Terry County Elections Office
Central Counting Station Plan
November 5, 2024
General Election

- 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 must 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."

- Location:
  The Terry County Central Counting Station will meet at the Terry County Annex located at 507-A West Main, Brownfield, TX 79316.

- Central Counting Station Personnel:
  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."

  - The Central Counting Station Manager to manage the overall administration of the station and supervision of personnel.

  - The Tabulation Supervisor will operate automatic tabulating equipment.

  - The Presiding Judge will 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 Judge. Texas Election Code Sec. 127.006

  - The Bastrop County Sheriff's Office will serve as the Law Enforcement Agency to ensure the security of the operations inside and outside of the Central Counting Station.

- Procedures of 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 Central Counting Station may not begin the process to count early voting ballots until:

•the polls open on Election Day; or

• in an election conducted by an authority of a county with a population of 100,000 or more or conducted jointly with such a county, the end of the period for early voting by personal appearance.

- Administer Oath
  Section 127.0015 of the Texas Election Code prescribes a required oath for all CCS personnel.

The administration of oaths must take place prior to those individuals commencing any of their duties at the central counting station. This oath should be administered verbally to all members of the early voting ballot board and all personnel at the central counting station prior to the performance of any duties by the board or the central counting station. 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."

1. Qualify and Process Provisional Ballots
   - Verify Seals on Provisional Ballot Bag.
   - Take action on accepting or rejecting provisional ballots
   - Open accepted provisional ballot envelopes
   - Mix secrecy envelopes
   - Open secrecy envelopes
   - Verify number of ballots to accepted ballots list
   - Place provisional with early voting ballots to be counted.

2. Process Early Voting
   - Qualify and Program DS200 for Early Voting
   - Run Zero Tape
   - Verify the locks and seals on the sealed Early Voting DS200
   - Unlock slot number 8 (locks #s 16 & 29)
   - Separate ballots by precinct
   - Run slot 8 early voting ballots through DS200
   - Open slot number 7 (locks #s 19 & 17)
   - Sort ballots by precinct
   - Run ballots through EV DS200 and address voter intent at that time

- Pull all write-ins and tally by hand
- Close polls on Early Voting DS200
- Print results report from DS200
- Lock and Seal all Early Voting ballots

3. Process Ballot By Mail:
   - Qualify and Program DS200 for Ballot By Mail
   - Run Zero Tape
   - Verify Signatures on mail ballot envelopes to applications
   - Verify number of ballots received and accepted to early voting ballot roster
   - Open envelopes and set aside secrecy envelopes
   - Mix secrecy envelopes and open
   - Verify number of ballots
   - Run Ballots through BBM DS200 and address voter intent at that time
   - Pull all write-ins and tally by hand
   - Close polls on Ballot By Mail DS200
   - Print results report from DS200
   - Lock and Seal all BBM ballots

4. Transfer of Early Voting Ballots to the Central Counting Station by Early Voting Ballot Board
   - Complete ballot Transmittal form for Early Voted Ballots.
   - Transfer all accepted ballots by mail to the presiding judge of the central counting station for counting.
   - Transfer Locked Early Voting ballot bins and media to the Presiding Judge of the Central Counting Station.

5. Early Voting Ballot Board Transitions Into Roles at The Central Counting Station
   - All members serving on the Early Voting Ballot Board will now serve in their roles in the Central Counting Station.

6. Tabulation
   - Central Counting Station Tabulation Supervisor will print a zero tape from ElectionWare software.
   - Ballot By Mail DS200 media will be uploaded to ElectionWare software
   - Presiding Judge, alternate Judge and clerks will verify and sign off on totals counted to number of voters that voted.
   - Early Voting DS200 media will be uploaded to ElectionWare software
   - Presiding Judge, Alternate Judge and clerks will verify and sign off on totals counted to number of voters that voted.

- Ballot by Mail and Early voting Totals will be combined and signed off on by central counting station personnel.
- Examine Seal number from each Election Day polling places and sign receipt of delivery.
- Verify the number of ballots in box to print tape and list of voters
- Pull all write-ins and tally by hand
- Upload each precinct DS200 media to ElectionWare software
- Combine Election Day totals by report and Presiding Judge, Alternate Judge and clerks will verify and sign off on totals counted to number of voters that voted.
- Combine all totals by report and Presiding Judge, Alternate Judge and clerks will verify and sign off on totals counted to number of voters that voted.
- Presiding Judge will fill out reconciliation.

7. Reporting Results to the Secretary of State
   For certain elections, including primary elections, the general election for state and county officers, and constitutional amendment elections, the SOS is required to tabulate the unofficial results statewide. (Section 68.001)