

CENTRAL COUNTING STATION PROCEDURE

Terry County Annex

1. MAIL BALLOTS

- a. Early Voting Clerk posts Notice of Transfer of mail ballots
- b. Early Voting Clerk transfers ballot box to ballot board judge
- c. Ballot Board Judge signs transfer sheet and opens ballot box
- d. Ballot Board compares signatures on application and carrier envelope
- e. Sends letter of rejections to any envelopes not signed or matched
- f. Ballot Board opens ballot envelopes
- g. Sort any damaged ballots and place in spoiled ballot envelope
- h. Duplicate damaged ballots and record on list of duplicated ballots
- i. Sort any mismarked ballots to be reviewed
- J. Sort any write-in ballots to be reviewed
- k. Transfer ballots to Tabulation Supervisor
- L. Tabulation Supervisor scans ballots
- m. Tabulation Supervisor locks ballots in ballot box
- n. Ballot Board resolves any mismarks and/or write-ins
- o. Tabulation Supervisor prints ballots processed report
- p. Central Count Judge takes USB with DS950 BBM report to computer for final report.

2. EARLY VOTING BALLOTS (election day late morning/early afternoon)

- a. Early Voting Clerk transfers early voting ballot box to Central Count Judge.
- b. Central Count Judge checks seal on ballot box.
- c. Central Count Judge unlocks ballot box lock.
- d. Central Count Judge breaks seals.
- e. Central Count Judge runs ballots through DS950
- f. Ballot Board resolves any mismarks and/or write-ins.
- g. Central Count Judge places seal into envelope
- h. Central Count Judge prints report of Early Voting ballots.
- i. Central Count Judge takes USB to computer for end Early Voting report.

3. ELECTION JUDGE DROP-OFF/CHECK-IN (beginning at 7 p.m.)

- a. Election Judge brings in binder, black box w/supplies, unused ballots and all signed paper work along with ballot box into the front voting room.
- b. Election Judge certifies seal number with check-in personnel along with filled out paperwork and ballot box.
- c. Central Count Judge checks paperwork, locks and seals match.
- d. Central Count Clerk takes ballot box to ballot board room
- e. Central Count Judge unlocks ballot box, breaks seal and collects ballots to run through DS950.
- f. Ballot Board resolves any mismarks and/or write-ins.
- g. Central Count Clerk runs report and transfers USB to computer for final tally.
- h. Process is repeated for each ballot box and precinct.

4. TABULATION OF VOTES.

- a. Tabulation Supervisor runs report
 - I. Cumulative report
 - II. Precinct Report
- b. Early Voting Clerk submits results to Secretary of State
- c. Early Voting Clerks gives results to public.

5. AFTER ELECTION

- a. Ballot Board comes back to process any late or "next day" mail ballots
 - i. Same procedure as item #1 and #2 (1-m)
- b. Ballot Board processes Provisional Ballots
 - 1. Voter Registrar has researched status of voter
 - 11. Voter Registrar sends Provisional Ballots and Verification Form to Ballot Board
 - n1. Ballot Board checks "accept" or "reject" on Provisional Envelope
 - 1v. Ballot Board Judge sends letters for accepted or rejected ballots
 - v. Ballot Board sends "accepted" Provisional Envelopes and Verification Form to Central Counting Station Judge
 - vi. Tabulation Supervisor manually puts vote into Count
- c. When all ballots are finally tallied and Election has been canvassed, Tabulation Supervisor changes report status to "Official"
- d. Tabulation Supervisors runs new Count Reports
 - i. Cumulative Reports
 - 11. Precinct Reports

Tony Serbantez, Terry County Judge

J.Crissy Franco, Elections Administrator

Date

Date