

Central Count Station Plan for Tabulating Ballots for the May 1, 2021 Joint General Election for the La Grange ISD, City of La Grange, and the City of Ellinger to include the Special Election for the City of La Grange

Per section 127.007 of the Texas Election Code, this is the written Central Counting Station (CCS) Plan for the May 1, 2021 Joint Election for the La Grange ISD, City of La Grange, and the City of Ellinger for the orderly operation of the tabulation of election ballots. This plan will be made available to the public on request. The CCS is the location for optical scan ballots to be tabulated. For the May 1, 2021 Joint Election, the CCS is located at the Elections Office in the Fayette County Courthouse, 151 N Washington, Suite 108, La Grange, Texas.

Key Personnel of CCS

- CCS Manager who manages overall administration of station and supervision of personnel
- Presiding Judge who maintains order at CCS and administer oaths and receives ballot boxes.
- Tabulation Supervisor who oversees and/or operates the ballot tabulation process.
- Assistant Tabulation Supervisor who assists the Tabulation Supervisor with overseeing/operating the ballot tabulation process.
- Clerks who assist with receiving ballot boxes from election precincts, moving ballot boxes through the CCS, opening ballot boxes for tabulating, preparing ballots for tabulation, and securing tabulated ballots. In addition the clerks who receive the ballot boxes under the direction of the Presiding Judge will validate the boxes are locked and sealed.
- Peace Officer for election security.

Date and Time CCS will convene

Section 87.0241 of the Texas Election Code dictates when an entity is permitted to count ballots. The Fayette County Elections Office, CCS Manager and CCS Presiding Judge will convene the CCS on May 1, 2021. Tabulation of election ballots will not occur prior to this date. After the polls have closed on Election Day, the entities ballot boxes will be delivered by a two person team to the CCS station located at the Fayette County Courthouse east entrance.

Early Voting Ballot Board

The Early Voting Ballot Board/Signature Verification Committee will convene as follows:

- Saturday, May, 1 2021

This committee will qualify early voting ballots for counting. The qualified ballots will be tabulated using the DS 450 ballot tabulator. The Early Voting Ballot Board will also convene 1-9 days after the election to qualify provisional and late ballots, if needed.

Tabulation Team

Under Section 127.127, the Tabulation Supervisor and the Tabulation Team are the only ones authorized to operate the automatic tabulating equipment (if used) or handle ballots that are automatically counted. After the counting of ballots (or accumulation of vote totals) has occurred, the Presiding Judge of the CCS is responsible for preparing the precinct election returns. The Presiding Judge is required to sign the precinct returns to certify their accuracy. This team will also be responsible for completing the 2nd

and 3rd Logic and Accuracy test for the DS450 Tabulator (if used) immediately before and immediately after the counting of ballots.

Reconciliation of Ballots and Voters

The CCS will reconcile the number of voters listed as voted against the number of ballots cast in one of three ways:

- **Early Voting in Person** – CCS personnel will compare the number of early votes provided by the Early Voting Clerk using the early voting roster/combination form to the number of ballots tabulated by the Tabulation Team by hand tally or by using the DS450 ballot tabulator.
- **Early Voting By Mail** – CCS personnel will compare the number of ballots entered on the “Ballot Transmittal Form” from the Early Voting Ballot Board to the number of ballots tabulated the Tabulation Team using hand counts or the DS450 ballot tabulator.
- **Election Day** – CCS personnel will compare the number of voters on the Register of Official ballots to the total number of ballots tabulated by the Tabulation Team using hand counts or the DS450 ballot tabulator.

Election Results

The unofficial election results will be released to each entity representative as soon as available after the polls close at the Fayette County Elections Office. Alternatively, the Presiding Judge of the CCS, in cooperation with the Central Count Station Manager/Election Administrator may (if deemed necessary) hold the release of unofficial results until the last voter has voted. Results will be released by the Central Count Station Manager as follows:

- To each entity who in turn will release the results to candidates and the public
- Posted on the Fayette County Bulletin Board located at the east entrance of the Fayette County Courthouse
- Posted on the Fayette County Webpage

NOTE: News mediums will be directed to each individual entity for Election Results.

NOTE: Partial Manual Counts if directed by the Texas SOS will be completed by the Fayette County Elections Office.

NOTE: Election Results will be canvassed by the entity.

Poll watchers

Poll watchers are entitled to be present during the time the CCS is convened for the purpose of processing or preparing to process election results and until the election officers complete their duties at the station. The poll watcher must deliver their certificate of appointment to the Presiding Judge of the CCS and the Presiding Judge must countersign their certificate. The CCS Presiding Judge may stipulate the areas where a poll watcher can stand or sit to observe the counting activities.

Delivery of materials to the General Custodian of Election Records

After the completion of the counting of ballots both on Election Day and after Election Day, voted ballots, election records, and election equipment will be delivered to the political subdivisions who will be the general custodian of election records for retention for this election.