



Memo

To: The Honorable Mayor and City Council
From: Sandra Riffle, City Clerk
Date: December 16, 2022
Re: Appointment of Canvassing Board

Pursuant to Edgewood's agreement with the Orange County Supervisor of Elections, it is necessary to appoint a local canvassing board to canvass absentee and provisional ballots and to certify the municipal election scheduled for Tuesday, March 14, 2023. Generally speaking, the role of the canvassing board is to make a determination as to questioned ballots (e.g. signatures do not match, etc.). The canvassing board will also need to conduct a manual audit of one randomly selected race pursuant to Section 101 .591 *Florida Statutes* (i.e. hand count of ballots).

Although Edgewood's *Charter* and *Code* are silent as to the composition of the canvassing board, on the municipal level, the canvassing board typically consists of the City Clerk and two members of the city council. Any sitting councilmember who is also a candidate, cannot serve on the canvassing board. It should be noted that the canvassing board for the 2013 municipal election consisted of the City Clerk, one Councilmember, and one resident.

The canvassing board must convene as follows:

- **On election night** (Tuesday, March 14, 2023), the canvassing board must meet to determine which voted absentee ballots are to be tabulated. Along this line, the City Council also needs to designate the City Clerk to assist the election staff with the opening and handling of absentee ballots (generally earlier in the afternoon on election day).
- **On the occasion of the Logic and Accuracy Test** (Thursday, February 21, 2022 at 10 a.m.) to observe a pre-election test of the automatic tabulating equipment to ascertain that the equipment will correctly count the votes for all offices and on all measures. On this particular date, the canvassing board can designate one of its members to attend on its behalf, although all members will need to sign the test certificate. Please note, the City Clerk does attend the test.

All meetings of the canvassing board will be held at the Orange County Supervisor of Elections Office at 119 West Kaley Street, Orlando, Florida. All meetings will be officially advertised.

Recommendations: (1) Appoint the City Clerk and two members of City Council (name not on the ballot) to serve on the canvassing board for the City of Edgewood, *or* appoint the City Clerk, one city councilmember and one resident to serve on the canvassing board; (2) Designate the City Clerk to assist the Orange County Election staff with the opening and handling of absentee ballots (if needed).

RECOMMENDATION: Appoint the City Clerk, one Councilmember, and one resident.