**155 N. Cass, 2nd Floor, Centerville, TX - Secured Room**

**Day Before Election Day – EARLY VOTING BALLOT BOARD**

1. Call meeting to order, verify everyone is present and identified to include Presiding Judge, Alternate Judge, their two clerks (one from each political party), Election Administrator and Deputy Clerk *[EA]*
2. Take Oath *[Everyone]*
3. Complete Statement of Oaths & Compensation and County Time Sheets *[PJ,Board]*
4. Review scope of work for today and present their name tags *[EA]*
5. DS-200:
	1. Generate Zero Report *[CCS Manager/Tabulation Supervisor]*
		1. Review report and sign once certified *[Everyone]*
6. Qualify Application for Ballot By Mail (ABBM) and Federal Post Card Application (FPCA) ballot signatures *[PJ,Board]*
7. Compare ABBM/FPCA signatures against Carrier Envelope signatures *[PJ,Board]*
8. Discrepancies or missing signatures will be accepted or rejected by the Presiding Judge *[PJ,Board]*
9. Sort ABBM/FPCA ballots into stacks of Accepted or Rejected *[PJ, Board]*
	1. Verify quantities of each and summarize to ensure totals balance to FPCA/ABBM Ballot Activity Report from TEAMS ElectioNet software
10. As needed, duplicate ABBM/FPCA ballots for DS-200 processing *[PJ,Board]*
	1. 3-person process with a caller, recorder and observer
	2. Retrieve the appropriate ballot style being duplicated
	3. Mark each ballot, old and new, as ‘Duplicate of ‘and include serial number of opposing ballot
	4. The Presiding Judge will determine voter intent when a ballot mark is in question
	5. Mark the ballot that can’t be scanned as ‘Spoiled’ and place in a Spoiled Ballot envelope
11. Process Accepted ABBM/FPCA ballots through the BY MAIL configured DS-200 *[CCS Manager/Tabulation Supervisor]*
	1. Verify quantity scanned (Public Count) matches Accepted quantity submitted
	2. Secure scanned ABBM/FPCA ballots into locked ballot boxes
12. Verify Orange Bag Serial Number from Early Voting Limited Ballots Bag *[PJ, Board]*
	1. Remove ‘Red’ seal *[PJ]*
	2. Recover ballots from Early Voting Limited Bag *[PJ]*
	3. Compare to Poll List for Voters Voting Limited Ballot *[PJ,Board]*
	4. Process through Early Voting DS-200 Scanner and add to Pollbook Totals for final Early Voting totals to be reported on ERM *[CCS Manager/Tabulation Supervisor]*
	5. Secure scanned ballots in marked Limited Bag *[PJ,Board]*
13. Identify any Provisional ballots for respective Early Voting locations *[EA]*
	1. Identify Provisional ballots presented as Accepted or Rejected *[PJ]*
	2. Verify quantities of each and summarize to ensure totals *[PJ, Board]*
	3. Process Accepted Provisional ballots through respective DS-200 *[CCS Manager/Tabulation Supervisor]*
14. Verify Early Voting Pollbook & DS-200 Seal Numbers *[PJ,AJ]*
15. Reconciliation of Public Voter Check-In Totals from Pollbook to DS-200 Scanner *[PJ, Board]*
	1. Validate Public Check-In on Pollbook *[PJ,Board]*
	2. Utilize Pollbook Voter Count report to compare and validate totals to DS-200 Closing Tape *[PJ,Board]*

**Election Day – CENTRAL COUNTING STATION BOARD**

1. Open ERM computer and Perform 2nd LAT for DS-200 Test Deck (Logic & Accuracy Test)
	1. Generate Zero Report *[CCS Manager/Tabulation Supervisor]*
		1. Review report and sign once certified *[Everyone]*
	2. Process USB Sticks and generate Cumulative Report *[CCS Manager/Tabulation Supervisor]*
		1. Review report and sign once certified against 1st LAT results processed previously with ERM and DS-200’s test ballots *[Everyone]*
	3. Verify that all counters are set back to zero and generate zero report and mark Zero Counts Prior to Voting *[Everyone]*
2. Select BY MAIL Group and process DS-200 USB Stick *[CCS Manager/Tabulation Supervisor]*
3. Tally BY MAIL and verify against Ballot Board Totals *[PJ, AJ]*
4. Select EARLY VOTING Group and process Early Voting USB Stick *[CCS Manager/Tabulation Supervisor]*
5. Tally EARLY VOTING and verify against Pollbook Voters Check-In Signature Report; Add in Limited Voters from Voter’s Poll List Voting Limited Ballot *[PJ, AJ]*
6. Run election results reports *[CCS Manager/Tabulation Supervisor]*
7. Key Totals of Ballot by Mail and Early Voting/Limited totals from ERM report to the TEAM ElectioNet Software and submit to media and ENR Email Group and to County website no earlier than 7:00 PM Local Time *[CCS Manager/Tabulation Supervisor]*
8. **As Election Day voting equipment arrives:**
	1. Verify Seal Numbers and retrieve DS-200 USB sticks from PEB bag to process in the ERM as ELECTION DAY *[CCS Manager/Tabulation Supervisor]*
	2. Reconcile ballot totals against DS-200 Closing Total Tapes and Pollbook Check-ins *[PJ,AJ]*
	3. Tally ERM *[CCS Manager/Tabulation Supervisor]*
	4. Post Election Day results to ENR Email Group as polling locations are processed *[CCS Manager/Tabulation Supervisor]*
9. Identify any Provisional ballots for respective Election Day locations *[CCS Manager/Tabulation Supervisor]*
	1. Identify Provisional ballots presented as Accepted or Rejected *[PJ, AJ]*
	2. Verify quantities of each and summarize to ensure totals *[PJ, AJ]*
	3. Process through specific Precinct DS-200 Scanner *[CCS Manager/Tabulation Supervisor]*
10. Complete Early Voting Ballot Transmittal Totals form, signed by Presiding Judge *[PJ,CCS Manager]*
11. Verify the schedule for a Late & Provisional Ballot Board meeting, if required *[CCS Manager]*
12. Last day for EVBB to convene for Provisional Voter remediation and Overseas FPCA’s. [*EA]*
13. Open ERM computer and Perform 3rd LAT for DS-200 Test Deck (Logic & Accuracy Test)
	1. Generate Zero Report *[CCS Manager/Tabulation Supervisor]*
		1. Review report and sign once certified *[Everyone]*
	2. Process USB Sticks and generate Cumulative Report *[CCS Manager/Tabulation Supervisor]*
		1. Review report and sign once certified against 1st LAT results processed previously with ERM and DS-200’s test ballots *[Everyone]*
	3. Verify that all counters are set back to zero and generate zero report and mark Zero Counts Prior to Voting *[Everyone]*
14. Secure LAT paperwork, all ballots, and reports *[CCS Manager]*
15. Adjourn

