CENTRAL COUNTING STATION PLAN

December 9, 2023
Joint Runoff Election

I. **Personnel**

   a. Manager is in charge of the overall administration of the Main Central Counting Station and Regional Tabulating Centers and the general supervision of the personnel working at the station.

   b. Tabulation Supervisor is in charge of the operation of the automatic tabulating equipment at the counting station.

   c. Assistants to Tabulation Supervisor shall assist the tabulation supervisor in the operation of the automatic tabulating equipment as directed by the tabulation supervisor.

   d. The Presiding Judge shall maintain order at the counting station and has the same authority as a precinct presiding judge in that respect and in the administration of oaths. The presiding judge may confer with and advise the manager or tabulation supervisor on any activity at the counting station.

   e. The Alternate Judge serves as presiding judge for the counting station if the regularly appointed presiding judge cannot serve.

   f. Anyone present in the Main Central Counting Station shall wear a gold badge from the Elections Administrator's Office and a Secretary of State-prescribed nametag.

   g. Anyone present in the Regional Tabulating Centers shall wear a name badge from the Elections Administrator's Office and a Secretary of State-prescribed nametag.

II. **Procedure for Convening the Main Central Counting Station**

   a. Main Central Counting Station shall convene at 8:00 am on Wednesday, December 6, 2023, to review and reconcile Early Voting ballots cast.

   b. Main Central Counting Station shall convene at 9:00 am on Election Day until Early Voting ballots, Ballots received by mail, and ballots from Election Day are tabulated.

   c. Main Central Counting Station shall reconvene after the Early Voting Ballot Board has completed its review of all Ballot by Mail ballots, FPCA ballots, and provisional ballots for final tabulation.

III. Procedure for Convening the Regional Tabulating Centers
   a. Harris County will use the following Regional Tabulating Centers to transmit unofficial election results to the Main Central Counting Station.
      i.   NRG Arena, Hall D, 1 NRG Pkwy, Houston, TX 77054
      ii. El Franco Lee Community Center, 9500 Hall Rd, Houston, TX 77089
      iii. Baker Ripley East Aldine, 3000 Aldine Mail Rte Rd, Houston, TX 77039
      iv. Tracy Gee Community Center, 3599 Westcenter Dr, Houston, TX 77042

   b. The Regional Tabulating Centers shall convene at 7:00 pm on Election Day until all ballots from Election Day are received and unofficial election results are transmitted to the Main Central Counting Station.

IV. Oaths
   a. Oaths for the Main Central Counting Station shall be administered at 8:00 am on Wednesday, December 6, 2023.
   b. Oaths for the Regional Tabulating Centers Personnel shall be administered at 12:00 pm on Election Day, December 9, 2023.

V. Intake of Ballots, electronic media and supplies
   a. 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 documentation, including seals, must be verified with two or more individuals.
   b. The SVC and EVBB shall sign chain of custody review of the ballot by mail ballots. See attachment.

VI. Duplication of Ballots

   a. Mail Ballots:
      i.   The Central Scan Manager shall supervise the personnel responsible for the duplication of ballots.
      ii. 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.
      iii. Each duplicate ballot must be clearly labeled "Duplicate" and must bear the serial number of the original ballot.
      iv. 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.

b. In-person Paper Ballots:
   i. 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.
   ii. Each duplicate ballot must be clearly labeled "Duplicate" and must bear the serial number of the original ballot.
   ii. 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.

VII. Resolving Voter Intent
a. Main Central Counting Station Presiding Judge has the authority to determine voter intent, such as misspelling of a write-in candidate's name or other irregularly marked ballots. (TEC, Sec. 117.005)
b. Two members of the Central Counting Station Board together will review any votes requiring a voter intent analysis, including uncertified write-ins, to make a determination of the voter's intent.

