

## CENTRAL COUNTING STATION PLAN

### **ROLES AND RESPONSIBILITIES OF PERSONNEL:**

1. CCS Manager – Will manage overall administration of Station and supervision of personnel.
2. Presiding Judge – Will maintain order at CCS and administer oaths. Receives ballot boxes.
3. Tabulation Supervisor – Will operate the automatic tabulating equipment and run result reports on the tabulator.
4. Assistant Tabulation Supervisor – Will assist the Tabulation Supervisor.
5. CCS Clerks – Will compare ballot numbers on the Ballot Registers from each precinct with the numbers of ballots to be counted.

### **GENERAL RULES OF CONDUCT:**

1. Be courteous to all employees of the CCS.
2. No phone calls while ballots are being processed for counting.
3. No pictures will be allowed in the CCS.

### **SECURITY PROCEDURES:**

1. Only authorized election workers will be allowed into the CCS.

### **EARLY VOTING AND BALLOT BY MAIL TABULATING PROCEDURES:**

1. Will compare the number of early voters voting in person to the Ballot Registers with the number of ballots cast.
2. Will compare the number of ballot by mail voters to the Roster of ABBMs showing ballots returned.
3. Mail ballots and early voting ballots will be given to the Tabulation supervisor who will then count the ballots according to the Procedures for the CCS as described below:

### **TESTING PROCEDURES FOR THE CENTRAL COUNTING STATION:**

1. Certification of 2<sup>nd</sup> Test of The Tabulating Equipment will be done before the counting of ballots.
2. Certification of 3<sup>rd</sup> Test of the Tabulating Equipment will be done upon completion of counting of all ballots.

### **PROCEDURES FOR THE CENTRAL COUNTING STATION:**

1. The Presiding Judge of the CCS will administer oaths to the workers of the Central Counting Station.
2. Workers of the Central Counting Station will wear name badges as prescribed by the Secretary of State.
3. Presiding Judge and their designee will receive the ballot boxes from the Presiding Judge of the Polling Place.
4. Presiding Judge or their designee will compare the red seals that were used to seal the ballot boxes at the polling place to make sure they match. If numbers don't match, contact the CCS Manager.

5. Presiding Judge or their designee will unlock ballot box and make sure the Ballot and Seal Certificate is inside and collect all paperwork from the Precinct Judge.
6. Presiding Judge and their designee will deliver the ballot box to the Tabulation Supervisor.
7. Ballots will be checked for mismarked or blank ballots and write-in ballots.
8. CCS Presiding Judge and the EVBB Judge will decide if any ballots must be duplicated. If so, the numbers on the original ballot and the duplicate ballot will be written on the corresponding ballot.
9. Write-In ballots will be hand counted by Election Clerks using Tally books.
10. Ballots will be delivered to the Tabulation Supervisor for counting.
11. After verifying the zeroes reports, ballots will be run through the DS200 Optical Scanner.
12. After ballots have been counted and compared to Ballot Register to make sure that the numbers match, the ballots will be put back in the ballot box and locked.
13. Tabulation Supervisor will run Ballots by Mail, Early Voting and Election Day totals reports and sign the reports. The Election Judge will also sign the reports.
14. The Election Judge (County Clerk) will load the results from the DS200 into the ERM System and print results.
15. All Results will be reported to the Secretary of State via online portal.
16. All result reports will be backed up to a thumb drive and stored in the Clerk's Office.
17. Presiding Judge will perform Certification 3 Test of Tabulating Equipment and compare with the test results.
18. Locked Ballot boxes will be locked in the Clerk's Storage Room until they are canvassed and then stored properly for the retention period.
19. The CCS will adjourn and will not reconvene.