

Name of Form:

Notice of Convening of Central Counting Station

Section Reference:

Sections 33.055, 87.0241, 127.093, 127.096, Texas Election Code; Sections 81.36, 81.37, 81.52, Texas Administrative Code

Purpose:

To notify the Presiding Judge of the EVBB when to deliver early voting materials and keys to the ballot box(es) for the purpose of processing and tabulating election results at the Central Counting Station. This notice also serves to advise the public and poll watchers of the mandatory testing of the automatic tabulating equipment

Number of Copies Required:

One original to the Presiding Judge of the EVBB; one copy to each county chair that has a nominee on the general election ballot (in the general election for state and county officers); one copy for posting; and one copy should be maintained in the Central Counting Station Plan binder for the duration of the election record preservation period.

Completed by:

Central Counting Station Manager

Filing Date:

- **Initial Convening/Early Voting Tabulation**—The notice must be given at least 8 days before the CCS will convene. The notice must be posted no later than the last day for early voting in person.
- **Election Day Tabulation**—It is recommended that the CCS manager inform the presiding judge of the EVBB of the time that the CCS will be convening.
- **Reconvening**—If the CCS will reconvene, notice must be posted at least 24 hours before the CCS resumes operations. This notice requirement does not roll forward to the next business day if it falls on a weekend or holiday.

Filed with:

- **Initial Convening/Early Voting Tabulation**—The notice must be sent to the Presiding Judge of the EVBB, as well as each county chair that has a nominee on the general election ballot (in the general election for state and county officers). The notice must also be posted on the bulletin board used for posting notices of meetings of the commissioners court (or the governing body of the political subdivision). It is recommended that the notice be posted on the county's website.

- **Election Day Tabulation**—There is no specific statutory requirement for the CCS manager to provide notice to the Presiding Judge of the EVBB when the CCS is convening on election day.
- **Reconvening**—The notice must be sent to the Presiding Judge of the EVBB in addition to posting on the bulletin board used for posting notices of meetings of the commissioners court (or the governing body of the political subdivision).

Comments:

The Central Counting Station Manager must establish a written plan for the orderly operation of the station. This plan, which includes the dates and times for convening listed in this notice, must be made available to the public on request no later than 5 p.m. on the fifth day before the election.

The Notice of Convening of Central Counting Station must be retained by the general custodian of election records for the duration of the 22-month preservation period for that election.

If a discrepancy is found during the intake of election materials (e.g., a seal mismatch, missing keys, broken/tampered seals, or unaccounted ballots), the Central Counting Station Manager must notify the Presiding Judge and record the issue on a county's specific Intake Log/Ballot Transmittal Form. For major discrepancies, the delivering official must complete an Affidavit of Discrepancy before the ballots are processed. The Second Tabulation Test must not proceed for that specific batch until the Presiding Judge inspects the issue and provides a written entry on the Intake Log/Ballot Transmittal Form or the Register of Official Ballots.

Version:

Current form is dated 7/2026.