VIII. Tabulation Procedures
a. See Attachment

IX. Reconciliation
a. See Attachment

X. Printing of Precinct Returns and Election Totals
a. Early Voting and Ballot by Mail ballots on the v-drives shall be read into the Election Database as early as 10:00 am on Election Day after the completion of the L&A Test 2.
b. All Early Voting and Ballot by Mail ballots shall be tabulated, and a report generated by the Tabulation Supervisor and Assistant Tabulation Supervisors.
c. 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.
d. After approval by the Tabulation Supervisor, Presiding and Alternate Judges, the election results shall be posted as "unofficial" to the website and provided to those persons outside the Main Central Counting Station Room at 7:00 pm. If the polls are still open at 7:00 pm,

the Manager and Presiding Judge shall determine when to release the initial results.

    e. Periodic reporting of election results shall be posted as determined by the Manager and the Presiding Judge until all Election Day precincts have returned their results.

    f. Limited Ballots shall be tabulated near the end of the process.

    g. Results shall be posted to the Secretary of State's web portal as they become available if required for this election.

XI. Poll Watchers

    a. Poll watchers are entitled to be present during the time the Central Counting Station and Regional Tabulating Centers have convened for the "purpose of processing or preparing to process election results and until the election officers complete their duties at the station."

    b. The poll watcher must deliver their certificate of appointment and certificate of training to the Presiding Judge of the Central Counting Station or Regional Tabulating Centers and the Presiding Judge must countersign their certificate.

    c. The poll watcher must disable all recording devices upon entering the Central Counting Station and Regional Tabulating Centers and follow all other applicable statutes, rules and regulations.

XII. Delivery of Materials to the General Custodian of Election Records

    a. The Custodian of Election Records shall oversee the sealing of all documents to be stored for the statutorily required timeframe.

XIII. Security Procedures

    a. There will be a licensed peace officer posted to ensure the security of ballot boxes throughout the period of tabulation at the Central Counting Station and at each Regional Tabulating Center.

    b. A video recording system that captures all areas containing voted ballots within the Regional Tabulating Centers until ballots from Election Day are received and transmitted for unofficial election results to the Main Central Counting Station. These video feeds will be live streamed on a platform available for viewing by the public.

    c. A video recording system that captures all areas containing voted ballots from the time they are delivered to the Main Central Counting Station until the canvass of the election will be recorded and live streamed to a platform available for viewing by the public.

Harris County's Duplicating Ballot Process

Harris County Duplicate Paper Ballot Software Process

Step 1: **Printing duplicate ballots**

Scan the top left barcode of all original ballots into the database. This will generate a file to export/import into Ballot Now. Save to a thumb drive and introduce the thumb drive to Ballot Now for printing. All duplicate ballots will print in the same order as scanned.

Step 2: **Duplicating serial number labels for ballots and Duplicate Report**

Scan top left & bottom right barcodes of the original & duplicate ballots. Two labels will print out (see reverse for sample). Place the original label on the original ballot and duplicate label on the duplicate ballot. The ballot precinct and serial numbers are captured on a report which can be printed (see reverse for sample).

Step 3: **Duplicating paper ballots**

- Two clerks are needed to duplicate ballots
- Barcodes are scanned, labels printed and placed on ballots prior to this process
- Both clerks will verify serial number and precinct number on labeled ballots to the printed report
- One clerk will say the voter's choice of candidate's name and the other clerk will mark the ballot accordingly
- Ballots are verified by another team to ensure accuracy of duplication
- Ballots are kept in two stacks and the duplicated stack is read into Verity Central

Items needed: Harris County software, label printer, scanner, pc & printer, and pen.

