

**2015 CITY OF ORLANDO GENERAL ELECTION
MAYOR AND COMMISSIONER DISTRICTS 4 AND 6**

**CITY OF ORLANDO CANVASSING BOARD
ORGANIZATIONAL MEETING
MONDAY, OCTOBER 5, 2015 AT 4:00 P.M.**

MINUTES

PRESENT:

Members

City Clerk Celeste T. Brown, Chair
Commissioner Robert F. Stuart – District 3
Commissioner Regina I. Hill – District 5

Staff

Chief Assistant City Attorney Amy Iennaco
Assistant City Attorney Dionna Little
Assistant City Clerk Elizabeth Davidson

Public

Lawanna Gelzer
Doug Head

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**I. CALL TO ORDER**

City Clerk Celeste T. Brown called the meeting to order at 4:07 p.m. on Monday, October 5, 2015 in the Agenda Conference Room, 2<sup>nd</sup> floor, Orlando City Hall, 400 S. Orange Avenue, Orlando, Florida.

**II. PUBLIC COMMENT**

Lawanna Gelzer asked if the Canvassing Board meetings would be recorded by City staff. Discussion was had and it was noted that this meeting was not being recorded by City staff. Ms. Gelzer indicated that she was recording the meeting on her own recording equipment.

**III. REVIEW OF CANVASSING BOARD MEMBERS AND REQUIREMENTS (F.S. 102.141)**

Amy Iennaco referred to her email of Friday, June 19, 2015 sent to each member of the Canvassing Board outlining the prohibition against actively campaigning as provided in Section 102.141, Fla. Stat., together with a copy of an advisory opinion from Florida Department of State, Division of Elections Director Donald L. Palmer

and asked each member if they have complied. City Clerk Celeste T. Brown stated she has not actively campaigned for any candidate. Commissioner Robert F. Stuart stated he has also not actively campaigned for any City candidate, but his image was used without his permission by a candidate. He stated that he notified the candidate and asked for the candidate to cease using his image because the perception is that he has actively campaigned for that person. Commissioner Regina I. Hill indicated that she has complied with the prohibition against actively campaigning.

#### **IV. REVIEW OF CITY ELECTION CALENDAR**

1. Public Test on Thursday, October 22, 2015. Members of the Canvassing Board were reminded of the date and time for the Public Test on Thursday, October 22, 2015 at 10:00 a.m. at the Orange County Supervisor of Elections Office, 119 W. Kaley Street, Orlando, Florida. City Clerk Celeste T. Brown, Commissioner Robert F. Stuart and Commissioner Regina I. Hill confirmed that they will be present for the Public Test on October 22, 2015 at 10:00 a.m. Ms. Iennaco stated that the goal of the Public Test is to test the voting equipment that will be used on Early Voting and Election Day at the same time. Test decks of ballots are fed into the voting machines to make sure the equipment is working properly and results are certified by the Supervisor of Elections staff and the City of Orlando Canvassing Board.
2. Election Day. Election Day is Tuesday, November 3, 2015 beginning at 7:00 a.m. and ending at 7:00 p.m.
3. Public Inspection of Absentee Ballots. Public Inspection of Absentee Ballots will begin at 8:00 a.m. on Tuesday, November 3, 2015 at the Orange County Supervisor of Elections Office, 119 W. Kaley Street, Orlando, Florida.
4. Election Day Canvassing Board Meeting. The Canvassing Board will meet at 4:00 p.m. on Election Day, Tuesday, November 3, 2015 at the Orange County Supervisor of Elections Office, 119 W. Kaley Street, Orlando, Florida.
5. Certification and Audit Canvassing Board Meeting. The Canvassing Board will meet at 2:00 p.m. on Thursday, November 5, 2015 at the Orange County Supervisor of Elections Office, 119 W. Kaley Street, Orlando, Florida for the purpose of certifying the election and conducting an audit.

**V. REVIEW OF STATE AND CITY ELECTION CODE PROVISIONS (VOTER INTENT) (Sec. 1S-2.027 FAC)**

Ms. Iennaco referred to and reviewed the DOE Voter Intent Guidance (Sec. 1S-2.027 FAC) Standards for Determining Voter's Choice on a Ballot and noted that these examples will serve as the Canvassing Board's guide when it needs to determine whether there is a clear indication that a voter made a definite choice on a ballot.

