

HARRISON COUNTY ELECTIONS DEPARTMENT—CENTRAL COUNTING STATION PLAN
FOR THE MARCH 5TH 2024 DEMOCRATIC AND REPUBLICAN PRIMARIES

- A. Purpose. Establish and implement a written plan for the orderly operation of the central counting station.
- B. Location. Harrison County Elections Office located at 415 East Burleson, Marshall, Texas. The Central Counting Station will convene at 9 AM on Tuesday March 5th, 2024.
- C. Meanwhile, the Early Voting Ballot Board is now required to meet at least nine days before the Election Day. Therefore the first meeting of the EVBB will occur on Wednesday February 21st at 9 am.
- D. Counting Personnel:
 - a. The Elections Administrator (Donald Robinette) will serve as the Central Counting Station Manager to manage the overall administration of the station and supervision of personnel.
 - b. Tabulation Supervisor for the EVBB/CCS will be Laurie Shelton, Republican Presiding Judge and Melissa Al-Ahmadi, Democratic Presiding Judge.
 - c. Assistant clerks will be Eddie Napps and Kyle Bond of the Republican party and Cindy Leleko and Vernia Calhoun of the Democratic party.
 - d. Other assistants will be Elections office staff, any on site support persons from Hart Intercivic.
 - e. All persons must be sworn in before working in either EVBB or CCS.

The Early Voting Ballot Board will begin the process of inspecting signatures on early voting mail ballots Wednesday February 21st, 2024 and will resume that activity on Election Day Tuesday March 5th, 2024.

On Election Day March 5th the Central Counting Station will begin the process of counting the actual ballots by 11 AM.

The Late and Provisional Ballot Board and late central count will meet again, as determined by board presiding judges to count accepted provisional ballots and accepted late ballots at a date not later than Tuesday March 12th.

- E. Intake of Ballots, Electronic Media and Supplies.
 - a. Verify equipment serial numbers and seals to the chain of custody forms.
 - b. The early voting ballot boxes will be verified and then opened by the EVBB.
- F. Duplication of Ballots.
 - a. Certain ballots that are counted with automatic tabulation equipment may have to be duplicated if the ballot is damaged or cannot be read with the equipment.
 - b. The presiding judge of each party, with any assistants they deem necessary will duplicate any damaged ballots. (Section 127.126 TEC)
- G. Resolving Voter Intent:

- a. At the direction of the presiding judge of each party, CCS clerks will resolve any voter intent questions on the ballots as they are duplicated or manually counted, as applicable.
 - b. The presiding judge and board will make a determination of voter intent prior to duplication of a ballot. The duplicate ballot will then be created by the presiding judge and clerks in the manner in which the voter intent was deciphered.
- H. Tabulation Procedures.
 - a. Both judges will confirm that the seals on the machines match the seals on the logs.
 - b. BEFORE any tabulation begins, the second testing of the Logic and Accuracy test must be conducted.
 - c. Although Tabulation may occur, there will be NO reports given until the law allows, which is 7 PM on election night.
 - d. Whenever tabulation is complete, before the board can adjourn, a third testing of the Logic and Accuracy Test must be conducted. (The FIRST test was a Public test.)
- I. Reconciliation:
 - a. Comparisons must be made of the list of Early voting check-ins from the poll books and from spoiled ballot logs to the number of ballots cast.
 - b. Comparisons must be made of the list of Election Day voter check-ins from the poll books and from spoiled ballot logs to the number of ballots cast.
- J. Printing of Precinct Returns and Election Totals
 - a. The 'Unofficial' election results shall be released as soon as possible after the polls close on Election Day, but no sooner than 7 PM.
 - b. Harrison County results will be reported on the county website at www.harrisoncountytexas.org/elections
 - c. Please click on the link on the home page: INFORMATION FOR MARCH 5TH PRIMARY, then look for unofficial results. You will need to continually refresh the page until the results appear. Cannot say a specific time results will be up.
- K. Poll Watchers.
 - a. Poll watchers may be appointed either by a party or a candidate.
 - b. Each one must have completed poll watcher training and have an appointment certificate.
 - c. Due to space limitations, there shall not be more than two poll watchers in the counting room at one time.
- L. Retention of Records
 - a. After the completion of the counting of ballots both on Election Day and those afterward, the records will be retained through the appropriate retention period, typically 22 months.
 - b. Except for the conducting of the required partial manual count, ballots will be locked away for 60 days, then moved to other secure containers/locations.