



Central Counting Station Plan

2022 General Joint/Special Election

(November 8, 2022)

Purpose: Section 127.001 of the Texas Election Code ("TEC") allows for the establishment of one or more Central Counting Stations ("CCS") and requires the Manager of the CCS to "establish and implement a written plan for the orderly operation of the CCS. This plan is made available to the public, on the county website, not later than 5 p.m. on the fifth day before the election.

Location: The San Jacinto County CCS will be located at the Elections Administration building, 51 E Pine Ave, Coldspring, TX 77331

CCS Personnel:

- The Elections Administrator will serve as the CCS Manager to manage the overall administration of the station and supervision of personnel.
- The EA Assistant will serve as the Tabulation Supervisor to supervise the operations of the automatic tabulating equipment.
- The part time office clerk will serve as the Assistant Tabulation Supervisor to assist the Tabulation supervisor as needed and so directed.

Plan:

- 1. 11/05/2022 9:00 a.m.- Early Voting Ballot Board Judge or Alternate Judge picks up keys from County Sheriff @ 75 W Cedar Ave., Coldspring, TX 77331.**
- 2. Early Voting Ballot Board meets at Elections Administration to take possession of the Ballot Boxes for BBM/FPCA & Limited Ballots. Early Voting Ballot Board will transport Ballot Boxes to the Coldspring Shelter at 225 Live Oak, Coldspring, Texas to qualify ballots. All chains of custody, seals and locks to be verified.**
- 3. 11/05/2022 EVBB will return from qualifying processes and deliver the keys back to the Sheriff's office for securing until reconvening on Election Day. Seal all boxes before transporting back to the EA office.**
- 4. Corrective forms filled out for any voters requiring "corrective actions".**
- 5. Voters to be notified of needed "corrections".**
- 6. 11/08/2022 2:00 p.m. - Early Voting Ballot Board Judge or Alternate Judge picks up keys from County Sheriff @ 75 W Cedar Ave., Coldspring, TX 77331.**
- 7. 11/08/2022 2:15 p.m. - Early Voting Ballot Board meets at Elections Administration to take possession of the Ballot Boxes for BBM/FPCA. Early Voting Ballot Board will transport Ballot Boxes to the Coldspring Shelter at 225 Live Oak, Coldspring, Texas to qualify ballots. All chains of custody, seals and locks to be verified.**
- 8. Law Enforcement: Constable Sam Houston and Constable Roy Rogers will be stationed here at the Central Count.**
- 9. 11/08/2022 3:00 p.m. - Central Counting Station personnel arrive. Swear in. (review & accept PW)**
- 10. 3:15 p.m. – Verify seals and accept ballot boxes-Central Counting Judge signs to take possession from the Ballot Board Judge. CC Judge then will review and confirm or overturn any rejections EVBB made on Absentee Ballots.**

11. **3:30 p.m.**- Zero Count Machine and complete 2nd Test
12. **3:30 p.m.** – Scan absentee paper ballot voters-verify seals and accept ballot boxes- Central Counting Judge signs to take possession from the Ballot Board Judge. Ballots are reviewed by CC Judge to see if any ballots need to be duplicated. **Begin scanning ballots received from ballot board. No tabulation will be done until EVBB completes processing of all BBM/FPCA & Limited Ballots and after 7:00 p.m.** CC Judge then will review and confirm or overturn any rejections EVBB made on Absentee Ballots. If it is determined a ballot must be duplicated, the CC Judge must determine the intent of the voter and instruct CCS personnel on duplicating prior to processing. Serial numbers are notated on the original ballot and also on the duplicated ballot for tracking purposes. This process is done with members from differing parties(if applicable) from either CCS or EVBB members.
13. **5:45 p.m.** – **Compare the number of early votes on the early voting roster/combination form and reports from Votec to the number of ballots cast.** Close Early Voting machines and run closing tapes. Pull vDrives.
14. **6:20 p.m.** – Process vDrives into Count for early voting, do not tabulate results until 7:00 p.m. (in person voters)
15. **6:30 p.m.**- Process all qualified Ballot by mail ballots through the CC Scanner. Reconcile numbers, pull and process vDrives into count. Do not tabulate results until 7:00 p.m.
16. **Review Write-In votes. Assignment or rejection of “Write-In” votes for Early Voting. This can be a timely process. If the “Write-in” is not one from the “DECLARED” list it is rejected. If the name is not spelled exact and a determination is needed to decipher the voter’s intent, it will have to be reviewed. This is done with the CCS Judge/Alternate supervision. Each name is individually reviewed and marked as “Assigned” or “Rejected”.**
17. **7:45 p.m.** - Give EV results to Central Counting Judge and Alternate Judge. “Unofficial” Results to be shared at the Courthouse Rotunda (1 State Hwy 150, Coldspring, TX) if deemed necessary by CC Judge and Alternate Judge. Results shared with Election appropriate representatives as applicable (Party Chairs of the Democratic and Republican Parties or their designated person, entity representative). All EV numbers entered into Secretary of State’s TEAM ENR site.
18. Set up check-in stations in Elections Hall. Check in Judges/supplies as they arrive.
19. **8:00 p.m.** – **Compare the number of voters (Combination Forms/Voter Count Tally/ePollbook rosters)** Begin processing Voting Boxes into Verity Count as they check into Central Counting Station.
20. **Review Write In votes. Assignment or rejection of “Write-In” votes for Election Day. This can be a timely process. If the “Write-in” is not one from the “DECLARED” list it is rejected. If the name is not spelled exact and a determination is needed to decipher the voter’s intent, this will have to be reviewed. This is done with the CCS Judge/Alternate supervision. Each name is individually reviewed and marked as “Assigned” or “Rejected”.**
21. **10:00 p.m.** – **Print out all necessary Reports and obtain signatures on “Unofficial” Precinct by Precinct reports by CC Judge/ Alternate Judge/1 CCS Personnel.**
22. **10:15 p.m.** - Release final “unofficial” results to Central count personnel. (This time is contingent on voters in line at locations and upon the arrival and processing in of all voting boxes and supplies)
23. All ED numbers entered into Secretary of State’s TEAM ENR site. Review and submit.
24. **10:20 p.m.** – **Central Counting Personnel to Announce “unofficial” final results at the entrance of the Courthouse Rotunda (1 State Hwy 150, Coldspring, TX). Given to each parties as listed and in the manner shared on line # 17.**
25. **10:30 p.m.** - Complete 3rd test. Certify election & Precinct report signed by Central Counting Station Judge. Lock and secure all Elections Material to be maintained in the EA office.
26. **GO HOME!!!!**