- A report is printed from VEMACS that indicates the number of voters checked in for each site
- The VEMACS number is compared to the:
  - Number of Scanned Ballots, as reported by the election judges nightly
- Differences are reconciled by comparing
  - Number of Scanned Ballots
  - Number of Spoiled ballots
  - Number of Omissions Lists
  - Number of Provisional Ballots
  - Number of Expired codes

Reference Guide for Reconciliation

What's included in the Reconciliation packet:

Reconciliation Coversheet ⬤ List of Voters checked in on the ePoll Book • White Envelope (including Cancel Mail Ballot formS) ⬤ List of Provisionals/Provisional Affidavits ⬤ RIDs ⬤ Roster of Spoiled Ballots

Things to remember:

* When completing the Reconciliation Cover Sheet, **USE PENCIL**
* The information provided in the packet are copies, please highlight any information that can be used for reference.
* All information must stay with the packet and any additional information used, such as SOR's and Omission Lists, must be added.
* Only provide voters' information that will be used to reconcile the book.

When the difference is negative (-): EACH STEP MUST BE COMPLETED

Negative books contain more voters checked in on the ePoll Book than cast ballot votes.

1. Check the List of Provisional Voters or the Provisional Affidavits for any names listed on your printed ePoll Book Signature List
   a. Voters who voted provisional ballots should not be listed on the printed names list.
2. Check the Roster of Spoiled Ballots. (if your packet did not include a Spoiled Ballot Log, write "None" in section 2).

Note: When using the Roster of Spoiled Ballots to reconcile, in order to remove a voter, there must be a specific indication that the voter did not vote. (Example – Walked Away, Left Poll, Did not Vote, etc.)

3. Search the ePoll Book Signature List for voters who are listed multiple times.
   a. Make sure the voter's information is identical

b. Any duplicate voters that are listed on the ePoll Book check in sheet should be listed in the miscellaneous section of the cover sheet.

REMEMBER, ANY VOTER'S LISTED IN THE MISCELLANEOUS SECTION OF THE COVER SHEET **MUST** HAVE A REASON DOCUMENTED

When then difference is positive: EACH STEP MUST BE COMPLETED

Positive books have more cast ballot votes than voters who checked in on ePoll Book.

1. Check the List of Provisional Voters or the Provisional Affidavits for any names listed on your printed ePoll Book Signature List
    a. Voters who voted provisional ballots should not be listed on the ePoll Book Signature List.
2. Check the Roster of Spoiled Ballots.

Note: When using the Roster of Spoiled Ballots to reconcile, in order to remove a voter, there must be a specific indication that the voter did not vote. (Example – Walked Away, Left Poll, Did not Vote, etc.)

3. Search the printed ePoll Book Signature for voters who are listed multiple times.
    a. Make sure the voter's information is identical
4. Check the RID information provided in the packet
    a. List any Voters who completed a RID and that is not located on the List of Voters Checked in on ePB in section 3.
5. Use the Statement of Residence located on the R Drive
    a. Verify that each voter who submitted a Statement of Residence (SOR) is listed on the printed ePoll Book Signature List
        i. If the voter is not listed on ePoll Book Signature List, provide the voter's First Name, Last Name, and Certificate Number in section 3.
        ii. Print a copy of the Voter's Statement of Residence and attach to the reconciliation packet. On the SOR, provide the voter's effective date.

Note: The certificate number and effective date for a voter who completed an SOR is not listed on the SOR form. The voter must be looked up in Vemacs.

When the difference is zero (0): EACH STEP MUST BE COMPLETED

Zero books have a balanced number of voters checked in on ePoll Book and Cast ballot votes.

1. Check the List of Provisional Voters or the Provisional Affidavits for any names listed on your printed ePoll Book Signature List
   a. Voters who voted provisional ballots should not be listed on the ePoll Book Signature List.
2. Check the Roster of Spoiled Ballots.

Note: When using the Roster of Spoiled Ballots to reconcile, in order to remove a voter, there must be a specific indication that the voter did not vote. (Example – Walked Away, Left Poll, Did not Vote, etc.)

