Dyana Limon-Mercado
Travis County Clerk
P.O. Box 149325, Austin, Texas 78714
5501 Airport Blvd, Austin, Texas 78751
www.traviscountyclerk.org

TRAVIS COUNTY CLERK CENTRAL COUNTING STATION PLAN NOVEMBER 3, 2026, JOINT GENERAL AND SPECIAL ELECTIONS

Contents

1. Purpose: 2
2. Location 2
3. Central Counting Station Personnel and Oaths: 2
4. Procedures for Convening of the Central Counting Station: 4
5. Notices: 4
6. Security Procedures: 5
7. General Conduct Rules: 5
8. Poll Watchers: 6
9. Intake Procedures, Testing Procedures, and Tabulation Procedures 8
10. Duplication Procedures 15
11. Adjudication Procedures/Resolving Voter Intent: 16
12. Reconciliation: 17
13. Generating Results: 18
14. Delivery of Materials to the General Custodian of Elections: 18
15. Request for Documents: 18

Last updated: October 5, 2026

Purpose:

Texas Election Code (TEC) Section 127.007 requires the Manager of the Central Counting Station to "establish and implement a written plan for the orderly operation of the Central Counting Station." This plan is available to the public on request not later than 5:00 pm on the fifth day before the date of the election. Please note, this plan is subject to change. If the plan is updated, any subsequent revisions will be available to the public and posted on the County Clerk's website.

1. Location

The Travis County Central Counting Station will be located at Travis County Elections Division 5501 Airport Blvd., Austin, TX 78751. Please see Section 4 for dates and times of the Central Counting Station meetings.

2. Central Counting Station Personnel and Oaths:

a. Personnel - The following are the roles and responsibilities inside the Central Counting Station:

- Central Counting Station Manager - manages the overall administration of the station and supervision of personnel. (TEC Section 127.002).
- Tabulation Supervisor - operates the automatic tabulating equipment. (TEC Section 127.003).
- Presiding Judge, Democratic Party - maintains order at the Central Counting Station, administer oaths, and receive ballots to be counted. (TEC Section 127.005).
- Alternate Judge, Republican Party - serves as presiding judge for the counting station if the regularly appointed presiding judge cannot serve; or (2) in another position established under subchapter 127. (TEC Section 127.005).
- The Assistants to Tabulation Supervisors, will assist the Tabulation Supervisor in the operation of the automatic tabulating equipment as directed by the Tabulation Supervisor. (TEC Section 127.004)

Central Counting Station Clerks may be appointed as needed by the Central Counting Station Manager and the Presiding & Alternate Judges. (Section 127.006). A clerk appointed by the Manager serves under the Manager and shall perform the functions directed by the Manager.

A clerk appointed by the Presiding or Alternate Judge serves under the Presiding or Alternate Judge and shall perform the functions directed by the Judges. (Section 127.006(c)).

b. Administration of Oaths

Section 127.0015 of the Texas Election Code prescribes a required oath for all CCS personnel.

- **Constitutional Oath of Office / Statement of Officer (Article XVI, Section 1):** Per Attorney General Opinion KP-140, all presiding judges, alternate judges and early voting clerks must complete the Statement of Officer and take the constitutional oath of office. This includes the presiding judge and alternate judge of the central counting station. Other central counting station personnel are not required to take the constitutional oath of office or complete the Statement of Officer. The constitutional oath and Statement of Officer must be completed prior to entering service.

- **Oath for Central Counting Station (Secs. 87.006, 127.0015):** This oath was created as a specific oath for all members of the Central Counting Station. This oath is administered verbally, but it is recommended that the central counting station personnel sign a written oath to create a record that the oath was properly administered. The oath may be administered by anyone authorized to administer oaths under Section 1.016 of the Election Code.

The statutory language shall be used for joint primary elections, the general election for state and county offices and special elections ordered by the Governor.

"I swear (or affirm) that I will objectively work to be sure every eligible voter's vote is accepted and counted, and that only the ballots of those voters who violated the Texas Election Code will be rejected. I will make every effort to correctly reflect the voter's intent when it can be clearly determined. I will not work alone when ballots are present and will work only in the presence of a member of a political party different from my own. I will faithfully perform my duty as an officer of the election and guard the purity of the election."

