

**CONSTITUTIONAL AMENDMENT JOINT SPECIAL ELECTION**  
**November 4, 2025**  
**“PLAN OF ACTION”**

**STATION # 1:**

*Front counter: “Takes in Election Night Returns/Check in Judges*

*Valerie Glenda Caterina Jennifer Tammy Andria*

*Sorters: Kerry, Brian*

**STATION #2:**

*“DS200 Central Counting Station”*

*Runners to ERM Station:*

*Sherleain (If we get Provisional)*

*Brenda*

**STATION # 3:**

*“Intent Committee” (Provisional)*

*(Provisional) Sherleain receives and records*

*Penny Tatum*

*Steve Smith*

**STATION # 4:**

*Main Central Counting Station”*

*Connie – computer operator*

*Terri*

*Emily coordinate the flow of receiving area*

**STATION # 5:**

*“Internet Reporting Station/Copy Station/Overhead Posting*

*Minnie – Reporting to Secretary of State*

*Shannon- overhead and copies for handout*

**STATION # 5:**

*“Assisting Judges with their Election Bags”*

*Sherleain Glenda*

**STATION # 6: Traffic Control – Jim Searcy**

*Unload Cars: Dillon, Robert*

**ELECTION NIGHT**  
**PLAN OF ACTION**  
**JOB DESCRIPTIONS**

**STATION #1: “Takes in Election Returns from Judges”**

**Reg. Election>** There will be **“6” people** on the front counter to check in the Judges/Bags/Supplies. Be sure to sort through the Media Stick bag for the THUMB DRIVE, Gold Register of Official Ballot Form, Blue Ballot Seal Certificate, DS200 Zero and Totals Tapes and Seal Log Sheet.

Compensation Form / Time Sheets / W4 / Identity Sheet – These must be filled out completely. Look for judges’ signature on compensation form – are all Identity Sheets completed (ex: if there are 4 workers, there should be 4 identity sheets)

Remove the **DS200 / EXPRESSVOTE keys** from each bag and put it in its designated area.

You will have a list of items you will be looking for – See the check off sheet to view those items.

Provisional Log Sheet – Make sure seals are logged on the sheet provided before handing the Provisional Bag to Sorters.

If something is missing tell Terri or Emily

Also check to be sure the Judge turns in their **E-POLLBOOKS, blank Activation Cards and Blue Ballot Box, Curbside/Provisional Paper ballots**

Be sure to sort items in their designated area.

If there are any Provisional ballots in the Provisional Bag, **IMMEDIATELY** take it to **Station 2** and let them know how many are in the bag. If there are not any provisional ballots, break seal and fold and put in the designated area.

## **STATION # 2: “Provisional Central Counting Station”**

Election equipment and supplies clerk will take the **YELLOW PROVISIONAL BALLOT BAG** from **Station 1** and give to Station 2 to open it to prepare to send to EMS Room . (EMS Central Counting Station)

Runner will take to the EMS Room the Media Stick Bag.

If provisional ballots are accepted by the intent committee, then Penny will insert the Ballot into the Provisional DS200 to be counted.

Once all the ballots are counted, Terri or Emily will close the poll.

The Zero & Totals tape will be placed in the Media bag with the Media Stick & given to the **Runner** to take Station #4 (ERM Central Counting Station).

## **STATION #3: “Hand Tally/Intent Committee”**

1. This station is just in case, for some reason the DS200 machine does not work or we have to hand tally paper ballots or the DS200 machine kicks out a paper ballot & we need to determine the intent of the voter.

The Intent Committee will reject or approve the provisional ballot, once research has been performed.

## **STATION #4: “Main Central Counting Station”**

This station is responsible for the final count and tallying of the election votes. All media for Early voting and Election day are loaded into the EMS workstation by media sticks.

## **STATION # 5: “Internet Reporting & Copy Station”**

This station is responsible for reporting the election totals/returns to the Secretary of State’s Office election night as the results come from Station # 4. We report to the state via the internet. Then after this clerk has her copy of the report to call in or send into the SOS, the clerk/runner makes additional copies to take down stairs for the candidates and the reporters (large election 20 copies, small election only 10 or less copies). These copies will be given to Terri and she will place them on a table so they can be picked up on a first come basis.