3. Search the printed ePoll Book Signature for voters who are listed multiple times.
   a. Make sure the voter's information is identical

COMPLETING THE COVER SHEET

Election:	Special Election City of Houston, District G – January 25, 2022	Date:	
Name	YOUR NAME	Poll Code:	CN004
Location:	Harris County Administration Building		

ePB Signatures:	12	Scan Totals:	12	Provisionals:		Difference:	0
Manual Entered/Remove:							

Closed Polls Report
Access Code Summary Report

Access Code	White Controller Tape	Pink Controller Tape	Combined Totals
Issued			0
Printed			0
Open			0
In Progress			0
Expired			0
Deactivated			0
Spoiled			0

Closed Polls Report
Ballot Count Summary Report

	White	Pink
Total PVR's Printed (Today)		
Total Number of Provisionals		

Notes:
(list anything not pertaining to the information below)
_____
_____
_____

Include the registered name, certificate number, copies any forms the voter signed and an explanation of why any voters listed below need to be given voter history. Write in **PENCIL ONLY**!

1) List any Provisional voters that are on the ePB List of Voters AND need to be removed:

LIST ANY VOTERS WHO COMPLETED A PROVISIONAL AND IS LISTED ON THE EPB VOTER LIST

EXAMPLE: SMITH, JOHN J - 123456789

2) List any Voters from the Register of Spoiled Ballots that were not cleared on the ePB:

LIST ANY VOTERS WHO ARE LISTED ON THE SPOILED BALLOT LOG AND ARE ALSO ON THE EPB VOTER LIST

EXAMPLE: DUCK, DONALD D - 987654321

3) List any Voters that filled out a RID or SOR but were not checked in on the ePB:

USE VEMACS TO PROVIDE ANY CERTIFICATE NUMBERS FOR VOTERS WHO COMPLETED A SOR OR RID. FOR VOTERS LISTED IN THIS SECTION, MAKE A NOTATION OF WHETHER THE VOTER COMPLETED A RID OR SOR.

4) Miscellaneous: List any voters that do not qualify for questions listed above:

ANY VOTERS WRITTEN IN THIS SECTION DOES NOT QUALIFY FOR SECTIONS 1-4. ANY VOTERS WRITTEN IN THE SECTION MUST HAVE A REASON.

EXAMPLE: MOUSE, MICKEY - 654987123 LISTED ON EPB LIST TWICE

Count Script
December 9, 2023 – Joint Runoff Election

Location
NRG Arena – Hall D
1 NRG Pkwy
Houston, TX 77054

9:00 AM   **Pre-Election L&A 2**

- **Check date and time-Computer and clock**
- Create Task Pre-Election L&A (L&A 2)
- <mark>Write ins Added When Applicable</mark>
- Print and save Zero Cumulative and Zero DTV.csv Reports from Client,
- Remove Precinct Reporting on Reports **for each respective Party if Applicable**
- Read BBM and Scan in Person EV into Task on Client
- Include Provisionals for Task
- **Verify correct count—BBM and Scan in Person, Ballots Read and Accepted**
- **Move over Write-Ins- Certified only**
- Print and save Cumulative Reports from Client
- **Compare Cumulative Reports to the Cumulative Reports from the Public L&A Test (L&A1)**
- **Archive Count Database**
- Seal everything pertaining to L&A and return to Vault

- Change from Precinct and Splits to Precinct Level Reports
- Voting Cafegories- Ballot by Mail, EV Provisionals Early Voting Election Day and ED Provisionals
- BBM Limited will be written and read to Ballot by Mail and EV Limited will be written ands read to Early Voting

- **Early Voting In-Person-** <mark style="background-color:red">**Transmit Count**</mark>
- **Create Election Task**
- Open **Election Task**
- <mark>**Write ins Added When Applicable-Certified**</mark>
- **Create Custom Cumulative Reports-**
- **Import Reg Voters for each Pct and Split**
- **Input number of tDrives expected for Election**
- **Add filter to Suppress Polling Places Reporting**
- **Print and save Zero Cumulative Reports-**
- Read Early Voting In-Person tDrives into Election Task via Clients **(Always check to make sure tDrive count is going up as you read each tDrive)**

- Comparing Seal Certificate Cast Vote Records to Cast Vote Records read
- Count tDrives for Verification of Correct number of tDrives to have been read
- Read in Limited Early Voting In-Person tDrives comparing against Duplication report and Cast Vote Records read.

