



Alachua County Supervisor of Elections Guidelines and Procedures for Observers and Public Inspection

All individuals entering the Canvassing Board area on the first floor in the Supervisor of Elections Office at 515 North Main Street, Gainesville, FL 32601 are not required to wear a face mask or face covering. ***It is totally up to the individual if they choose to wear a mask or face covering.***

Any Supervisor of Elections employee, canvassing board member, election board member, or other person authorized to observe, review, or inspect ballot material, or **observe canvassing** who releases any information about votes cast for or against any candidate or ballot measure or any results of any election before the closing of the polls on election day commits a felony of the third degree. Any candidate, political party official, or a political committee official, or an authorized designee is required to sign a canvassing affidavit acknowledging this.

Public Viewing

All Sealed vote-by-mail ballots received are made available for public viewing pursuant to Fla. Stat. 101.572(1). Sealed vote-by-mail ballots are available for public viewing 30 minutes prior to the start of canvassing ballot in the Canvassing Board room on the first floor. The published public inspection period is located on the website at www.VoteAlachua.gov. The Canvassing Board schedule is publicly noticed and available on our website.

Inspection of Vote-by-Mail Ballot Materials

Pursuant to 101.572(2) F.S., *a* candidate, *a* political party official, or *a* political committee official, or *an* authorized designee thereof, shall be granted **reasonable access** upon request to review ballot materials prior to canvassing or tabulation of ballots. The Request to Review Ballot Materials form can be found on our website at www.VoteAlachua.gov. Requests are accepted by appointment only.

Appointments and Inspection

- Must be made at least 48 hours in advance using the Request to Review Ballot Materials form located on our website at www.VoteAlachua.gov
- **One** appointment per time slot per candidate, political party official, or political committee official, or an authorized designee, will be confirmed with you by the election's office.

If multiple representatives for the same candidate, political party, or political committee make an appointment for the same date and time, only the first request received will be confirmed.

- Requested materials to review must be included when making the appointment. We will endeavor to accommodate all reasonable requests made in advance. Time taken to gather additional materials will occur during the appointment time.
- The process for presenting the requested materials will be determined by the Supervisor of Elections, depending on the number of requestors who need to be accommodated.
- Each appointment will begin on time and end on time.

Challenges/Objections during Inspection of Vote-by-Mail Ballot Materials

- Challenges/Objections must be made in writing and include all information required by Florida Law and provided to the SOE or designated SOE representative during the appointment time.
- Items subject to challenge or objection, along with the written challenge/objection form will be presented to the Canvassing Board for consideration at the Board's next scheduled meeting (or a special meeting, if called).
- The copying, recording, or photography of voter signatures is **prohibited by law**. Anyone in violation will be removed and **not permitted** to return during the election period.

Canvassing Board

- Members of the public may participate in the Canvassing Board meetings in the canvassing/public viewing area during designated public comment periods. Each person shall have a maximum of three minutes to speak during public comment period.
- Members of the public shall not interrupt Canvassing Board meetings, except to make an objection as permitted by law or to respond to an inquiry by the Canvassing Board.
- Phones and other electronic devices must be placed on silent during the Canvassing Board meetings.
- The copying, recording, or photography of voter signatures is **prohibited by law**. Anyone in violation will be removed from the premises.
- Any individual who violates the procedures or disrupts the canvassing process may be removed at the direction of the Canvassing Board.

Approved on _____

Alachua County Canvassing Board

_____, Chair

_____, Member

_____, Member