LEON COUNTY, TX
EARLY VOTING BALLOT BOARD - CENTRAL COUNTING STATION BOARD
March 6, 2018 Primary Election
Democratic Party – Republican Party

March 6, 2018 @ 10:00 AM, 155 N. Cass, 2nd Floor, Centerville, TX - Secured Room
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 *[EA]*
5. Perform 2nd LAT on M-100 (Logic & Accuracy Test)
   a. Generate Zero Report *[CCS Manager/Tabulation Supervisor]*
      i. Review report and sign once certified *[Everyone]*
   b. Process test deck and tally M-100's and generate Cumulative Report *[CCS Manager/Tabulation Supervisor]*
      i. Review report and sign once certified against 1st LAT results *[Everyone]*
   c. Verify that all counters are set back to zero and generate zero tape and gather signatures *[Everyone]*
6. Qualify Application for Ballot By Mail (ABBM) and Federal Post Card Application (FPCA) ballot signatures *[PJ,Board]*
   a. Compare ABBM/FPCA signatures against Carrier Envelope signatures
   b. Discrepancies or missing signatures will be accepted or rejected by the Presiding Judge
7. Sort ABBM/FPCA ballots into stacks of Accepted or Rejected *[PJ, Board]*
   a. Verify quantities of each and summarize to ensure totals balance to FPCA/ABBM Ballot Activity Report from TEAMS ElectioNet software
8. As needed, Duplicate ABBM/FPCA ballots for M-100 processing *[PJ,Board]*
   a. 3-person process with a caller, recorder and observer
   b. Retrieve the appropriate ballot style being duplicated
   c. Mark each ballot, old and new, as 'Duplicate of 'and include serial number of opposing ballot
   d. The Presiding Judge will determine voter intent when a ballot mark is in question
   e. Mark the ballot that can't be scanned as 'Spoiled' and place in a Spoiled Ballot envelope
9. Process Accepted ABBM/FPCA ballots through the BY MAIL configured M-100 *[CCS Manager/Tabulation Supervisor]*
   a. Verify quantity scanned (Public Count) matches Accepted quantity submitted
   b. Secure scanned ABBM/FPCA ballots into locked ballot boxes
10. Verify Provisional Bag Serial Number from Early Voting Limited Ballots Bag *[PJ, Board]*
    a. Remove 'Red' seal
    b. Recover ballots from Early Voting Limited Bag
    c. Secure scanned ballots in marked Limited Bag
11. Identify any Provisional ballots for respective Early Voting locations *[EA]*
    a. Identify Provisional ballots presented as Accepted or Rejected [PJ]
    b. Verify quantities of each and summarize to ensure totals *[PJ, Board]*
    c. Process Accepted Provisional ballots through respective M-100 *[CCS Manager/Tabulation Supervisor]*
12. Verify Early Voting Pollbook & Ivo Serial Numbers and Flash Card Seals *[PJ,Board]*
13. Reconciliation of Public Count totals from Pollbook & Ivotronic Voting Booths *[PJ, Board]*

