

Goliad County Elections Administration
Central Counting Station Plan

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 be made available to the public on request no later than 4p.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.”

Procedures for Central Counting Station under TEXAS ELECTION CODE SEC. 127.007:

I. Introduction:

a. The Central Counting Station will be located at:

- i. Franklin Street Annex
- ii. 329 W. Franklin St. Goliad, TX 77963
- iii. Office phone number: 361-645-1241
- iv. The Central Counting Station will convene at set time by EVBB Presiding Judge on Election Day.

b. Elections Administrator

- i. Norma G. Edison will serve as the Central Counting Station Manager to manage the overall administration of the station and supervision of personnel.

II. Roles and Responsibilities of Personnel:

a. Central Counting Station Manager: Hilda Lovely

- i. Will manage overall administration of station and supervision of personnel.

b. Presiding Judge: Claire Barnhart

- i. Will maintain order at Central Counting Station and administer oaths. Receive ballot boxes to be counted.

c. Tabulation Supervisor: Chaliise Mackey

- i. Will operate the automatic tabulating equipment and run results reports on the tabulator.

d. Assistant Tabulation Supervisor: Norma Edison

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- i. Will assist the Tabulation Supervisor
- e. Central Counting Station Clerks: Rachel Martinez
 - i. Will count signatures on Combination forms and compare them to the Ballot and seal certificate and then sort ballots and get them ready for counting by the Tabulation Supervisor.

Central Counting Station Clerks may be appointed as needed by the Central Counting Station Manager and the Presiding Judges as outlined Section 127.006 of the Election Code.

Note: To be eligible to serve as a clerk a person must be a qualified voter of the county in which the central counting station is located. The general custodian of election records, an employee of the custodian or any other employee of a political subdivision is ineligible to serve as a clerk under this section because the person is a qualified voter of a county other than the county in which the central counting station is located or because of the custodian's status as a candidate or officeholder. (127.006c Texas Election Code)

A clerk appointed by the Manager serves under the Manger and shall perform the functions directed by the Manager.

A clerk appointed by the Presiding Judge serves under the Presiding Judge and shall perform the functions directed by the Presiding Judge. (127.006c Texas Election Code)

III. General Rules of Conduct:

- a. Follow all rules and regulations as per Texas Election Code.
- b. Follow all rules and regulations as per Goliad County and Goliad County Elections Department.
- c. Be courteous and respectful to all.
- d. No electronic devices or cell phones are allowed in area while ballots are being processed for counting. Devices must be turned off or secured outside room.

IV. Covid-19 Procedures:

- a. Face coverings: The County of Goliad recommends face coverings for all signature verification, ballot board and central count members but not mandated to wear.
- b. The County will provide hand sanitizer, mask, disinfecting spray and gloves for all members to use as needed.

V. Security Procedures:

- a. Upon entering Central Counting Station everyone is required to sign in and sign out when exiting.
- b. Only authorized personnel will be allowed into the Central Counting Station, to include but not limited to:

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- i. Precinct election officers delivering locked and sealed ballot boxes
 - ii. Poll Watchers and Inspectors
 - iii. Law enforcement personnel summoned
 - iv. Staff from Secretary of State Office
 - v. Federal Observers
 - vi. Election Department Personnel delivering supplies
- c. Early Voting Ballot Board meets at the Central Count Station on or before Election Day where they start the process of getting early voted ballots ready to be counted:
- i. Keys are delivered to the Early Voting Ballot Board Judge from a Sheriff's Deputy (or if he is on the ballot then from the County Judge).
 - ii. Early Voting Clerk presents the list of persons that voted by mail, along with the ballot boxes including the voted ballots, applications and any necessary documents.
 - iii. Ballot by mail applications are reviewed by the Early Voting Ballot Board. (See Early Voting Ballot Board handbook for more details on rules and regulations)

VI. Paper ballots

- a. Scan paper ballots by batches of 100 or less.
- b. Do any adjudication as necessary.
- c. duplication as necessary.
 - i. Certain ballots that are counted with automatic tabulating equipment may have to be duplicated if the ballot is damaged or cannot be read with the equipment.

The Presiding Judge of each party, with any assistants they deemed necessary, will duplicate any damaged ballots in accordance with Section 127.126 of the Texas Election Code.
- d. Secure ballots and media USB's.
- e. RESOLVING VOTER INTENT
 - 1. At the direction of the Presiding Judge of each party, CCS clerks will resolve any voter intent questions on the ballots as they are duplicated or manually counted, as applicable.
 - 2. The Presiding Judge and Resolution Board will make a determination of voter intent prior to duplication of a ballot.
 - 3. The duplicate ballot will then be created by the Presiding Judge and CCS clerks in the manner in which the voter intent was deciphered.

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VII. Procedures for ES&S machines:

a. At the end of Early Voting:

- i. After closing polls Early Voting Judges will bring back the Election Media USB's to the Elections Administrator office.
- ii. Election Media USB's are to be secured all times.
- iii. Early Voting Judges will deliver Election Media USB's to the Tabulation Supervisor.
- iv. Tabulator Assistant will remove seal to transfer bag, and then secure Election Media USB's.
- v. Tabulator Supervisor will read in Election Media USB's from Early Voting and Count with tabulate off.
- vi. Tabulator Supervisor will secure Election Media USB's.

b. At the end of Election Day:

- i. After closing polls Election Day Judges will bring back Election Media USB's to Elections Department office located at 329 W. Franklin St, Goliad, TX
- ii. Election Media USB's are to be secured at all times.
- iii. Election Day Judges will deliver Election Media USB's to Tabulator Assistant.
- iv. Tabulator Assistant will remove seal to transfer bag and deliver them to the Tabulator Supervisor.
- v. Tabulator Supervisor will read in Election Media USB's with tabulate on and occasionally do website updates if needed.
- vi. Tabulator Supervisor will secure Election Media USB's.

GENERAL CUSTODIAN OF ELECTION RECORDS:

After the completion of the counting of ballots both on Election Day and after Election Day, if necessary, voted ballots, electronic media, election records, and election equipment will be retained by this office, who is the general custodian of election records, through the appropriate retention period.