



BURLESON COUNTY ELECTIONS DEPARTMENT
PLAN FOR OPERATION OF CENTRAL COUNTING STATION
NOVEMBER 7, 2023

A. PURPOSE:

Section 127.007 of the Texas Election Code requires the *Manager* of the central counting station (“CCS”) to “establish and implement a written plan for the orderly operation of the central counting station.” And that this plan be made available to the public on request not later than 5 p.m. on the fifth day before the date of the election.

Section 127.007(b) provides that a CCS plan “must address the process for comparing the number of voters who checked in and signed either the Electronic Poll Book or a Combination Form with the number of votes cast for an entire election.”

B. LOCATION:

The Burleson County Central Counting Station will be located at Burleson County Courthouse in the Elections Office, 100 W. Buck St., Ste. 107, Caldwell, TX 77836. The Central Counting Station will convene at 6:00p.m. on Saturday, May 6, 2023.

C. CENTRAL COUNTING STATION PERSONNEL:

The following are the roles and responsibilities inside the Central Counting Station, as contained in Sections 127.002-127.006 of the Texas Election Code:

- The Elections Administrator (Dorothy Oliver) will serve as the *Central Counting Station Manager* to manage the overall administration of the station and supervision of personnel.
- The Elections Administrator (Dorothy Oliver) will serve as the *Tabulation Supervisor* to operate automatic tabulating equipment.
- The following personnel will serve as the *Assistant Tabulation Supervisors* to assist the Tabulation Supervisor: Patty Vychopen, Assistant Elections Administrator, Joni Cook, Deputy Clerk and other qualified employees (as needed).
- The *Presiding Judge* Caressa Inman and *Alternate Judge* Linda Adair will serve to maintain order at the Central Counting Station, administer oaths, and receive ballots to be counted.

- *Central Counting Station Clerks* may be appointed as needed by the *Central Counting Station Manager* and the *Presiding Judges* as outlined Section 127.006 of the Election Code.

D. PROCEDURES FOR CONVENING THE CENTRAL COUNTING STATION:

Section 87.0241 of the Texas Election Code dictates when an entity is permitted to count ballots.

The Central Counting Station will convene based on the size and type of election as determined by the *Central Counting Station Manager* and the *Presiding Judge*.

The Early Voting Ballot Board will meet on October 27, 2023 to receive Early Voting Balloting Materials and will begin to process early voting mail ballots on Tuesday, November 7, 2023 at 10:00 a.m.

E. PREPARATIONS

- All personnel take the prescribed oath of election official
- Assignment of duties
- Perform second L & A test

F. MAIL BALLOTS

- Determine that seal on Scanner is the original seal placed on after predefining the Scanner for election
- Run the ballots through the Scanner
- Any damaged or invalid ballots will be given to Presiding Judge for a determination and duplication
- After all ballots have been scanned through the Scanner, the V-drive shall be removed and place into Count
- Once the V-drive has been removed from Count, it will be set aside to keep count in a clear plastic bag

G. EARLY VOTE TOTALS

- Verify that the seals on the Controller and the Scanner correspond to the assigned seals on the Ballot Seal Certificate
- Verify tally tape and Poll Pad number of check-ins
- Verify you have all the required envelopes from above
- Break seals on Controller and Scanner and remove the V-drives, give V-drives to Tabulation Supervisor who will run the V-drives through Count.
- After each V-drive have been read into Count they are to be placed into a clear plastic bag and set aside to keep count

H. RECEIPT OF CONROLLERS, SCANNERS, AND POLL PADS FROM PRESIDING JUDGES

- **Ask for Provisional Bag/did they have any provisional voters?**
- Verify the Precinct judge is delivering the Large White Envelope which contains the **tally tape, chain of custody, Ballot and Seal Certificate, and an area on the front for numbers for reconciliation**
- Verify that the seals on the Controller and the Scanner correspond to the assigned seals on the Ballot Seal Certificate
- Break seals on Controller and Scanner and remove the V-drives, give V-drives to Tabulation Supervisor who will run the V-drives through Count.
- After each V-drive have been read into Count they are to be placed into a clear plastic bag and set aside to keep count
- After all Precincts have checked in, verify the amount of V-drives that have been scanned in match the number of precincts for Early Voting and Election Day.

I. CONCLUSION

- When all the votes have been tabulated,
- Complete the Reconciliation Form and have Presiding Judge sign
- Log in to TEAM and have the Presiding Judge & Alternate Judge call numbers
- Verify numbers by phone with the Secretary of State's office
- Have everyone in CCS to sign the Cumulative Results Report
- Send the Cumulative Results Report and the Reconciliation for website posting
- Have CCS complete their compensation sheet, set a date and time for late ballots and provisional ballots, and thank them for their service
- When all is in order, lock all boxes and equipment up
- The CCS will reconvene on the agreed upon date to review any outstanding late Ballot by Mail ballots and/or Provisional ballots and make any adjustments for those ballots
- Complete the notices to be sent to the voters on the outcome of their Provisional or Late Ballot
- Perform the third L & A test and have all members sign
- Complete the Official Reconciliation of the Election and sign and date
- Add the amount of time to their compensation sheet or complete a new one and thank them for their service