



*Craig Latimer*  
**Supervisor of Elections**  
GOVERNOR'S STERLING AWARD RECIPIENT

# Canvassing and Election Reports

FSASE Canvassing Board Workshop  
January 14, 2016



[www.VoteHillsborough.org](http://www.VoteHillsborough.org)



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# Pre-Election

# Election Night

# Post-Election

# • Information

- reports, references, due dates, submission methods  
(DOE Guide to Reports, Downloads and Uploads)

Florida Division of Elections

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## Supervisor of Elections Resources Webpage

DOE-SOE Guide to – Reports, Downloads, and Uploads  
Under Revision – New version to be posted soon

- ★ **Absentee Ballots**
  - [Absentee Ballots and Requests](#) (DE Guide 0001- updated 06/2014) (pdf 278kb)
  - [Federal and State Write-in Absentee Ballots](#) (DE Guide 0002- updated 07/2016) (pdf 201kb)
- ★ **Ballot Issues**
  - [Ballot Certification Instructions](#) (pdf)
  - [Ballot Name Pronunciation](#)
  - [Initiative Petition Certification Forms](#)
  - [Initiative Petition Signature Verification Checklist \(2/2014\)](#) (pdf)
  - [Petition Verification matrix 2/2015](#)
  - [Notices for Candidate Withdrawal or Disqualification or Ballot Issue Removal](#) (DE Guide 0007- update 7/2014) (pdf 169kb)
  - [Notice of General Election \(2014\)](#)
- ★ **BVSC**
  - [Conduct of Elections \(DS-DE 81- updated 3/2014\)](#)
  - [Florida Voting Systems Standards](#)
  - [Overvote/Undervote Template \(DS-DE 40\\_ 2014\)](#)
  - [Security Procedures Checklist](#)
- ★ **BVRs/FVRS**
  - [EVRs Maintenance Window for 2015](#) (last updated 9/2015) (pdf 100kb)
  - [Florida Voter Registration Lookup Information \(2/2015\)](#) (pdf 1.2MB)
- ★ **Candidates**
- ★ **Forms / Publications**
  - [2015-2017 Election Dates Calendar](#)
  - [Certification Application for SOE's for Special Qualification Salary](#) (pdf 176kb)
  - [Certification of Address List Maintenance Report \(DS-DE 117\)](#) (pdf 76kb)
  - [Certification of Eligibility Records Maintenance Report \(DS-DE 118\)](#) (pdf 49kb)
  - [Precinct Designations and Polling Place Instructions](#) (pdf 403kb)
  - [SOE Admin Portal Instructions](#) (pdf 435kb)
  - [SOE Utility - File Types](#)
  - [SOE Reports User Guide – US DOJ UOCAVA Ballots Delivery Report \(7/2014\)](#) (pdf 980kb)
  - [DS-DE 140 - Early Voting Locations and Times](#) (xls 11kb)
  - [DS-DE 141 - Reconciliation Report](#) (pdf 277kb)
- ★ **HAVA**
  - [HHS Allowable Purchases - 12/2015 - pdf](#)
  - [HHS 2011 Polling Place Accessibility Funds - zip file](#)
  - [FY 2015-16 HAVA - MOA & Attachments - FEA zip file](#)
  - [County Codes](#) (xlsx)
- ★ **Polling Place**
  - [Poll Worker Training - Sensitivity to Persons with Disabilities \(12/2015\)](#)
  - [Polling Place Accessibility \(DE Guide 0014- update 11/2015\)](#) (pdf 1mb)

