Contents

Purpose .............................................................................................................................................. 3
Location ........................................................................................................................................... 3
Convening of the Central Counting Station ................................................................................... 3
Security Procedures ........................................................................................................................ 3
Roles and Responsibilities ................................................................................................................ 4
Administration of Oath ...................................................................................................................... 5
Poll Watcher Rights & Responsibilities ............................................................................................ 5
Intake of Early Voting Ballots, Media, and Supplies ................................................................. 6
Tabulation of Early Voting In-Person Media ..................................................................................... 6
Tabulation of Early Voting Mail Ballots ............................................................................................ 7
Tabulation of Provisional Ballots ....................................................................................................... 8
Tabulation of Election Day Media ..................................................................................................... 9
Tabulation of Write-In Votes ........................................................................................................... 9
Ballot Duplication ............................................................................................................................. 10
Ballot Adjudication .......................................................................................................................... 11
Reconciliation .................................................................................................................................... 12
Results Reporting ............................................................................................................................. 12
Storage of Election Materials ........................................................................................................... 13
Purpose
The following plan has been established and written for the orderly operation of the Central Counting Station. This plan is available to the public on request not later than 5 p.m. on the fifth day before the date of the election. This plan is subject to change.

Location
The Dallas County Central Counting Station will be located at the Dallas County Elections Office at 1520 Round Table Dr, Dallas, Texas 75247 in Room 129.

Convening the Central Counting Station
The Central Counting Station will convene for the purpose of receiving and tabulating Early Voting Mail Ballots, Early Voting In-Person Ballots, and Election Day Ballots for the 2023 Joint Runoff Election at the following times (all times and dates are subject to change):

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activities</th>
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</table>
| June 6, 2023 | 8:00 pm – until completion | • Receive Early Voting Election Media and Secure it in locked safe in Ballot Storage Area  
• Receive Early Voting Voted Ballots and Securing in Ballot Storage Area |
| June 9, 2023 | 12:00 pm – 4:30 pm (or until completion) | • Second Tabulation Test  
• Tabulate Early Voting In-Person Results  
• Receive and Tabulate Early Voting By-Mail Ballots  
• Tabulation of Provisional Ballots/Limited Ballots |
| June 10, 2023 | 5:00 pm – until completion | • Tabulate Early Voting by Mail Ballots (Election Day deliveries)  
• Receive Election Day Media from all vote center locations  
• Tabulate Election Day Results |
| June 16, 2023 | 2:00 pm – 5:00 pm (if necessary) | • Tabulate outstanding Provisional Ballots  
• Tabulate outstanding Early Voting Mail Ballots  
• Print Early Voting In-Person Results Tapes |

Security Procedures
The statutory requirements for maintaining the security of voted ballots and election media in a county with a population over 100,000 are addressed in the following ways:

- A licensed Peace Officer will be on post in the Central Counting Station when the station is convening
- Authorization and identification will be required of all individuals prior to admittance into the Central Counting Station
- Video surveillance of the Central Count Station is viewable on-line, and it is recorded
- Video surveillance of the Election Storage Area is viewable on-line, and it is recorded
### Roles and Responsibilities

