CENTRAL COUNTING STATION PLAN FOR BRAZORIA COUNTY

Central Counting Station (CCS) Personnel

CCS Manager – Lisa Mujica; Alternate – Brandy Peña
Presiding Judge – Tamara Reynolds
Alternate Presiding Judge – Dottie Cornett
Tabulation Supervisor – Susan Cunningham; Assistants – Brandy Peña and Johnathan Escamilla

Administration of Oaths

All personnel working in any capacity at the CCS take the required oath.

Logic and Accuracy Testing

L&A #1 is done prior to the 45-day mailing deadline, and always prior to mailing any ballots.
L&A #2 is done prior to any tabulation of ballots on election day.
L&A #3 is done after tabulation of ballots on election night.

Procedures for Convening the Central Counting Station

CCS will convene as follows:

- Last day of early voting
  - Scan and resolve mail ballots
- Election Day
  - Scan and resolve mail ballots that have been received
  - Count mail ballots
  - Count electronic early voting ballots
  - Stay open to count electronic Election Day ballots
  - Duplicate any emergency ballots, if necessary
  - Prepare Provisional Ballots for delivery to Voter Registrar
- Last day to receive overseas mail and to cure ID – time varies
  - Scan and resolve late mail
  - Determine outcome of provisional ballots
  - Complete final tabulation of all ballots

Duplication of Ballots

Duplication of ballots takes place when a mail ballot is damaged, and when paper emergency ballots have been used in the polling place. This is done by the counting station judge and alternate.

1. A new blank ballot is printed.
2. One member reads the votes from the damaged ballot while the other marks the blank one.
3. Completed ballot is checked by the team.
4. Ballots are stamped showing old and new ballot numbers.
5. Time is noted on each one.
6. Damaged ballot goes into “Damaged Ballot Envelope.”
7. New one is scanned and processed like all paper ballots.

Resolving Voter Intent

Paper ballots are scanned, then resolved using the computer software.

When there is a questionable marking, the counting station judge and alternate do their best to determine voter intent and instruct the tabulation supervisor or assistant to mark it appropriately in the scanning software. If intent cannot be determined, no choice is counted for that race.

When there is a race with a write-in line, the counting station judge and alternate also resolve these votes. Certified write-in candidates receive the votes for their name and alternate spellings, if intent can be determined. Uncertified write-in names are designated as such and count as undervotes.

For Primary and General Elections, the County Chairs of the Democratic and Republican parties, or their designees, also assist with resolving voter intent.

Tabulation Procedures

Paper ballots are scanned, resolved and written to the V-drive. The number of ballots scanned must equal the number on the Ballot Transmittal Form provided by the early voting ballot board.

In-person ballots are read and tabulated from the Controller V-drives.

In Count, the V-drives are inserted into the computer

Tabulation team compares the number of ballots counted to the number written on the Reconciliation Form that is filled out by the election judge at each polling place, and on the Ballot Transmittal Form from the early voting ballot board.

Intake of ballots, electronic media and supplies

Receive Election Day Hart Verity Controllers for counting ballots

Two pollworkers must return supplies and sign the check-in sheet verifying the delivery.

CCS personnel also sign the check-in sheet and mark the time of return.

Drive through team takes controller, Controller paperwork and provisional bag to the intake station.

Intake station verifies Controller number and seal numbers.

Intake station removes V-drive from Controller, puts the V-drive and Controller Reconciliation Log into a plastic sleeve for transport into the room where the Count computer is located, along with the provisional bag.

Presiding Judge and Alternate Presiding Judge check the seal number on the provisional bag, then log the envelopes for transport to Voter Registrar.

Tabulation Supervisor and assistant receive V-drive and Controller Reconciliation Log. They insert the V-drive into the Count computer, and verify that the number of votes counted matches the number on the Reconciliation Log. They also log the V-drives as they are returned.

Once read, the V-drives are put into a box denoting that they have been processed.

Receive Election Day paperwork

Drive through team sorts Envelopes 2, 4 and the payroll envelopes

Receive Election Day Poll Pads, MiFi's, cell phones, keys; contents are checked as they come in.

Printing of Precinct Returns and Election Totals

V-drives are read into the Count software, then tabulated by the Tabulation Supervisor and assistants.

For primary and general elections, results are tabulated approximately every 30 minutes and updated on our webpage (www.brazoriacountyvotes.com).

For local elections, results are tabulated once all locations have returned their supplies, because results can be misleading due to the use of vote centers. Results are then posted on our webpage.

Cumulative and by precinct results are printed and signed by the Counting Station Judge.

Reports for primary, general and constitutional amendment elections are reported to the Secretary of State by Cindy Atkins, a County Clerk deputy, outside of the Count room. She receives the printed reports and inputs the results into the state Election Night Reporting system.

The early voting ballot board and CCS reconvenes after the deadlines for late mail and provisional ballots. If there are ballots to be included in the final tabulation, procedures are as follows:

L&A #4 is done.

Late mail and provisional ballots accepted by the ballot board are tabulated, and final reports are printed and signed.

L&A #5 is done.

Poll watchers

If a poll watcher arrives and presents a certificate of appointment to the Presiding Judge of the CCS, they are permitted to observe all activities of the counting station.

Delivery of materials to the General Custodian of Election Records

At the end of tabulation procedures, materials are signed and sealed by CCS personnel and returned to County Clerk custody.