

## **BROWARD COUNTY CANVASSING BOARD NOVEMBER 2, 2021 SPECIAL PRIMARY ELECTION**

### **GUIDELINES AND PROCEDURES FOR OBSERVERS AND MEETINGS**

Based on the ongoing COVID-19 Pandemic, the Broward County Canvassing Board adopts the following procedures for its meetings for the November 2, 2021 Special Primary Election and establishes the following guidelines for observers.

- All individuals entering the Voting Equipment Center at 1501 N.W. 40<sup>th</sup> Avenue, Lauderhill, Florida (“VEC”) will be screened prior to entry for temperature and will be asked questions relating to possible exposure to COVID-19. Individuals with a temperature in excess of 100.4 degrees Fahrenheit or with symptoms consistent with COVID-19 will not be permitted to enter the VEC.
- Any Broward County Emergency Orders then in effect regarding COVID-19, including without limitation those relating to facial coverings and social distancing, will apply to the VEC.
- In-person public inspection of Vote-by-Mail Ballot envelopes and other materials to be considered by the Canvassing Board at its scheduled meetings will proceed as per the schedule posted at [www.browardvotes.gov](http://www.browardvotes.gov). In addition to the Public Inspection Period, the Canvassing Board may establish additional inspection periods for materials that must be considered in a timely fashion but were not available during the daily Public Inspection Period.
- Anyone wishing to raise a challenge or objection regarding any document or Vote-by-Mail Ballot Envelope from a Public Inspection Period, or other inspection period set by the Canvassing Board, must do so in writing and include all information required by Florida law. Items subject to objection or challenge, along with the written objection/challenge, will be presented to the Canvassing Board for consideration at the Board’s next scheduled meeting (or a special meeting, if called). Any other objections and challenges regarding matters being considered during a Canvassing Board meeting may be made orally during the Canvassing Board meeting but, if required by law, must be reduced to writing by the individual making the challenge or objection immediately thereafter.
- Ballots, Vote-by-Mail Ballot Envelopes, cure affidavits, and other materials may be viewed during the Public Inspection Period; however, any document containing a voter signature is exempt from the Florida Public Records Act’s copying provisions and may not be copied, video-recorded, or photographed.

- All Canvassing Board meetings will be streamed via the internet via a videoconferencing program so that members of the public may observe and participate. A link will be posted at [www.browardvotes.gov](http://www.browardvotes.gov).
- Depending on circumstances associated with the COVID-19 pandemic at the time of a Canvassing Board meeting, for safety purposes, the Canvassing Board may exclude from the meeting individuals other than SOE staff, individuals identified by statute as being permitted to be present, or others requested by the Canvassing Board to be physically present during meetings. All other persons may observe and participate in Canvassing Board meetings through the online portal.
- The Canvassing Board meeting room has certain capacity limits. Therefore, the number of observers in the Canvassing Board meeting room or the tabulation room may be reduced to accommodate persons statutorily authorized to be present to observe the process. All other persons may observe through the online portal.
- Except during times designated for public comment, members of the public (whether in person or appearing through video conferencing) shall not interrupt Canvassing Board meetings, except to make an objection provided by law or to respond to an inquiry by the Canvassing Board.
- For individuals appearing in person, phones and other electronic devices must be turned to “vibrate” or “silent” during the Canvassing Board meetings. For individuals appearing by video conference or telephone, phones/electronic devices must be muted except during public comment periods when called upon by the Canvassing Board Chairperson or when making an objection to the Canvassing Board.
- Any individual who violates the procedures for participation established by the Canvassing Board or disrupts the canvassing process may be removed from the Canvassing Board meeting or disconnected or muted (if appearing electronically) at the direction of the Chair of the Canvassing Board.
- These procedures may be amended or modified at any time by majority vote of the Canvassing Board as may be needed, to ensure good order during meetings or to ensure that canvassing and Canvassing Board meetings are performed in accordance with the Florida Election Code.