



## 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. 317 N. Closner "Rear", Edinburg, Texas
  2. Office phone number: 956 318 2570

##### **b. Elections Administrator (Interim)**

- i. Hilda A. Salinas

#### **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: The County of Hidalgo highly recommends face coverings for all signature verification, ballot board and central count members to wear a face mask.



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- b. The County will provide hand sanitizer, mask, disinfecting spray and gloves for all members.

#### **V. Security Procedures:**

- a. Upon entering Central Counting Station everyone is required to sign in and sign out when exiting.
- 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
- c. Early Voting Ballot Board meets at the Central Count Station on or before Election Day where they start the process of getting early voted ballots ready to be counted:
  - i. Keys are delivered to the Early Voting Ballot Board Judge from a Sheriff's Deputy (or if he is on the ballot then from the County Judge).
  - ii. Early Voting Clerk presents the list of persons that voted by mail, along with the ballot boxes including the voted ballots, applications and any necessary documents.
  - iii. Ballot by mail applications are reviewed by the Early Voting Ballot Board. (See Early Voting Ballot Board handbook for more details on rules and regulations)

#### **VI. Paper ballots**

- a. Scan paper ballots by batches of 100 or less.
- b. Do any adjudication as necessary.
- c. Secure ballots and Vdrives.

#### **VII. Procedures for Verity machines:**

- a. **At the end of Early Voting:**
  - i. After closing polls Early Voting Judges will bring back the Scans to the Elections Department office.
  - ii. Scans are to be secured all times.
  - iii. Early Voting Judges will deliver Scans to the Tabulation Supervisor.
  - iv. Tabulator Assistant will remove seal to Vdrive compartment, and then secure Vdrives.
  - v. Tabulator Supervisor will read in Vdrives from Early Voting and Count with tabulate off.



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vi. Tabulator Supervisor will secure Vdrives.

**b. At the end of Election Day:**

- i. After closing polls Election Day Judges will bring back Scans to Elections Department office located at 317 N. Closner "Rear", Edinburg, TX
- ii. Scans are to be secured all times.
- iii. Election Day Judges will deliver Scans to Tabulator Assistant.
- iv. Tabulator Assistant will remove seal to Vdrive compartment and deliver them to the Tabulator Supervisor.
- v. Tabulator Supervisor will read in Vdrives with tabulate on and occasionally do website updates if needed.
- vi. Tabulator Supervisor will secure Vdrives.