of election results, the second Logic and Accuracy Test (LAT) will be conducted.

*Election Day Equipment will be delivered to the CCS by ED Precinct workers and will be checked back in utilizing the provided Chain of Custody forms at the Central Count location. Employees of the EA (County Clerk) will be assigned to verify and check equipment in.

* CCS Manager prepares the ballots for counting. The manger shall examine the ballots for irregularly marked ballots and to determine whether the ballots to be counted automatically are ready for counting. After ballots are approved for counting, the manager shall deliver them to the tabulation supervisor. Sec. 127.125

** The CCS Manager of the central counting station may have ballots duplicated for automatic count. Each duplicate ballot must be clearly labeled "Duplicate" and must bear the serial number of the original ballot. Sec. 127.126

*The Tabulation Supervisor will insert any ballots that were delivered for counting by the EVBB into the Central Count Stations Scanner.

*All vDrives returned on Election Night from polling locations will be counted by CCS using the approved and tested tabulation equipment.

*Any ballots that are delivered from ED polling precincts that were unable to be scanned (inserted into the Emergency Slot) will be submitted to the Central Count Station for counting on tabulation equipment.

* CCS will compare the number of voters checked in to the number of votes cast. **EARLY VOTING (in person)** – Use the Early Voting Combination Form and the votes cast off of your printed report from the work station. Please note on Election Night, your Provisional Ballots will not show in your ballots cast but those voters will sign in on the combination form, so be mindful when you are comparing.

ELECTION DAY- Use the Election Day Combination Form and the votes case off of your printed report from the work station. Please note on Election Night, your Provisional Ballots will not show in your ballots case but hose voters will sign in on the combination form, so be mindful when you are comparing.

EV BY MAIL- Use the Ballot Transmittal Form provided by the EVBB and compare the number of ballots transmitted to the number of ballots counted/cast.

*All Election materials will remain locked in the Election Room (access to this room is only granted to the EA and Deputy EA), and all ballots ran through the CCS Scanner will remain locked in the ballot box for the scanner.

* In respect to Write Ins on the ballots from the EVBB, once all ballots have been run through the scanner, the vDrive will then be plugged into the HART workstation, the HART workstation will prompt you to select which write in was chosen from the provided list.

NOTES: The CCS has to keep counting until all ballots are counted!! You cannot go home, come back and start counting again. After the CCS has adjourned, there is no authority to reconvene the CCS to resolve any errors. You will need a Court Order to do so. This is why it is very important to count all ballots and compare ALL voters checked in vs the ballots cast! The CCS Judge will need to complete all required reports prior to adjourning.

POLL WATCHERS: SEC. 33.056 - A poll watcher may be present at any time the station is open for the purposes of processing or preparing to process election results until the election officer complete their duties at the station.

OPERATIONS & ACCESS: At all time access to the Central Count Station and related areas should be limited to the Coke County employees of the EA (County Clerk), CCS personnel and any registered Poll Watcher. Keys for the CCS room are in the possession of the EA and the EA's Deputy. Access to the CCS room will be permitted by either the EA or Deputy EA for security purposes. DOORS SHOULD REMAIN LOCKED AT ALL TIMES when not in use. The CCS is located inside the Coke County Courthouse and the hallways and surrounding area of the building is monitored by security cameras. During CCS activities a licensed peace officer will be present from start to finish.

RESULTS: Sec.127.131 – After the automatic counting of ballots for each precinct has been completed, the presiding judge of the central counting station shall prepare the election returns for that precinct and sign the returns to certify their accuracy. Presiding judge of the central count station shall provide and attest to a written reconciliation of votes and voters at the close of tabulation for ED and after provisional ballots.

AT THE END OF THE NIGHT, YOU SHOULD HAVE AT LEAST 3 DIFFERENT DOCUMENTS PREPARED: PRECINCT RETURN (3 COPEs PER PCT.), UNOFFICIAL RESULTS, UNOFFICIAL RECONCILIATION FORM.