

# Central Accumulation Center – Written Plan

## Early Voting Ballot Board – Election Day

At 4:00 pm on Election Day, May 28, 2024, 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 and identifying numbers 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 serial number of the original ballot and the duplicated ballot will be recorded on the roster. The ballot is duplicated by recording the votes of the original ballot on the duplicated ballot, 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) 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 the Central Count team will be sworn in by the Central County Judge. All scanners and paper ballots are delivered to the Central Accumulation Center for processing after 7:00 pm closure, of the Vote Centers, on May 28, to Madison County Courthouse room 121 for check-in and the ballot box with the paper voted 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 judge’s folder/binder, scanner and paper ballots.

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

Responsible for receiving and confirming 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 voted paper box on election night must be prepared and given to the team by the general custodian (Elections Administrator). When the Central Count Judge and Tabulation judge receives the boxes, they 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 Central Counting Station Manager must then inspect each Judge’s Folder for its contents and make sure all records are delivered with the folder and check that the ballot and seal certificate is delivered in the ballot boxes. 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 before the tabulation of the votes. Tabulation team will run all Early Voting and Ballot By Mail at 7:00pm and then run Election Day after all vote centers have reported to Central Count.

**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**

**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 unofficial results. Then after all ballots are tabulated for all the precinct, the combined totals and unofficial results, may be released.. This team is responsible for answering the telephone and getting results to the Secretary of State, media, and candidates. These results are unofficial results.