The SOS has prescribed an alternate version of the oath for all other elections that do not contain party affiliation or for primary elections not conducted jointly.

"I swear (or affirm) that I will objectively work to be sure every eligible voter's vote is accepted and counted, and that only the ballots of those voters who violated the Texas Election Code will be rejected. I will make every effort to correctly reflect the voter's intent when it can be clearly determined. I will not work alone when ballots are present. I will faithfully perform my duty as an officer of the election and guard the purity of the election."

3. Procedures for Convening of the Central Counting Station:

a. Meeting dates/times: The Central Counting Station will convene at on the following dates and times.

- **Saturday, October 31, 2026, at 9:00 a.m**. The Central Counting Station will convene for the purpose of receiving and tabulating In-Person Early Voting Votes, Early Voting Provisional Ballots, Limited Ballots and other special forms of voting ballots, and Early Voting Mail Ballots.

- Sunday, November 1, 2026, at 9:00 a.m. The Central Counting Station will convene for the purpose of scanning In-Person Early Voting Votes, Early Voting Provisional Ballots, Limited Ballots and other special forms of voting ballots, and Early Voting Mail Ballots.

- Monday, November 2, 2026, at 9:00 a.m. The Central Counting Station will convene for the purpose of receiving and tabulating In-Person Early Voting Votes, Early Voting Provisional Ballots, Limited Ballots and other special forms of voting ballots, and Early Voting Mail Ballots.

- **Tuesday, November 3, 2026, at 2:00 p.m.** The Central Counting Station will convene for the purpose of receiving and tabulating Early Voting Provisional Ballots, Limited Ballots and other special forms of voting ballots, and Early Voting Mail Ballots processed since Saturday, October 31st. The Central Counting Station will begin the process of receiving and tabulating Election Day In-Person Ballots starting at 7:00 pm or when Election Judges arrive with voting materials. Will also receive and tabulate any additional Early Voting Provisional Ballots and Early Voting Mail Ballots, including Hand Delivery Mail in Ballots.

- Monday, November 09 2026, at 5:01 pm. The Central Counting Station will convene for the purpose of receiving and tabulating Late-Arriving Overseas/Non-Military Ballots, Late-Arriving Domestic Mail, Late Arriving Military Ballots, Ballots by Mail cured through the Corrective Action Process, Early Voting Provisional Ballots, and Election Day Provisional Ballots. This meeting will also include the finalization of results.

- Tuesday, November 10, 2026, at 09:00 am, and each day there after as necessary This date(s) will be reserved as a backup date to convene Central Count.

4. Notices:

The County Clerk's Office will post notice of the Central Counting Station convening on its website at https://votetravis.gov/current-election-information/current-election/

a. Notice When CCS is Convening Before Election Day

- **Notice to EVBB:** The CCS Manager will notify the presiding judge of the EVBB if the CCS will convene early. The notice will include the date and time that the presiding judge must deliver ballots to the CCS. 1 TAC 81.36(d).

- **Posted Notice:** The early voting clerk will post notice of the time and place that the central counting station personnel will meet. The notice will be posted on the bulletin board used for posting open meetings located at 5501 Airport Blvd. Austin, TX 78751, and it is also posted on the Travis County Clerk's website. The notice will be posted no later than the last day for early voting in person. In the general election for state and county officers, the notice will also be sent to each county chair that has a nominee on the general election ballot. 1 TAC 81.36(e).

b. Notice When CCS is Convening After Election Day

- **Notice to EVBB:** The CCS Manager will notify the presiding judge of the EVBB that the CCS will reconvene and the date and time that the CCS will reconvene.

- **Posted Notice:** The CCS Manager will post notice at least 24 hours prior to reconvening the CCS.

