



## Central Counting Station Plan – Liberty County

### For the May 6, 2023 Local Political Subdivisions—City and School Elections

#### **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.” 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 signed the combination form with the number of votes cast for an entire election.”

#### **Central Counting Station Personnel**

CCS Manager – Lee Haidusek Chambers  
Presiding Judge – Courtney Daniel  
Alternate Presiding Judge – Carol Hajovsky  
Tabulation Supervisor – Hope Cross  
Assistant Tabulation Supervisor – Adrian Driver

#### **Procedures for Convening the Central Counting Station**

CCS will convene as follows:

Must have name nametags as prescribed by SOS, Section 127.0015(c) of the Texas Election Code

- The Tabulation Supervisor will schedule and confirm a day for the Public Test (LAT test 1) and provide notice to the newspapers and publish on the County Website. The Central Counting Personnel will be available and assist in the conducting of the Public Test.
- Election Day – 5:00 PM ~ 05/06/2023~ In the Election Office at 1915 Trinity Street, Liberty, Texas 77575

Administer oaths

Conduct statutory 2<sup>nd</sup> test

Scan and resolve mail-in ballots

Duplicate any damaged, spoiled, or otherwise unreadable paper ballots for scanning

Process electronic Early Voting Ballot Records from EV

Tabulate Early Voting results and release result reports electronically for distribution.

Receive, process and tabulate Election Day precinct results as they are delivered by the Precinct Presiding Judges

Tabulate election results and release unofficial results report

Conduct 3<sup>rd</sup> test  
Adjourn CCS

- Reconvene during the week of May 8-May 12, 2023, if necessary  
The Central Counting Station shall reconvene, if necessary, after the Ballot Board has completed its review of all Ballot by Mail ballots, FPCA ballots and provisional ballots for final tabulation and reporting of official results.

### Administration of Oaths

#### TEC Ch. 127.0015 of the Texas Election Code

- Oaths shall be administered according to the provisions in the Election Advisory and Election Code on the day of the Public Test and on Election Day, immediately after the Central Counting Station is convened:
- **Oath for use in Primary Elections, General Election for State and County Officers, Elections ordered by the Governor:**

“ I swear (or affirm) that I will objectively work to be sure every eligible voter’s vote is accepted and counted, and that only the ballots of those voters who violated the Texas Election Code will be rejected. I will make every effort to correctly reflect the voter’s intent when it can be clearly determined. I will not work alone when ballots are present and will work only in the presence of a member of a political party different from my own. I will faithfully perform my duty as an officer of the election and guard the purity of the election.”

- **For use in all Other Elections that do not contain Party Affiliation:**

“ I swear (or affirm) that I will objectively work to be sure every eligible voter’s vote is accepted and counted, and that only the ballots of those voters who violated the Texas Election Code will be rejected. I will make every effort to correctly reflect the voter’s intent when it can be clearly determined. I will not work alone when ballots are present. I will faithfully perform my duty as an officer of the election and guard the purity of the election.”

### Intake of ballots, electronic media and supplies

- All judges at Early Voting and Election Day shall sign the chain of custody documents to document the inventory control of equipment and votes. All verification must be performed with two or more individuals.
- The County Clerk’s Office and the Ballot Board shall sign chain of custody review of the ballot by mail ballots.

## **TABULATION PROCEDURES:**

The Presiding Judge of Central Counting, Manager and the Tabulation Supervisor will complete the 2<sup>nd</sup> Testing of the Tabulation Equipment.

Before any data from the V-Drives drives are loaded, a Zero Report will be printed from the software and signed by the Judge, Manager, and Tabulation Supervisor and alternates.

The Judge & Alternate will verify seals and Serial numbers on all controllers and scanners, & will be checked against the Seal Log for the Early Voting tabulation upon receipt from the County Elections Officer.

After all Early Voting ballots by mail have been scanned, results will be saved to a V-Drive , and read into the Verity Central 2.5.2 Central Election Software. Ballots by mail will be placed in a sealed ballot box.

Early Voting Results will be released when the polls close at 7:00

### **Duplication of Ballots**

#### **Section 127.126 of the Texas Election Code**

- The Ballot Board shall supervise the personnel responsible for the duplication of ballots
- A team of at least two persons shall duplicate any ballot that is damaged to the extent it cannot be automatically counted and the ballot may be duplicated so it can be automatically counted.
- Each duplicate ballot must be clearly labeled "Duplicate" and must bear the serial number of the original ballot.
- The duplicate shall be substituted for the original ballot in the ballots prepared for automatic counting. The original shall be preserved with the other voted ballots for the same period.
- Central Counting staff (Manager and Presiding Judge) will follow the same procedure should a ballot need to be duplicated in case of necessity.

### **Resolving Voter Intent**

- The Central Counting Manager shall confer with the Presiding Judge and they will agree on the process for resolving voter intent.

## Write-In Votes

The approved list of Write-In Candidates prescribed by Section 141.031 is provided to Central Counting Station. Only Approved candidates are tabulated with the ballots.

