

# CENTRAL COUNTING STATION-WRITTEN PLAN

## EARLY VOTING BALLOT BOARD

At the designated time the Ballots by Mail will be delivered to the Signature Verification Committee to verify the signatures for the “Absentee Ballots by Mail” or to the Early Voting Ballot Board (EVBB) Judge at the Central Counting Station at the Ray Mauer Annex. At the designated time, the Early Voting Ballot Board (EVBB) convenes to open the ballots and prepare them to be sent through the central counting station process.

## ELECTION DAY

At 6:00 pm, Early Voting Ballots and Ballots by Mail will be delivered to the Central Counting Station Judges at the Ray Mauer Annex Building. Here they will be sorted by the resolution committee and ran through the automatic tabulation machine by the Tabulation Team. Once the ballots are processed they will then be separated by precinct and Party (if applicable). These ballots will then be placed into labeled bags and sealed into a ballot box for record retention.

## ELECTION NIGHT

All supplies and ballot boxes are delivered to the Central Counting Station for processing. Thru the front door of the Ray Mauer Annex building, the supplies are delivered to the equipment team for check-in and the ballot box with the ballots are delivered to the receiving team.

**EQUIPMENT TEAM:** LOCATED IN THE FRONT ROOM OF THE RAY MAUER ANNEX BUILDING

Responsible for assisting Judges with the unloading of Election supplies and ensuring that distributed Election supplies are accounted for based off of the list from Elections Department Supervisor.

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**RECEIVING TEAM: LOCATED IN THE FRONT ROOM OF THE RAY MAUER ANNEX BUILDING**

Responsible for receiving and confirmation of serial numbers on the ballot boxes. A list of seals used to seal the ballot boxes before Election Day and a list of serial numbers of seals given to the Election Day judge to use to seal the slot of the box on election night must be prepared and given to the team by the general custodian (Elections Department Supervisor). When the team receives the boxes, they need to make sure the serial numbers of the seal used to secure the boxes before Election Day and at the close of the polls are the same as the serial numbers on the list. If there is a discrepancy in the serial numbers, a notation of this is made. The team must then inspect each box for its contents and make sure all records are delivered with the box and check that the ballot and seal certificate is delivered in the ballot box, as well as the Knowink Poll Pad equipment with the list of the voters that voted in that precinct. Once confirming the ballot box serial numbers and paperwork are accounted for a Receipt of Ballot Transfer case will be completed. The receiving clerk will confirm that all other forms are filled out completely by the Election Day Judge and fills out the check-off sheet and then will hand a copy of the receipt to the Judge before they may leave.

**Then the Voted Ballots Boxes are taken to the REVIEW AND SORTING TEAM:  
LOCATED IN THE TABULATION ROOM.**

Responsible for doing a preliminary sort of the ballots before counting. Verifying the number of provisional ballots received. The provisional ballots are delivered to the general custodian (Elections Supervisor) along with the list of provisional ballots and the other ballots are sorted for:

- WRITE-IN VOTES
- PARTIALLY INVALID BALLOTS
- DAMAGED BALLOTS
- IRREGULARLY-MARKED BALLOTS
- EMERGENCY BALLOTS

**THIS SORTING MUST BE COMPLETED BEFORE BALLOTS ARE COUNTED!**

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**TABULATION TEAM: LOCATED IN THE TABULATION ROOM OF back room of the RAY MAUER BUILDING**

Responsible for running the required L&A Test, Tabulating the votes with the v-drives, counting the ballots (if necessary), running all reports as set out in the election day procedures, placing counted ballots in sealable locking storage containers, labeling containers and placing them in a locked ballot box for storage (do not lock ballot box until reports are reviewed.)

**RESOLUTION TEAM: LOCATED IN THE TABULATION ROOM.**

Responsible for duplicating ballots after the Voter's intent is determined by the presiding judge. The ballot is duplicated by recording the serial number of the original ballot on the duplicated ballot and vice versa, then the duplicated ballot is placed with the other voted ballots, and the original damaged ballot is placed in a brown envelope that is marked (original Damaged Ballots, Precinct # \_\_\_\_.), which will be placed in the ballot box with voted ballots after the duplicate is counted. After making the appropriate determinations and taking the appropriate actions, the manager shall approve the ballots for counting.

**TALLY AND HANDCOUNT TEAM (IF NECESSARY): LOCATED IN THE TABULATION ROOM.**

Responsible for manual hand counting of the paper ballots generated by Emergency Ballots and FPCA sent electronically and recording them onto with a team member to generate a properly marked ballot for scanning.

## **Final Report**

**Telephone & Report Team: LOCATED IN THE TABULATION ROOM.**

**Following election night after 7:00 pm early voting totals may be released when Tabulating Supervisor, Manager, and Presiding Judge verify that the results. Then**

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**after all ballots are counted for a precinct the combined totals may be released after being verified. Responsible for answering the telephone and getting results to The Secretary of State, media, and candidates.**

## **RECONCILIATION REPORTS**

The Presiding Judge of the EVBB, along with the Tabulation Supervisor will prepare the required Reconciliation Report and have it posted on the county website along with the cumulative report, prior to leaving the building.

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