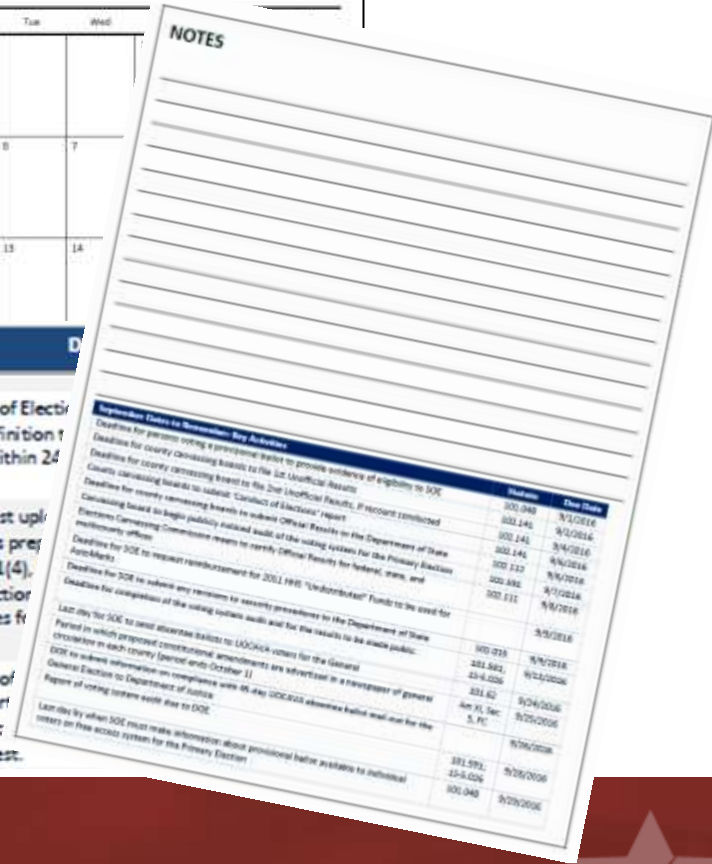


# • Tools

- checklists, calendars



ID	Task	Election	Project	Due Date	Owner	Status	Description
<input type="checkbox"/> 159	Logic and Accuracy (L&A) Test - Election Database Backup	Primary 2014	<a href="#">DOE Reports, Uploads, Downloads</a>	8/7/2014	Shawn	Completed	The Supervisor of Elections certifies the election definition and Accuracy test.
<input type="checkbox"/> 156	Election Night Reporting Preparation	Primary 2014	<a href="#">DOE Reports, Uploads, Downloads</a>	8/7/2014	Shawn	Completed	All counties must upload each election as per Section 102.141(4), test county election of Elections' files for each election.
<input type="checkbox"/> 160	Logic and Accuracy (L&A) Test - Summary Results	Primary 2014	<a href="#">DOE Reports, Uploads, Downloads</a>	8/7/2014	Shawn	Completed	The Supervisor of electronic export Systems Certificate and Accuracy test.





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## Pre-Election Reports

### State to SOE

- ✓ Ballot Certification
- ✓ Contest Codes

### SOE to State (if/as needed)

- ✓ Ballot Change Requests
- ✓ Election Parameter Statement
- ✓ Request for Mail Ballot Election
- ✓ Precinct Designations and Polling Place Locations-Creation and Changes Report
- ✓ Voting System Acquisition Report







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## Pre-Election Reports

### SOE to State

- ✓ Candidate Lists
- ✓ Candidate Petition Certifications
- ✓ County Absentee Ballot Request File
- ✓ County Early Voting Summary and Detail
- ✓ County Security Procedures (and Revisions)
- ✓ Early Voting Dates, Times, and Locations

### SOE to State

- ✓ Election Night Reporting Preparation
- ✓ Initiative Petition Certification for Ballot Placement
- ✓ Logic and Accuracy (L&A) Test - Election Database Backup
- ✓ Logic and Accuracy (L&A) Test - Summary Results
- ✓ UOCAVA Ballots Mailed
- ✓ Voters by Congressional District





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## Election Night Reports

- ✓ Export Summary Results File





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## Post-Election Reports

- ✓ Conduct of Election
- ✓ Election Results
- ✓ Official Election Results  
Database Backup
- ✓ Overvote/Undervote Report
- ✓ Petition Signature Verification  
Reimbursement
- ✓ Post-Election Manual Audit
- ✓ Precinct-Level Election Results







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## Other Reports

- ✓ Certification Application for Supervisors of Elections for Special Qualification Salary
- ✓ Certification of Address List Maintenance Activities
- ✓ Certification of Eligibility Records Maintenance
- ✓ Accounting of Third-Party Voter Registration Organization's Voter Registration Applications
- ✓ Unused Election Materials Destruction Requests



# Certain Key Election Reports and Dates: Pre-Election

Report	Submission Date
County Absentee Ballot Request File	60 days before the Primary until 15 days after the General
County Security Procedures	45 days before early voting commences
UOCAVA Ballots Mailed	45 days prior to the Primary or General
Early Voting Dates, Times, and Locations	30th day before an Election
L&A Test - Election Database Backup	Within 24 hours after any L&A test
L&A Test - Summary Results	Within 24 hours after the public L&A test for a Primary or General
Election Night Reporting Preparation	Once the L&A is complete
County Early Voting Summary and Detail	Daily by noon beginning on the 1st scheduled date for early voting through the last



# Certain Key Election Reports and Dates: Election Night

Report	Submission Date
Export Summary Results File	Election Night



## Certain Key Election Reports and Dates: Post-Election

Report	Submission Date
Election Results	<b>1st unofficial</b> NLT noon on the 3rd day after a Primary and NLT noon on the 4th day after a General. <b>2nd unofficial</b> NLT 3 p.m. on the 5th day after a Primary and NLT 3 p.m. on the 9th day after a General in which a recount was ordered by the Secretary of State. <b>Official returns</b> NLT 5 p.m. on the 7th day following a Primary and noon on the 12th day following a General
Official Election Results Database Backup	At the same time that the official results of an election are certified
Conduct of Election	At the same time that the official results of an election are certified
Post-Election Manual Audit	Within 15 days after completion of the audit following each certified election
Precinct-Level Election Results	Within 30 days after certification by the Elections Canvassing Commission
Overvote/Undervote Report	By December 15 of each General Election year



# March 15.... August 30... November 8



- ✓ Information and Tools
- ✓ Calendars
- ✓ Checklists
- ✓ DOE Publications
- ✓ Dates to Remember
- ✓ Fellow SOEs

**Elements of Success  
in 2016!**

