



# TENESHIA HUDSPETH

## COUNTY CLERK

*Recording the Major Events of Your Life*

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## CENTRAL COUNTING STATION PLAN

December 14, 2024  
Joint Runoff Election

### **I. Personnel**

- a. Manager is in charge of the overall administration of the Central Counting Station 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 Central Counting Station shall wear a gold badge from the County Clerk's Office and a Secretary of State-prescribed nametag.

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

- a. Central Counting Station shall convene at 10:00 am on Election Day, Saturday, December 14, 2024, to review and reconcile Early Voting ballots cast.
- b. Central Counting Station shall reconvene at 12:00 pm on Election Day to tabulate Early Voting ballots, Ballots received by mail, and ballots from Election Day until completion.
- c. Post Election Day, 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 Central Counting Station**

Harris County will use the Central Counting Station to transmit unofficial election results at 15600 Morales Road, Houston, TX 77032

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#### **IV. Oaths**

Oaths for the Central Counting Station shall be administered at 10:00 am on Election Day, Saturday, December 14, 2024.

#### **V. Intake of Ballots, electronic media and supplies**

- a. All judges at Early Voting and Election Day vote centers 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.

#### **VI. Duplication of Ballots (See Attachment)**

- 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.



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### **VII. Resolving Voter Intent**

- a. 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 1:00 pm 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 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.

### **XI. Poll Watchers**

- a. Poll watchers are entitled to be present during the time the Central Counting Station 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 and the Presiding Judge must countersign their certificate.
- c. The poll watcher must disable all recording devices upon entering the Central Counting

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Station 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.
- b. A video recording system that captures all areas containing voted ballots within the Central Counting Station until ballots from Election Day are received and transmitted for unofficial election results to the Central Counting Station. These video feeds will be live streamed on a platform available for viewing by the public. [TEC, Sec. 127.1232(b)]
- c. A video recording system that captures all areas containing voted ballots from the time they are delivered to the Central Counting Station until the canvass of the election will be recorded and live streamed to a platform available for viewing by the public. [TEC, Sec. 127.1232(b)]



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## 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.

### Early Voting Reconciliation

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- 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



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## 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



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- 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 the 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**

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### **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



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### 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:  Scan Totals:  Provisionals:  Difference:   
 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**

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

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

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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

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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

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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.

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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, MICKY - 654987123 LISTED ON EPB LIST TWICE



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### Tabulation Procedures – Count Script

December 14, 2024 – Joint Runoff Election

Location  
Elections Headquarter  
15600 Morales Road, Houston, TX 77032

12:00PM

#### **Pre-Election Logic & Accuracy 2 (L&A 2)**

#### **Check date and time-Computer and clock**

Create Task Pre-Election L&A 2

Print and save Zero Cumulative and Zero (Detail Vote Total) DVT.csv Report from Client

Remove Precinct Reporting on Reports

Read Ballot by Mail and Scan Early Voting In-Person into Task on Client

Include Provisionals for Task

#### **Verify correct count—Ballot by Mail and Scan Early Voting In-Person, Ballots Read and Accepted**

Print and save Cumulative Reports from Client

#### **Compare Cumulative Reports to the Cumulative Reports from the Public L&A Test (L&A1)**

Seal everything pertaining to L&A and return to Vault/Cage

Change from Precinct and Splits to Precinct Level Reports

Voting Categories: Ballot by Mail, Early Voting Provisionals, Early Voting In-Person, Election Day, and Election Day Provisionals

1:00PM

#### **Early Voting In-Person - Count**

#### **Create Election Task**

Open Election Task

**Import Registered Voters for each Precinct and Split**

**Add Certified Write-Ins When Applicable**

**Input number of vDrives expected for Election**

**Add filter to Suppress Polling Places Reporting**

**Print and save Zero Cumulative Reports including .DVT and Ballot Order, to be provided to US for posting to Harris Votes**

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 envelope Cast Vote Records to Cast Vote Records read

Count vDrives for Verification of Correct number of vDrives to have been read



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Immediately following:

**2:00PM**

**Ballot by Mail**

**Read Ballot by Mail vDrives and Early Voting In-Person Damaged Ballots from Sylvia C. into Task and compare results to the provided reports from Ballot by Mail**

**Archive Count Database**

**5:00 PM**

**Make sure to get the Scanner Replacement Report from Frank M. Get an Accurate count of Ballot by Mail, Early Voting In-Person, Election Day and Replacement Scan vDrives so we have the total number of vDrives to be expected to be read into Count.**

**Provide Saved Zero Cumulative and DVT.csv with Ballot Order files to Universal Services for Test of harrisvotes.com And Total # of ED Polls**

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

**7:00 PM**

**Print and save Cumulative Reports for copies to be made - 6 total Prints**  
Release Early Voting Cumulative Report to Media and Universal Services @ 7:00 PM  
\*\*\*For each Election Day Cumulative Report created and printed:

**Give number of Polling Places reporting by Party when applicable to Universal Services Document with each pull, how many Polls Reporting-Compliance Team Spreadsheet**

Create Detail Vote Total for Universal Services

1<sup>st</sup> Posting BBM, EV, Audit Log and Archive in folder on N:

Periodically Scan and Tabulate vDrive's being received, print and save Cumulative Reports by Party if applicable for Media and Universal Services or as requested by Clerk Hudspeth (Central Count Manager)

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

Continue to scan and tabulate all remaining vDrives until all Polls have reported with all vDrives.

**Run vDrive Report with Number of vDrives, look 1's for missing Scans and 3's for added or Replacement Scans**



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**Per Party when applicable:**

**End of Election Night:**

Print and save Final Unofficial Cumulative Reports  
**Create Unofficial Precinct Report/pdf\_xlsx**  
**Detail Vote Total N: Unofficial Reports ---Coding Team**  
Unofficial Audit Log Report/pdf and csv  
Archive Db-Save to Network  
Restore Db-2<sup>nd</sup> Server

**Per Party when applicable:**

**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:**

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

**Read in remaining BBM and Provisionals-**

Unofficial Precinct.pdf/.xlsx---Pdf for Universal Services to Post to harrisvotes.com  
Unofficial Detail Vote Total.csv  
Archive Db-Save to Network

N: Unofficial Cumulative.pdf for Compliance Team on N:  
Unofficial Precinct.pdf/.xlsx---Pdf for US to Post to Harris Votes  
Unofficial Canvass.pdf for Compliance Team on N:



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Unofficial Detail Vote Total.csv  
Unofficial Audit Log.pdf/.csv

Print 1<sup>st</sup> page Cumulatives of EV, BBM, ED, EVProv EDProv- Provide to Compliance Team for Official Reconciliation document

### L&A 3

### Canvass:

**Turn on Official and Registered Voters**

**Per Party when applicable:**

Official Cumulative.pdf  
Official Precinct.pdf  
Official Canvass.pdf

**Separate Drive for Official Cumulative .xlsx for Compliance Team**

### Reports

Place the following reports on the Elections N: drive  
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-2<sup>nd</sup> Server