5. **Security Procedures:**

   a. **Peace Officer:** At least one licensed Peace Officer will be on post in the Central Counting Station when the station is convened.

   b. **Required check-in procedures:** Authorization and identification will be required of all individuals prior to admittance into the Central Counting Station. Individuals permitted into the Central Counting Station must wear a Travis County provided badge indicating that they are allowed within the Central Counting Station.

   c. **Video livestream:** A video feed of the Central Count Station is viewable on the County Clerk's website at: https://votetravis.gov/current-election-information/current-election//

6. **General Conduct Rules:**

   a. **People permitted to be in the Central Counting Station:**

   - Counting Station Manager,
   - Tabulation Supervisor,
   - Assistant(s) to the Tabulation Supervisor,
   - Presiding Judge,
   - Alternate Judge,
   - Clerk,
   - A poll watcher,
   - A state inspector,
   - A voting system technician, as authorized by Section 125.010,
   - The county election officer, as defined by Section 31.091, as necessary to perform tasks related to the administration of the election,
   - A person whose presence has been authorized by the Counting Station Manager in accordance with the Election Code.

   b. **Stay in Required Area:**

All persons entering the Central Counting Station, including poll watchers, are required to sign in at the front desk and remain within the Central Counting Station area unless accompanied by a Travis County employee.

c. Personal items:

Personal items beyond a notepad and writing instrument will not be allowed in the Central Counting Station. All visitors, including poll watchers, in the Central Counting Station are encouraged to leave electronic devices and other personal items (i.e., briefcases, backpacks, and handbags) locked out of sight in their vehicles. The usage of cellular phones (for phone calls, texting, recording, or otherwise) and electronic devices, except for use by an election official(s) in furtherance of their election duties, is *prohibited* in the Central Counting Station. Poll watchers are allowed to have telephones or other devices in their possession as long as they agree to and actually do disable or deactivate them.

d. No interruptions allowed:

The detailed work conducted in the Central Counting Station requires uninterrupted focus. Behaviors, conversations, and comments assessed by the Central Counting Station Presiding Judge to interfere with workers' attention or impede the efficiency of Central Counting Station processes will not be tolerated.

e. Where to direct questions:

To prevent disturbances, questions that emerge after the Central Count Station Overview of Processes session (held at the opening of the Central Counting Station) will be addressed solely by the Presiding Judge in a designated area of the Central Counting Station.

7. Poll Watchers:

a. When present:

- A total of eight (8) poll watchers will be allowed in the main Central Count Room (Elections Multi-Purpose Room) while the EVBB is in session. This is the allowable limit per Fire Marshall in the given space. As EVBB finishes their duties more may be allowed as space is reconfigured.

- Poll watchers are entitled to be present during the time the Central Counting Station has convened for the "purpose of processing or preparing to process election results and until the election officers complete their duties at the station." (TEC Section 33.055)

- The watcher may serve during the hours the watcher chooses, except a watcher may not leave during voting hours on Election Day without the Presiding Judge's permission if the counting of ballots at the Central Counting Station has begun. (TEC 33.055)

b. Certificates and Acceptances:

- The poll watcher must deliver both the certificate of appointment and the certificate of completion of the Texas SOS Poll Watcher Training to the Presiding Judge of the Central Counting Station and the watcher must countersign their certificate in the presence of the Presiding Judge. (TEC Section 33.051)

- A watcher may not be accepted for service if the watcher has possession of a device capable of recording images or sound unless the watcher agrees to disable or deactivate the device. (TEC Section 33.051(c))

c. Allowed observations:

- Poll watcher are entitled to sit or stand near enough to see and hear the activities in the Central Counting Station. (TEC Section 33.056). All activities of poll watcher shall be in compliance with the current Poll Watchers Guide issued by the Secretary of State.

d. Poll watcher notes:

- Pursuant to the Texas Secretary of State's guidance in Election Advisory No. 2024-20, and confirmed by communication with the Secretary of State's office 10/29/2024 at 11:35am, Travis County Elections, as the general custodian of election records, must adopt procedures to ensure that personally identifiable information contained in election records that could tie a voter's identity to their specific voting selections is confidential and excepted from public disclosure. Therefore, "the election records custodian must redact any such personally identifiable information to protect the constitutional right to a secret ballot in Texas."

- As the Central Count Station personnel cannot redact information in real time during the Central Count Station functions, the Central Count Station Presiding Judge will have to review the Poll Watcher's notes to ensure that the Poll Watcher has not recorded information that could tie a voter's identity to their ballot.