**VI. DISCUSSION OF ABSENTEE BALLOT CRITERIA (Orange County Canvassing Board 2014 Criteria)**

Ms. Iennaco referred to the Orange County Canvassing Board 2014 Criteria. The Canvassing Board reviewed the criteria for acceptance of absentee and provisional ballots and discussion ensued. Ms. Iennaco stated that the Canvassing Board can authorize the Orange County Supervisor of Elections staff to open and process the uncoded (absentees with no issues) absentee ballots after the Public Inspection period concludes.

**MOTION:** Commissioner Robert F. Stuart moved to adopt the Orange County Canvassing Board 2014 Criteria and authorize the Orange County Supervisor of Elections staff to open and process the uncoded absentee ballots after the Public Inspection period has concluded, seconded by Commissioner Regina I. Hill, and vote carried unanimously (3-0).

**VII. PROVISIONAL BALLOTS (F.S. 101.048)**

Ms. Iennaco noted the materials concerning provisional ballots and explained that those will be considered by the Canvassing Board at its meeting on Thursday, November 5, 2015 at 2:00 p.m. at the Orange County Supervisor of Elections Office, 119 W. Kaley Street, Orlando, Florida.

**VIII. CHALLENGES (F.S. 101.111)**

Ms. Iennaco advised that the provision on the right of any registered elector or poll watcher to challenge the right of a person to vote pursuant to Sec. 101.111, Fla. Stat. is in the Canvassing Board's binder. She also reviewed the statute providing for challenges to absentee ballots based on defects on the envelopes and that such challenges must be made before the ballot is removed from the envelope.

**IX. AUDIT (F.S. 101.591; Rule 1S-5.026 F.A.C.)**

Ms. Iennaco advised that a manual audit of the voting systems used in one precinct of one randomly selected race must be held two (2) days after the General Election. The Canvassing Board will meet on Thursday, November 5, 2015 at 2:00 p.m. at the

Orange County Supervisor of Elections Office, 119 W. Kaley Street, Orlando, Florida to conduct the audit.

**X. PUBLIC TEST OF VOTING TABULATION EQUIPMENT**

Ms. Iennaco reminded members and staff of the Public Test of the voting tabulation equipment on Thursday, October 22, 2015 at 10:00 a.m. at the Orange County Supervisor of Elections Office.

**XI. PREVIEW OF CANVASSING BOARD AGENDAS**

The Canvassing Board reviewed the draft agendas for their meetings on Tuesday, November 3, 2015 at 4:00 p.m. and Thursday, November 5, 2015 at 2:00 p.m.

**XII. PUBLIC COMMENT**

1. Lawanna Gelzer referred to Item II on the agenda (Review of Canvassing Board Members & Sec. 102.141 FS Requirements) and asked if a member of the board was going door-to-door is that considered actively campaigning? Ms. Iennaco said yes, that would be considered active campaigning.
2. Lawanna Gelzer commented that the public inspection period from 8:00 a.m. to 9:00 a.m. (1 hour) is too rushed and she asked if the public inspection period could run until all ballots had been inspected. It was agreed by the Canvassing Board that adequate time would be allowed for the absentee ballots to be inspected.
3. Lawanna Gelzer asked if the Public Test would be recorded by City staff and the answer is no, the test is not recorded.
4. Lawanna Gelzer asked when the minutes from this meeting would be available. A draft of the minutes will be available 5 days after the close of this meeting (Monday, October 12, 2015 at 5:00 p.m.). Final minutes of this meeting will be approved at the Canvassing Board's next meeting on Tuesday, November 3, 2015 at 4:00 p.m. at the Orange County Supervisor of Elections Office, 119 W. Kaley Street, Orlando, Florida.
5. Commissioner Robert F. Stuart made a motion to not audiotape the Canvassing Board meeting on Tuesday, November 3, 2015 at 4:00 p.m. because, although open to the public, the meeting does not lend itself well to tape recording because board members are moving from room to room within the Orange County Supervisor of Election's warehouse building. Minutes will be taken and

will be reviewed by the Canvassing Board at its meeting on Thursday, November 5, 2015 at 2:00 p.m. at the Orange County Supervisor of Elections Office. City Clerk Celeste T. Brown seconded the motion and vote carried unanimously (3-0).

