

CENTRAL COUNTING STATION PROCEDURES

**Elections Administration Office
Karnes County Courthouse Annex
210 W. Calvert Ave., Ste. 140
Karnes City, TX 78118**

1. MAIL BALLOTS (Morning of Election Day)
 - a. Early Voting Clerk posts Notice of Delivery of Ballots Voted by Mail.
 - b. Early Voting Clerk transfers mail ballots to ballot Board Judge.
 - c. Ballot Board Judge signs Ballot Transmittal Form for Early Voting Mail Ballots.
 - d. Ballot Board compares signatures on application and carrier envelope.
 - e. Sends letter of rejection to any envelopes not signed or matched.
 - f. Ballot Board opens ballot envelopes.
 - g. Ballot Board checks for any statement of residence cards.
 - h. Ballot Board sends letter of rejection if required statement of residence is not enclosed.
 - i. Ballot Board sorts any damaged ballots and places them in a Spoiled Ballot Envelope.
 - j. Ballot Board duplicates damaged ballots and records them on list of duplicated ballots.
 - k. Ballot Board sorts any mismarked ballots to be reviewed.
 - l. Ballot Board sorts any write-in ballots to be reviewed.
 - m. Ballot Board corrects ballot(s) after consultation with the Central Count Station Manager.
 - n. Ballot Board resolves any over votes, mismarks, write-ins after consultation with the Central Count Station Manager.
 - o. Ballot Board scans ballots.
 - p. Ballot Board secures ballots.
 - q. Ballot Board prints ballots processed report, records number of ballots scanned on eScan MBB Transfer Envelope and signs off on Ballot Transmittal Form.
 - r. Ballot Board Judge delivers Ballot Transmittal Form and MBB Transfer Envelope containing eScan printed report to Central Count Station Manager.

2. EARLY VOTING (IN PERSON & MAIL) BALLOTS (Afternoon of Election Day)
 - a. Central Count Station Manager transfers mail Ballot Transmittal Form and eScan MBB Transfer Envelope to Central Count Judge.
 - b. Central Count Judge breaks eScan seal, removes eScan MBB, places eScan MBB into eScan MBB Transfer Envelope and verifies number of votes cast on envelope.
 - c. Early Voting Clerk transfers early voting JBC and reconciliation envelope to Central Count Judge.
 - d. Central Count Judge verifies seal on JBC.
 - e. Central Count Judge verifies votes cast on JBC report and reconciliation envelope.
 - f. Central Count Judge breaks seal and removes MBB.
 - g. Central Count Judge records number of votes cast on MBB Transfer Envelope & Ballot and Seal Certificate Form.
 - h. Central Count Judge places seal and MBB into MBB Transfer Envelope.

- i. Central Count Judge gives both MBB Transfer Envelopes to Tabulation Supervisor.
 - j. Tabulation Supervisor runs test #2.
 - k. Tabulation Supervisor reads MBB.
 - l. Tabulation Supervisor verifies MBB envelope for number of votes cast.
 - m. Tabulation Supervisor places MBB back in envelope and marks that it has been tallied.
 - n. Tabulation Supervisor reads MBB for Mail Ballots and verifies number cast.
 - o. Tabulation Supervisor places MBB in envelope and marks it as tallied.
3. ELECTION JUDGE EQUIPMENT DROP-OFF (beginning at 7:00 pm)
- a. Election Judge drops off eSlates and DAU with deputy at the District Courtroom door.
 - b. Deputy verifies serial number with check-in personnel and places eSlates in rolling rack.
 - c. Election Judge drops off ePollbook and verifies serial number with check-in personnel.
 - d. Election Judge places ePollbook in designated area along with flag, cone, and supply bag.
 - e. Check-in personnel initials Equipment Custody form and places it inside the precinct's election night folder.
 - f. Check-in personnel gives the election night folder to the Election Judge.
4. ELECTION JUDGE CHECK IN
- a. Election Judge departs the District Courtroom and proceeds to the paperwork check in table located in the hallway.
 - b. Election Judge places the provisional ballot envelope containing green provisional affidavits and the list of provisional voters in the designated box.
 - c. Election Judge places the cancelled ballot envelope containing the cancelled mail ballots and the Requests to Cancel Application for Ballot by Mail forms in the designated container.
 - d. Election office staff reviews the compensation form for completion and signatures and places compensation form in designated container.
 - e. Election office staff verifies the number of voter signatures on the combination forms, reconciles the number of signatures with the number of access codes voted on the eSlate Reconciliation envelope and records that number in the comments section of the MBB Transfer Envelope. Any discrepancies will require written explanation from the Election Judge.
 - f. Election Judge proceeds to the JBC check in table with the JBC, the eSlate Reconciliation Envelope and the election night folder.
 - g. Election Judge drops off the JBC with the Central Count Judge.
 - h. Central Count Judge checks JBC close poll tape (prints one if needed).
 - i. Central Count Judge ensures that printed tape is signed by the Election Judge.
 - j. Central Count Judge reconciles the number of access codes issued on the JBC tape with the eSlate Reconciliation Envelope to verify number of access codes voted.
 - k. Central Count Judge records the number of access codes voted on the MBB envelope and on the Ballot and Seal Certificate.

- I. Central Count Judge and the Election Judge sign the Ballot and Seal Certificate. The election night folder is retained by the Central Count Judge.
5. MBB TRANSFER
 - a. Central Count Judge removes tally tape and places it in the MBB Transfer Envelope.
 - b. Central Count Judge breaks the JBC seal and removes MBB from the JBC.
 - c. Central Count Judge places seal and MBB into the MBB Transfer Envelope.
 - d. The Ballot and Seal Certificate and the Equipment Custody Log are retained in the precinct's Election Night Folder.
 - e. Central Count Judge transfers the MBB to the Tabulation Supervisor.
 - f. Election Judge places JBC in designated area and departs the building through the side door.
 6. TABULATION OF MBBs
 - a. Tabulation Supervisor reads MBB into Tally.
 - b. Tabulation Supervisor checks MBB envelope for number of votes cast.
 - c. Tabulation Supervisor places MBB back into envelope and checks that it has been tallied.
 - d. Tabulation Supervisor runs the following reports:
 - i. Cumulative report
 - ii. Precinct report
 - iii. Ballot Status (Provisional) report
 - e. Election Administrator reports results to the Secretary of State.
 - f. Election Administrator announces results to public via email and posting on office building windows.
 7. AFTER ELECTION
 - a. Ballot Board comes back to process any late or "next day" mail ballots.
 - i. Same procedure as item #1 and #2
 - b. Ballot Board processes Provisional Ballots.
 - i. Voter registrar has researched status of voter.
 - ii. Voter registrar sends Provisional Ballots and Verification form to Ballot Board.
 - iii. Ballot Board checks "accept" or "reject" on provisional envelope.
 - iv. Ballot Board Judge mails letters for accepted and rejected ballots.
 - v. Ballot Board transfers "accepted" Provisional envelopes and verification form to Central Counting Station Manager.
 - vi. Tabulation Supervisor finds the "ballot stub" code number in Tally.
 - vii. Tabulation Supervisor changes status from rejected to accepted as applicable.
 - c. When all ballots are tallied, Tabulation Supervisor changes report status to "official."
 - d. Tabulation Supervisor runs new Tally reports:
 - i. Cumulative reports
 - ii. Precinct reports
 - iii. Ballot Status (Provisional) reports
 - iv. Write-In reports
 - e. Tabulation Supervisor runs test #3.