The following are roles and responsibilities of Central Counting Station personnel and appointees, as contained in Sections 127.002-127.006 of the Texas Election Code:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elections Administrator and Central Counting Station Manager</strong></td>
<td>Michael Scarpello</td>
<td>The Administrator/Manager responsible for the overall administration of the Central Counting Station and the supervision of the personnel working in the station.</td>
</tr>
<tr>
<td><strong>Tabulation Supervisor</strong></td>
<td>Danielle Grant</td>
<td>The Tabulation Supervisor is responsible for overseeing and operating the automatic tabulating equipment, which includes:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Tabulation Equipment – the part of the Election Management System that tabulates and/or consolidates vote totals for multiple precincts and races.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• DS850 (2) /DS450 (2) – High-speed central scanner and vote tabulator for all vote types</td>
</tr>
<tr>
<td><strong>Assistant Tabulation Supervisors</strong></td>
<td>Katherine Gilstrap, Angelica Munoz, Michelle Lee, Mildred West</td>
<td>The Assistant Tabulation Supervisors are responsible for assisting with the operation of the automatic tabulating equipment as directed by the Tabulation Supervisor to include:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• operating tabulating equipment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• processing unofficial election results</td>
</tr>
<tr>
<td><strong>Presiding Judge</strong></td>
<td>Ruby Lee</td>
<td>The Presiding judge is responsible for maintaining order, administering oaths, and receiving ballots to be counted.</td>
</tr>
<tr>
<td><strong>Alternate Presiding Judge</strong></td>
<td>Paris Long</td>
<td>The alternate judge is responsible for performing duties assigned by the presiding judge. In the absence of the presiding judge, the alternate judge will serve in the capacity of the presiding judge.</td>
</tr>
<tr>
<td><strong>Central Counting Station Clerks</strong></td>
<td>Part-Time Staff</td>
<td>Central Counting Station Clerks are responsible for performing duties as assigned by the tabulation supervisor and/or the Judge. These duties include, but are not limited to, receiving of Election Media from the regional site designee, duplicating ballots, and assisting with tabulation equipment.</td>
</tr>
</tbody>
</table>
Poll Watcher Rights & Responsibilities
The comportment of a poll watcher must comply with Sections 33.055, 33.056, 33.060 of the Texas Elections Code and the provisions of the Poll Watchers Guide issued by the Secretary of State. Copies of this guide will be available in the Central Counting Station and on the Secretary of State website.

To be accepted into the Central Counting Station, a poll watcher will need the following:

- A printed Certificate of Poll Watcher training from the SOS (Sept. 1-Dec. 31)
- Complete the Oath of Office (for Poll Watcher) with the Presiding Judge
- A completed certificate of Appointment for Central Count Station

A poll watcher may

- Observe without obstructing or interfering in the orderly the conduct of an election
- Sit or stand near enough to see and hear the elections officers conducting the observed activity
- Inspect the returns and other records prepared by elections officials at the time the Central Counting Station is convened
  - If a record has been generated during a previous meeting of the CCS, the watcher does not have the authority to stop the current CCS and ask for older records
  - If a watcher wants to inspect older records, they are permitted to do so under the Public Information Act
- Request a digital copy of an audit log produced by the central accumulator (Dallas County will print these reports and have them available at the Poll Watchers request)
  - before any votes are tabulated
  - after early voting results are tabulated
  - immediately following the completion of the vote tabulation
- Report on irregularities in the conduct of any election

Administration of Oath
The Oath for Central Counting Station Personnel will be administered verbally to all Central Counting Station personnel by the judge prior to the performance of any duties in the Central Counting Station. (AW 8-3a Sec. 87.006, 127.0015)

The Oath

"I swear (or affirm) that I will objectively work to be sure every eligible voter’s vote is accepted and counted, and that only the ballots of those voters who violated the Texas Election Code will be rejected. I will make every effort to correctly reflect the voter's intent when it can be clearly determined. I will faithfully perform my duty as an officer of the election and guard the purity of the election."
Intake of Early Voting Ballots, Media, and Supplies

The Central Counting Station will use the following procedures related to chain of custody of ballots and media associated with voting system equipment:

- Presiding Election Officers or designees from each early voting location will deliver to the Elections Training Warehouse located at 1460 Round Table Drive — Election Media in a sealed black pouch, voted paper ballots in a sealed blue ballot box, and election supplies.
- Election Department intake personnel will verify the vote center location information and take possession of Election Media, ballot boxes, and election supplies.

After all early voting locations have checked in and all equipment and supplies received,
- Central Counting Station personnel will place the sealed black pouches containing Election Media in a safe in the Ballot Storage Area, locking both the safe and the storage area.
- Warehouse personnel will place in the sealed blue ballot boxes in Elections Warehouse under live stream video surveillance.
- Election Department personnel will distribute supplies to appropriate offices.

Tabulation of Early Voting In-Person Media

The tabulation process is conducted by Central Counting personnel at multiple processing stations.

At the Media-Intake Station, Central Counting Station Clerks will
- Break the seal on the black pouch and place the seal inside the pouch
- Remove the Election Media from the pouch
- Place the Election Media in a red “To Be Tabulated” bin
- Deliver the red “To Be Tabulated” bin to the Accumulation Tabulation Station

At the Accumulation Tabulation Station, Assistant Tabulation Supervisors will
- Distribute the red “To Be Tabulated” bins among themselves
- Upload the Election Media into the central accumulator
- Wait for “Upload 100%” message to appear on the central accumulator screen
- Record the total number of votes
- Place the tabulated Election Media in the green “Tabulated” bin
- Deliver the green “Tabulated” bin to the Storage Inventory Station
Tabulation of Early Voting Mail Ballots

The Signature Verification Committee will process all eligible Mail Ballots (Sec.87.041) and place them into transfer cases. The transfer cases will be delivered to the Central Counting Station (Sec.87.101) after the polls close on the last day of Early Voting.

