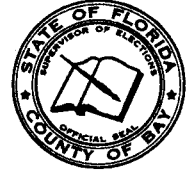




**Supervisor of Elections
Mark Andersen
Bay County**



Phone: 850-784-6100
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830 W. 11th Street
Panama City, FL 32401

baysuper@bayvotes.org
www.bayvotes.org

September 5, 2018

The Honorable Joe Grammer
Bay County Judge
Canvassing Board Chairman
300 East Fourth Street
Panama City, FL 32401

The Honorable William Dozier
County Commission Chairman
Canvassing Board Member
840 W. 11th Street
Panama City, FL 32401

Attorney Michael Burke
Canvassing Board Legal Counsel
1625 Panama City Beach Parkway
Panama City Beach, FL 32413

Dear Canvassing Board Members:

Enclosed is the recommended Canvassing Board Timeline as required by legal and Supervisor of Elections needs for the upcoming **2018 General Election**.

If you have any questions or concerns, please contact my Chief Operations Deputy Nina Ward at (850) 248-8610.

Respectfully,

A handwritten signature in black ink, appearing to read "Mark Andersen", enclosed in a large, loopy oval.

Mark Andersen
Supervisor of Elections, Bay County
Canvassing Board Member

Enclosure: 2018 General Election Canvassing Board Timeline

Canvassing Board Timeline

2018 General Election, November 6th

NOTE

All Canvassing Board Meetings will be conducted at the SOE Office
830 W. 11th Street Panama City, FL 32401

Department of State Notice: Notice of election at least 30 days prior to the beginning of qualifying, SOE web and twice before April 16th in a newspaper of general circulation. (F.S. 100.021)

Date to Publish: May 19th last date for Secretary of State to have been published.

Supervisor of Elections Office Notice: Notice of Public Testing sent to Political Parties by Supervisor of Elections for entire 2018 election cycle. County level Candidates noticed during Qualifying (F.S. 101.5612(2)). Notice required at least 48 hours prior to public testing.

Date to Send: January 8th for entire 2018 Election Cycle.

Supervisor of Elections Office Notice: Notify Florida Division of Elections no later than the 30th day prior to the election and shall designate an early voting area at each early voting site. (F.S. 101.657(1)(b))

Date to Send: October 8th for 2018 General Election.

September 14th – Friday

(No Canvassing Board Requirements)

- 8:30 a.m. All vote by mail election equipment used in the election will be publically tested prior to vote by mail mass mailing.

September 22nd – Saturday (Must be sent by this date)

- Mail vote by mail ballots to absent stateside and overseas uniformed services voters and overseas civilian voters (F.S. 101.62(4)(a) Mailed at least 45 day prior to the election)
- Supervisor will mail as early as possible without required notice.

October 2nd – Tuesday through October 9th – Tuesday

- Mandated time period to mail vote by mail ballots to all vote by mail voters as well continue stateside and overseas uniformed services voters and overseas civilian voters.
- Mailing continued daily until the 4th day prior to election, last day to mail any ballot. (F.S. 101.62(4)(b)) 35th & 28th day prior ending 6th day prior

October 9th – Tuesday last day to register for the General Election (Book Closing)

- 29 days prior to election (F.S. 97.055)

Authorized by Bay County Supervisor of Elections Mark Andersen

Canvassing Board Timeline

2018 General Election, November 6th

October 17th – Wednesday through October 18th – Thursday

(Board Majority Required)

- **8:00 a.m. to 8:30 a.m.** – Canvassing Board Orientation Meeting
- **8:30 a.m. to 5:00 p.m.** – Canvassing Board officially convenes for public testing which includes all aspects of the General Election.
(F.S. 101.5612(2), on any day not more than 10 days prior to the commencement of early voting as provided in 101.657)
 - The Canvassing Board Members may designate a representative for testing *(F.S. 101.5612(2) & 101.65)*
 - All Election Equipment used in election shall be publicly tested per Bay County Supervisor of Elections.

