

Collin County Central Counting Station Plan

November 3, 2026

Joint General & Special Election

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The Central Counting Station is located in the Elections Department at 2010 Redbud Blvd., Suite 102, McKinney for the purpose of counting ballots, accumulating vote totals and where the unofficial elections results are generated. The doors to the Central Counting Station are always secured and access to the room is strictly limited to authorized persons only. Entry to the room requires access card activation via keypads on two sets of doors. Access cards that provide entrance in to the room are closely monitored.

Use of the room is limited to ballot coding and Central Counting Station functions only. The tabulation server and tabulation peripherals are housed in this room. The equipment used in the Central Counting Station meets all federal and state certification requirements. The voting system vendor is Election Systems & Software (ES&S) and the software used in the tabulation server is called ElectionWare.

Use of electronic devices (cell phones, cameras, recorders, etc.) is prohibited in the Central Counting Station. A peace officer is stationed to ensure security and the General Conduct Rules are followed. Live streaming is enacted during elections and can be found at collincountytx.gov/elections/live.

The Central Counting Station closely follows Election Advisory No. 2026-26 regarding the general conduct while in the station. Use of firearms except by a peace officer is prohibited. Watchers coordinate with the presiding Election Judge for guidance.

The equipment is stand-alone and never attached to an outside network. No voting system components use Wi-Fi connectivity or have remote reporting capabilities. During tabulation, the election results are downloaded from the tabulation server and the results are physically taken to a location outside of the Central Counting Station for release to the public. The voting system software provides an audit trail of every action taken from the beginning of election creation to final tally of election results.

A series of logic and accuracy tests are required during elections. These tests verify that all votes are being counted accurately. Test ballots are run through DS450 and DS850 high-speed scanners, DS200 precinct ballot scanners and ExpressVote ballot marking devices to verify accuracy. The tests are also loaded to the tabulation

server to verify that the results are accumulating accurately. The test ballots are then cleared from the voting units and tabulation server. Logic and Accuracy tests on the tabulation and pollbook equipment were performed on Friday, October 9, 2026 and a second test will take place on Sunday, November 1, 2026. A third L&A test will be performed after all ballots have been tabulated. Notice of the L&A test was published on Monday, September 21, 2026.

Prior to releasing election results, the signature sheets and ballot and seal reports are audited to verify that the number of voters match the number of ballots cast at each voting location. Mail ballot rosters and transmittal sheets that are completed by the Ballot Board are checked to verify that the number of ballots in the transfer box match the tabulation results. All ballots and memory cards transported to and from the tabulation room are secured and the seal numbers are recorded on transmittal sheets. Authorized personnel review and sign off on the transmittal sheets.

Processing ballots voted by Early Voting in person or by mail

Counties with a population of 100,000 or more and using electronic voting equipment may begin counting ballots voted in person or by mail after the last day of early voting. (Section 87.0241(b) of the Texas Election Code)

On Sunday, November 1, 2026 the CCS will begin counting the mail ballots that have been processed and submitted to CCS by the Ballot Board.

On Sunday, November 1, 2026 and Tuesday, November 3, 2026 (Election Day) the Ballot Board will begin closing the early voting machines and will submit the vote total media sticks containing votes and the vote total tapes to the CCS. CCS personnel will begin uploading the vote total memory media to the server.

On Tuesday, November 10, 2026, the CCS will continue processing remaining mail ballots and uploading of vote total media.

Processing stations on Election Night

Check-In Station for Election Judges

Manager of Check-in Station – Lauren Rushing

The mobile check-in station is located at the warehouse receiving dock. Election judges delivering election materials are directed to enter the check-in line for verification of returned items. Security guards are posted between this station and the Counting Station. Delivered items are checked off, sorted and reviewed for

completeness. Runners transport sealed (red) bags containing vote total media, results tapes and paperwork to the Counting Station for processing.

Vote Total Media Processing

Clerks open the red bags that runners have delivered to the Counting Station and place the memory sticks, results tapes and Election Day Official Register of Ballots in transfer containers for uploading to the server. Counting Station personnel are positioned at upload stations and are responsible for opening transfer containers and processing the vote total media sticks. After the Counting Station personnel uploads all of the media sticks from the transfer container, they review the votes cast statement from the voting location to verify that all ballots cast at the location have been processed. Personnel are directed to alert the Tabulation Supervisor if there are discrepancies or if they experience problems uploading the media sticks.

Releasing of Election Results

Election results are released cumulatively to the public as well as posted on our website in intervals during the counting process. The first vote totals report is released at approximately 7 PM (after polls close) and includes the vote totals from Early Voting and all mail ballots counted through Election Day. The next vote totals report is released at approximately 8:30 PM and cumulatively includes the totals from the first report and the voting locations that have been counted since the first report. The next vote total reports will be released approximately every thirty minutes until all voting locations/ballots have been counted.