- Possible redactions indicated by the Secretary of State's Advisory:

    - Location at which a voter voted on the early voting roster or any associated epollbook reports

    - Serial numbers and time stamps on epollbook reports

    - Polling place identifiers such as a ballot number (either electronic or pre-printed) on the ballot image

    - Precinct information on the ballot image

    - Presiding judge's signature or early voting clerk's initials on the back of a ballot

    - Information on chain of custody documents that provide location identifiers that would appear on a ballot

    - Information on a ballot inventory form that shows what range of pre-printed ballot numbers are assigned to a given location

- Provisional notations on specific ballots
- Date a ballot was received on an Early Voting Roster
- The voter's name and the ballot serial number on the Register of Spoiled Ballots

e. Audit logs request(s):

A poll watcher may request a copy of an audit log produced by a central accumulator at the following times:

- Before any votes are tabulated,
- After early voting results are tabulated, and
- Immediately following the completion of the vote tabulation.

8. Intake Procedures, Testing Procedures, and Tabulation Procedures

***Updated dates/times on Page 4**

Texas Election Code Sections 129.051 and 129.052 require the general custodian of election records to develop certain procedures related to inventory control and chain of custody of voting system equipment and electronic media associated with this equipment, providing for verification of equipment identifiers, verification of seals, and verification of chain of custody. The intake process described below follows these provisions.

a. Friday, October 30, 2026 – Last night of Early Voting – Intake procedures after polls close

- On the last night of Early Voting, the Lead Deputy Clerk of each voting location, or their designee, will bring from the voting location to the Travis County Elections Division intake located at 5501 Airport Blvd., Austin, Texas 78751, the following: Early Voting voted paper ballot cards (in locked and sealed ballot bin), Polling Site Results Media (in sealed green election results bag), orange provisional bag, and red emergency slot ballots bag (if applicable).
- County Clerk Intake personnel will verify location tags and verify the seals on the blue ballot bin, the green election results bag, the orange provisional bag, and the red emergency slot ballots bag.
- After verification of seals, intake personnel will secure all materials, including blue ballot bins and Polling Site Results Media, to a secure area in the warehouse until the next morning when the Central Counting Station convenes.

b. Saturday, October 31, 2026, at 9:00 a.m.– until completion

- Presiding Central Counting Judge and Alternate Judge will retrieve the green election results bags, and emergency slot ballot bag(s) (if applicable), from the locked and secure area, with the presence of law enforcement and the custodian of keys, and transfer to the Central Counting Station.

- CCS Presiding Judge and Alternate Judge will confirm seals match the Seal Log for green election results bags, and emergency slot ballot bag(s), if applicable.

- Green election results bags are unsealed & opened, and Polling Site Results Media are verified and sorted by location.

    - For Reconciliation of Early Voting. See Section 12.

- Emergency Slot Ballot procedure:

    - Central Counting Station Clerks will verify seals against the transmittal/tracking form for the emergency slot ballot container;

    - The number of emergency ballots in the bag for each polling location will be reconciled against the transmittal form.

    - Emergency ballots from each site will be scanned into a DS200 with the results Polling Site Results Media from the location the ballots came from.

    - Emergency ballots are scanned prior to printing tapes from in-person voting.

- Printing Early Voting tapes from in-person voting.

    - Note: the tapes will be rolled backward and secured with a paper clip and will not be viewable by anyone until after polls close on Election Day in accordance with TEC 66.007.

    - The tapes will be secured inside a tamper evident sealed container.

    - The Central Count Judges and any poll watchers who are present will sign the bottom of the tapes.

The following procedures will be conducted in this general order although it may vary slightly depending on personnel resources and the time it takes for each task.

- In the Election Management System, before any data from the tabulation test is loaded, a Zero Report will be printed and signed by the Presiding Judge and Alternate Judge of the Central Counting Station.

- The second test of the tabulation equipment will be conducted. (TEC Sections 127.093 & 127.097).

- After Ballot Board completes their review of mail ballots, processed provisional ballots, limited ballots, and special forms of voting ballots (e.g. presidential ballots), the Ballot Board will transfer said ballots to the Central Counting Station Presiding Judge.

