



This template outlines the necessary components of a central counting station (CCS) plan and highlights key considerations for CCS managers.

Purpose

Briefly explain the reason for establishing a CCS and the overall purpose of the plan.

Location

List the locations where CCS personnel and poll watchers are required to report.

CCS Personnel

Identify the individuals appointed to the mandatory appointment positions (e.g., CCS manager, tabulation supervisor, presiding judge, alternate judge) and provide a brief description of their duties. You may also outline the responsibilities of the optional appointment positions (e.g., assistant tabulation supervisor(s) and clerks).



Procedures for Convening the CCS

Specify the scheduled meeting times for the CCS, if known at the time the plan is published. Include the notice procedures for convening the CCS and where the posting may be found.

Intake Procedures

Outline the process for receiving ballots, media, and election records at the CCS, including the specific procedures for verifying chain of custody.



Security Protocols

Reference the posting of a licensed peace officer at the CCS. Additionally, if the county has a population of 100,000 or more, specify the livestreaming procedures and provide a link to the broadcast on the county's website.

General Conduct Rules

Establish general conduct guidelines in the CCS, including the use of wireless communication devices and recording devices, protocols for managing disruptions, and overall behavioral expectations.



Poll Watchers

Detail the acceptance procedures for poll watchers and define any CCS-specific policies, including rotation schedules for the tabulation room (if necessary).

Testing Procedures

Establish guidelines for performing tabulation testing at the CCS prior to and following the tabulation of results.



Duplication Procedures

Address the duplication process to be followed at the CCS in accordance with Section 127.126 of the Texas Election Code.

Adjudication Procedures/Resolving Voter Intent

Outline the procedures for the presiding judge to resolve ambiguous voter intent and adjudicate write-in votes. The CCS manager must confer with the presiding judge when developing these procedures.



Tabulation Procedures

Document all counting or accumulating procedures, ensuring they are appropriate for the election and for the specific voting system and equipment used.

Reconciliation

Outline the procedures for the presiding judge to resolve voter intent issues and adjudicate write-in votes during tabulation. The CCS manager must confer with the presiding judge when developing these procedures.



Generating Results

Detail the procedures for printing and certifying precinct returns by the presiding judge. In addition, outline the process for releasing unofficial election results.

Reporting Results to the SOS

Outline the process for reporting election results to the Secretary of State for primary elections, the general election for state and county officers, and special elections ordered by the governor.



Convening of Ballot Board for Provisional, Late-Arriving Mail-In, and Corrective Action Mail Ballots

List the procedures for reconvening the CCS after election day to count provisional, late-arriving mail-in, and ballots that were corrected through the corrective action process. Address tabulation and chain of custody protocols, as well as notice procedures for convening the CCS.

Delivery of Materials to the General Custodian of Election Records

Detail the process for returning election returns, ballots, media, and other election records to the general custodian after CCS activities conclude. Include specific steps for auditing serial numbers, verifying seals, and maintaining inventory control.



Publication

By 5 p.m. on the fifth day before election day, the CCS plan must be available to the public. It is recommended that the plan also be made available on the entity's website. If the plan is updated throughout the election, include revision dates to track changes. These updates should be made available to the public in the same manner as the original plan.