

Central Count Station plan for the General Election, 11/08/2022

Central Counting Station Manager: Randa Hiatt

Tabulation Supervisor: Susan Winborne

Presiding Judge: Barbara Stucker

- The Central Count Station will convene at 6 pm on Tuesday, November 8, 2022, after the arrival of a peace officer.
- **Administer oaths and nametags.**
- **Print the list of Serial #'s and seal #'s for comparison.**

EARLY VOTING

- The CCS team will pull ballot and seal certificates for the early voting location and run the tally tapes from the controller and scanner.
- Verify that the number of voters checked in on the B&S match the number of voters checked in Epulse. Consider any provisional voters, or notes for reissuing access codes. This will explain any discrepancy between the two. Begin the Preliminary Election Reconciliation Form.
- Complete LAT 2
- Read each V-Drive from Early Voting into CENTRAL. Verify that each V-drive matches the Ballot and Seal Certificate.
- Write the V-Drive from COUNT (mail ballots)
- Compare the number of ballots entered on the transmittal form and those ballots cast.
- Read the V-drive into CENTRAL.
- Process through Write-Ins (Tabulation Supervisor & CCS Judge)
- Run the report at 7 pm
- Enter the information into TEAM ENR for the SOS.

ELECTION NIGHT

- AS the polling locations come in, verify the B&S certificate with the list that is created in the office. The Election Judge will stay until all forms are checked in and a receipt is issued. This task will be completed by the CCS Presiding Judge.
- The CCS Judge should receive the black accordion file with the required forms, ballot box, and scanner. Before releasing the Election Judge.
- Compare the number of voters from Epulse to the number of ballots cast. Consider any Provisionals, spoiled ballots.
- Take the Scanners to the next station for V-Drive removal by the Tabulation Supervisor.
- Take the Poll pads to verify that it has synced with EPulse.
- Take the accordion file and make sure the ballot & Seal Certificate is complete and matches the tally tapes.
- Read the V-drive and verify that the numbers are the same.
- Keep a running total from each precinct.
- Do this for each polling location and V-Drive until all Judges have delivered the scanners.
- Process through any write-ins (Tabulation supervisor and CCS Judge)
- Run a final report, including precinct returns (3) and unofficial returns
- Judge signs the precinct reports
- Complete LAT 3
- Report to the SOS via TEAM ENR
- Complete and post the Preliminary Election Reconciliation – Unofficial Totals
- Post the Unofficial Results
- Upload Voter history from Epulse

Consider the data and time to reconvene CCS for the processing of any provisional ballots, late-arriving mail in ballots, and corrective action mail ballots.