

Central Counting Station Detail Plan

City of Hudson
City Council Election
Election Date: May 2, 2026

Polling Location and Central Counting Station Location

The polling location and the Central Counting Station (CCS) will be located at the same facility:

Location: City of Hudson
Address: 3458 Ted Trout Drive, Hudson, Texas 75904
Room: Council Room

Election Day voting, Early Voting Ballot Board activities, and central counting will occur at this location in a manner that maintains ballot security, transparency, and proper separation of duties.

Central Counting Station Personnel

Due to the small size of the election and one polling location, the following personnel are appointed and may serve in more than one role:

- **Central Counting Station Manager:** Candy Cox
 - **Tabulation Supervisor:** Maisie Freeman
 - **Presiding Judge (Early Voting Ballot Board/EVBM) :** Candy Cox
 - **Alternate Presiding Judge (Early Voting Ballot Board/EVBM):** Maisie Freeman
 - **Clerk/Ballot Board Members:** Melva Hurt
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Voting System and Tabulation Method

- The election will utilize two DS200 scan voting machines:
 - One DS200 for Early Voting (in person) ballots
 - One DS200 for Election Day Ballots
- Ballots cast in person will be tabulated electronically using the DS200 voting systems.
- Ballots received by mail will be processed by the Early Voting Ballot Board and hand counted in accordance with Texas Election Code requirements.

- Hand counting will also be used for any ballots required by law, including damaged ballots, if applicable.
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Ballot Handling and Security

- After polls close, ballots, tabulation media, and election materials will be secured at the polling location.
 - Because the polling place and Central Counting Station are in the same location, materials will be transferred directly to the tabulation and counting area within the facility under supervision of the Presiding Judge.
 - All seals on ballot containers and voting equipment will be verified prior to tabulation or hand counting.
 - At no time will any election officer work alone while ballots are present.
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Early Voting by Mail (EVBM)

- The Early Voting Ballot Board will convene at the Central Counting Station to review ballots received by mail.
 - Mail ballots will be accepted or rejected in accordance with election law.
 - Accepted mail ballots will be hand counted by the Early Voting Ballot Board.
 - Results from the hand count will be documented.
 - Mail Ballot results will not be released until after polls close on Election Day.
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Tabulation Procedures

- The Tabulation Supervisor will oversee:
 - Electronic tabulation of Early Voting (in person) AND Election Day Ballots; and
 - Documentation and incorporation of hand-counted mail ballot results.
 - Tabulation will not begin until polls are officially closed.
 - Results will be reviewed for accuracy prior to release.
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Public Observation

- The Central Counting Station shall be open to public observation as required by law.
- Observers may not interfere with voting, ballot board activities, hand counting, or tabulation procedures.

Opening, Closing, and Record Retention

- The Central Counting Station will open at 7:00pm on Election Day.
 - The CCS will close once all counting, tabulation, reporting, and securing of election materials are complete.
 - All election records will be retained in accordance with applicable state retention requirements.
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This Central Counting Station Detail Plan is approved for use for the May 2, 2026, City Council Election for the City of Hudson.

Election Administrator Signature: _____

Candy Cox

Date: _____

5/1/26