

**CENTRAL COUNTING STATION (CCS) PLAN
FOR THE PROCESSING OF ELECTION DAY BALLOTS
FOR THE NOVEMBER 7, 2017 ELECTION
GARZA COUNTY, TEXAS**

1. CENTRAL COUNTING STATION PERSONNEL (Sec. 127.002-127.006)

Manager – Jim Plummer: Overall administration and administer oaths.

Presiding Judge– Kathy Beach: Manage the CCS and complete paper work.

Tabulation Supervisor – Pat Cruse: Count signatures on Combination forms and call out the votes from each ballot.

Clerks (3) – Count the number of ballots cast and compare to the number of voters on the Combination forms. Compare the number to the Ballot and Seal certificate. Keep tally book when the Supervisor calls the vote.

2. PROCEDURES FOR CONVENING THE CENTRAL COUNTING STATION (Sec. 87.0241)

The CCS (also serving as the Early Voting Ballot Board, a.k.a. EVBB) will convene on Election Day:

3:00 p.m. – Manually count Early Voting ballots at the Courthouse

6:00 p.m. – Manually count Election Day ballots at the Post Community Center

The EVBB may reconvene, if necessary, on November 14, 2017 at 3:00 p.m. to consider provisional and late ballots.

3. ADMINISTRATION OF OATHS (Sec. 127.0015)

The Manager will administer the oaths to the personnel prior to those individuals commencing any of their duties.

4. INTAKE OF BALLOTS AND SUPPLIES

(Sec. 129.051 and 129.052)

The boxes in which the ballots are delivered to the counting station may be returned to the polling place for use in subsequent deliveries. If a box to be reused is a sealed ballot box authorized by Subchapter C, the authority responsible for distributing election supplies to the polling places (the County Clerk), or the authority's designee, shall lock and seal the box at the counting station in the same manner as for the initial locking and sealing of the box and then deliver it to the appropriate polling place.

Early processing of ballots under this section does not affect the time at which the results of the election may be disclosed.

If the counting of ballots begins before the polls close, the provisions applicable to absences from the polling place by election officers while the polls are open apply to the personnel serving at the central counting station. The Presiding Judge shall supervise the absences.

5. DUPLICATION OF BALLOTS

(Is not necessary since tabulation equipment will not be used. Ballots will be manually counted.)

6. RESOLVING VOTER INTENT

CCS personnel will resolve any voter intent questions on the ballots as they are manually counted. Decisions are to be determined by the Alternate Judge (or Clerk) and the Clerk. In the event there is a disagreement, the Presiding Judge will decide the matter by her/his ruling.

7. TABULATION PROCEDURES

The Presiding Judge shall oversee the procedure: Tabulation Supervisor will call out the votes as three Clerks enter into separate tally books. The Presiding judge will complete the return sheet with the assistance of the Tabulation Supervisor.

8. RECONCILIATION

- a. Early Voting in Person – The Presiding Judge will compare the number of voters on the combination forms to the number of ballots cast.
- b. Early Voting by Mail – The Presiding Judge will compare the number of ballots entered on the “Ballot Transmittal Form” from the EVBB to the number of ballots counted.
- c. Election Day – The Presiding Judge will compare the number of voters on the combination forms to the number of ballots cast.

9. PRINTING OF PRECINCT RETURNS AND ELECTION TOTALS

- a. Early Voting – The Presiding Judge (CCS/EVBB) shall direct the Tabulation Supervisor in entering the results to the EV Return Sheet.
- b. Election Day - The Presiding Judge (CCS/EVBB) shall direct the polling place Presiding Judge in entering the results to the ED Return Sheet. The Return Sheet and supplies should be returned to courthouse. The Presiding Judge of the polling place shall report the Returns to the Manager for entry to a spreadsheet.
- c. The Manager shall post the spreadsheet with the unofficial returns on the county’s web site as well as at the courthouse. Also, share with any media outlets that officially request the returns.

10. REPORTING RESULTS TO THE SECRETARY OF STATE

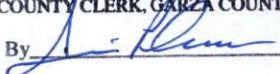
The Manager shall report the unofficial returns to the SOS by way of the internet portal or by telephone.

11. POLL WATCHERS

Poll watchers, with a certificate of appointment, are permitted to be present during the processing or preparing to process election results and until the election officers complete their duties at the central counting station. The Presiding Judge has the authority to stipulate where the poll watcher may stand or sit.

12. DELIVERY OF MATERIALS TO THE GENERAL CUSTODIAN OF ELECTION RECORDS

In accordance with local inventory control procedures, the Presiding Judge should return to the County Clerk (the general custodian of election records) voted ballots, any equipment and all election records.

FILED FOR RECORD
25 day of OCTOBER 20 17
at 10:15 o'clock A.M.
JIM PLUMMER
COUNTY CLERK, GARZA COUNTY, TEXAS
By  Deputy