- Approved ballots will be scanned by the DS950, DS850 & DS450.
    - In-Person Early Voting Votes
    - Early Voting Mail Ballots
    - Limited Ballots and other special forms of voting ballots.
    - Early Voting Provisional Ballots.
- Tabulation of Ballots - All results will be read into the Election Management System by the Tabulation Supervisor with assistance as needed from the Tabulation Assistants and the Judges of Central Counting Station.
    - In-Person Early Voting Votes
    - Early Voting Mail Ballots
    - Limited Ballots and other special forms of voting ballots.
    - Early Voting Provisional Ballots.
- The resolution/adjudication board under the direction of the Judges will resolve any ballots that need to be adjudicated, including write-ins.
    - See Section 12.
- After the counting has concluded, the Tabulation Supervisor will store the vote tabulation on the tabulation computer without producing a printed report of the early voting totals.
- The third test of the tabulation equipment will be conducted. (TEC Sections 127.093 & 127.097).
- Ballots and Polling Sites Results Media will be placed back into proper containers, which will be sealed with the seal numbers recorded by the Presiding Judge and stored in a secured location.

c. Tuesday, November 3, 2026, at 2:00 p.m. – until completion

The following procedures will be conducted in this general order although it may vary slightly depending on personnel resources and the time it takes for each task.

- In the Election Management System, before any data from the tabulation test is loaded, a Zero Report will be printed and signed by the Presiding Judge and Alternate Judge of the Central Counting Station.
- The second test of the tabulation equipment will be conducted. (TEC Sections 127.093 & 127.097).
- After Ballot Board completes their review of mail ballots, processed provisional ballots, and special forms of voting ballots (e.g. Limited Ballot & Presidential Ballots), the Ballot Board will transfer said ballots to the Central Counting Station.

- Approved ballots will be scanned by the DS950, DS850 & DS450.
    - Early Voting Mail Ballots.
    - Limited Ballots and other special forms of voting ballots.
    - Early Voting Provisional Ballots.
- Tabulation of Ballots - All results will be read into the Election Management System by the Tabulation Supervisor with assistance as needed from the Tabulation Assistants and the Judges of Central Counting Station.
    - Early Voting Provisional Ballots.
    - Limited Ballots and other special forms of voting ballots.
    - Early Voting Mail Ballots.
- The resolution/adjudication board under the direction of the Presiding Judges and Alternate Judge will resolve any ballots that need to be adjudicated, including write-ins.
    - See Section 11.
- On Election Day, early voting ballots, including ballots by mail to be tabulated in the Central Counting Station, received up to that point will be tabulated before 7:00 pm, but in no case will results reports be released to the public before that time.
- After polls close, the Election Day Judges, or their designee, bring to the Travis County Elections Division intake located at 5501 Airport Blvd., Austin, Texas 78751, the voted paper ballot cards (in locked and sealed blue ballot bin), Polling Site Results Media (in sealed green election results bag), orange provisional bag, and red emergency slot ballot bag (if applicable).
- Intake personnel will verify location tags and verify the seals on the green results bags and red emergency slot bags are the same as the seal numbers on the seal log.
    - Intake personnel will confirm seal numbers of blue ballot bins, provisional ballot bags, and other materials. Blue ballot bins, provisional ballot bags, and other materials will be transferred to a secured area in the warehouse.

- A first scan will be conducted on the outside label of the Polling Site Results Media for location tracking purposes in the Ready Board module. This is done to track the physical location of the Polling Site Results Media.

- Intake personnel will deliver the green election results bag with the Polling Site Results Media and red emergency slot bags (if applicable) to the Multipurpose Room.

- A second scan will be conducted on the outside label of the Polling Site Results Media for location tracking purposes in the Ready Board module. This is done to track the physical location of the Polling Site Results Media and to keep track of how many Polling Site Results Media have been received and processed at a given time. A chart will be displayed to show the status.

- Central Counting Station Clerks will verify the seal numbers with the Ballot and Seal Certificate under the supervision of a Clerk assigned by the Presiding Judges.

- Central Counting Station Clerks will confirm reconciliation forms, locate results tape, red emergency slot ballot bag (if applicable), check Ballot and Seal Certificate, and double check the math on the certificate.

- Processed green results bags and any red emergency slot bags go to the Multipurpose Room table for the third scan.

- Polling Site Results Media and any accompanying red emergency slot ballot bags are delivered to the Scanning area of the Central Counting Station.

- Emergency Slot Ballot procedure:

    - Central Counting Station Clerks will verify locks and seals against the transmittal/tracking form in each bag and open the bag.