## Reconciliation

- Early Voting in Person – Compare the number of early voting check-ins from Knowink Pollbooks, plus the ballot log, to the number of ballots cast.
- Early Voting by Mail – Compare the number of ballots entered on the “Ballot Transmittal Form” from the early voting ballot board to the number of ballots counted. (87.021, 87.1221)
- Election Day – Compare the number of early voting check-ins from Knowink Pollbooks, plus the ballot logs, to the number of ballots cast. (127.007(b))

## Printing of Precinct Returns and Election Totals

- Early Voting and Ballot by Mail ballots shall be read into the Election Database by the Tabulation Supervisor on Election Day after the completion of the L & A test. At 7:00 pm all the doors to Central Count shall be locked and no one shall be permitted to access their cell phone. All Early Voting and Ballot by Mail ballots collected at that time shall be tabulated and a report generated by the Tabulation Supervisor and Assistant Tabulation Supervisor.
- The report shall be reviewed for accuracy by the Tabulation Supervisor and then by the Presiding and Alternate Judges and initialed by the Tabulation Supervisor and Presiding and Alternate judges.
- After approval by the Tabulation Supervisor, Presiding and Alternate Judges, the election returns shall be sent as “unofficial” to the County Clerk who shall determine when to release the initial results.
- Periodic reporting of election returns shall be posted as determined by the County Clerk until all precincts have returned their results.
- Results shall be posted to the SOS by the County Clerk as they become available.

## Poll Watchers

### TEC Chapter 33.002-33.006

- Poll watchers are entitled to be present during the time the CCS has convened for the “purpose of processing or preparing to process election results and until the election officers complete their duties at the station.” TEC Section 33.055

- The poll watcher must deliver their certificate of appointment by a candidate or a measure to the Presiding Judge of the CCS and the Presiding Judge must countersign their certificate. (See Attached)
- The poll watcher must also deliver a Certificate of Training Completion by the SOS
- The poll watcher must disable all recording devices upon entering the Central Counting Station.
  
- Poll Watchers are permitted to stand or sit to observe and hear the counting activities. The presiding Judge has the authority to intervene if there is interference by a Poll Watcher with the duties of CCS Personnel.
- 

### **Delivery of Materials to the General Custodian of Election Records**

- The County Clerk and her representative shall oversee the sealing of all documents to be stored for the statutorily required timeframe.
- The Central Counting Station is responsible for the archival of electronic election records in accordance with State law and the prescribed best practices from the system vendor(s).

### **General Flow of events**

- i. Swearing in / Oath
  - Presiding Judge administers the Oath.
- ii. Second Test
  - Verify that the testing materials are sealed/secured as left from the Public Test
  - Ask the Tabulations Supervisor to run a zero report before beginning the test
  - Unseal the testing materials and the tabulations supervisor will re-run the test deck of ballots, and the results V-Drive from the L&A test.
  - Review the results report from the system – the results should match the Public Test exactly. If yes, the second test is successful.
- iii. Unseal early voting results, and tabulate
  - Call down to the Clerk's office and ask them to deliver the early voting boxes.
  - Presiding Judge & Alternate Judge verify the seal numbers match to the paperwork and complete the chain-of-custody docs.
  - Once the Early Voting boxes are unsealed, no one may discuss the process, trends or results with any staff outside of the Central Counting Station. Electronic communications are forbidden, and may result in dismissal from the CCS.
  - Tabulations supervisor receives the (V-Drive) from each polling site. Manager verifies the ballots cast count for each polling site matches paperwork from that

site. Raise any discrepancies in the count to the presiding judge for review and decision.

- When all precincts are tabulated, the managers review the final report for correctness, formatting, title, etc.

iv. At 7:00 release early voting results report

- The tabulation supervisor generates three different reports – The Precinct by Precinct results report, the Election Summary report, and the Canvass Report
- The secure flash drive must be escorted by central counting station staff and kept secure.

v. The election-day precinct boxes usually start arriving around 7:30 PM

- The precinct judge receives the boxes and handles the chain-of-custody procedures.
- The manager assists the judge, and brings the electronic media and the paperwork envelope into the CCS.
- Tabulations supervisor receives the (V-Drive) from each polling site. Manager verifies the ballots cast count for each polling site matches paperwork from that site. Raise any discrepancies in the count to the presiding judge for review and decision.
- As precincts are tabulated, the tabulations supervisor will provide electronic precinct-by-precinct reports to be released.

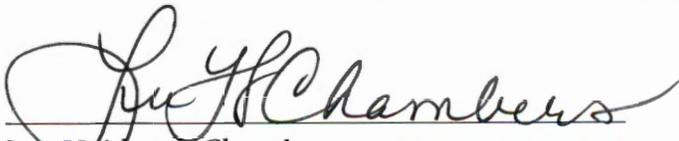
vi. When all precincts are tabulated, the manager reviews the results reports for correctness, formatting, heading before they are released to the County Clerk

vii. Third Test

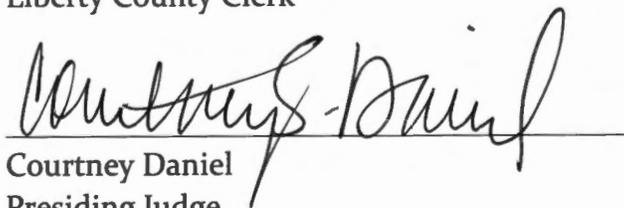
viii. Conclusion –

- Reseal the testing material and label it
- Organize the election results documents – ballots, cards, voting machines, paperwork. Separate stacks for Early Voting and Election Day.
- Lock CCS inner and outer doors.

SIGNED ON THIS DAY THE 27<sup>TH</sup> DAY OF APRIL, 2023, BY



Lee Haidusek Chambers  
Liberty County Clerk



Courtney Daniel  
Presiding Judge