

Central Counting Station (CCS) Plan

“Per section 127.007 of the Texas Election Code, this is the written Central Counting Station (CCS) Plan for the orderly operation of the tabulation of election ballots.” “For Colorado County, the CCS is located at the Colorado County Election Center, 1117 Travis, Columbus, TX.”

General Rules of Conduct for the Central County Station and Election Officials: General Conduct Rules (Most Common Across CCS Plans)

- Professional Behavior and Order: Personnel must be courteous.
- The Presiding Judge is responsible for maintaining order and ensuring all procedures are followed.
- No Distractions During Ballot Processing: this includes phone calls, electronic devices (including photography and recording) and unprofessional conversations.
- Authorized Personnel Only: Only authorized election workers may enter the CCS.

1. Establish the CCS and Assign Key Personnel

1. CCS Location

- Colorado County Election Center, 1117 Travis, Columbus, TX.

2. Assign Key Personnel and Duties

- **CCS Manager / Assistant Manager**
 - Manage overall CCS administration and supervise personnel.
- **CCS Presiding Judge and Alt Judge**
 - Maintain order, administer oaths, and receive ballot boxes.
 - Presiding Judge/Asst. Judge maintains order at CCS and administer oaths and receives ballot boxes.”
- **Tabulation Supervisor**
 - Oversee and/or operate the **DS200/300 and ENR computer** tabulating equipment.
- **Assistant Tabulation Supervisor**
 - Assist with DS200/300 operations and provide two-person verification.
- **Clerks**
 - Receive, move, open, prepare, and secure ballot boxes and ballots.
- **Licensed Peace Officer**
 - Provide election security.

2. Poll Watchers

Poll watchers are entitled to be present during the time the CCS is convened.

1. Poll watcher presents certificate of appointment.
2. CCS Presiding Judge and Alt Judge countersign the certificate.
3. Presiding Judge and Alt Judge designate observation areas.

3. Convene the CCS

Tabulation of election ballots will not occur prior to this date.

1. CCS convenes on the Uniform Election Date at 6:00 p.m.
2. No tabulation may begin before 7:00 p.m.
3. Required oath for all election officers appointed under Chapter 127
4. Distribute nametag prescribed by SOS

4. Delivery of Materials to the General Custodian of Election Records

Voted ballots, election records, and election equipment must be delivered to the Colorado County Elections Administrator.

1. Secure all voted ballots, records, and equipment.

Revised 6/18/26 *This plan must be made available to the public on request no later than 5:00 p.m. on the fifth day before election day. This plan is also made available on the county website. This plan will be updated periodically on an as needed basis.*

2. CCS Clerks will check in all election materials with verification of documentation from each polling location, this includes chain-of-custody integrity.
 - Ballot boxes must be received by the Presiding Judge or designee.
 - Seal numbers must match those recorded at the polling place; discrepancies must be reported to the CCS Manager.
3. All paperwork must be collected and logged properly.
4. Deliver all materials to the Colorado County Elections Administrator.

5. Early Voting Ballot Board / Signature Verification Committee

This committee will qualify early voting ballots for counting.

1. Convene at posted times.
2. Qualify early voting ballots.
3. Tabulate qualified ballots using the **DS200/300** during verification.
4. Reconvene 1–9 days after Election Day to qualify provisional and late ballots if needed.

6. Proper Handling of Ballots including Reconciliation Board

1. Ballots must be checked for mismarks, blanks, and write-ins.
2. Any ballot duplication (e.g., damaged ballots) must be done by two officials, with both original and duplicate ballots labeled with matching numbers.
3. Write-in ballots must be hand-counted by clerks using tally books.

7. Tabulation Team Operations

Under Section 127.127, the Tabulation Supervisor and the Tabulation Team are the only ones authorized to operate the automatic tabulating equipment.

1. Only the Tabulation Supervisor and Tabulation Team may operate the **DS200/300** or free-standing tabulation computer that automatically counts or tabulates ballots at the CCS.
2. The Tabulation Supervisor will track all incoming media sticks and identify when the data is transferred to the tabulation computer.
3. **Perform Logic & Accuracy Tests**
 - Conduct the **2nd L&A test** immediately before counting.
 - Conduct the **3rd L&A test** immediately after counting.
4. **Prepare Precinct Returns**
 - After counting, the **CCS Presiding Judge and Alt Judge** prepare and sign precinct election returns.

8. Reconciliation of Ballots and Voters

“The CCS will reconcile the number of voters listed as voted against the number of ballots cast...”

1. Early Voting In Person
 - Compare early voting roster/combination form totals
 - With DS200/300 tabulation totals.
2. Early Voting by Mail
 - Compare Ballot Transmittal Form totals
 - With DS200/300 tabulation totals.
3. Election Day Voting
 - Compare Register of Official Ballots totals
 - With DS200/300 tabulation totals.

Revised 6/18/26 *This plan must be made available to the public on request no later than 5:00 p.m. on the fifth day before election day. This plan is also made available on the county website. This plan will be updated periodically on an as needed basis.*

5. Preliminary Election Reconciliation – Unofficial Totals

Required by Texas Election Code §127.131(f)

Before releasing unofficial results, the CCS must complete a **Preliminary Election Reconciliation** showing:

- **Number of voters who checked in** (from pollbooks / rosters).
- **Number of ballots cast** (from DS200/300 totals).
- **Any variances** between voters and ballots.
- **Explanations** for any discrepancies.
- **Certification** by the CCS Presiding Judge and Alt Judge.

This reconciliation must be posted with the unofficial results.

9. Release of Unofficial Election Results

The unofficial election results will be released as soon as available after the polls close.

1. Release results as soon as available after polls close, unless the CCS Presiding Judge and Alt Judge, in cooperation with the Tabulation Supervisor/Election Administrator, delay release until the last voter has voted.
2. **Distribute Results**
 - Upload to the Texas Secretary of State portal.
 - Post on the Colorado County website.
 - Provide newspapers and radio stations.
3. **Joint Elections**
 - CCS Manager provides unofficial results to each subdivision's representative.
4. **Canvass Deadline**
 - Must be completed by the statutory deadline.