Central Counting Station personnel will use the following process to tabulate the ballots in each transfer case:

The Tabulation Supervisor or designee will
- Accept transfer cases from Signature Verification Committee
- Verify that the security seal number on the transfer case matches the seal number written on the Mail Ballot Chain of Custody Form
- Record the seal number and number of Ballots on Ballot Transfer Log
- Break the security seal on the transfer case and place the seal into the transfer case
- Deliver the transfer case to an Assistant Tabulation Supervisor at the Central Tabulation Station

At the Central Tabulation Station, the Assistant Tabulation Supervisor will
- Process the ballots on the DS850 or DS450 Central Tabulator
- Verify the total number of ballots processed matches the number of ballots shown on the Mail Ballot Chain of Custody Form
- Write the number of ballots processed on the Mail Ballot Chain of Custody Form on the Number of ballots counted by Tabulation Machine line
- Place the ballots back into the transfer case
- Print a Batch Report
- Save the results to a USB
- Place the USB in the “To Be Tabulated Bin” on the top of the DS850/DS450
- Place Batch Report on top of Transfer Case
- Call for Closing Station Runner to pick up Transfer Case
- Call for Assistant Tabulation Supervisor to deliver the “To Be Tabulated Bin” to the Central Accumulation Station

At the Closing Station, a Central Counting Station clerk will
- Select a seal and record the seal # on the Ballot Box Chain of Custody form
- Make a copy of the of the Batch Report and the Chain of Custody form
- Place the Chain of Custody form in the sleeve on the top of the Transfer Case
- Place the Batch Report inside the Transfer Case
- Close and seal the Transfer Case
- Place report copies in tray
- Take the Transfer Case to the storage area
Tabulation of Provisional Ballots

The Ballot Board will process all eligible Provisional Ballots and place them into transfer cases to be delivered to Central Counting Station.

Central Counting Station personnel will use the following process to tabulate the ballots in each transfer case:

At the Transfer Case Receiving Station, the Tabulation Supervisor or designee will
- Accept transfer cases from Ballot Board
- Verify that the security seal number on the transfer case matches the seal number written on the Early Voting or Election Day Provisional Ballot Chain of Custody Form
- Record the seal number and number of Ballots on the Ballot Transfer Log
- Break the security seal on the transfer case and place the seal into the transfer case
- Deliver the transfer case to a team of Central Counting Station Clerks at the Ballot Preparation Station

At the Voted Ballot Preparation Station, Central Counting Station Clerks will
- Remove the Provisional Ballot from the Secrecy Envelope
- Count the Provisional Ballots
- Verify the total number of ballots removed from Secrecy Envelopes matches the number of ballots shown on the Early Voting or Election Day Provisional Ballot Chain of Custody Form
- Deliver the transfer case to an Assistant Tabulation Supervisor at the Central Tabulation Station

At the Central Tabulation Station, the Assistant Tabulation Supervisor will
- Process the ballots on the DS850 or DS450 Central Tabulator
- Verify the total number of ballots processed matches the number of ballots shown on the Mail Ballot Chain of Custody Form
- Write the number of ballots processed on the Mail Ballot Chain of Custody Form on the Number of ballots counted by Tabulation Machine line
- Place the ballots back into the transfer case
- Print a Batch Report
- Save the results to a USB
- Place the USB in the “To Be Tabulated Bin” on the top of the DS850/DS450
- Place Batch Report on top of Transfer Case
- Call for Closing Station Runner to pick up Transfer Case
- Call for Assistant Tabulation Supervisor to deliver the “To Be Tabulated Bin” to the Central Accumulation Station

At the Closing Station, a Central Counting Station clerk will
- Select a seal and record the seal # on the Ballot Box Chain of Custody form
- Make a copy of the of the Batch Report and the Chain of Custody form
- Place the Chain of Custody form in the sleeve on the top of the Transfer Case
- Place the Batch Report inside the Transfer Case
- Close and seal the Transfer Case
- Place report copies in tray
- Take the Transfer Case to the storage area
Tabulation of Election Day Media

The Vote Center Judges or designees deliver vote center materials to designated regional site drop-off locations after they close the polls on Election Day.