Immediately following:

12:00 PM   BBM

- **Read BBM tDrives and EV Damaged Ballots from Sylvia C. into Task and compare results to the provided reports from BBM**
- Count tDrives for Verification of Correct number of tDrives and Cast Vote Records to have been read
- Read in Limited BBM tDrives and vDrives comparing against Duplication report and Cast Vote Records read.

- ==**Archive Count Database**==

- ==**Write in Candidate**== **Voter intent**
- **Without pulling any reports,** **Work with Presiding Judge of Central Count and move over all Voter intent for** ==**each Contest**== **on the Ballot**

3:00 PM   Early Voting In-Person-Count

- **Create Election Task**
- Open **Election Task**
- ==**Write ins Added When Applicable**==-**Certified**
- **Create Custom Cumulative Reports-**
- **Import Reg Voters for each Pct and Split**
- **Input number of VDrives expected for Election**
- **Add filter to Suppress Polling Places Reporting**
- **Print and save Zero Cumulative Reports**
- **Save Zero Detail Vote Total.csv**
- Read Early Voting In-Person VDrives into Election Task
- via Clients **(Always check to make sure VDrive count is going up as you read each VDrive)**
- Comparing Seal Certificate Cast Vote Records to Cast Vote Records read
- Count VDrives for Verification of Correct number of VDrives to have been read
- Read in Limited Early Voting In-Person vDrives comparing against Duplication report and Cast Vote Records read

Immediately following:

4:00 PM   **BBM- Count**

- **Read BBM vDrives and EV Damaged Ballots from Sylvia C. into Task and compare results to the provided reports**
- Count VDrives for Verification of Correct number of VDrives and Cast Vote Records to have been read
- Read in Limited Early Voting In-Person vDrives comparing against Duplication report and Cast Vote Records read
- **Archive Count Database**

- **Write in Candidate Voter intent**
- **Without pulling any reports, Work with Presiding Judge of Central Count and move over all Voter intent for each Contest on the Ballot**

3:30PM-5:00PM   **Rally Site Connectivity and Transmission testing**

5:00 PM

- **Make sure to get the Scanner Replacement Report from Frank M.**

- **Get an Accurate count of BBM, Early Voting, Election Day and Replacement Scan vDrives/tDrives so we have the total number of vDrives/tDrives to be expected to be read into Count and Transmit Clients.**

- **Provide Saved Zero Cumulative and DTV.csv with Ballot Order files to US for Test of Harris Votes**
- **And Total # of ED Polls**

5:00 PM

- **Save Audit Log-Transmit and Count**

- **Verify Cast Vote Records, and VDrive count to verify Cumulative Report will reflect accurate results**

6:30PM

- **Verify each Rally location has Printed both Read and Transmisson Reports and all are verified at Zero**
- **Authorize each Rally Location Transmit**

7:00 PM   <mark style="background-color: red">From Transmit Count</mark>

- **Print and save Cumulative Reports for copies to be made- 8 total Prints**
- Release Early Voting Cumulative Report to Media and Universal Services @ **7:00**
- ***(For each Election Day Cumulative Report created and printed:
- <mark>Give number of Polling Places reporting by Party when applicable to Universal Services</mark>
- <mark>For Primaries- Polling Places, Dbl Clk and pick Party, Subtract EV-No Reg Voters on these Reports</mark>
- <mark>Document with each pull, how many Polls Reporting-Sara/Du-Ha Spreadsheet</mark>
- Create Detail Vote Total for Universal Services
- 1st Posting EVABS, Audit Log and Archive in folder on N:

- Setup Unofficial Relay for Auto Write
- Regularly monitor Relay Dashboard for Voting Center CVR's being transmitted and CVR's being written to rDrive in Relay
- Periodically/estimated every hour, Scan and Certify rDrive and read to Transmit Count and tabulate Drive. Scan and Tabulate rDrive print and save Cumulative Reports by Party if applicable for Media and Universal Services or as requested by Clifford Tatum (Central Count Manager)
- Continue monitoring Relay dashboard of tDrives being written and Printing Cumulative Reports until all Polls have reported with all tDrives.
- <mark>Run tDrive Report with Number of tDrives look 1's for missing Scans and 3's for added or Replacement Scans</mark>- Contact Rally Locations as necessary for any Partials Reporting.

