



# Chris H. Chambliss

Supervisor of Elections  
Clay County, Florida

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## **Guidelines and Procedures for Observers, Public Inspection, and Canvassing Board Meetings**

The Clay County Canvassing Board adopts the following procedures for its meetings for the 2024 Elections and establishes the following guidelines for observation and public inspection. These guidelines may be amended or modified at any time as needed.

All individuals entering the canvassing/ballot viewing area are required to sign in, receive a Badge and complete a canvassing affidavit.

### **Public Viewing**

All 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. The published Public Inspection period is located within the Canvassing Board schedule and is publicly noticed and available on the website, ClayElections.gov.

### **Inspection of Vote by Mail ballot**

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. Requests are accepted by appointment only.

### **Random Sample**

The Supervisor of Elections will provide all signatures on file used to verify the voter's eligibility attached to each ballot certificate of a random sampling of 1% of the total number of vote by mail ballots deemed eligible to be opened.

### **Request to view Specific Vote by Mail ballots**

- Requested specific vote by mail ballots to review must be included when making the request. We will endeavor to accommodate all reasonable requests made in advance within the scheduled public viewing time.
- Must be made in advance at least 3 business days prior to the public viewing using the Request to Review Vote by Mail Ballots form located on the website, ClayElections.gov.



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## Challenges/Objections during Inspection of Vote-by-Mail ballots

- Must be made in writing and include all information required by Florida Law and provided to the designated SOE representative during the public viewing time.
- Ballots subject to challenge or objection, along with the written challenge/objection will be presented to the Canvassing Board for consideration at the next scheduled full Canvassing Board 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

- All other individuals may participate in the Canvassing Board meetings in the canvassing/public viewing.
- 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. If you would like to appear before the canvassing board, you must complete the Canvassing Board Appearance Request form and present this request to the Supervisor of Elections.
- 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.



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## Request to review specific Vote by Mail ballots F.S. 101.572(2), F.S. 101.5614(4)(a)

For access to review or inspect specific Vote by Mail ballots from the Supervisor of Elections, check the applicable authorization category and submit this completed form when making the request at least 3 business days prior to the public viewing.

Candidate     Political Party Official: \_\_\_\_\_ (Political Party)     Political Committee Official: \_\_\_\_\_ (Political Committee)

I hereby swear or affirm that I am the person authorized pursuant to Section 101.572(2), F.S. to review or inspect ballot materials. I also authorize the designee listed below to review or inspect ballots on my behalf.

Name (print): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorized Designee:** Only one person on behalf of a Candidate, Political Party or Political Committee is permitted to review or inspect ballot materials.

Name (print): \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

What information are you requesting to review? (Ex. Name, Voter ID, Voter Certificate, Associated Voter Signatures)

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All meetings of the Canvassing Board are open to the public and will be conducted at the Supervisor of Elections office located at 500 N. Orange Ave. Green Cove Springs, Florida 32043.

This form becomes public record when submitted to the Supervisor of Elections office.

P.O. Box 337    •    500 N. Orange Ave.    •    Green Cove Springs, FL 32043  
(904) 269-6350    •    Fax (904) 284-0935