

I. Staff:

The Central Counting and Accumulation Station staff shall be as follows:

1. Central Counting Station Manager and Tabulation Supervisor:
Allie Thomas (If Allie is out Karen Galicia will be Central Counting Manager and Tabulation Supervisor)
Assistant Central Counting Manager and Assistant Tabulation Supervisor: Karen Galicia
2. Presiding Judge: Kathy Carter
3. Alternate Judge: Kimberlee Walter
4. As allowable by law, the Manager shall appoint other clerks, including Elizabeth Smith and possibly election judges and clerks, as provided for by law. If others are appointed it will be documented in writing.

II. Poll watchers:

Poll watchers are welcome to observe the activities as permitted by law, and will submit the appropriate poll watcher paperwork prescribed by the Texas Secretary of State to the Presiding Judge of the Counting Station.

III. Tests:

In house testing will be done on all machinery. All ballot styles, all precincts, all contests will be tested, as well as under and overvotes, in compliance with the law. Notice will be published in the newspaper several days in advance. The testing board will consist of the Election Administrator, and Elections Office staff. The public is welcome to attend.

Test 2 will commence just before ballots are accumulated and tallied on election night. The testing board shall consist of the Central Counting Station Manager, the Presiding and Alternate Judges of the Central Counting Station and clerks. Pollwatchers are welcome. The object of Test 2 is to test the accumulation/tallying equipment to ensure it is still functioning properly, not to test the paper or anything else, so as is customary across the State, after a zero tape is printed, the ballot media from test 1 will be read back into the Election Reporting Manager program, and the results will be compared.

Test 3 will commence immediately after the last of the votes are accumulated/tallied on election night, as required by law. The testing board shall consist of the Central Counting Station Manager, the Presiding and Alternate Judges of the Counting Station, clerks. Pollwatchers are welcome. The object of Test 3 is to test the accumulation/tallying equipment to ensure it is still functioning properly, so as is customary across the State, after a zero tape is printed, the ballot media from test 1 will be read back into the Election Reporting Manager program, and the results from test 1, 2, and 3 will be compared.

All testing materials shall be sealed and stored in compliance with the Election Code, using tamper evident bank bags.

IV. Ballot Box Security

- A. The Ballot Boxes: The ballot boxes in Navarro County are the scanner tubs. They are pre-locked and pre-sealed prior to delivery, using double lock and seal hasps with locks that are keyed differently. Delivery is by Sheriff Deputies, and pickup is also by Sheriff deputies the day after

Election Day. The transfer cases for the scanned ballot data are the usb media devices, to be locked and sealed inside red bags provided for that purpose. They shall be secured by digital encryption and by a physical seal, which is logged and signed at the polling place by the presiding and alternate judges, and shall not leave the possession of the judge or person delivering the media device until it is handed in person to the clerk posting guard of those devices at the central counting station.

B. Receipt of Ballot Boxes/transfer cases: The ballots/transfer cases delivered on election night are the usb media devices from the scanners, while paper activation cards shall remain sealed and locked inside the scanner tubs for pickup on the day after election day. Scanner ballot media, containing the cast votes, shall be delivered on Election Night by the person responsible for delivery of election supplies. The Manager of the Central Counting station shall post one of the Central Counting Station Clerks as guard over the media until such time as they are handed to the Manager in person. Once included for tallying, the scanner media shall be sealed inside an envelope and the Central Counting Station Manager and Presiding and Alternate Judges shall seal the envelope by signing across the sealed flap. Any pollwatchers present are also welcome to sign the sealed envelope.

