

Central Counting Station Plan (Wilson County Elections Office)

The Central Counting Station is established by the authority adopting the voting system for the Election. For a county ordered election this would be the Wilson County Commissioner's Court. The rules for the Central Counting Station can be found in Chapter 127 of the Texas Election Code.

1) Central Counting Station Personnel

- ★ **Central Counting Manager:** Olga M. Marrero, Elections Administrator
 - Is in charge of the overall administration of the Central Counting Station and the general supervision of personnel.
 - Monitors the results coming in and prepares Reconciliation Report.
- ★ **Tabulation Supervisor:** Sarah Perez, Deputy
 - In charge of operation of the automatic tabulating equipment at the Central Counting Station.
 - In charge of preparing reports and files needed to report to SOS and post on website.
 - Assists the Central Count Manager in preparing the Reconciliation Report.
- ★ **Assistant Tabulation Supervisor:**
 - Assistant to the Tabulation Supervisor
 - Performs any tasks assigned by Central Count Manager
- ★ **Presiding Judge of Counting Station:**
 - Responsible for maintaining order and has the same authority as a precinct presiding judge.
 - Responsible for determining voter intent for ballot.
 - Will confer and advise the manager and tabulation supervisor on the operation of CCS.
 - Monitors any Poll Watchers and Media present.
 - Responsible for signing off on precinct returns.
- ★ **Alternate Judge of Counting Station:**
 - Serves in the capacity of the Presiding Judge of the Central Count Station in the absence of the appointed Presiding Judge. Otherwise, the alternate judge performs the duties assigned by the presiding judge.
- ★ **Counting Station Clerks:**
 - Performs any functions as directed by the Central Count Manager and/or the Presiding Judge.
 - Assists in checking in equipment and supplies from each polling location.

- ★ **Site Support:**
 - Performs any functions as directed by the Central Count Manager
- ★ **Sheriff Deputies:** (as needed – to be determined)
 - Maintains order and security of the Central Counting Station.

2) Procedures for Convening the Central Counting Station

At all times, access to the Central Count and related areas should be limited to Wilson County Employees, specifically employees from within the Elections Administration department. Only the Election Administrator and Deputy Clerks may possess a key and direct access to the area at any time. Doors should remain locked, unless the Elections Administrator or Deputy clerks are in the Central County Office, keys should always remain on their person.

During Election periods: The Early Voting Ballot Board, Central Count Personnel, Poll Watchers and inspectors may be present in the Central Count Room but not without constant supervision of the Elections Administrator or Deputy Clerks.

- ★ Convene of the Early Voting Ballot Board to Qualify Voted Ballots: Pat Lowak
- ★ Convene of the Early Voting Ballot Board to Qualify Voted Ballots that were received after their first convene: Pat Lowak
- ★ The Central Counting Station will convene at the close of the Early Voting Ballot Board 2nd Convene on Election Day. The CCS will process all ballots qualified by the Early Voting Ballot Board and all cast during the Early Voting Period.
- ★ The Central Counting Station will convene on May 12, 2023 to qualify and count any late ballots and any provisional ballots cast on Election Day.

3) Administration of Oaths

The following oath shall be administered by the Central Count Manager to a personnel appointed under Section 127, Texas Election Code and shall be repeated aloud prior to commencing any duties at the central counting station: