



**Supervisor of Elections
Mark Andersen
Bay County**

830 W. 11th Street
Panama City, FL 32401

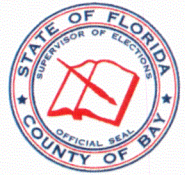
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October 20, 2023

The Honorable Joe Grammer
Bay County Judge
Canvassing Board Chairman
Via Email

The Honorable Tommy Hamm
County Commission Chairman
Canvassing Board Member
Via Email

Attorney Michael Burke
Canvassing Board Legal Counsel
Via Email

Dear Canvassing Board Members:

Enclosed is the recommended Canvassing Board Timeline as required by legal and Supervisor of Elections needs for the upcoming **2024 Presidential Preference Primary Election**.

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

Respectfully,

A handwritten signature in blue ink, which appears to be "Mark Andersen". The signature is written in a cursive style and is enclosed within a blue oval.

Mark Andersen
Supervisor of Elections, Bay County
Canvassing Board Member

Enclosure: 2024 Presidential Preference Primary Election Canvassing Board Timeline

Cc Canvassing Board Alternates: The Honorable Shane Vann, The Honorable Doug Moore

Cc Via certified mail to County Political Party Chairs

Canvassing Board Timeline

2024 Presidential Preference Primary Election, March 19th

NOTE

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

Supervisor of Elections Office Notice: Notice of Public Testing sent to Political Parties by Supervisor of Elections for entire 2024 Election Cycle. County level Candidates noticed during Qualifying (F.S. 101.5612(2)) Notice required to be sent certified mail at least 30 days prior to early voting. Notice required to be published on SOE website at least 48 hours prior to public testing.

Date to Send: January 3rd for 2024 Presidential Preference Primary Election.

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 and secure ballot intake station locations, dates, times and hours.. (F.S. 101.657(1)(b))

Date to Send: January 3rd for 2024 Presidential Preference Primary Election.

January 24th – Wednesday **(Board Majority Required)**

- 8:30 a.m. Canvassing Board Orientation Meeting
- Testing and Verification of Vote by Mail ballot tabulation equipment, open to the public.
- Vote by Mail ballot tabulation equipment shall be tested prior to sending out vote by mail ballots per Bay County Supervisor of Elections.

January 29th – Monday through February 3rd – Saturday

- 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.

February 8th – Thursday through February 15th – Tuesday **(No Canvassing Board Requirements)**

- Mandated period to mail vote by mail to domestic voters as well continue stateside and overseas uniformed services voters and overseas civilian voters.
- Mailing continued daily until the 10th day prior to election, last day to mail any ballot.
(F.S. 101.62(4)(b) 40th & 33rd day prior ending 10th day prior

February 20th – Tuesday Last day to register for the Presidential Preference Primary Election (Book Closing)

- 29 days prior to election (F.S. 97.055) unless on a holiday or weekend then it moves to next day.

Canvassing Board Timeline

2024 Presidential Preference Primary Election, March 19th

February 24th – Saturday

(No Canvassing Board Requirement)

- 12:00 p.m. – Deadline for Early Voting Poll Watcher designations to be submitted to the Supervisor of Elections for approval. (*F.S. 101.131(2) Noon at least 14 days before early voting begins*)

February 28th – Wednesday

(Board Majority Required)

- 8:30 a.m. to 5:00 p.m. – Public Logic & Accuracy Testing which includes all aspects of the Presidential Preference Primary Election.
(*F.S. 101.5612(2), on any day not more than 25 days prior to the commencement of early voting as provided in 101.657(1)(d)*)
 - 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.

February 26th – Monday through March 2nd – Saturday (Prior to Early Voting Ballot)

- Sample Ballots must be published, mailed, or emailed no less than 7 days prior to the election (F.S. 101.20(2)).

March 4th – Monday

(No Canvassing Board Requirement)

- 3:00 p.m. – 4:00 p.m. – Public Inspection of accepted Vote by Mail ballots if requested.

March 5th – Tuesday

(Board Majority Required)

- 8:30 a.m. to 5:00 p.m. – Begin canvassing of vote by mail ballots (*F.S. 101.68(2)(a)*), – may begin 7 a.m. on the 22nd day before the election.)
 - Reconvene each day, if determined to be required at end of each prior day

March 5th – Tuesday

(No Canvassing Board Requirement)

- 12:00 p.m. – Deadline for Election Day Poll Watcher designations to be submitted to the Supervisor of Elections for approval. (*F.S. 101.131(2) Noon the second Tuesday preceding the election*)

Canvassing Board Timeline

2024 Presidential Preference Primary Election, March 19th

March 9th – Saturday through March 16th – Saturday (EARLY VOTING)

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

- **10:00 a.m. to 6:00 p.m.** – Daily Early Voting
(F.S. 101.657(1)(d)) - Begins 10th day prior to an election ending the 3rd day prior to an election.
Minimum 8 hours/Maximum 12 hours per day, time determined by Supervisor of Elections)

March 7th – Thursday

(No Canvassing Board requirements)

- Last day to receive a vote by mail ballot request, no later than 5 p.m. on 12th day prior to election (F.S. 101.62(2))

March 8th – Friday

(No Canvassing Board requirements)

- Last day to mail all vote by mail ballots requested, 10th day prior to election (F.S. 101.62)

March 15th – Friday

(No Canvassing Board Requirement)

- 3:00 p.m. – 4:00 p.m. – Public Inspection of accepted Vote by Mail ballots if requested.

March 17th – 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. 102.141(4)(b)), 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)

March 19th – Tuesday - Presidential Preference Primary Election Day (F.S. 103.101)

(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 complete – Reconvene to canvass remaining vote by mail ballots.
- 6:30 p.m. no later than 11:59 p.m. – Reconvene to 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 Presidential Preference Primary (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])

Canvassing Board Timeline

2024 Presidential Preference Primary Election, March 19th

- 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(4)(b)), on election night*)
- 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*)

March 21st – Thursday

(Board Majority Required)

- 5:01 p.m. – Reconvene to process Vote by Mail ballots referred to Canvassing Board for review and Provisional Ballots and file 1st Unofficial Results to Department of State.
- Deadline for voters to cure provisional ballots and vote by mail signature defects. (F.S. 101.048 – No later than 5 p.m. on the 2nd day following the election)
- 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*)

March 23rd – Saturday through March 24th – Sunday (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.
- 8:30 a.m. – Reconvene to meet 3:00 p.m. deadline for filing 2nd Unofficial Results to Department of State (*F.S. 102.141(7)(c)), – No later than 3 p.m. of the 5th day after the election*)

March 29th – Friday (Sunday Noon Deadline)

(Board Majority Required)

- 5:01 p.m. – Reconvene to process overseas ballots for Presidential Preference Primary (*F.S. 101.6952(5) – Ballot must be 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*)
- County canvassing board to file a file Official Results with the Department of State **and** Conduct of Election Report (*F.S. 102.141(10)(a) – At the same time that the results of an election are certified*)
- Noon, deadline for county canvassing board official certificates to be filed with the Department of State (by 5 p.m. on the 7th day following the primary election F.S. 102.112(2))
- Begin automated, independent 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.bayvotesfl.gov website no less than 30 days prior to the election.

Authorized by Bay County Supervisor of Elections Mark Andersen