October 22nd – Monday through October 23rd – Tuesday

(Board Majority Required)

- **8:30 a.m. to 5:00 p.m.** – Begin canvassing of vote by mail ballots *(F.S. 101.68, – 7 a.m. on the 15th day before the election.)*
 - Reconvene each day, if determined to be required at end of each prior day

October 23rd – Tuesday through– Saturday October 27th (Sample Ballots Sent prior to Early Voting)

- *Must be published or sent no less than 7 days prior to the election (F.S. 101.2(2)).*

October 27th – Saturday through November 3rd – Saturday (EARLY VOTING)

(Canvassing Board Members must be on call in case of emergency)

- **7:00 a.m. to 7:00 p.m.** – Daily Early Voting
(F.S. 101.657 - Begins 10th day prior to an election ending the 3rd day prior to an election. Minimum 6 hours/Maximum 12 hours per day, time determined by Supervisor of Elections)

October 31st – Wednesday

(No Canvassing Board Requirements)

- Last day to receive a vote by mail ballot request, 6th day prior to election (F.S. 101.62)

November 2nd – Friday

(No Canvassing Board Requirements)

- Last day to mail all vote by mail ballots requested, 4th day prior to election (F.S. 101.62)

Authorized by Bay County Supervisor of Elections Mark Andersen

Canvassing Board Timeline

2018 General Election, November 6th

November 4th – Sunday

(Board Majority Required)

- **1:00 p.m.** until complete – Reconvene to continue canvassing vote by mail ballots and prepare Early Voting data files. No results shall be available.
(F.S. 102.14, Division of Elections Opinion DE 10-10 all results for early voting and vote by mail must be available within 30 minutes of close of polls)

November 6th – Tuesday – General Election Day (F.S. 100.041)

(All Canvassing Board Members must be on call from 6:00 a.m. until Preliminary Results are made available to the Department of State.)

***** (Board Majority Required at 3:00 p.m.)**

- **3:00 p.m.** until no later than 11:59 p.m. – Reconvene to canvass remaining vote by mail ballots and process and report **Preliminary** Results to the Department of State (no provisional ballot results).
- **7 p.m.**, deadline for receipt of vote by mail ballots for the General Election (except for votes cast for federal office on overseas vote by mail ballots which are postmarked or signed and dated no later than the date of the election and received no later than 10 days from the date of the election) – *(Rule 1S-2.013, F.A.C, based on settlement agreement: United States vs. State of Florida et al., TCA-80-1055 [N.D. Fla. Apr. 2, 1982]) (Federal Offices ONLY counted)*
- Preliminary election returns must be filed with the Department of State, beginning within 30 minutes after polls close and in 45-minute increments thereafter until all results (except provisional ballots) are completely reported. *(F.S. 102.141, on election night)*

November 7th – Wednesday

(Board Majority Required)

- **9:00 a.m. through 12:00 p.m.** - Reconvene to conduct verification of election precinct by precinct of all modem data compared to tabulation tapes of election. *(F.S. 101.015(b) and 1S-2.016)*

November 8th – Thursday through November 10th – Saturday (Noon Deadline)

(Board Majority Required)

- **5 p.m.**, deadline for persons voting a provisional ballot to provide evidence of eligibility to supervisors *(F.S. 101.048 – No later than 5 p.m. on the 2nd day following the election)*
- **5:01 p.m.** – Reconvene to process Provisional Ballots and file **1st Unofficial Results** to Department of State.
- Noon deadline for filing **1st Unofficial Results** to Department of State *(F.S. 102.141, - No later than noon of the 4th day after a general or other election)*

Canvassing Board Timeline

2018 General Election, November 6th

November 11th – Sunday through November 15th – Thursday (3:00 p.m. Deadline) (Determined by State if needed)

- Canvassing Board Members must be available in case of a recount ordered by the Secretary of State or County Canvassing Board.
- Reconvene to meet 3:00 p.m. deadline for filing 2nd Unofficial Results to Department of State (*F.S. 102.141, – No later than 3 p.m. of the 9th day after the election*)

November 16th – Friday through November 18th – Sunday (Noon Deadline) (Board Majority Required)

- **5:01 p.m.** – Reconvene to process overseas ballots for General Election (*Rule 1S-2.031, F.A.C. – Ballot postmarked or signed and dated no later than the date of the federal election and received no later than 10 days from the date of the election*)
- Noon, deadline for county canvassing board official certificates to be filed with the Department of State (*12th day following the election F.S. 102.112(2)*)
- County canvassing board to file a file Official Results with the Department of State **and** Conduct of Election Report (*F.S. 102.14 – At the same time that the results of an election are certified*)
- Automated Audit of the voting systems (*F.S. 101.591, and Rule 1S-5.026, F.A.C, - Immediately following the certification of the Election by the county canvassing board*)
- Adjourn upon completion and results sent to the Division of Elections.

NOTE

In accordance with the Americans with Disabilities Act, persons needing a specific accommodation or an interpreter to participate in this proceeding should contact the Bay County Supervisor of Elections Office at 850-784-6100 prior to the scheduled event.

This notice shall be provided to all Canvassing Board Members and posted on www.bayvotes.org website no less than 30 days prior to the election.