

# CENTRAL COUNTING STATION-WRITTEN PLAN

## EARLY VOTING BALLOT BOARD

At the designated time the Ballots by Mail will be delivered to the Early Voting Ballot Board (EVBB) Judge at the Central Counting Station at the Aging Services Building. The Early Voting Ballot Board (EVBB) convenes to verify the signatures for the “Absentee Ballots by Mail” ballots then opens the accepted ballots and gets them ready to be sent through the central counting station process.

## ELECTION DAY

At 9:00 am, Early Voting Ballots and Ballots by Mail will be delivered to the Central Counting Station Judges at the Aging Services Building. Here they will be sorted by the resolution committee and ran through the automatic tabulation machine by the Tabulation Team. Once the ballots are processed they will then be separated by precinct and Party (if applicable). These ballots will then be placed into labeled bags and sealed into a ballot box for record retention.

## ELECTION NIGHT

All supplies and ballot boxes are delivered to the Central Counting Station for processing. In the sally port of the aging services, the supplies are delivered to the equipment team for check-in and the ballot box with the ballots are delivered to the receiving team.

**EQUIPMENT TEAM:** LOCATED IN THE SALLY PORT OF THE AGING SERVICES BUILDING

Responsible for assisting Judges with the unloading of Election supplies and ensuring that distributed Election supplies are accounted for based off of the list from Elections Administrator.

**RECEIVING TEAM: LOCATED IN THE SALLY PORT OF THE AGING SERVICES BUILDING**

Responsible for receiving and confirmation of serial numbers on the ballot boxes. A list of seals used to seal the ballot boxes before Election Day and a list of serial numbers of seals given to the Election Day judge to use to seal the slot of the box on election night must be prepared and given to the team by the general custodian (Elections Administrator). When the team receives the boxes, they need to make sure the serial numbers of the seal used to secure the boxes before Election Day and at the close of the polls are the same as the serial numbers on the list. If there is a discrepancy in the serial numbers, a notation of this is made. The team must then inspect each box for its contents and make sure all records are delivered with the box and check that the ballot and seal certificate is delivered in the ballot box, as well as the blue copy of the combination form of the voters that voted in that precinct. Once confirming the ballot box serial numbers and paperwork are accounted for a Receipt of Ballot Transfer case will be completed. The receiving clerk will confirm that all other forms are filled out completely by the Election Day Judge and fills out the check-off sheet and then will hand a copy of the receipt to the Judge before they may leave.

**Then the Voted Ballots Boxes are taken to the REVIEW AND SORTING TEAM: LOCATED IN THE TABULATION ROOM OF THE AGING SERVICES BUILDING.**

Responsible for doing a preliminary sort of the ballots before counting. Verifying the number of provisional ballots received. The provisional ballots are delivered to the general custodian (Elections Administrator) along with the list of provisional ballots and the other ballots are sorted for:

- WRITE-IN VOTES
- PARTIALLY INVALID BALLOTS
- DAMAGED BALLOTS
- IRREGULARLY-MARKED BALLOTS
- EMERGENCY BALLOTS

**THIS SORTING MUST BE COMPLETED BEFORE BALLOTS ARE COUNTED!**

**TABULATION TEAM: LOCATED IN THE TABULATION ROOM OF THE AGING SERVICES BUILDING**

Responsible for running the required L&A Test, counting the ballots, running all reports as set out in the election day procedures placing counted ballots in plastic bags, labeling bags and placing them in a locked ballot box for storage (do not lock ballot box until reports are reviewed.)

**RESOLUTION TEAM: LOCATED IN THE TABULATION ROOM OF THE AGING SERVICES BUILDING.**

Responsible for duplicating ballots after the Voter's intent is determined by the presiding judge. The ballot is duplicated by recording the serial number of the original ballot on the duplicated ballot and vice versa, then the duplicated ballot is placed with the other voted ballots, and the original damaged ballot is placed in a brown envelope that is marked (original Damaged Ballots, Precinct # \_\_\_\_.), which will be placed in the ballot box with voted ballots after the duplicate is counted. After making the appropriate determinations and taking the appropriate actions, the manager shall approve the ballots for counting.

**TALLY AND HANDCOUNT TEAM: LOCATED IN THE TABULATION ROOM OF THE AGING SERVICES BUILDING.**

Responsible for manual hand counting of the paper ballots generated by Emergency Ballots and FPCA sent electronically and recording them in a Tally Sheet booklet. The one Tally Sheet booklet is delivered to the general custodian (Elections Administrator) the additional Tally Sheet booklets and the ballots are delivered to the Tabulation Team for placement in a plastic bag and locking them in a ballot box for storage.

## **Final Report**

**Telephone & Report Team: LOCATED ON THE 1st FLOOR OF THE COUNTY ANNEX OR IN THE TABULATION ROOM OF THE AGING SERVICES BUILDING**

**Following election night after 7:00 pm early voting totals may be released when Tabulating Supervisor, Manager, and Presiding Judge verify that the results. Then after all ballots are counted for a precinct the combined totals may be released after being verified. Responsible for answering the telephone and getting results to The Secretary of State, media, and candidates.**