

JOINT PRIMARY ELECTION

May 26, 2026

“PLAN OF ACTION”

STATION # 1:

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

Runners to Station #2:

Valerie Glenda Jennifer Tammy

Catrenia

Sorter: Peggy Ballot Box: Kerry

STATION #2:

“Provisional Bag Station”

Runners to ERM Station:

Sharon (Provisional)

Terri Sharon

STATION # 3:

“EMS-Main Central Counting Station”

Connie – Judge

Terri

Sharon

Emily – Informing Connie or Terri of any issues that might arise

STATION #4:

“Internet Reporting Station/Copy Station/Overhead Posting

Minnie – Reporting to Secretary of State

Jennifer – Overhead live stream

Sharon Terri – Copies reports for handout

STATION #5:

“Assisting Judges with their Election Bags”

Emily Glenda

STATION #6:

“Assisting Judges with unloading material for central counting”

Brian Dillon Robert Kerry

STATION #7:

“Controlling all areas of Central Counting”

Security: Sheriff Officers

ELECTION NIGHT
PLAN OF ACTION
JOB DESCRIPTIONS

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

There will be **“8” ladies** on the front counter to check in the Judges/Bags/Supplies. Be sure to sort through the Green Media bag for the THUMB DRIVE, Totals Form Sheet, DS200 Totals & Zero Tapes. Remove the **DS200 / EXPRESSVOTE envelope with keys** from each bag.

If something is missing tell Emily.

Also check to be sure the Judge turns in their **E-POLLBOOKS and Pep Link, Blue Unused ballot bag, Blue Ds200 Ballot Box, Teal Trolley, Tower Bag and Sign Bag,**

Normally **“2” Runners** are required to run the BALLOT box and the Green Media bags to Station #4 **IMMEDIATELY** upon the completion of the check in process. They should remove the bags (Blue & Yellow) from the counter allowing room for the front counter workers to continue to check in the additional Judges & their supplies. They will take the 2 seals **before taking the Green Provisional Ballot Bag to Station 2.**

STATION #2: “Provisional Ballot Station”

1. DS200 clerk will take the **GREEN PROVISIONAL BALLOT BAG** from Station 1 and check for any Provisional ballots and record if any for the location. If there are no Provisional ballots the ballot bag will be placed with the other empty ballot bags. The clerk will then fill out the form stating **NO PROVISIONAL BALLOTS**, place the form no ballot stack put Green Provisional Bag in stack to be place with other election supplies. Provisional bag with ballots location is recorded and stack for processing.

STATION #3: “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 ERM workstation by media type. Provisional will be processed after checked and proof from voters. next day after election night and given to ballot board for processing in DS200 to give us our precinct by precinct reports, We will process and run media for reports for totals to be added to our totals from election nigh

STATION #4: “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 #3. 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 or hand out so they can be picked up on a first come basis.

STATION #5: “Assist Judges with their Election Bags and paperwork”

Judges who have paperwork issues and need help in resolve issue will be taken to the table and assisted

STATION #6: “Traffic Control and unload election materials for judges”

Direct traffic and unload judge’s cars and take into building.

STATION #7: “Security”

Outside keeping traffic flowing, central counting area watching area and keeping only those authorized in each area. ENR room only allow those that have authority to be in the area.