     a. Validate Public Counts against Combination Form signature totals

     b. Utilize Pollbook Voter Count report to compare and validate totals

14. Secure LAT paperwork, Early Voting ballots, scanned ABBM/FPCA ballots and Provisional ballots *[EA]*

March 6, 2018 @ 5:00 p.m.
Election Day – CENTRAL COUNTING STATION BOARD

1. Open ERM computer and Perform 2nd LAT for M-100 Test Deck (Logic & Accuracy Test)
   a. Generate Zero Report *[CCS Manager/Tabulation Supervisor]*
      i. Review report and sign once certified *[Everyone]*
   b. Process PCMCIA cards from M-100's and generate Cumulative Report *[CCS Manager/Tabulation Supervisor]*
      i. Review report and sign once certified against 1st LAT results processed previously with DRE and M-100's test ballots (Per TEC 127.152, Not feasible to conduct 2nd and 3rd LAT on DRE machines) *[Everyone]*
   c. 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 PCMCIA cards *[CCS Manager/Tabulation Supervisor]*
3. Tally BY MAIL and verify against Ballot Board Totals *[PJ, Board]*
4. Select EARLY VOTING Group and process PEB's *[CCS Manager/Tabulation Supervisor]*
5. Tally EARLY VOTING and verify against Ballot Board Totals *[PJ, Board]*
6. Run election results reports
7. Post Early Voting results on County website no earlier than 7:00 p.m. local time *[CCS Manager]*
8. As Election Day PEB's, Ivo Flash Cards and Pollbook voting equipment arrives:
   a. Verify Serial Numbers and retrieve PEB's and process as ELECTION DAY *[CCS Manager/Tabulation Supervisor]*
   b. Reconcile ballot totals against DRE Printer Totals Tapes, Combination Forms and Pollbook reports *[PJ,Board]*
   c. Tally ERM *[CCS Manager/Tabulation Supervisor]*
   d. Post Election Day results on County website as polling locations are processed *[CCS Manager]*
   e. Process Ivotronic Flash Cards and generate audit reports *[CCS Mgr/Tabulation Supervisor]*
9. Emergency ballots from Election Day
   a. Hand tally and sort by Precinct/Ballot Style *[PJ,Board]*
   b. Enter manually in Tally by Precinct/Ballot Style *[CCS Manager/Tabulation Supervisor]*
10. Identify any Provisional ballots for respective Election Day locations *[CCS Manager]*
    a. Identify Provisional ballots presented as Accepted or Rejected *[PJ]*
    b. Verify quantities of each and summarize to ensure totals *[PJ, Board]*
    c. Enter manually in Tally by Precinct/Ballot Style *[CCS Manager/Tabulation Supervisor]*
11. Complete Early Voting Ballot Transmittal Totals form, signed by Presiding Judge *[PJ,CCS Manager]*
12. Verify the schedule for a Late & Provisional Ballot Board meeting, if required *[CCS Manager]*
    a. March 13, 2018, 9:00 AM – Last day for EVBB to convene for Provisional Voter remediation and Overseas FPCA's.
13. Perform 3rd LAT (Logic & Accuracy Test)

      a. Generate Zero Report *[CCS Manager / Tabulation Supervisor]*
         i. Review report and sign once certified *[Everyone]*
      b. Tally M-100's (Per TEC 127.152, Not feasible to conduct 2nd and 3rd LAT on DRE machines) and generate Cumulative Report *[CCS Manager / Tabulation Supervisor]*
         i. Review report and sign once certified against 1st LAT results *[Everyone]*
14. Secure LAT paperwork, all ballots, reports and PEB's *[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) and Early Voting Ballot Board (2nd LAT). Oversees the retrieval of votes from the M-100's PCMCIA Cards (paper ballot scanners) and PEB's (ES&S–Personal Electronic Ballot) for the Ivotronic 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 M-100's. Oversees the processing of voted ballots through the BY MAIL and PROVISIONAL configured M-100's, as appropriate. Processes PCMCIA Cards and PEB's through Elections Systems & Software Election Reporting Manager software for both Early Voting and Election Day. Processes Flash Cards to provide Audit Report through ERM. 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 M-100's. Processes the By Mail PCMCIA cards (ABBM/FPCA) and Early Voing Ivotronic PEB's through ERM for By Mail and Early Voting results that post publicly at 7:00 PM local time. Oversees the retrieval and processing of Ivotronic flash data cards used during Early Voting and Election Day along with verifying the integrity of their respective security seals. Processes the By Mail PCMCIA Cards and Election Day PEB's through ERM. Oversees the preparation of Duplicate ballots as necessary for damaged or photocopied ballots that that cannot be scanned through M-100'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 – 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 M-100's. Processes voted ballots through the BY MAIL M-100'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 M-100's. Assists with processing voted ballots through the BY MAIL M-100's, as appropriate.