

#23

I. Staff:

The Central Counting and Accumulation Station staff shall be as follows:

1. Central Counting Station Manager and Tabulation Supervisor: Allie Thomas
2. Assistant Tabulation Supervisor: Assistant Elections Administrator or (if none is hired by election night) Elizabeth Smith
3. Presiding Judge: Bill Carson
4. Alternate Judge: Linda Mertz
5. Clerks are hired by the Presiding Judge, having been presented by the parties.
6. As allowable by law, the Manager shall appoint other clerks, including James Thompson, Bobby Curry and possibly election judges and clerks, as provided for by law.

II. Poll watchers:

Poll watchers are welcome to observe the activities as permitted by law, and will submit the appropriate poll watcher paperwork prescribed by the Texas Secretary of State to the Presiding Judge of the Counting Station.

III. Tests:

In house testing will be done on all machinery. All ballot styles, all precincts, all contests will be tested, as well as under and overvotes, in compliance with the law. Notice will be published in the newspaper several days in advance. The testing board will consist of the Election Administrator, and Elections Office staff. The public is welcome to attend.

Test 2 will commence just before ballots are accumulated and tallied on election night. The testing board shall consist of the Central Counting Station Manager, the Presiding and Alternate Judges of the Central Counting Station and clerks. Pollwatchers are welcome. The object of Test 2 is to test the accumulation/tallying equipment to ensure it is still functioning properly, not to test the paper or anything else, so as is customary across the State, after a zero tape is printed, the ballot media from test 1 will be read back into the Election Reporting Manager program, and the results will be compared.

Test 3 will commence immediately after the last of the votes are accumulated/tallied on election night, as required by law. The testing board shall consist of the Central Counting Station Manager, the Presiding and Alternate Judges of the Counting Station, clerks. Pollwatchers are welcome. The object of Test 3 is to test the accumulation/tallying equipment to ensure it is still functioning properly, so as is customary across the State, after a zero tape is printed, the ballot media from test 1 will be read back into the Election Reporting Manager program, and the results from test 1, 2, and 3 will be compared.

All testing materials shall be sealed and stored in compliance with the Election Code, using tamper evident bank bags.

IV. Ballot Box Security

- A. The Ballot Boxes: The ballot boxes in Navarro County are the scanner tubs. They are pre-locked and pre-sealed prior to delivery, using double lock and seal hasps with locks that are keyed differently. Delivery is by Sheriff Deputies, and pickup is also by Sheriff deputies the day after Election Day. The transfer cases for the scanned ballot data are the usb media devices, to be

Navarro County Central Counting and Accumulation Plan  
November 2<sup>nd</sup>, 2021 Constitutional Amendment Election

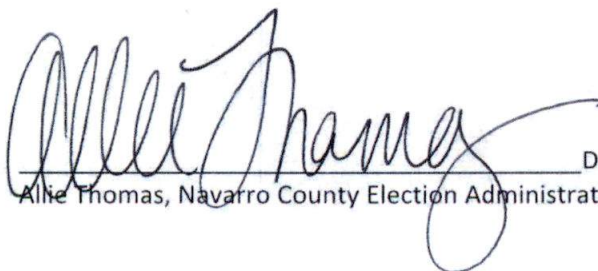
- d. Returns shall not be released unofficially before the close of polls at 7 pm, under penalty of law. Also, recording devices and phones must be disabled in the Central Counting Station, unless they are being used for election business as specifically approved by the Presiding Judge.
- e. Precinct Reports and Election Reports (Cumulative Reports) shall be printed at the the intervals specified above, and released by email to whomever has requested it.
- f. Precinct and Election Reports (Cumulative Reports) shall be printed for both party chairs, and the Elections Office shall keep one as well.

VIII. Securing Records, Seals, and Ballot Transfer Media at the end of election night.

- a. All ballot transfer media shall be sealed inside a tamper evident bank bag, the seal number of which shall be logged and signatures attesting to the seal and the number shall be provided by the Presiding and Alternate Judges and the Central Counting Station Manager.
- b. Records will be organized, labelled, and placed in file envelopes for safekeeping. They shall not be stored with the ballots or ballot media, except for a copy of the Ballot and Seal Certificate, if applicable.
- c. All seals, once broken, will be labelled using tape and a pen, and will be taped together and stored separately in tamper evident bank bag.

IX. Comparing voted ballots and number of signatures:

- a. In Navarro County Elections, the number of voted ballots and number of signatures shall be compared in 2 ways, providing a safety net in case one of the ways fails:
  - 1. Pollworkers will indicate the number of voters signed in and the number of the public count on the scanner.
  - 2. After the polls close, election staff will check Centralpoint and bring the number of people signed in to the Central Counting Station for comparison to the number of in-person voters for early voting and election day.
  - 3. Either method must add in the number of absentee voters from the poll lists of the Early Voting Ballot Board.
- B. A document containing the numbers of early voters in person, election day voters in person, and absentee voters, compared to the number of ballots cast, shall be made and preserved for the period of records retention for the election.

  
Allie Thomas, Navarro County Election Administrator

Date: 9/10/21