V. Sorting, Duplicating, and Voter Intent:

C. Sorting, duplication, and voter intent will not need to be done under normal circumstances, since the ballot marking devices and scanners are electronic, and have built-in logic for accomplishing all of that. However, in the case of an emergency, in which the scanners are not working properly, paper ballot sorting, duplication, and voter intent shall be conducted by the Counting Station personnel as dictated by law. For example, ballots will be sorted by precinct, and examined for irregular marks, separating irregularly marked ballots out, before being duplicated and scanned. All duplicated ballots will be defaced with the word "SPOIL" written in large letters, and the words "copied to" and the new ballot serial number written. All Spoiled ballots will be entered on a spoiled ballot log and stored separately from ballots accepted for counting.

VI. Accumulating

A. After EACH insertion of a media device, the Manager and Presiding Judge will verify for each location and document that the accumulator's record of number of votes cast matches the number of votes shown on the tapes from the voting equipment printed out at the precinct polling place, and shall verify that it matches the number of voters processed in the pollbooks.

VII. Reporting:

A. A list of emails of people who wish to have reports shall be kept, and reports shall be provided at the following intervals:

- At or shortly after 7 pm: The early voting returns containing Early Voting in Person and Absentee votes qualified and accepted at the 1st Ballot Board meeting.
- By 8 or 8:30 pm: Additional returns, however many have come in.
- Election Night Returns: after the last election locations have come in and their votes accumulated, an election night return will be released by email to everyone on the

email list, and also by phone to anyone who has called and left a message wanting returns.

- d. Returns shall not be released unofficially before the close of polls at 7 pm, under penalty of law. Also, recording devices and phones must be disabled in the Central Counting Station, unless they are being used for election business as specifically approved by the Presiding Judge.
- e. Precinct Reports and Election Reports (Cumulative Reports) shall be printed at the the intervals specified above, and released by email to whomever has requested it.
- f. Precinct and Election Reports (Cumulative Reports) shall be printed for both party chairs, and the Elections Office shall keep one as well.

VIII. Securing Records, Seals, and Ballot Transfer Media at the end of election night.

- a. All ballot transfer media shall be sealed inside a tamper evident bank bag, the seal number of which shall be logged and signatures attesting to the seal and the number shall be provided by the Presiding and Alternate Judges and the Central Counting Station Manager.
- b. Records will be organized, labelled, and placed in file envelopes for safekeeping. They shall not be stored with the ballots or ballot media, except for a copy of the Ballot and Seal Certificate, if applicable.
- c. All seals, once broken, will be labelled using tape and a pen, and will be taped together and stored separately in tamper evident bank bag.

IX. Comparing voted ballots and number of signatures:

- a. In Navarro County Elections, the number of voted ballots and number of signatures shall be compared in 2 ways, providing a safety net in case one of the ways fails:
 1. Pollworkers will indicate the number of voters signed in and the number of the public count on the scanner.
 2. After the polls close, election staff will check Connect and bring the number of people signed in to the Central Counting Station for comparison to the number of in-person voters for early voting and election day.
 3. Either method must add in the number of absentee voters from the poll lists of the Early Voting Ballot Board.
- B. A document containing the numbers of early voters in person, election day voters in person, and absentee voters, compared to the number of ballots cast, shall be made and preserved for the period of records retention for the election.



Date: 8/10/22

Allie Thomas, Navarro County Election Administrator

New Central Count Station Procedures as of 08/10/2022

1. The only person(s) allowed in the central count station (scanner rooms) are
 - a. Allie Thomas
 - b. Karen Galicia
 - c. ESS Rep
 - d. Liz Smith
 - e. Any Judges who are turning in their USB and tallying votes
 - f. The appointed CCS persons from each party (Kathy Carter and Linda Mertz)
 - g. Any poll watchers who are properly appointed and assigned to the Central Count Station
2. If you enter/leave the room you will need to fill out a sign in/out sheet.
3. Election Officials will wear name tags
4. Once the results are all completely tallied results will be distributed as follows
 - a. Party chairs (if present)
 - b. Election office workers
 - c. Any media/persons who are physically present will all be given the results at the same time
 - d. Anyone who is on the list to be emailed will then be emailed



Allie Thomas, Navarro County Election Administrator

