

KLEBERG COUNTY CENTRAL COUNTING STATION PLAN

Balancing –

Manager – Salvador Sonny Barrera III

Process for balancing the number of voters who signed the *Know Ink* Poll pads with the number of ballots votes cast for Early Voting and the entire election, also referred to as balancing.

- During Early Voting, each *Know Ink* Poll pad has the number of voters processed. Judges will acquire the number indicated on each *Know Ink* Poll pad and will compare that number to the total number of the DS200.
- During Early Voting, reports will be done daily after the polling place is closed. The reports will be done on the *Know Ink* E-pulse software system. Reports will list the voter's name, VUID number, polling place, date, time, precinct, political party and the signature of voter. During the Primary and Run-off Election, a separate report will be done for each political party. The total number of voters on the reports will be compared to the total number on the *Know Ink* Poll pad and the DS200.
- Election Day – Results tape from the D100 for each polling location will be compared to the results of the USB processed on the ERM (Election Reporting Manager)

Central County Station Personnel – Roles and Responsibilities –

Central Counting Station Manager – Salvador Sonny Barrera III

Tabulation Supervisor – Clarissa Moreno

Assistant Supervisor – Jacob Puente

Oath for Central Counting Station Personnel will be given to Jacob Puente and Clarissa Moreno by Salvador Sonny Barrera III, Central County Station Manager.

Jacob Puente and Clarissa Moreno will oversee processing the USBs on the ERM. Both Jacob Puente and Clarissa Moreno will be comparing the results on the ERM to the results tape of each USB that the judge from each polling location brought in. Salvador Barrera III will be supervising.

Early Voting and Mail results will be released at 7:05, if possible. Election Day results will be released in groups of five precincts until completed.

Signature Verification Committee / Early Voting Ballot Board Procedures –

Committee will meet on February 26, 2024 at 9:00 a.m.

Oath for the Early Voting Ballot Board will be given to Signature Verification Committee/ Early Voting Ballot Board

Signature Verification Committee will be handed all the gold jacket envelopes in which the application for a ballot by mail and ballots returned are kept in. Along with the jackets, signature verifying committee are given a spread sheet with the names of the applicants who returned their ballot by mail.

The Signature Verification Committee will count all ballots that were handed to them and compare to the list of names on the spreadsheet. Once completed, signatures on the yellow carrier envelopes will be compared to the application for a ballot by mail. If Signature Verification Committee rejects a ballot, a Notice of Rejected Ballot form is completed by the Judge. If the ballot is rejected due to signature not matching, a Notice of Rejected Ballot form is completed and sent to the voter along with a copy of the Application for a Ballot by Mail (ABBM) and the yellow carrier envelope. A copy of the letter and envelope will be kept as Clerk's records. Once the signatures have been verified, the carrier envelopes will be opened and white ballot envelopes will be set aside. White ballot envelopes will NOT BE opened.

Election Day – Early Voting Ballot Board will convene on March 5, 2024 at 1:00 to close Early Voting polls and to process mail ballots.

The Presiding Judge and Alternate Judge will verify seals on the DS200 used for early voting. PJ will verify paper seal numbers on the left and right side of ballot boxes as well as the stick seals and pad locks at the bottom of each side of the ballot boxes. Keys (picked up from the County Judge's Office) for the two ballot boxes will be given to the PJ.

The Presiding Judge and Alternate Judge will close the polls on the DS200 unless the PJ directs the County Clerk's staff to do so. Results tape will print and will be signed by both Presiding Judge, Alternate Judge and if applicable the poll watcher. Seals will also be broken and ballots will be removed from the ballot box and transferred to an election transport box. USBs will be removed from the DS200 and set aside for processing in the ERM.

EVBB will open white ballot envelopes. An unused USB card will be used to process mail ballots. Before this is done, a Zero Report will be printed, verified, and signed by the PJ and APJ and Poll Watcher if applicable. Ballots will be processed through the DS200. Once completed, the "polls" will be closed and a result tape will be printed. Results tape will be compared to the number of mail ballots accepted by the Early Voting Ballot Board. If the results compared do not match, ballots will be run through the DS200 again and the EVBB will need to recount and retrace their steps until everything balances. When the results tape and mail ballots counted by EVBB balance, the USB is removed from the DS200 and set aside for processing through the ERM. The results tape is to be signed by PJ and APJ and if applicable the Poll Watcher. Ballots will then be removed from ballot box and if placed into the same transport box as Early Voting, a bright color paper will be used to show division between EV and Mail ballots. Transport boxes will be locked with a pad lock and a red seal. Box will be labeled with the election date, merge date and the destruction date.

Election Results for Early Voting, Mail, Election Day –

Tabulation Supervisor and Assistant Supervisor will process Early Voting and Mail USBs. Each USB will be processed through the ERM (ESS Election Reporting Manager).

Presiding Judge, Alternate Presiding Judge and if applicable, Poll Watcher will be present.

Before processing the USBs, a zero report of both the Election Summary with group detail and a Precinct by Precinct with group detail report will be printed and signed by the Presiding Judge, Alternate Judge and if applicable, the Poll Watcher. When processing Early Voting and Mail USBs, the results on the ERM will be compared to the DS200 results tape. A precinct-by-precinct report along with a summary report will be printed after the first five USBs are processed and thereafter. Early Voting Ballot Board Presiding Judge, Alternate Judge and if applicable, the Poll Watcher will all sign the reports. The unofficial results will not be released until after 7:00 p.m.

Election Day USBs will also be read at Central Counting Station (CCS). As the USBs are brought in by the election judges, they will be handed to a clerk along with the results tape. Once five USBs are received by the election judges, the cards will be processed through the ERM. Reports will be printed and signed by the Early Voting Ballot Board, Alternate Judge and if applicable, the Poll Watcher. Results will be posted on the dry erase board in the courtroom. New results will be posted when the USBs of five polling locations have been returned and processed.

Provisional Ballots (if applicable) –

Provisional ballot containers will be double checked to make sure containers are secured properly. They will then be moved to the County Clerk's Office until the next day. Forms will be completed the following day for the Voter Registrar. Provisional ballots along with the forms will be taken to Voter Registrar mid-morning.

Transport Boxes –

Transport Boxes with Election Day ballots will be double checked by clerk staff in front of the Election Judge and/or Presiding Judge as boxes come in, to verify the boxes carrying voted Election Day ballots are secured properly with locks and seals.

Reports to Secretary of State –

Once all the election results have been posted on board, Central Counting Station Manager, Tabulation Supervisor and Supervisor Assistant will stay behind and will report the unofficial election results to Secretary of State.