May 3, 2025 Joint Election
CENTRAL COUNTING STATION PLAN

I. Personnel

a. The Central Count Manager is in charge of the overall administration of the Central Counting Station and Regional Collection Centers and the general supervision of the station personnel.

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

c. Assistants to the 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 the 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 Harris County Clerk's Office and a Secretary of State-prescribed nametag.

g. Anyone present in the Regional Collection Centers shall wear a name badge from the Harris County Clerk's Office and a Secretary of State-prescribed nametag.

II. Procedure for Convening the Central Counting Station

a. The Central Counting Station shall convene at 9:00 AM on Thursday, May 1, 2025, to reconcile Early Voting ballots cast.

b. The Central Counting Station shall convene at 1:00 PM on Election Day until Early Voting ballots, Ballots received by mail, and ballots from Election Day are tabulated.

c. The 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 Collection Centers

a. Harris County will use the following Regional Collection Centers to collect Election Day ballots, equipment, and supplies, which will be delivered to the Central Counting Station.

   1. Elections Operations Center, 15600 Morales Rd, Houston, TX 77032
   2. BakerRipley Pasadena, 720 Fairmont Pkwy, Pasadena, TX 77504

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

IV. Oaths

a. Oaths for the Central Counting Station shall be administered at 9:00 AM on Thursday, May 1, 2025.

V. Intake of Ballots, Equipment, 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 Early Voting Ballot Board shall sign a chain of custody review of the Ballot-By-Mail ballots. See attachment.

VI. Duplication of Ballots

a. Mail Ballots:
(See attachment)

   i. The Central Scan Manager shall supervise the personnel responsible for duplicating ballots.

   ii. A team of at least two persons shall duplicate any damaged ballot to the extent it cannot be automatically counted. 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. Each original ballot must be clearly labeled "Original" and bear the duplicate ballot's serial number.

   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. 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. Each original ballot must be clearly labeled "Original" and

bear the duplicate ballot's serial number.

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. The 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. Together, two Central Counting Station Board members will review any votes requiring a voter intent analysis, including uncertified write-ins, to determine 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 ballot v-drives shall be read into the Election Database as early as 2:00 PM on Election Day after completing the L&A Test 2.

b. At 7:00 PM, all Early Voting and Ballot-By-Mail Ballots shall be tabulated, and the Tabulation Supervisor and Assistant Tabulation Supervisors will generate a report.

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 the Presiding and Alternate judges.

d. After approval by the Central Counting Manager, Presiding, and Alternate Judges, the election results shall be posted as "unofficial" to the website and provided to those outside the Central Counting Station at 7:00 PM. The Central Counting 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 Central Counting Manager and the Presiding Judge until all Election Day precincts have returned their results.

f. 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. Upon entering the Central Counting Station and Regional Collection Centers, the poll watcher must turn off all recording devices and follow all other applicable statutes, rules, and regulations.

    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 Collection Centers, and the Presiding Judge must countersign their certificate.

    c. Poll watchers can be present during the time the Central Counting Station convenes for the "purpose of processing or preparing to process election results and until the election officers complete their duties at the station."

    d. Poll watchers can be present when the Regional Collection Centers convene for the "purpose of processing and preparing the equipment, records, and supplies to be returned to the Central Counting Station."

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

    b. A video recording system that captures all areas containing voted ballots within the Regional Collection Centers 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 public viewing.

    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.

Duplicating Ballot Process

Harris County Ballot-By-Mail Duplicate Paper Ballot 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 the top left & bottom right barcodes of the original & duplicate ballots. Two labels will be printed out (see reverse for sample). Place the original label on the original ballot and the 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 the 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.
- Another team verifies ballots to ensure the 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

- 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

Items Included in the Reconciliation Packet:
1. Reconciliation Coversheet
2. List of Voters checked in on the ePoll Book
3. White Envelope (including Cancelled Mail Ballot forms)
4. List of Provisionals/Provisional Affidavits
5. RIDs
6. Roster of Spoiled Ballots

Things to remember:
- ❖ **Use a pencil** when completing the Reconciliation Cover Sheet.
- ❖ The packet contains copies; please highlight any information that can be used for reference.
- ❖ All information must remain with the packet, and any additional information used, such as SORs and Omissions Lists, must be included.
- ❖ 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 does 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 listed on the ePoll Book check-in sheet should be listed in the miscellaneous section of the cover sheet.

REMEMBER, ANY VOTERS 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, 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 voters who completed a RID 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 the 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 it 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 are not listed on the SOR form. The voter must be looked up in Vemacs.

<u>When the difference is zero (0): EACH STEP MUST BE COMPLETED</u>

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, 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
May 3, 2025 Joint Election

Location
Elections Operations Center
15600 Morales Road
Houston, TX 77032

1:00PM   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

2:00 PM   **Early Voting In-Person - Count**

Create Election Task
Open **Election Task**
Import Registered Voters for each Precinct and Split * Need updated as of Election Day VR*****
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 read

Immediately following:

3:00 PM   **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 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 the Total # of ED Polls

Verify Cast Vote Records and vDrive count to verify that the 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 to Universal Services
Document with each pull how many Polls Reporting-Compliance Team Spreadsheet
Create Detail Vote Total for Universal Services
1st Posting BBM, EV, Audit Log and Archive in folder on N:

Periodically Scan and Tabulate vDrive's being received, print and save Cumulative Reports 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.

End of Election Night:

Print and save Final Unofficial Cumulative Reports
Create Unofficial Precinct Report/pdf_xlsx
Detail Vote Total N: Unofficial Reports ---Chris H
Unofficial Audit Log Report/pdf and 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

<u>**Data needed**</u>-
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:
Unofficial Detail Vote Total.csv
Unofficial Audit Log.pdf/.csv

Print 1st page Cumulative of EV, BBM, ED, EVProv EDProv- Provide to Compliance Team for Official Reconciliation document.

L&A 3

Canvass:

Turn on Official and Registered Voters

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-2ⁿᵈ Server