June 7, 2025 Joint Runoff 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 Center and the general supervision of the station personnel.

  b. The Tabulation Supervisor is in charge of operating 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 an Election Day Presiding Judge in that respect and in the administration of oaths. The Presiding Judge may confer with and advise the Central Count Manager or Tabulation Supervisor on any activity at the counting station.

  e. If the regularly appointed presiding judge cannot serve, the alternate judge serves as the presiding judge for the counting station.

  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 Center 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 12:00 PM on Thursday, June 5, 2025, to reconcile Early Voting ballots cast.

  b. The Central Counting Station shall convene at 2:00 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 Center**

  a. Harris County will use the following Regional Collection Center 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

  b. The Regional Collection Center 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 12:00 PM on Thursday, June 5, 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.

VI.   Duplicating Paper Ballot Process

   See attachment

   a. Mail Ballots:

      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 - Count Script
See Attachment

IX. Reconciliation
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 3:00 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 the Central Counting Manager, Presiding, and Alternate Judges approve, 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 Vote Centers 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 the Regional Collection Center, 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 the Regional Collection Center, and the Presiding Judge must countersign their certificate.

c. Poll watchers can be present at 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 Center convenes 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 the Regional Collection Center.

b. A video recording system that captures all areas containing voted ballots within the Regional Collection Center until ballots from Election Day are received and delivered 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 Central Counting Station until the canvass of the election will be recorded and live-streamed to a platform available for public viewing.

Duplicating Paper 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 that can be exported and imported 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.

Step 3: **Duplicating Paper Ballot Process**

- 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 the 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.

Reference Guide for Reconciliation

Items used in Reconciliation:

1. Reconciliation Coversheet
2. List of Voters checked in on the ePoll Book (file)
3. White Envelope (includes Cancelled Mail Ballot forms) (file)
4. List of Provisionals/Provisional Affidavits (file)
5. Reasonable Impediment Declaration forms (RID) (file)
6. Statement Of Residence forms (SOR) (file)
7. Roster of Spoiled Ballots (file)

Things to remember:

- ❖ **Use a pencil** when completing the Reconciliation Cover Sheet.
- ❖ Print all Supporting documents, such as Provisional Affidavits, RIDs, etc. to be included in completed packet.
- ❖ Only provide voters' information that will be used to reconcile the Polling location.

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

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

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

EVERY STEP MUST BE COMPLETED

1. Check the List of Provisional Voters or the Provisional Affidavits for any names listed on your ePoll Book List.
   a. Voters who voted a provisional ballots should not be listed on the ePoll Book.
   b. If the voter is listed in the ePoll Book, write the voter's Last Name, First Name, and Certificate Number in the appropriate section of the cover sheet.
2. Check the Roster of Spoiled Ballots.
   a. Write the voter's Last Name, First Name, and Certificate Number in the appropriate section of the cover sheet.

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. View the RID and SOR forms to compare names with the ePB list
   a. List voters who completed a RID or SOR and are not the ePB list.
      i. If the voter is not listed on the ePoll Book List, write the voter's Last Name, First Name, and Certificate Number in the appropriate section of the cover sheet.
      ii. Print a copy of each form and attach it to the reconciliation packet.

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

4. View the White envelope file for any voters who may need to be added or removed from the ePB list of voters.
      i. Write the voter's Last Name, First Name, Certificate Number and reason to add or remove in the Miscellaneous section.
      ii. Print a copy of each form and attach it to the reconciliation packet.

COMPLETING THE COVER SHEET

Election:	General Runoff Election – December 14, 2024			Date:	The date goes here.
Name	Your name goes here	Verified by:		Poll Code:	11122
Location:	Juergens Hall Community Center				

ePB Signatures:	32	Scan Totals:	32	Provisionals:	0	Damaged/ ESB:		Difference:	0
Manually Entered/Remove:	E	R	**Outcome of Reconciliation** *(Verifiers Only)*			Reconciled – No Change	Completely Reconciled	Unable to reconcile	

FILES USED WITH THIS PACKET: ☐ ePB Voter List ☐ vDrive Report ☐ Provisional List ☐ White Env. ☐ RID ☐ SORs ☐ Spoiled Ballot Report ☐ Requalify List ☐ Omissions List

Complete all sections below to completely reconcile each polling location. Any additional resources used must be printed and attached to the packet. Any voters listed below need to be given voter history.

List any Voters listed on the Omissions List: *(Provide Name and Certificate Number)*

List any Provisional voters that are on the ePB List of Voters and has a completed Provisional Affidavit: *(Provide Name and Certificate Number)* USE AN ADDITIONAL SHEET, IF NEEDED

1	LIST ANY VOTERS WHO COMPLETED A	6	
2	PROVISIONAL AND ARE LISTED ON THE ePB	7	
3	VOTER LIST	8	
4	Example: Smith, John J - 123456789	9	
5		10	

List any Voters from the Register of Spoiled Ballots that are not on the Requalify List: *(Provide Name and Certificate Number)*

LIST ANY VOTERS WHO ARE LISTED ON THE SPOIILED BALLOT LOG AND ARE NOT ON THE REQUALIFY LIST

Example: Duck, Donald - 987654321

List any Voters that completed a Reasonable Impediment Declaration (RID) that is not listed on ePB List: *(Provide Name and Certificate Number)*

LIST ANY VOTERS WHO COMPLETED A RID AND ARE NOT ON THE ePB VOTER LIST

Example: Duck, Daisy - 967854321

List any Voters that completed an SOR and not listed on the ePB list. *(Provide the name, Certificate Number, and Registration Effective Date)* IF EFFECTIVE DATE IS AFTER ELECTION DAY OR VOTER IS NOT REGISTERED, DO NOT LIST VOTER.

LIST ANY VOTERS WHO COMPLETED A SOR AND ARE NOT ON THE ePB VOTER LIST

Example: Mouse, Minnie - 147852369

Miscellaneous: List any voters that do not qualify for any sections listed above: *(any voter listed in this section, provide name, Certificate number, and a reason for listing.)*

LIST ANY VOTERS DON'T QUALIFY FOR THE PREVIOUS SECTIONS AND PROVIDE THE REASON

Example: Mouse, Mickey – 321654987 listed twice on ePB

Tabulation Procedures - Count Script
June 7, 2025 Joint Runoff Election

Location
Elections Operations Center
15600 Morales Road
Houston, TX 77032

2:00PM   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

3:00 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:

3:30 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

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