



Hidalgo County Elections Department Central Counting Station Plan



Procedures for Central Counting Station under TEXAS ELECTION CODE SEC. 127.007:

I. Introduction:

a. The Central Counting Station will be located at:

- i. Hidalgo County Elections Department Office
 1. 505 S. McColl, Edinburg, Texas
 2. Office phone number: 956 318 - 2570

b. Elections Administrator

- i. Yvonne Ramon, CERA

II. Roles and Responsibilities of Personnel:

a. Central Counting Station Manager:

- i. Will manage overall administration of station and supervision of personnel.

b. Presiding Judge:

- i. Will maintain order at Central Counting Station and administer oaths. Receives ballot boxes.

c. Tabulation Supervisor:

- i. Will operate the automatic tabulating equipment and run results reports on the tabulator.

d. Assistant Tabulation Supervisor:

- i. Will assist the Tabulation Supervisor

e. Central Counting Station Clerks:

- i. Will count signatures on Combination forms and compare them to the Ballot and seal certificate and then sort ballots and get them ready for counting by the Tabulation Supervisor.

III. General Rules of Conduct:

- a. Follow all rules and regulations as per Texas Election Code.
- b. Follow all rules and regulations as per Hidalgo County and Hidalgo County Elections Department.
- c. Be courteous and respectful to all.
- d. No electronic devices or cell phones are allowed in area while ballots are being processed for counting. Devices must be turned off or secured outside room

IV. Covid – 19 Procedures:

- a. **Face coverings:** Due to the County of Hidalgo face covering policy, all signature variation, ballot board members and central count members are required to wear a face mask, while inside the county building.
- b. If a member has forgotten their face covering, one will be provided.



Hidalgo County Elections Department



Central Counting Station Plan

- c. There will be a disinfecting station upon entering the building to allow members to disinfect their hands when entering the building, as well as throughout the day.
- d. The tables and chairs will be disinfected periodically throughout the day.
- e. A thermometer has been placed at the entrance of the building.
 - i. Every member will have their temperature taken before the start of the day.
- f. Gloves will be available for use, if a member decides to use glove throughout the process.
- g. Ballot Board member groups will be sitting 6ft apart, adhering to guidelines set forth by the CDC.

V. Security Procedures:

- a. Upon entering Central Counting Station everyone is required to sign in and out when entering and leaving the building.
- b. Only authorized personnel will be allowed into the Central Counting Station, to include but not limited to:
 - i. Precinct election officers delivering locked and sealed ballot boxes
 - ii. Poll Watchers and Inspectors
 - iii. Law enforcement personnel summoned
 - iv. Staff from Secretary of State office
 - v. Federal Observers
 - vi. Election Department Personnel delivering supplies
 - vii. Law enforcement personnel delivering supplies will be allowed in the Central Counting Station.
 - 1. Anyone else will be asked to leave and if not a law enforcement officer will be summoned.
- c. Early Voting Ballot Board meets at the Central Count Station the morning of Election day (on a big election, they meet the day before Election day) where they start the process of getting early voted ballots ready to be counted by:
 - 1. Keys are delivered to the Early Ballot Judge from the County Sheriff (or if he is on the ballot then the County Judge).
 - 2. Early voting clerk presents the list of persons that voted by mail, along with the ballot boxes with the voted ballots, applications and any necessary documents.
 - 3. Ballot by mail applications are reviewed by Early Ballot Board, (see Early Voting Ballot Board handbook for more detail on rules and regulations)
 - 4. Ballots are checked by early voting locations to make sure the count is correct and straighten the ballots and locked up until the Tabulation team gets ready to count early.



Hidalgo County Elections Department



Central Counting Station Plan

5. Keys are kept by Early Ballot Judge till they turn it over to the Tabulation Supervisor.

VI. Paper ballots

- a. Scan paper ballots by batches of 100 or less.
- b. Do any adjudication as necessary.
- c. Secure ballots and Vdrives in a secure area under lock and key.

VII. Procedures for Verity machines:

a. At the end of Early Voting:

- i. After closing polls Early Voting Judges will bring back Controllers to Elections Department office located at 213 S. Closner Blvd., Edinburg
- ii. Controllers are to be secured all times.
- iii. Early Voting Judges will deliver Controllers to the Tabulation Supervisor.
- iv. Tabulation Supervisor will remove seal to Vdrive compartment, and then secure Vdrives in a secure area under lock and key.
- v. Tabulation Supervisor will read in Vdrives from Early Voting and Count with tabulate off.
- vi. Tabulation Supervisor will secure Vdrives in a secure area under lock and key.
- vii. The building is secure with a security and camera system in place.

b. At the end of Election Day:

- i. After closing polls Election Day Judges will bring back Controllers to Elections Department office located at 505 S. McColl, Edinburg.
- ii. Controllers are to be secured all times.
- iii. Election Day Judges will deliver Controllers to Assistant Tabulation Supervisor.
- iv. Assistant Tabulation Supervisor will remove seal to Vdrive compartment and deliver them to Tabulation Supervisor.
- v. Tabulation Supervisor will read in Vdrives with tabulate on and occasionally do website updates if needed.
- vi. Tabulation Supervisor will secure Vdrives in a secure area under lock and key.
- vii. The building secure with a security system in place.