12:00AM   estimated End of Processing from Rally Locations
Begin processing of vDrives and ED Damaged Ballot tDrives and vDrives

- As necessary begin processing Damaged Ballots- The Tabulation Clerk will pass over any Damaged Ballots that may be able to be scanned to BBM Central to the Central Scan Manager. If they cannot be scanned, The Damaged Ballot Lead will distribute by Voting Center the Damaged Ballots to be duplicated. **If necessary HC Core/ CCO Clerks will participate in Voting Damaged Ballots**
- **All Damaged Ballots will need to have both a vDrive and tDrive**

- **Process ED vDrives, Scan as Certified, read vDrives into Count**
- Verify Ballot Count equals CVR's on screen in Count
- Scan vDrive as tabulated and place back into tub.
- Continue processing until all vDrives for all Voting Centers are read and Tabulated
- Run vDrive Report to verify all Allocated vDrive for each Voting Center have been Tabulated

End of Election Night:

- Print and save Final Client Unofficial Cumulative Reports
- **Create Unofficial Precinct Report/pdf_xlsx**
- Detail Vote Total N: Unofficial Reports ---Chris H
- Unofficial Audit Log Report/pdf_csv
- Archive Db-Save to Network
- Restore Db-2nd Server

- **Preliminary Election Reconciliation- PJ will need to sign**
- **Print Canvass.pdf- PJ will need to sign**

- Data needed-

- In Person Voters-Election Roster
- By Mail Voters
- By Mail rejected/pending
- Provisionals rejected/pending
- In Person Ballots Counted-by Tabulation Software-
- Mail Ballots counted-by Tabulation Software
- Mail Ballots pending or pending Voter action

- Reports from Verity Separated- Cumulative
  BBM, EV and ED

Post Election:

Per Party when applicable:

Provisional ID Cure— Change Provisional Reporting back to own Category Unofficial Cumulative.pdf

- Read in remaining BBM and Provisionals- Check for Certified and Voter Intent Write-Ins
- Work with PJ/AJ for Voter Intent Write-Ins
- Unofficial Precinct.pdf/.xlsx---Pdf for US to Post to Harris Votes
- Unofficail Detail Vote Total.csv
- Archive Db-Save to Network
- N: Unofficial Cumulative.pdf for Du-Ha/Patti/Sara on N:
- Unofficial Precinct.pdf/.xlsx---Pdf for US to Post to Harris Votes
- Unofficial Canvass.pdf for Du-Ha/Patti/Sara on N:
- Unofficial Detail Vote Total.csv
- Unofficial Audit Log.pdf/.csv
- Print 1st page Cumulatives of EV, BBM, ED, EVProv EDProv - Provide to Du-Ha for Official Reconciliation document

L&A 3

Canvass:

- o <mark>Turn on Official and Registered Voters</mark>

- o <mark>Per Party when applicable:</mark>
  - ▪ Official Cumulative.pdf
  - ▪ Official Precinct.pdf
  - ▪ Official Canvass.pdf
  - ▪ <mark>**Separate Drive for Official Cumulative .xlsx for Du-Ha**</mark>

- o N:
  - ▪ Official Cumulative.pdf
  - ▪ Official Precinct.pdf/.xlsx
  - ▪ Official Canvass.pdf
  - ▪ Official Detail Vote Total.csv
  - ▪ Official Audit Log.pdf/.csv- From date of first L&A
  - ▪ Archive Db- Save to Network
  - ▪ Restore Db-2nd Server