

## Central Counting Station Plan

### Constitutional/Joint Election (May 7, 2022)

1. **05/05/2022 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 hall at the EA building @ 51 E. Pine Ave., Coldspring, Texas to qualify ballots. All chains of custody, seals and locks to be verified.** 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”.
3. **05/05/2022 EVBB will complete qualifying processes and deliver the keys back to the Sheriff’s office for securing until reconvening on Election Day. Seal all boxes before returning them 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. **05/07/2022 2:30 p.m. -** Early Voting Ballot Board Judge or Alternate Judge picks up keys from County Sheriff @ 75 W Cedar Ave., Coldspring, TX 77331.
7. **05/07/2022 2:35 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. **05/07/2022 2:45 p.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”.
9. **05/07/2022 5:00 p.m. -** Central Counting Station personnel arrive. Swear in. (review & accept PW if any are present)
10. **5:15 p.m.-** Zero Count Machine and complete 2<sup>nd</sup> Test
11. **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.
12. **5:45 p.m. – Verify seals and accept ballot boxes-Central Counting Judge signs to take possession from the Ballot Board Judge. Begin scanning ballots received from ballot board. No tabulation will be done until EVBB completes processing of all BBM/FPCA. (after 7:00 p.m.)**
13. **5:50 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.
14. **6:20 p.m. -** Process early voting results (in person voters).
15. **Police officer will be stationed here at the Central Count.**
16. **7:15 p.m. – Tabulate and Give EV results to Central Counting Judge and Alternate Judge. Central Counting Personnel to Announce** the “Unofficial” Early Voting Results, which include both qualified Ballot by Mail and In-person Early Voting totals. These will be announced at the entrance of the EA Building, 51 E Pine Ave., Coldspring, TX 77331. “Unofficial” Results will be shared in the manner requested by each entity. Results emailed to entities as named to COCISD superintendent secretary, Cindy Elliott, CLISD superintendent, Stephen McCanless, and superintendent secretary, Stacy Arnold, WISD superintendent Dr. Tim Harkrider, and superintendent secretary Carol

Rodgers, City of Coldspring secretary, Jody Barr. If a representative is present at the Central Counting station they will also be given a copy of the “Unofficial” Results.

**17.** Set up check-in stations in Elections Hall. Check in Judges/supplies as they arrive.

**18. 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.

**19. 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.**

**20. 9:15 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)

**21. 9:30 p.m. – Central Counting Personnel to Announce “Unofficial” final results at EA building.** Given to each entity listed and in the manner shared on line # 16.

**22. 9:45 p.m. -** Complete 3<sup>rd</sup> test. Certify election & Precinct report signed by Central Counting Station Judge. Lock and secure all Elections Material to be maintained in the EA office.

**23. GO HOME!!!!**