



**BROWARD COUNTY CANVASSING BOARD  
MARCH 11, 2025 MUNICIPAL ELECTIONS  
GUIDELINES AND PROCEDURES FOR OBSERVERS AND MEETINGS**

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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 21<sup>st</sup> Avenue, Fort Lauderdale, FL 33309** (“BCSOE Main Office”) for the March 11, 2025 Municipal Elections. 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, ballot duplications, cure affidavits, and other ballot materials that may 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 [BrowardVotes.gov](http://BrowardVotes.gov) (“Public Inspection”). The Canvassing Board may establish, in their sole discretion, additional public inspection dates and times and notice of such additional public inspections will also be made available on the BCSOE website.
- Pursuant to state law, candidates, political parties, and political committees may each designate one representative 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 verification (“Authorized Observer(s)”). Candidates, political parties, and political committees should complete and submit the Observer Request form posted on the BCSOE website: [Browardvotes.gov](http://Browardvotes.gov) ([Request-to-Review-Ballot-Materials](#)) with a signed letter designating their Authorized Observers, if applicable. In addition, under state law, prior to being permitted to view the duplication process, each Authorized Observer of Vote-By-Mail Ballot duplication must sign and submit an affidavit required by Florida law acknowledging certain disclosure prohibitions and penalties. The affidavit is posted on the BCSOE website [Browardvotes.gov](http://Browardvotes.gov) ([Affidavit-of-VBM-Duplication-Observer](#)).
- Ballot duplication occurs daily per the Canvassing Board Schedule posted on the BCSOE website [browardvotes.gov](http://browardvotes.gov) or as otherwise noticed.
- Anyone wishing to challenge or protest ballot duplications or Vote-by-Mail Ballot envelopes (including signature verification) pursuant to sections 101.5614(4)(a) and 101.68(2)(c)(4), Florida Statutes must do so in writing and include all information required

by Florida law. Forms for the public to make written protest/challenges will be provided at the BCSOE Main Office and is also posted on the BCSOE website at: [Browardvotes.gov \(Challenge Form\)](https://www.browardvotes.gov/Challenge-Form). Items subject to protest or challenge, along with the written protest/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 protest 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 protest immediately thereafter.

- Challenges to a voter's eligibility to vote must include a signed oath by a registered voter as required by section 101.111, Florida Statutes and may be submitted to a polling location clerk or the Supervisor of Elections' Office no sooner than 30 days before an election. The required form Oath of Person Entering Challenge is posted on the BCSOE website at [browardvotes.gov](https://www.browardvotes.gov). Note that a copy of the oath with the name of the challenger will be immediately provided to the challenged voter. Pursuant to sections 101.111 and 104.0615, Florida Statutes, a frivolous challenge of an individual's right to vote is a serious crime and subject to up to 5 years in prison or \$5,000 for each offense if false information is knowingly used to challenge an individual's right to vote. The Supervisor of Elections and the Canvassing Board may exercise their discretion to reject frivolous challenges and challenges based on false information and refer such challenges to law enforcement for investigation and prosecution.
- All completed forms referenced in these guidelines may be sent to BCSOE via email at [bsheppard@browardvotes.gov](mailto:bsheppard@browardvotes.gov) or delivered in person to the BCSOE Main Office.
- Voter signatures are exempt from the Florida Public Records Act's copying provisions and may not be copied, video-recorded, or photographed. If a voter's signature cannot be verified by BCSOE staff or the Canvassing Board, or is properly challenged, the voter will be provided an opportunity to cure the signature deficiency by submitting a cure affidavit and identification as required by Florida law. Cure affidavit forms and instructions can be found at: <https://www.browardvotes.gov/Voter-Information/Cure-Your-Signature>.
- All Canvassing Board meetings will be in-person so that members of the public may observe and participate. At the discretion of the Canvassing Board, live online streaming of Canvassing Board meetings and video conference access may be made available for public participation and a videoconference link will then be posted at [BrowardVotes.gov](https://www.browardvotes.gov) and on the Canvassing Board meeting agenda.
- The Canvassing Board meeting room and designated public inspection areas may have certain capacity limits. Therefore, the number of members of the public and Authorized 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. All other persons may observe the Canvassing Board meeting via videoconferencing.

- Except during times designated for public comment or as otherwise permitted by the Canvassing Board, members of the public (whether in person or appearing via videoconference) shall not interrupt Canvassing Board meetings. Each candidate or political party can only have a single attorney speak on behalf of the candidate/party at a Canvassing Board meeting. The Canvassing Board will permit good faith objections, protests, and challenges authorized by law at designated times during each Canvassing Board meeting.
- For individuals appearing in person, phones and other electronic devices must be turned to “vibrate” or “silent” during Canvassing Board meetings. For individuals appearing by video conference or telephone, audio must be muted except when recognized by the Canvassing Board to speak during public comment periods or as otherwise permitted by the Canvassing Board.
- Any individual who violates the procedures for participation in these guidelines or as otherwise established by the Canvassing Board or exhibits unruly, disruptive, threatening, or suspicious behavior during the canvassing process and public inspection may be removed from the premises or disconnected or muted if appearing electronically, at the direction of the Chair of the Canvassing Board.
- Law enforcement officers will be present during Canvassing Board meetings.
- These procedures may be amended or modified at any time by majority vote of the Canvassing Board to maintain good order during meetings and inspections, to preserve the integrity and security of the proceedings, and to protect the safety and welfare of the public and staff.