**Roles & Responsibilities**

***Elections Administrator*** – Responsible for overall operation of the election. Administers the Oaths for the Early Voting Ballot Board, Central Counting Station Board and Late & Provisional Ballot Board. Ensures the integrity and efficiency of the voting systems and processes utilized to execute said election. Executes Logic & Accuracy Tests (LAT) with oversight from the general public (1st LAT). Oversees the retrieval of votes from the DS-200 USB Sticks (paper ballot scanners) for the ES&S Hybrid voting system and the operation of the ERM (Election Reporting Manager). Oversees the preparation of Duplicate ballots as necessary for damaged or photocopied ballots that that cannot be scanned through DS-200’s. Oversees the processing of voted ballots through the BY MAIL and PROVISIONAL, as appropriate. Processes DS-200 USB sticks through Elections Systems & Software Election Reporting Manager software for both EARLY VOTING and ELECTION DAY. Provides canvass election results to the appropriate entities. Acts as Central Counting Station Manager.

***Central Counting Station Manager*** – Oversees the processing and scanning of Application for Ballot by Mail (ABBM) and Federal Post Card Application (FPCA) ballots through the BY MAIL configured DS-200’s. Processes the BY MAIL (ABBM/FPCA) and EARLY VOTING DS-200 USB Sticks through ERM for BY MAIL and EARLY VOTING results that post publicly at 7:00 PM local time. Oversees the retrieval and processing of EARLY VOTING and ELECTION DAY along with verifying the integrity of their respective security seals. Processes the BY MAIL USB Sticks and ELECTION DAY USB Sticks through ERM. Oversees the preparation of Duplicate ballots as necessary for damaged or photocopied ballots that that cannot be scanned through DS-200’s. Executes the 3rd Logic & Accuracy Test with oversight from the Central Counting Station Board. Generates reports at the end of Election Day for Unofficial Cumulative & Precinct election results and posts them publicly on the county website.

***Tabulation Supervisor*** – Provides ABBM/FPCA and Provisional ballot materials submitted for said election to the respective board for review and processing. Assists Central Counting Station Manager with the execution of ERM Tally.

***Presiding Judge/Alternate Judge –*** Serves on Early Voting Ballot Board/Central Counting Station Board/Late & Provisional Ballot Board. Responsible to review and qualify ABBM/FPCA voter signatures against carrier envelope signatures. Has final authority to accept or deny an ABBM/FPCA for processing based on signature review. Leads the retrieval of Early Voting, Absentee and Election Day hardware and verification of their respective seals. Oversees and validates the execution of LAT’s, the processing of hardware in ERM and the generation of Unofficial Cumulative & Precinct election results. Reviews Early Voting and Election Day Provisional Ballots with authority to accept or deny based on Election Staff verification of voter status and/or voter remediation within 6 days of voting ballot. Assists with preparing Duplicate ballots as necessary for damaged or photocopied ballots that that cannot be scanned through DS-200’s. Processes voted ballots through the BY MAIL DS-200’s, as appropriate.

***Board Members*** – Serves on Early Voting Ballot Board/Central Counting Station Board/Late & Provisional Ballot Board. Assist with the review and qualification of ABBM/FPCA voter signatures against carrier envelope signatures. Assists with retrieval of Early Voting, Absentee and Election Day hardware and verification of respective seals. Assists with the execution of LAT’s. Assists with review and processing of Early Voting and Election Day Provisional Ballots. Assists with preparing Duplicate ballots as necessary for damaged or photocopied ballots that that cannot be scanned through DS-200’s. Assists with processing voted ballots through the BY MAIL DS-200’s, as appropriate.