6. It was clarified that the Canvassing Board's meeting on Thursday, November 5, 2015 at 2:00 p.m. will be audio taped as well as minutes kept.
7. Doug Head asked if the advance review of the coded absentee ballots would be conducted by Ms. Iennaco and Ms. Brown and asked about a motion to authorize the review and asked what the criteria is. Ms. Iennaco explained that the Orange County Supervisor of Elections staff sorts the coded ballots into two categories, for example those with no signatures, those where the signature may not match the voter signature which is on file. The review process is not designed to make decisions with respect to any of the ballots that the Orange County Supervisor of Elections staff has coded, but is in preparation for review by the Canvassing Board at its meeting on Tuesday, November 3, 2015 at 4:00 p.m. at the Orange County Supervisor of Elections Office, 119 W. Kaley Street, Orlando, Florida.

**MOTION:** There being no further business to come before the Canvassing Board, Commissioner Regina I. Hill made a motion to adjourn, seconded by Commissioner Robert F. Stuart, and vote carried unanimously (3-0). The meeting was adjourned at 5:00 p.m.



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City Clerk Celeste T. Brown  
Chair, City of Orlando Canvassing Board

**Orange County Canvassing Board  
2014 Criteria**

| <b>Absentees</b>                                                                                                                                                                                                                                                 | <b>Accept</b> | <b>Reject</b> | <b>Case by Case</b> | <b>CB Review?</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|---------------------|-------------------|
| No Signature [101.68(2)(c)1]                                                                                                                                                                                                                                     |               | X             |                     |                   |
| Signature does not match [101.68(2)(c)1] [101.65-16th day]                                                                                                                                                                                                       |               | X             |                     |                   |
| Signature printed and does not match the signature on file [101.68(2)(c)1] [101.65]                                                                                                                                                                              |               | X             |                     |                   |
| Voter signed envelope for someone else and the other person had a request on file                                                                                                                                                                                | X             |               |                     |                   |
| Certificate envelope has two signatures and both voters requested ballots and both received the same card numbers.                                                                                                                                               | X             |               |                     |                   |
| Voter sends ballot in blank envelope that does not have the oath [101.64(2)]                                                                                                                                                                                     |               | X             |                     |                   |
| Voted wrong ballot card (voter has moved) [101.046]                                                                                                                                                                                                              |               |               | X                   |                   |
| Voter deceased or canceled since ballot returned [101.68(2)(c)1]                                                                                                                                                                                                 | X             |               |                     |                   |
| Late return of absentee ballot (Except UOCAVA voters) [101.67(2)]                                                                                                                                                                                                |               | X             |                     |                   |
| Voted early or at the polls [101.69]                                                                                                                                                                                                                             |               | X             |                     |                   |
| F.S. 101.68 Until 5pm on the day before the election, the supervisor shall allow an elector who has returned an absentee ballot that does not include the elector's signature to complete and submit an affidavit in order to cure the unsigned absentee ballot. |               |               |                     |                   |
| <b>First time voters who registered by mail - Special Absentees</b>                                                                                                                                                                                              | <b>Accept</b> | <b>Reject</b> | <b>Case by Case</b> |                   |
| Voter provides proper identification or indicates exemption [101.6923]                                                                                                                                                                                           | X             |               |                     |                   |
| Voter does not provide proper identification or indicate an exemption by 7 pm [101.6923]                                                                                                                                                                         |               | X             |                     |                   |
| <b>Provisional Ballots 101.048</b>                                                                                                                                                                                                                               | <b>Accept</b> | <b>Reject</b> | <b>Case by Case</b> |                   |
| Voter is eligible, signature matches, correct precinct                                                                                                                                                                                                           | X             |               |                     |                   |
| Voter is eligible but did not have proper ID - Signature matches that on file                                                                                                                                                                                    | X             |               |                     |                   |
| Voter given the provisional in error--should have voted a regular ballot                                                                                                                                                                                         | X             |               |                     |                   |
| Voter's application was not verified by Stats, voter furnished additional information prior to 6 p.m. of second day. Voter deemed eligible.                                                                                                                      | X             |               |                     |                   |
| Ballot cast in wrong precinct                                                                                                                                                                                                                                    |               | X             |                     |                   |
| Voter name not found - not registered to vote                                                                                                                                                                                                                    |               | X             |                     |                   |
| Voter moved into county- Eligible, signature matches, correct precinct [101.046]                                                                                                                                                                                 | X             |               |                     |                   |
| Voter moved out of county                                                                                                                                                                                                                                        |               | X             |                     |                   |
| Voter was canceled as a Felon or for other reasons                                                                                                                                                                                                               |               | X             |                     |                   |
| Voter registered after the books closed                                                                                                                                                                                                                          |               | X             |                     |                   |

