**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 in the Elections Office, which is an extension of the County Clerk’s Office, in the basement of the County Courthouse. 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 approximately 1:00 pm, Early Voting Ballots and Ballots by Mail will be delivered to the Central Counting Station Judges in the Elections Office, which is an extension of the County Clerk’s Office, in the basement of the County Courthouse. There they will be sorted by the resolution committee and run through the tabulation scanner by the Tabulation Team. Once the ballots are processed, each batch will then be placed into labeled metal boxes and sealed for record retention.

**ELECTION NIGHT**

All completed forms, poll pads, provisional ballots, emergency ballots, precinct scanners and ballot bags are delivered to the Central Counting Station for processing. All arriving election judges/workers will park outside the tunnel entrance to the Courthouse and be escorted in by Courthouse Security or Deputies. The poll pads and completed forms are delivered to the equipment team for check-in and the ballot bag, with the ballots, provisional ballots, emergency ballots and precinct scanners are delivered to the receiving team.

**EQUIPMENT TEAM:** **LOCATED IN THE BASEMENT HALLWAY OF THE COUNTY COURTHOUSE**

Responsible for assisting Judges with the unloading of Election supplies and ensuring that distributed Election supplies are accounted for based off the list from the County Clerk.

**RECEIVING TEAM:** **LOCATED IN THE BASEMENT HALLWAY OF THE COUNTY COURTHOUSE**

Responsible for receiving and confirmation of serial numbers on the ballot bags and precinct scanners. 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 bag and precinct scanner, they will verify the seal number used to secure the bag at the close of the polls is the same as the serial number on the list. If there is a discrepancy in the seal number, a notation of this is made. The team will then unlock and remove the vDrive and printed tape with ballot totals from the precinct scanner and hand them over to the tabulation supervisor. The tabulation supervisor will have the tabulation computer/station located in the basement hallway of the county courthouse to publicly install and tabulate each vDrive as well as compare the total number of ballots tabulated to the total number of ballots on the tape. The receiving team will confirm that all other forms are filled out completely by the Election Day Judge and fill out the checklist sheet.

**TABULATION TEAM:** **LOCATED IN THE BASEMENT HALLWAY OF THE COUNTY COURTHOUSE**

Responsible for running the required L&A Test, importing vDrives, counting the emergency ballots, running all reports as set out in the election day procedures.

**RESOLUTION TEAM:** **LOCATED IN THE BASEMENT HALLWAY OF THE COUNTY COURTHOUSE**

Responsible for determining the Voter’s intent. Any ballot that is flagged as needing resolution will be displayed on the tabulation computer. Once the voter’s intent has been determined by the board, the item will be accepted or rejected. The Resolution Team is also responsible for duplicating FPCA ballots that were sent electronically to be processed on the tabulation scanner located in the Elections Office, which is an extension of the County Clerk’s Office, in the basement of the County Courthouse. Once the scanning of the ballots has been completed, the vDrive will then be imported into the tabulation computer.

**Final Report**

**Telephone & Report Team: LOCATED ON THE 2nd FLOOR OF THE COUNTY COURTHOUSE IN THE COUNTY CLERK’S OFFICE**

**Following election night after 7:00 pm early voting totals may be released when Tabulating Supervisor, Manager, and Presiding Judge verify 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.**