Regional Site intake personnel will
- Verify the vote center location information
- Take possession of vote center Election Media in a sealed black pouch, voted paper ballots in a sealed blue ballot box, and election supplies
- Complete a Regional Site Media Chain of Custody Record
- Designate election personnel to deliver the Regional Site Media Chain of Custody Record and the Election Media in sealed black pouches to the Central Counting Station.

At the Media In-Take Station, a team of Central Counting Station clerks will
- Receive the Election Media in sealed black pouches and the Regional Site Media Chain of Custody Record
- Break the seal on one black pouch at a time and place it in the pouch
- Remove the Election Media from the pouch
- Call the vote center number that is printed on the Election Media
- Place a check mark on the Regional Site Media Chain of Custody Record beside the vote center number that is called
- Place the Election Media in a red bin labeled “To Be Tabulated”
- Sign the Regional Site Media Chain of Custody Record after all black pouches have been opened
- Give a copy of the signed Regional Site Media Chain of Custody Record to the election delivery personnel
- Place a copy of the signed Regional Site Media Chain of Custody Record in the red “To Be Tabulated” bin with the Election Media
- Deliver the red “To Be Tabulated” bin to the Accumulation Tabulation Station

At the Accumulation Tabulation Station, Assistant Tabulation Supervisors will
- Upload the Election Media into the central accumulator
- Wait for “Upload 100%” message to appear on the central accumulator screen
- Record the total number of votes
- Place the tabulated Election Media in the green “Tabulated” bin
- Deliver the green “Tabulated” bin to the Storage Inventory Station

Tabulation of Write-In Votes

The Secretary of State provides each county with a List of Declared Write-In Candidates. As contained in Section 124.0621 of the Texas Election Code, a blank write-in line is provided on the ballot only for offices where a declared write-in candidate has been certified.

All names of certified write-in candidates for Dallas County contested races have been listed in the Election Management System. The tabulation of write-in votes occurs after data from Election Media has been uploaded into the Accumulation Tabulator.
Tabulation of Write-In Votes (continued)

At the Accumulation Tabulation Station, Counting Clerks will

- Analyze the Write-In Review Report on the computer screen
- Compare the handwritten or typed image on the screen to the List of Declared Write-In Candidates certified by the Secretary of State
- Call the name of the handwritten or typed image and state “Certified” or “Not Certified” (Team member #1)
- Repeat the name (Team member # 2) and select the corresponding name of “certified candidates.” If the handwritten or typed name is not certified, team member # 2 selects “Un-Certified”
- Verify that the name selected by team member # 2 was the correct name. (Team member #1)

Ballot Duplication

The ballot duplication process is initiated when ballots cannot be processed on the central tabulator because they are torn, contain irregular voter markings, or has impaired alignment.

At the Central Tabulation Station, an Assistant Tabulation Supervisor will

- Identify ballots to be duplicated
- Call a clerk from the Ballot Duplicating Station to retrieve the ballot

At the Ballot Duplicating Station, Central Counting Station clerks will

- Work in teams of two people.
- Write the ballot style and serial number from the original ballot on the duplication log
- Print a blank ballot card for the precinct and ballot style listed on the duplication log
- Place a “DUP sticker” on the original ballot, at the bottom-center
- Compare the precinct number on the original ballot to the precinct number on the new blank ballot to ensure they match.
- Write on the Duplication Log, the DUP sticker number and the serial number printed on new blank ballot
- Write on the new ballot (at the bottom-center) the serial number from the original ballot AND the DUP sticker number
- Write on the original ballot, to the right of the DUP sticker, the serial number from the new ballot
- Insert the new ballot into the ExpressVote
- Read aloud the voter’s selection from the original ballot
- Select (or type in) the corresponding name/selection on the ExpressVote
- Exchange roles to confirm the selection on the original ballot
- Place the original ballots in a transfer case labeled Original Duplicated Ballots
- Place the newly voted ballots in a transfer case labeled Duplicated Ballots
- Retain both transfer cases in the Ballot Duplicating Station
- Sign the bottom of the Duplication Log after all ballots have been duplicated
- Deliver the transfer case labeled Duplicated Ballots to the Central Tabulation Station after all duplications from all vote centers have been completed
Ballot Duplication (continued)

