**CENTRAL COUNTING STATION-WRITTEN PLAN**

**EARLY VOTING BALLOT BOARD**

At the designated time the Ballots by Mail will be delivered to the Early Voting Ballot Board (EVBB) Judge at the Central Counting Station at the Courthouse Annex. The Early Voting Ballot Board (EVBB) convenes to verify the signatures for the “Absentee Ballots by Mail” ballots then opens the accepted ballots and gets them ready to be sent through the central counting station process.

**ELECTION DAY**

At 11:00 am, Early Voting Ballots and Ballots by Mail will be delivered to the Central Counting Station Judges at the Courthouse Annex. 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. In the delivery area of the Courthouse Annex, 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 & RECEIVING TEAM:** **LOCATED IN FRONT OF THE DELIVERY DOORS IN THE ANNEX.**

Responsible for assisting Judges with the unloading of Election supplies and ensuring that distributed Election supplies are accounted for based off the list from Elections Administrator. 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 (County Clerk). 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 Register of Official Ballots/Ballot and Seal Certificate form is completed. 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.

**Then the Voted Ballots Boxes are taken to the REVIEW AND SORTING TEAM: LOCATED IN FRONT OF THE DOOR TO THE ELECTION ROOM**

Responsible for sorting and straightening Ballots. Also making sure there is nothing mixed into the ballot box before counting (i.e. DL, SOR Cards or Sample Ballots). Once sorted the team will place the ballot box inside door for tabulation team to run through the Central Counting Machine (DS850)

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

**TABULATION TEAM:** **LOCATED IN THE ELECTION ROOM OF THE COURTHOUSE ANNEX**

Responsible for running the required L&A Test, counting the ballots, running all reports as set out in the election day procedures placing counted ballots in metal boxes or canvass bags for storage and labeling them (do not lock ballot box until reports are reviewed.)

**RESOLUTION TEAM:** **IN THE ELECTION ROOM OF THE COURTHOUSE ANNEX.**

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 an envelope that is marked Resolved Ballots and Precinct # \_\_\_. Which will then 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. Also responsible for recreating a ballot for any other reason, (FPCA sent electronically, or Emergency Ballot).

**Final Report**

**Telephone & Report Team: LOCATED IN THE MIDDLE ROOM OF THE ELECTIONS OFFICE AT THE COURTHOUSE ANNEX.**

**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 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.**