    - The number of emergency ballots in the bag will be reconciled against the transmittal form.

    - Emergency ballots from each site will be scanned using a tabulator onto a results Polling Site Results Media labeled for each site.

    - Results report tapes will be reprinted to include totals by location including the emergency slot ballots.

    - Emergency slot Ballots will be processed before the media is read by the Tabulator.

- After Ballot Board completes their review of mail ballots, processed provisional ballots, and special forms of voting ballots (e.g. Limited Ballot & Presidential Ballots), the Ballot Board will transfer said ballots to the Central Counting Station Presiding Judges.

- Approved ballots will be scanned by the DS950, DS850 & DS450.

    - Election Day In-Person Ballots (from all vote center locations).

    - Early Voting Provisional Ballots.

- Early Voting Mail Ballots.

- Tabulation of Ballots - All results will be read into the Election Management System by the Tabulation Supervisor with assistance as needed from the Tabulation Assistants and the Co-Presiding Judge of Central Counting Station.

    - Election Day In-Person Ballots (from all vote center locations).

    - Early Voting Provisional Ballots.

    - Early Voting Mail Ballots.

- All results will be read into the Election Management System by the Tabulation Supervisor with assistance as needed from the Tabulation Assistants and the Presiding Judge and Alternate Judge of Central Counting Station.

- Tabulation Supervisor and tabulation assistants will confirm the Polling Site Results Media for each site have been loaded and are all accounted for.

- The third test of the tabulation equipment will be conducted. (TEC Sections 127.093 & 127.097).

- Ballots and Polling Sites Results Media will be placed back into proper containers, which will be sealed with the seal numbers recorded by the Presiding Judge and stored in a secured location.

d. Tuesday, November 10, 2026, at 10:00 a.m. - until completion

- After the deadline to cure mail ballots and provisional ballots, the Central Counting Station will convene to process Election Day Provisional Ballots, Late-Arriving Mail Ballots, and Corrective Action Mail Ballots. The following procedures will be conducted in this general order although it may vary slightly depending on personnel resources and the time it takes for each task.

- EVBB will deliver late-arriving mail ballots, and corrective action mail ballots, and processed provisional ballots to the Central Counting Station.

- In ElectionWare, before any data from the tabulation test is loaded, a Zero Report will be printed from the ElectionWare software and signed by the Tabulation Supervisor and tabulation assistants and Presiding Judges of Central Counting Station.

- Any unscanned approved ballots will be scanned by the DS950, DS850 & DS450.

    - Late-Arriving Overseas/Non-Military Ballots (must be received by the Early Voting Clerk by the 5th day after Election Day. (TEC Sections 86.007(d), 87.125(a)) *.

        - *In an abundance of caution, SOS has advised that counties should keep late-arriving mail ballots that may lawfully be counted under existing state law separated from other, timely mail ballots for tabulation, storage, and retention. Guidance applies only to “late domestic ballots.” Late-arriving mail ballots for military and overseas voters are not included in the ruling and may be counted together, and stored with, the timely mail ballots

received on or before Election Day.

- Ballot Board will separate Late Arriving Overseas/Non-Military Ballots from Military Ballots in separate blue bins.
- Late-Arriving Overseas/Non-Military Ballots will be scanned in their own batch, and will not be combined with Military ballots.
- Late-Arriving Domestic Mail Ballots (postmarked by Election Day and arrived by next business day).
- Late Arriving Military Ballots (must be received by the Early Voting Clerk no later than the 6th day after Election Day. (TEC Sections 87.125(a), 101.057).
- Ballots by Mail cured through the Corrective Action Process and approved by the Early Voting Ballot Board.
- Early Voting Provisional Ballots.
- Election Day Provisional Ballots

