

Central Counting Station – Written Plan

Early Voting Ballot Board – Election Day

At 1:00 pm on Election Day the Ballots by Mail will be delivered to the Early Voting Ballot Board (EVBB) Judge at Room B22 in the Madison County Courthouse, 101 W. Main Street, Madisonville, TX 77864. The Early Voting Ballot Board (EVBB) convenes to verify the signatures for the “Absentee Ballots by Mail” ballots, then opens and accepts ballots. Responsible for duplicating the 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 a brown envelope that is marked (original Damaged Ballots, Precinct # ____), which will 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.

Election Night

All scanners and paper ballots are delivered to the Central Counting Station for processing at 7:00 pm on November 8, to room 121 for check-in and the ballot box with the ballots are delivered to the receiving team.

Equipment Team: Located in Room 121 of Madison County Courthouse.

Responsible for assisting Judges with the unloading of scanner and paper ballots.

Receiving Team: Located in Room 121 of Madison County Courthouse.

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 (Elections Administrator). 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 ballot and seal certificate is delivered in the ballot box. 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.

Tabulation Team: Located in Room 121 of Madison County Courthouse.

Responsible for running the required L&A Test.

Resolution Team: Located in Room 121 of Madison County Courthouse. Responsible for filtering through the write-in candidates and accept and reject the names as presented from the list of declared write-in candidates.

Final Report (Unofficial Results)

Telephone & Report Team: Located in Room 121 of Madison County Courthouse.

On 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. This team is responsible for answering the telephone and getting results to the Secretary of State, media, and candidates.

Retention Schedule

Following Manual Count the records will be sealed for a period of 90 days, and then in safe keeping for 22 months.