

Central Counting Station Plan

2021 Constitutional/JT Election (November 2, 2021)

1. **11/02/2021 2:45 p.m.** - Early Voting Ballot Board Judge or Alternate Judge picks up keys from County Judge, Courthouse, Rm 23.
2. **11/02/2021 3:00 p.m.** - 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. **11/02/2021 4:00 p.m.** - Central Counting Station personnel arrive. Swear in. (review & accept PW)
4. **4:15 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.
5. **4:30 p.m.**- Zero Count Machine and complete 2nd Test
6. **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. **Begin scanning ballots received from ballot board. No tabulation will be done until EVBB completes processing of all BBM/FPCA & Limited Ballots. (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.
7. **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.
8. **6:20 p.m.** – Process vDrives into Count for early voting, do not tabulate results until 7:00 p.m. (in person voters).
9. **Law Enforcement: Constable Sam Houston and crew will be stationed here at the Central Count.**
10. **7:15 p.m.** - Give EV results to Central Counting Judge and Alternate Judge. “Unofficial” Results to be shared at the entrance of EA building if deemed necessary by CC Judge and Alternate. Results emailed to Cleveland ISD superintendent secretary and copies given to City of Shepherd secretary. All EV numbers entered into Secretary of State’s TEAM ENR site.
11. Set up check-in stations in Elections Hall. Check in Judges/supplies as they arrive.
12. **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.
13. **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.**
14. **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)
15. **9:30 p.m.** – **Central Counting Personnel to Announce “unofficial” final results** at the entrance of the EA building(if deemed necessary). Given to each entity listed and in the manner shared on line # 11.
16. **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.
17. **GO HOME!!!!**