- Tabulation of Ballots - All results will be read into the Election Management System by the Tabulation Supervisor with assistance as needed from the Tabulation Assistants and the Judges of Central Counting Station.
  - Late-Arriving Overseas/Non-Military Ballots (must be received by the Early Voting Clerk by the 5th day after Election Day. (TEC Sections 86.007(d), 87.125(a)).
  - Late-Arriving Domestic Mail Ballots (postmarked by Election Day and arrived by next business day).
  - Late Arriving Military Ballots (must be received by the Early Voting Clerk no later than the 6th day after Election Day. (TEC Sections 87.125(a), 101.057).
  - Ballots by Mail cured through the Corrective Action Process and approved by the Early Voting Ballot Board.
  - Early Voting Provisional Ballots.
  - Election Day Provisional Ballots
- The resolution/adjudication board under the direction of the Presiding Judges and Alternate Judge will resolve any ballots that need to be adjudicated, including write-ins.
  - See Section 11.
- Ballot will be placed back into the blue ballot bins or other proper container, which will be sealed with the seal numbers recorded by the Presiding Judges of Early Voting Ballot Board and stored in a secured location.
- The third test of the tabulation equipment will be conducted. (TEC Section 127.093 & 127.097).

9. Duplication Procedures

a. General procedures:

- Certain ballots that are counted with automatic tabulating equipment may have to be duplicated if the ballot is damaged or cannot be read with the scanning equipment. The Central Counting Station Manager will have any ballots that are damaged or otherwise unreadable by the scanner. (TEC Section 127.126).

- The Presiding Judges and their Clerks will make a determination of voter intent prior to duplication of a ballot.

- The duplicate ballot will then be created under the supervision of the Presiding Judges in the manner in which the voter's intent was determined.

- Each duplicate ballot will be clearly labeled "DUPLICATE" and will bear the serial number of the original ballot.

- The duplicate will be substituted for the original ballot in the ballots prepared for automatic counting. The original shall be preserved with the other voted ballots for the same period.

b. Specific Procedures for an Assistant Tabulation Supervisor at the Central Tabulation Station

- Identify the ballots to be duplicated,

- Call for Central Counting Station Presiding or Alternate Judge to duplicate the ballot at the Ballot Duplication Station set up within the Central Counting Station,

- Assistant Tabulation Supervisor will wait for duplicated ballot before they finish processing their current batch.

c. Specific Procedures for the Central Counting Station Judges or their Clerks at the Ballot Duplicating Station

- The Central Counting Station Judges will determine voter intent prior to duplication of a ballot.

- CCS Judges or their clerks will work in teams of two people from different parties following this process after determining voter intent:

    - Person 1 enters a blank ballot card into the ballot marking device and selects the precinct and ballot style listed on the original ballot.

    - Person 2 reads aloud the precinct number entered on the BMD to compare with the precinct number on the original ballot.

    - Person 2 reads aloud the voter's selections from the original ballot.

- Person 1 selects (or types in for write-in) the corresponding names/selections on the
- Ballot Marking Device (BMD).
- Person 1 and Person 2 exchange roles to confirm the selection on the original ballot.
- The new ballot card is printed once the selections have been confirmed.
- Person 1 or Person 2 stamps the new and original ballot as follows:
    - NEW BALLOT: Stamp "DUPLICATE" & then stamp "Remade From" and the original ballot Serial number.
    - ORIGINAL BALLOT: Stamp a "Remade to" & write the NEW Ballot serial number.
- Person 1 and/or Person 2 fills out the Ballot Remake Log with both the original & new ballot serial number.
- Duplication team returns the new duplicated ballot to the Assistant Tabulation supervisor to be scanned.
- Duplication team keeps track of each Duplicated ballot on the Duplication Log.
- Duplication team signs the bottom of the Duplication Log after all ballots have been duplicated.

- The Original ballots & Ballot Duplication log will be stored in the Central Counting Judges box located in a locked, secure area.

10. Adjudication Procedures/Resolving Voter Intent:

The CCS Manager and Presiding Judge discussed the question of how to discern voter intent and have developed the following instructions. The adjudication of votes occurs after data from Election Media has been uploaded into the Accumulation Tabulator. The ballot adjudication process is initiated when the voter's choice is uncertain and extra scrutiny of a ballot is necessary to determine the voter's intent. Over-votes and irregular marks on ballots are the primary precipitators for ballot adjudication. Write-in votes must also be adjudicated.

a. At the Accumulation Tabulation Station, working in bi-partisan pairs, Central Counting Station Judges or their Clerks will:

- Analyze the ballots flagged for review on the computer screen.
- Team member 1 will say aloud the intent of voter based on the ballot image.