Reporting Results to the Secretary of State

Once election results have been released, Election Night Results (ENR) are reported to the Secretary of State during statewide elections using the state's secure, preapproved access. A team of two election staff enter, review and submit results to the state in intervals set by the Central Counting Station. At the end of the election the results are reviewed and confirmed with the county's SOS representative before saved as unofficial results.

Post-Election Reconciliation and Ballot Board Duties

Ballot Board Judge – Kathi Rivard

Ballot Board Alternate Judge – Pat McDade

Ballot Board Duties

In accordance with state election law, the Ballot Board is required to process timely received and executed mail ballots that arrive after the election. Additionally, the Ballot Board must complete the final processing of provisional ballots prior to the statutory deadline. The mail ballots and provisional ballots that are accepted for counting are secured in sealed transfer boxes and delivered by the Ballot Board Judge to the Counting Station for processing. The ballots are included in the final tabulations that are submitted for the official canvass of election results.

Reconciliation of Election Results

Multiple processes are implemented for reconciling the election results. The election definition and tabulation accuracy is verified through a series of logic and accuracy tests that are conducted at various stages of the election processes. The Ballot Board audits the official documents (ex. signature rosters, daily report forms, ballot accountability forms) from each voting location to verify accurate counts on vote totals reports. Additionally, the vote totals summary tapes that print when the voting units are closed are compared to the uploaded vote totals reports that are generated from the tabulation server. The Ballot Board also audits the ABBM, Provisional, and Limited ballots that are voted. Processes for Election Day ballot reconciliation are also implemented during election night tabulation. Numbers recorded by the Election Day Judges on the Election Day Official Register of Ballots form from each polling location are compared to names that appear on Signature Sheets and results tapes from tabulators from each polling location to ensure the accuracy of results that are released on election night.

Central Counting Station Personnel

An oath will be given to all Central Counting Station personnel. Following is the list of the appointed and assigned CCS personnel:

Manager – Kaleb Breaux

Manages overall administration of station and supervision of personnel.

Tabulation Supervisor – Brian Griesbach

Oversees automatic tabulation equipment.

Assistant Tabulation Supervisors – Billy Pratt, Cheryl Gorena, Laia Franco

Assists Tabulation Supervisor.

Presiding Judge – Kathi Rivard

Alternate Presiding Judge – Pat McDade

Maintains order at Central Counting Station and administers oaths. Receives ballot boxes.

Clerks/Runners

Assist in operations of the Central Counting Station. Others permitted to be at the Central Counting Station are poll watchers, inspectors, and security officers.

AW 8-3a
Prescribed by Secretary of State 87.006, 127.0015, Texas Election Code 8/2017

Oath for Early Voting Ballot Board and Central Counting Station Personnel

Instructions: This oath should be administered verbally to all members of the early voting ballot board and all personnel at the central counting station prior to the performance of any duties by the board or the central counting station.

For use in Primary Elections, General Election for State and County Officers, 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."

For use in all Other Elections that do not contain Party Affiliation:

"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."

AW 7-2a
Prescribed by Secretary of State Article XVI,
Section 1, Texas Constitution Sections 1.016,
Texas Election Code 7/2017

CONSTITUTIONAL OATH FOR PRESIDING ELECTION JUDGE

Prior to entering service as an election judge, individuals must complete the statement of officer and take the constitutional oath. The Statement of Officer **must** be completed prior to taking the constitutional oath of office.

STATEMENT OF OFFICER

I, (Printed Name of Election Judge)_____,
do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever case may be, so help me God.

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and the facts stated therein are true.

Date:_____Signature of Election Judge_____

CONSTITUTIONAL OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,

I, (Printed Name of Election Judge)_____,
do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Election Judge of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Signature of Election Judge_____

AW 7-2a
Prescribed by Secretary of State Article XVI,
Section 1, Texas Constitution Sections 1.016,
Texas Election Code 7/2017

CONSTITUTIONAL OATH FOR PRESIDING ALTERNATE ELECTION JUDGE

Prior to entering service as an alternate election judge, individuals must complete the statement of officer and take the constitutional oath. The Statement of Officer **must** be completed prior to taking the constitutional oath of office.

STATEMENT OF OFFICER

I, (Printed Name of Alternate Judge)_____,
do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever case may be, so help me God.

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and the facts stated therein are true.

Date:_____Signature of Alternate Election Judge_____

CONSTITUTIONAL OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,

I, (Printed Name of Alternate Judge)_____,
do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Election Judge of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Signature of Alternate Election Judge_____

Signature of Officer Administering Oath (Election Judge)

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