



Central Counting Station Plan Texas Election Code Sec. 127.007:

I. **Introduction:**

The Central Counting Station will be located at:

Willacy County Elections Department
190 N. 3rd St Rm 158
Raymondville TX, 78580

- a. **Elections Administrator:**
Christina Rodriguez
- b. **Senior Deputy Asst:**
Yesenia Zamarron

II. **Roles and Responsibilities of Personnel:**

- a. **Central Counting Station Manager:**

Will manage overall administration of office and supervision of personnel

- b. **Presiding Judge:**

Will remain order at Central Counting Station and administer oaths. Receive ballot boxes.

- c. **Tabulation Supervisor:**

Will operate the automatic tabulating equipment and run results reports on tabulator.

- d. **Assistant Tabulator Supervisor:**

Will assist the Tabulator Supervisor

- e. **Central Counting Station Clerks:**

Will count signatures on combination forms and compare them to the Ballot and seal certificate and get them ready for counting by the Tabulator Supervisor.

III. **General Rules of Conduct:**

- a. Follow the Rules and Regulations as per Texas Election Code.
- b. No electronic devices or cell phones are allowed in area, while ballots are being processed for counting.

IV. Paper Ballots:

- a. Scan Paper Ballots one at a time.
- b. Do any adjudication as necessary.
- c. Secure Ballots and all necessary items.

V. Procedures For Verity Machines and End of Day Election:

- a. After closing polls for Early Voting And Election Day Voting, Judges will bring back all voting machines to the Elections Department office At 190 N. 3rd St Rm 158 Raymondville Tx, 78580.
- b. Scans are to be secured at all times.
- c. All voting Judges will deliver voting machines to the tabulation Central Counting Station
- d. Central Counting Station Presiding Judge will remove seal from VDrive compartment and then secure Vdrives.
- e. Tabulator Supervisor will read in Vdrives from Early Voting and Election Night Count.