

BROWARD COUNTY CANVASSING BOARD
AUGUST 20, 2024 PRIMARY ELECTION
GUIDELINES AND PROCEDURES FOR OBSERVERS AND MEETINGS

Unless otherwise provided by public notice, the Broward County Canvassing Board will convene and conduct its meetings at the Broward County Supervisor of Elections Office at 4650 NW 21st Avenue, Fort Lauderdale, FL 33309 (“BCSOE Main Office”) for the August 20, 2024 Primary Election. The Board hereby adopts the following procedures for its meetings and establishes the following guidelines for observers.

- In-person public inspection of Vote-by-Mail Ballot envelopes and other materials to be considered by the Canvassing Board at its scheduled meetings will proceed as per the schedule posted at the Broward County Supervisor of Elections (BCSOE) website www.browardvotes.gov (“Public Inspection Period”). In addition to the Public Inspection Period, the Canvassing Board may establish additional inspection periods for materials that must be considered in a timely fashion but were not available during the daily Public Inspection Period.
- Anyone wishing to raise a challenge or objection regarding any document or Vote-by-Mail Ballot Envelope from a Public Inspection Period, or other inspection period set by the Canvassing Board, must do so in writing and include all information required by Florida law. Forms for the public to make written objections/challenges to specific ballot duplications will be provided at the BCSOE Main Office and is also posted on the BCSOE website at: Browardvotes.gov ([Challenge Form](#)). Items subject to objection or challenge, along with the written objection/challenge, will be presented to the Canvassing Board for consideration at the Board’s next scheduled meeting (or a special meeting, if called). Any other objections and challenges regarding matters being considered during a Canvassing Board meeting may be made orally during the Canvassing Board meeting but, if required by law, must be reduced to writing by the individual making the challenge or objection immediately thereafter.
- Ballots, Vote-by-Mail Ballot Envelopes, cure affidavits, and other materials may be viewed during the Public Inspection Period; however, any document containing a voter signature is exempt from the Florida Public Records Act’s copying provisions and may not be copied, video-recorded, or photographed. The required cure affidavit forms and instructions can be found at: <https://www.browardvotes.gov/Voter-Information/Cure-Your-Signature>.
- Pursuant to state law, candidates, political parties, and political committees may designate one representative each to: (i) observe the duplication of Vote-By-Mail ballots; and/or (ii) to review ballot materials prior to tabulation, including reviewing Vote-By-Mail envelopes and signature matches. Candidates, political parties, and political committees should complete

and submit to the BCSOE the Observer Request form posted on the BCSOE website: [Browardvotes.gov \(Request-to-Review-Ballot-Materials\)](http://Browardvotes.gov (Request-to-Review-Ballot-Materials)) with a signed letter designating their respective representatives, if applicable. In addition, under state law, prior to being permitted to view the duplication process, each individual observer of Vote-By-Mail Ballot duplication must sign an affidavit acknowledging certain disclosure prohibitions and penalties. The affidavit is posted on the BCSOE website [Browardvotes.gov \(Affidavit-of-VBM-Duplication-Observer\)](http://Browardvotes.gov (Affidavit-of-VBM-Duplication-Observer)) and should be completed and sent to the BCSOE.

- All completed forms, including the required Affidavit should be sent to BCSOE via email at bsheppard@browardvotes.gov.
- All Canvassing Board meetings will be in-person and streamed via the internet via videoconferencing so that members of the public may observe and participate. The videoconference link will be posted at www.browardvotes.gov and on the Canvassing Board meeting agenda.
- The BCSOE Main Office, including without limitation, the Canvassing Board meeting room has certain capacity limits. Therefore, the number of observers in the Canvassing Board meeting room, public inspection room, and the tabulation room may be reduced to accommodate persons statutorily authorized to be present to observe the process. All other persons may observe the Canvassing Board meeting via videoconferencing.
- Except during times designated for public comment, members of the public (whether in person or appearing via videoconference) shall not interrupt Canvassing Board meetings, except to make an objection provided by law or to respond to an inquiry by the Canvassing Board. Each candidate or political party can only have a single attorney speak on behalf of the candidate/party at the Canvassing Board meetings.
- For individuals appearing in person, phones and other electronic devices must be turned to “vibrate” or “silent” during the Canvassing Board meetings. For individuals appearing by video conference or telephone, phones/electronic devices must be muted except when recognized by the Canvassing Board to speak during public comment periods or when making an objection to the Canvassing Board.
- Any individual who violates the procedures for participation established by the Canvassing Board or disrupts the canvassing process may be removed from the Canvassing Board meeting or disconnected or muted (if appearing electronically) at the direction of the Chair of the Canvassing Board.
- These procedures may be amended or modified at any time by majority vote of the Canvassing Board as may be needed, to ensure good order during meetings or to ensure that canvassing and Canvassing Board meetings are performed in accordance with the Florida Election Code.

****Additional specific emergency guidelines and procedures may be adopted by the Canvassing Board by a majority vote.**