**Orange County Canvassing Board  
2014 Criteria**

| Provisional Ballots 101.048                                                                                                                                  | Accept        | Reject        | Case by Case        | CB Review? |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|---------------------|------------|
| Voter's application was not verified by State, voter did not furnish additional identification by 6 p.m. of the second day.                                  |               | X             |                     |            |
| Voter's application was incomplete so not eligible to vote                                                                                                   |               | X             |                     |            |
| Voter's signature does not match and voter refuses to sign "Signature Differs" Affidavit. If signature on Prov matches that on file in the SOE office        | X             |               |                     |            |
| Voter's signature does not match and voter refuses to sign "Signature Differs" Affidavit. If signature on Prov does not match that on file in the SOE office |               | X             |                     |            |
| Voter had been sent an absentee ballot, did not surrender it, absentee ballot has not been received by SOE                                                   | X             |               |                     |            |
| Voter's right to vote has been challenged                                                                                                                    |               |               | X                   |            |
| Voter has disputed party affiliation in PPP and Primary - provisional ballot is the wrong party according to SOE research                                    |               | X             |                     |            |
| Voter has already voted by absentee or at an early voting center                                                                                             |               | X             |                     |            |
| Voting hours extended - voter is eligible and in the correct precinct [101.048]                                                                              | X             |               |                     |            |
| Voting hours extended - voter is eligible and NOT in the correct precinct                                                                                    |               | X             |                     |            |
| <b>Absentees from Overseas Voters (10 days after the election)</b>                                                                                           | <b>Accept</b> | <b>Reject</b> | <b>Case by Case</b> |            |
| No Postmark or date [101.8862] and [18-2.013]                                                                                                                |               | X             |                     |            |
| Dated or postmarked on or by election day [101.8862] and [18-2.013]                                                                                          | X             |               |                     |            |
| Dated on or before election day but postmarked later or no postmark                                                                                          | X             |               |                     |            |
| Dated and postmarked after election or dated after election with no postmark                                                                                 |               | X             |                     |            |
| <b>State Write-In Ballot</b>                                                                                                                                 | <b>Accept</b> | <b>Reject</b> | <b>Case by Case</b> |            |
| Wait to see if we have requests - have never had one                                                                                                         |               |               |                     |            |

**Orange County Canvassing Board  
2014 Criteria**

| Federal Write in Absentee Ballot                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Just the Facts |        |              | CB Review? |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------|--------------|------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Accept         | Reject | Case by Case |            |
| Must be a registered voter in the county                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |        |              |            |
| Must have signed the FWAB and the signature verified                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |        |              |            |
| No date and no postmark - received after election day                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                | X      |              |            |
| Dated or postmarked on election day or earlier                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | X              |        |              |            |
| No request received but dated on or before election day and oath is signed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | X              |        |              |            |
| Challenge of overseas voter based on not meeting definition of (97.021(22))                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                |        | X            |            |
| Not registered by deadline - all overseas voters                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                | X      |              |            |
| <b>10-Day Extension for Overseas Voters:</b> Any absentee ballot (regular, FWAB, or State write-in) can still be counted for all races ONLY in PPP and General Elections if it is received after 7 p.m. on Election day and up through 10 days after, provided it is dated or postmarked no later than Election Day. Returned regular absentee ballot always trumps write-in absentee ballots if received by 7 pm, Election day. If FWAB is returned first, FWAB cannot be canvassed before 7pm to wait to see if regular ballot will arrive. [101.6962(6)] Rule 1S-2.013 |                |        |              |            |
| Date Adopted: 2/27/14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |        |              |            |
| County Judge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                |        |              |            |
| County Commissioner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |        |              |            |
| Supervisor of Elections                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                |        |              |            |
| Orange County Canvassing Board<br><i>[Signature]</i><br><i>[Signature]</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                |        |              |            |