



Supervisor of Elections
Mark Andersen
Bay County



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November 15, 2011

The Honorable Timothy Campbell
Bay County Judge
Canvassing Board Chairman
P. O. Box 2269
Panama City, FL 32401

The Honorable George Gainer
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 **2012 Presidential Preference Primary** Election.

If you have any questions or concerns, please contact my Chief of Quality Assurance Deputy Wanda Raley at (850) 248 8607.

Respectfully,


Mark Andersen
Supervisor of Elections, Bay County
Canvassing Board Member

Enclosure: 2012 Presidential Preference Primary Election Canvassing Board Timeline

Canvassing Board Timeline

2012 Presidential Preference Primary Election, January 31, 2012

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 15 days prior to Early Voting of the election, SOE web and once in newspaper of general circulation. (F.S. 103.101)

Date to Publish: November 8th, 2011 Secretary of State prepares and publishes list of presidential candidates

Supervisor of Elections Office Notice: Notice of Public Testing sent to Political Parties by Supervisor of Elections for entire 2012 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: December 1st, 2011 for entire 2012 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: December 1st, 2011 for 2012 Presidential Preference Primary Election.

December 15th – Thursday through December 17th – Saturday

- Mail absentee 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)

December 27th – Tuesday through January 3rd – Tuesday

- Mandated time period to mail absentee to all absentee 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

January 3rd – 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.

January 9th – Monday through 14th Saturday (Prior to Early Voting Ballot)

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

Canvassing Board Timeline

2012 Presidential Preference Primary Election, January 31, 2012

January 11th – Wednesday through January 14th – Saturday (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 Presidential Preference Primary 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.

January 17th* – Tuesday through January 18th – Wednesday (Board Majority Required)

- 8:30 a.m. to 5:00 p.m. – Begin canvassing of absentee 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
 - *Due to the observance of Martin Luther King's Birthday on January 16th, canvassing of absentee ballots will begin on January 17th, the 14th day prior.

January 21st – Saturday through January 28th – Saturday (EARLY VOTING) (Canvassing Board Members must be on call in case of emergency)

- 11:00 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*)

January 25th – Wednesday (No canvassing board requirements)

- Last day to receive an absentee ballot request, 6th day prior to election (*F.S. 101.62*)

January 25th – Wednesday (No canvassing board requirements)

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

January 29th – Sunday (Board Majority Required)

- 1:00 p.m. until complete – Reconvene to continue canvassing absentee ballots and prepare Early Voting data files. No results shall be available.

Canvassing Board Timeline

2012 Presidential Preference Primary Election, January 31, 2012

(F.S. 102.14, Division of Elections Opinion DE 10-10 all results for early voting and absentee must be available within 30 minutes of close of polls)

January 31st – Tuesday - Presidential Preference Primary Election Day *(F.S. 103.101, by Committee)*

(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 absentee ballots and process and report **Preliminary** Results to the Department of State (no provisional ballot results).
- 7 p.m., deadline for receipt of absentee ballots for the Presidential Preference Primary (except for votes cast for federal office on overseas absentee 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])*
- 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)*

February 1st – Wednesday

(Board Majority Required)

- 9:00 a.m. through 5:00 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)*

February 2nd – Thursday through February 3rd – Friday

(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(5))*, – *No later than noon of the 3rd day after any primary*

February 4th – Saturday through Sunday 5th – 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*

Canvassing Board Timeline

2012 Presidential Preference Primary Election, January 31, 2012

February 10th – Friday through February 12th – Sunday (Noon Deadline) (Board Majority Required)

- 5:01 p.m. – Reconvene to process overseas ballots for Presidential Preference Primary (*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*)
- 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*)
 - Manual Audit Selection (*F.S. 101.591 & F.A.C. Rule 1S-5.026*)
- 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))

NOTE

The Canvassing Board may adjourn at an earlier date if the manual audit is completed and made public earlier than the deadline.

February 13th – Monday through February 19th – Sunday (Board Majority Required)

- 8:30 a.m. to 5:00 p.m. – Reconvene to begin Manual 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*)
- *Daily until complete usually completed within two days.*
- *Must be complete no later than 11:59 p.m. on the 7th day following the official certification of election by canvassing board.*
- **TBD** 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.