At the Central Tabulation Station, the Assistant Tabulation Supervisor will

- Process the ballots on the DS850 or DS450 Central Tabulator
- Verify the total number of ballots processed matches the number of ballots shown on the Mail Ballot Chain of Custody Form
- Write the number of ballots processed on the Mail Ballot Chain of Custody Form on the Number of ballots counted by Tabulation Machine line
- Place the ballots back into the transfer case
- Print a Batch Report
- Save the results to a USB
- Place Batch Report and USB on top of Transfer Case
- Call for Closing Station Runner to pick up Transfer Case

At the Closing Station, a Central Counting Station clerk will

- Place the USB in a red “To be Tabulated Bin”
- Select a seal and record the seal # on the Ballot Box Chain of Custody form
- Make a copy of the of the Batch Report and the Chain of Custody form
- Place the Chain of Custody form in the sleeve on the top of the Transfer Case
- Place the Batch Report inside the Transfer Case
- Close and seal the Transfer Case
- Place report copies in tray
- Take the Transfer Case to the storage area

Ballot Adjudication

The ballot adjudication process is initiated when the voter’s choice is uncertain and extra scrutiny of a ballot is necessary to determine the voter’s intent. Over-votes and irregular marks on ballots are the primary precipitators for ballot adjudication.

At the Central Tabulation Station, an Assistant Tabulation Supervisor will

- Identify the ballots to be adjudicated
- Call a clerk from the Adjudication Station to retrieve the ballot

At the Adjudication Station, Presiding Judge/Alternate Judge will Inspect each under-voted or over-voted ballot to ascertain the intent of the voter (Sec 127.157). The Tabulation Supervisor will follow the direction of the Presiding Judge/Alternate Judge.
Reconciliation
The reconciliation of unofficial totals occurs at the end of election night. The Tabulation Supervisor is required to print the reconciliation form and the Presiding Judge is required to sign the form.

The reconciliation compares the number of voters who cast valid ballots with the number of ballots counted by the central tabulation system. The basic reconciliation formula is

\[
\text{Total Number of Voters} \ (\text{In-Person and By Mail}) \ - \ \text{Rejected or Pending Ballots} \ (\text{Provisional and Mail}) = \text{Counted Ballots}
\]

**Early Voting In-Person**
Compares the number of Early Voting check-ins on the E-PollBook to the number of ballots cast minus Spoils and Provisionals

**Early Voting by Mail**
Compares the number of ballots on the Ballot Transmittal form to the number of ballots counted

**Election Day**
Compares the number of Election Day check-ins on the E-PollBook to the number of ballots cast minus Spoils and Provisionals

Results Reporting
The election results reported to the public on election night are always preliminary Unofficial Election Results. It takes several days before all ballots are counted and results are finalized.

Canvass is the period, between the close of the Central Counting Station on election night and the determination of the final election results, is to account for every ballot cast and ensure that every valid vote cast is included in the election totals.

**Unofficial Election results** will be released via Dallas County Election Night Results webpage beginning no earlier than 7:00 p.m.

**Early Voting results** will be released at 7:00 p.m.

**Election Day** results will be released every hour beginning at 9:00 pm

**Precinct results** will be available after data from all Election Media has been uploaded into the accumulation tabulator

**Secretary of State results** will be uploaded through the SOS online portal (TEAM)
Storage of Election Materials

The Election Media, voted ballots, and other records created as part of the election are retained for twenty-two months in a sealed or locked container.

At the Closing Station, a Central Counting Station clerk will
- Close and seal the Transfer Case
- Take the Transfer Case to the storage area

At the Storage Inventory Station, Central Counting Station clerks will
- Receive Election Media in a green “Tabulated bin
- Locate the vote center number in the Early Voting In-Person Storage Binder (EV Mail, EV In-Person, Election Day)
- Place the tabulated Election Media in the slot with the matching vote center number
- Deliver the binder to the Tabulation Supervisor after all Election Media has been tabulated and placed in the binder

At the close of Central Counting Station convening, the Tabulation Supervisor will
- Place all Election Media binders in a locked storage cabinet in the Central Counting Station Storage Area
- Lock and seal the storage cabinet.