- Team member 2 will confirm aloud the intent of the voter based on the ballot image.
- Tabulation Supervisor/their Assistant will repeat the name and select the corresponding result.
- Team member 1 and Team member 2 will verify that the selection by Tabulation Supervisor was correct.
- If the two bi-partisan members cannot agree on the voter's intent, the Presiding Judge of the Central Counting Station will make the determination.

Specific Write-in Ballots: The Secretary of State provides each county with a List of Declared Write-In Candidates. A blank write-in line is provided on the ballot only for offices where a declared write-in candidate has been certified. All names of certified write-in candidates for Travis County contested races have been listed in the Election Management System.

11. Reconciliation:

The process for comparing the number of voters listed on the ePollbook as having checked in and the number of ballots cast is done in the following three ways. (TEC Section 127.007(b)).

- **Early Voting in Person** – Compare the number of early voting check-ins from the ePollbook to the number of ballots cast (reviewing tapes from the DS200 and the ballot reconciliation form);
- **Early Voting by Mail** – Compare the number of ballots entered on the "Ballot Transmittal Form" from the early voting ballot board to the number of ballots counted. (TEC Section 87.021, 87.1221).
- **Election Day** – Compare the number of Election Day check-ins from Precinct Central (EPB) to the number of ballots cast (reviewing tapes from the DS200 and the ballot reconciliation form).

For overall reconciliation, provisional ballots, emergency slot ballots, limited ballots, presidential ballots, and other special ballots will be taken into account in determining total voter check-ins with total votes cast.

The Presiding Judge of the Central Counting Station shall provide and attest to a written reconciliation of votes and voters at the close of tabulation for election day and again after the Central Counting Station meets for the last time to process late-arriving ballots by mail and provisional ballots using the forms created and rules promulgated by the secretary of state to facilitate compliance with this subsection. Once completed, the form shall be posted on the website maintained by the county along with election returns and results. (TEC 127.131(f)).

12. Generating Results:

a. Release of Unofficial Results

Unofficial election results will be released via the Travis County Clerk Elections Division webpage, beginning no earlier than 7:00 pm on Election Day. The unofficial election results shall be released as soon as available after the polls close. Alternatively, the Presiding Judge of the CCS, in cooperation with the County Clerk may withhold the release of unofficial results until the last voter has voted. (TEC Sections 66.056, 127.1311). Election Day results will be released incrementally as processed through acceptance and tabulation until all results are in.

The election results reported to the public on election night are always preliminary Unofficial Election Results. Final-Official Election Results become available at the conclusion of Canvass. Election results can be found online at the County Clerk's website: https://results.enr.clarityelections.com/TX/Travis/

b. Printing Precinct Returns and Election Totals

After the counting of ballots (or accumulation of vote totals) has occurred, under the direction of the Presiding Judge of the CCS, the precinct election returns will be prepared. The Presiding Judge will sign a copy of the precinct returns to certify their accuracy. (TEC Sections 65.014 and 127.131).

The printed "precinct by precinct" report will be adjusted to include any hand-counted ballots (if necessary) and constitutes the certified precinct returns. (TEC Section 127.131(e)).

Reporting Results to the SOS: Results will be uploaded through the Secretary of State's Texas Election Administration Management (TEAM) System online portal.

13. Delivery of Materials to the General Custodian of Elections:

After the completion of the counting of ballots both on Election Day and after Election Day, voted ballot cards, electronic media, election records, and election equipment will be retained by the Travis County Clerk, who is the general custodian of election records, through the appropriate retention period.

14. Request for Documents:

a. Open Records Requests

Individuals seeking documents must adhere to the Travis County public information request polices for such inquiries. Central Count personnel will not accept any written or verbal requests for documents.

Please visit the Travis County Clerk's website for more information on public information requests at https://countyclerk.traviscountytx.gov/pir/.

Please understand that requests should be for documents that already exist. Under the Texas Public Information Act, the government entities are not required to answer questions, perform legal research, or comply with a continuing request to supply information on a periodic basis as such information is prepared in the future, nor to create new documents to answer questions.

b. 1 TAC 81.62 Audit Logs

Audit logs will be generated at the following times:

- Before any votes are tabulated;
- After early voting ballots are tabulated; and
- At the completion of all voting tabulation.