

Central Counting Station Plan

2020 General/JT Election (November 3, 2020)

1. **10/30/2020 8:00 a.m.** - Early Voting Ballot Board Judge or Alternate Judge picks up keys from County Judge, Courthouse, Rm 23.
2. **10/31/2020 8:00 a.m.** - Early Voting Ballot Board meets at Elections Administration to take possession of the Ballot Boxes for BBM/FPCA, Limited Ballots & Hand Delivered. 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. **10/31/2020 8:15 a.m.** - Ballot board will verify and confirm the number of ballots received for processing matches the number of ballots marked as "received" on the official list from the EA's TEAM report. They will qualify the ballots "received".
4. **11/02/2020 & 11/03/2020 8:00 a.m.** - Early Voting Ballot board will pick up the keys from the Sheriff and do steps #2 and #3 again.
5. **11/03/2020 11:00 a.m.** - Central Counting Station personnel arrive. Swear in. (review & accept PW)
6. **11:15 a.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. **Begin scanning ballots received from ballot board. No tabulation will be done until EVBB completes processing of all BBM/FPCA, Limited Ballots & Hand Delivered. (after 7:00 p.m.)**
7. **4:00 p.m.**- Zero Count Machine and complete 2nd Test
8. **4:45 p.m.** - Tabulate 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. 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.
9. **6:00 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.
10. **6:20 p.m.** - Tabulate early voting results (in person voters).
11. **Constable Sam Houston and Roy Rogers will be stationed here at the Central Count.**
12. **7:15 p.m.** - Give EV results to Central Counting Judge and Alternate Judge. "Unofficial" Results to Courthouse Rotunda. Results emailed to WISD superintendent secretary, COCISD superintendent secretary, Cleveland ISD superintendent secretary, City of Shepherd and City of Coldspring secretary. All EV numbers entered into Secretary of State's TEAM ENR site.
13. Set up check-in stations in Elections Hall. Check in Judges/supplies as they arrive.
14. **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.
15. **9:00 p.m.** - **Print out all necessary Reports and obtain signatures on "Unofficial" Precinct by Precinct reports by CC Judge/ Alt. Judge/1 CCS Personnel.**
16. **9:15 p.m.** - Release final "unofficial" results 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)
17. **9:30 p.m.** - **Central Counting Personnel to Announce "unofficial" final results at Courthouse Rotunda.** Given to each entity listed and in the manner shared on line # 11.
18. **9:45 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.

19. GO HOME!!!!