

SOMERVELL COUNTY CENTRAL COUNT STATION (CCS) PLAN

1. Central Counting Station Personnel

CCS Manager/ Elections Administrator, Tabulation Supervisor/ Chief Deputy, Presiding Judge, Alternate Presiding Judge, and any clerks appointed by the Presiding Judge.

The roles and responsibilities of the CCS personnel are contained in Section 127.002-127.006 of the Texas Election Code.

2. PROCEDURES FOR CONVENING THE CENTRAL COUNTG STATION

The Presiding Judge will meet with the other members of the CCS immediately following the adjournment of the duties of the Early Voting Ballot Board or by 6:30 pm, whichever is appropriate for each election. If all work is not completed, the CCS will meet again at 3pm on the 6th day after the election.

3. ADMINISTRATION OF OATHS

CCS personnel will be sworn in by the Elections Administrator before beginning their duties and will sign the oath.

4. INTAKE OF BALLOTS, ELETRONIC MEDIA AND SUPPLIES

Polling Place Election Judges will check in their equipment and paperwork with the CCS Alternate Presiding Judge. Each Presiding Judge will sign off on the checkout list for Election Day. This will be filed with all the paperwork after the election.

5. DUPLICATION OF BALLOTS

If a ballot must be duplicated during counting, the Presiding or Alternate Judge will duplicate the ballot in writing and staple the new ballot to the old. The CCS Manager will input the manual adjustment with the Tabulation Supervisor reading the results as the CCS Manager inputs them to the ERM. Any member may look at the duplicated ballot to verify voter intention.

6. RESOLVING VOTER INTENT

At the direction of the Presiding Judge, CCS clerks will resolve any voter intent questions on the ballots as they are duplicated or manually counted, as applicable. The voter intent must be agreed upon by 3 members of the CCS team. They all must initial the bottom of any questioned ballot.

7. TABULATION PROCEDURES

The Presiding Judge at the polling location will remove the seal from the M100 Ballot Box, remove the media (PCMCIA card) and hand the media to the Tabulation Supervisor. The Tabulation Supervisor will check to be sure the correct media for each Precinct is turned in, then given to the CCS Manager. Then the CCS Manager will input the media in the ERM for tallying.

8. RECONCILIATION

The process for comparing the number of voters listed as having voted and the number of ballots cast will be verified in three ways:

- ❖ **EARLY VOTING IN PERSON** – Compare the number of early votes from the early voting pollbook to the number of ballots cast.
- ❖ **EARLY VOTING BY MAIL** – Compare the number of ballots entered on the “Ballot Transmittal Form” from the Early Voting Ballot Board to the number of ballots counted. (87.021, 87.1221)
- ❖ **ELECTION DAY** – Compare the number of voters from the pollbook to the total number of ballots cast. (127.007(b))

9. PRINTING OF PRECINCT RETURNS AND ELECTION TOTALS

The CCS Manager will print the precinct returns and the Tabulation Supervisor will sign them. One file will be sent to any person asking for results. This will be emailed as soon as possible. The data will also be uploaded for viewing on the Monitor. Located on the outside wall of the Somervell County Annex as well as posted on the county website.

Under Section 127.127, the CCS Manager and the Tabulation Supervisor are the only ones authorized to operate the automatic tabulating equipment or handle ballots that are automatically counted. After the counting of ballots (or accumulation of vote totals) has occurred, the CCS Manager/Presiding Judge is responsible for preparing the precinct election returns. The CCS Manger/Presiding Judge is required to sign the precinct returns to certify their accuracy.

The printed “precinct by precinct” report that has been adjusted to include any hand-counted ballots (if necessary) constitutes certified precinct returns. All tallying will be done on the certified software- ES&S ERM. (Section 127.127 (e), Texas Election Code).

The unofficial election results shall be released as soon as available after the polls close. Alternatively, the CCS Manager/Elections Administrator may withhold the release of unofficial results until the last voter has voted. (Section 121.1311, Texas Election Code).

10. REPORTING RESULTS TO THE SOS, if applicable

The Elections Administrator will transmit results as soon as available to SOS as required.

11. POLL WATCHERS

Poll watchers are entitled to be present during the time the CCS has convened for the “purpose of processing or preparing to process election results and until the election officers complete their duties at the station.” (Section 33.055, Texas Election Code). The poll watcher must deliver their certificate of appointment to the Presiding Judge of the CCS and the Presiding Judge must countersign their certificate. The poll watchers may stand in the CCS room and will have as much visible access to the processing of election results as possible.

12. DELIVERY OF MATERIALS TO THE GENERAL CUSTODIAN OF ELECTION RECORDS.

Voted ballots, electronic media, election records, and election equipment must be delivered to the general custodian of election records after the completion of counting the ballots on Election Day or after Election Day, if necessary. The CCS is in the vault of the District/County clerk office and all records will be left in that office for the retention by the EA. The EA will have either a physical or digital file on all the paperwork from the election and will retain it for the mandatory retention period. The EA will check again to be sure all serial number, seals and other inventory control measures are accounted.