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TOWN OF HIGHLAND BEACH 2023 MUNICIPAL GENERAL ELECTION MARCH 14, 2023

PRE-ELECTION CANVASSING BOARD MEETING MINUTES

Palm Beach County Supervisor of Elections
Service Center
7835 Central Industrial Dr.
Riviera Beach, Florida

Date: February 22, 2023
Time: 2:00 PM

1. CALL TO ORDER

Town Clerk Gaskins called the meeting to order at 2:09 p.m., followed by roll call. The public notice of the meeting was confirmed and attached to the agenda.

2. PRESENT UPON ROLL CALL

Town Clerk Lanelda Gaskins, Chairperson
Vice Mayor Natasha Moore, Canvassing Board Member
Commissioner Evalyn David, Canvassing Board Member
Administrative Support Specialist Jaclyn DeHart, Canvassing Board Member

The Canvassing Board conducted its Pre-election Canvassing Board meeting in conjunction with the Palm Beach County Canvassing Board and the City of Delray Beach Canvassing Board meetings. Please refer to the respective agencies for their meeting minutes. Members of the public were in attendance for the meeting(s).

3. REVIEW LEGAL ADVERTISEMENT FOR NOTICE OF PUBLIC MEETING

The Canvassing Board members reviewed the legal advertisement for the Notice of Public Meeting.

MOTION: Commissioner David/Vice Mayor Moore – Moved to approve the Public Notice into the records, which passed unanimously.

4. CANVASSING BOARD SCHEDULE FOR THE MARCH 14, 2023 MUNICIPAL ELECTION

The Canvassing Board members discussed the above-referenced along with the Canvassing schedule for the 2023 Uniform Municipal Election to include the potential for recounts and run-off elections.

MOTION: Town Clerk Gaskins/Commissioner David – Moved to accept the Palm Beach County 2023 Municipal Elections – Canvassing Schedule as presented. The motion passed unanimously.

5. RULES OF THE CANVASSING ROOM

The minutes of the Pre-Election Canvassing Board meeting for the Palm Beach County Canvassing Board was provided to each Canvassing Board for review of the Rules of Canvassing Room and the Canvassing Guidelines. Judge Bristow, Chairperson of the Palm Beach County Canvassing Board provided an overview of the Rules of the Canvassing Board as outlined in the Palm Beach County Canvassing Board agenda while referencing their minutes from the 2022 General Election (Attachment No. 1). Deviations from the Rules of the County Canvassing Board as outlined in their 2022 General Election minutes are provided below in bold italics.

- Candidates and eligible parties have first preference to canvassing room access due to limited spacing, all others will be located in the public areas with monitored viewing. ***Due to the small size of the election, there will be audio streamed in the public area. The public may utilize the windows of the canvassing room for viewing if SOE is unable to secure the equipment needed to stream via monitors.***
- Public Inspection

Signature cure affidavits will be made available for public inspection every Friday. ***Due to the small size of the election, public inspection of cure affidavits will be made available on Tuesday (Election Day) and the following Thursday.***

Palm Beach County Supervisor of Elections Link explained the public inspection process.

MOTION: Vice Mayor Natasha Moore/Commissioner Evalyn David – Moved to accept the standard of conduct for the Canvassing Room, as presented by the County Canvassing Board. The motion was passed unanimously.

Supervisor Link provided a summary of the canvassing guidelines as outlined in the Palm Beach County Canvassing minutes. The Canvassing Board agreed to continue with the guidelines utilized for the 2022 General Election to include the 2022 General Election Canvassing Board Voter Intent Addendum (Attachment No. 2). Deviations from the Canvassing Guidelines as outlined in the County Canvassing Board 2022 General Election minutes are provided below in bold italics.

- Ballot Envelope Signatures – The SOE staff is authorized to verify a voter signature located anywhere on the voter certificate side of the ballot envelope. ***Signatures located anywhere on the voter certificate side of the ballot envelope will be reviewed by the SOE staff and/or Canvassing Board for signature verification.***

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- ***The Canvassing Board authorizes the SOE staff to conduct signature verification and once the signature is accepted, directs the SOE Staff to open and process the ballots.***
- Canvassing Board Schedule
 - o ***Canvassing Board schedule for 2023 Municipal Election is attached.***

MOTION: Vice Mayor Moore/Commissioner David – Moved to accept the Removal Policies for Violations as presented by the Palm Beach County Supervisor of Elections Wendy Sartory Link. The motion passed unanimously.

6. CANVASSING BOARD GUIDELINES

MOTION: Town Clerk Gaskins/Commissioner David – Moved to authorize the Palm Beach County Supervisor of Elections staff to make the signature cure affidavits available for public inspections on Tuesday, March 14, 2023 (Election Day) and the following Thursday, March 16, 2023. The motion passed unanimously.

MOTION: Town Clerk Gaskins/Commissioner David – Moved to accept the Canvassing Guidelines as presented by the Palm Beach County Canvassing Board. The motion passed unanimously.

MOTION: Town Clerk Gaskins/Commissioner David – Moved to accept the Palm Beach County Supervisor of Elections 2022 General Election Canvassing Board Voter Intent Addendum, as presented. The motion passed unanimously.

The meeting was adjourned at 2:48 P.M.

APPROVED: May 2, 2023 Town Commission Meeting.

ATTEST:

Natasha Moore, Mayor

Transcribed by
Lanelda Gaskins

Lanelda Gaskins, MMC
Town Clerk

05/02/2023

Date

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