HILLSBOROUGH COUNTY

We the People

SUPERVISOR OF ELECTIONS

Craig Latimer

Supervisor of Elections

GOVERNOR'S STERLING AWARD RECIPIENT

ELECTION TIMELINE SOLUTIONS

FSASE Winter Conference

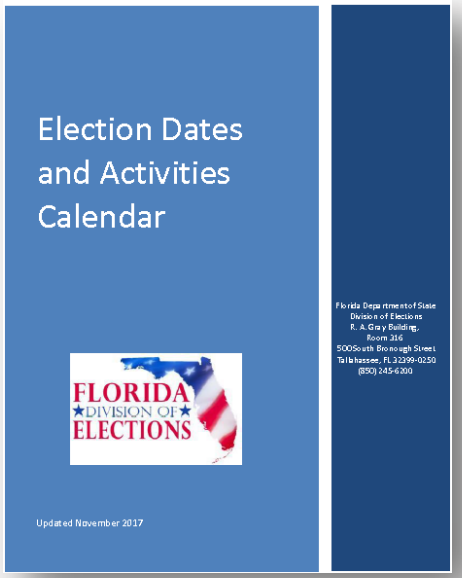
December 2017

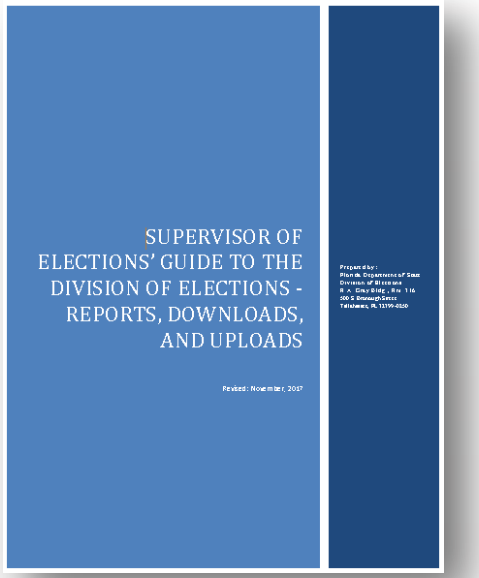
Requirements for our Election Timeline Solution

- Easy to use
- Update in real time
- Share broadly throughout the agency
- Useful to staff for their individual work plans
- Repository for documents and other key items
- Replicable for future election cycles

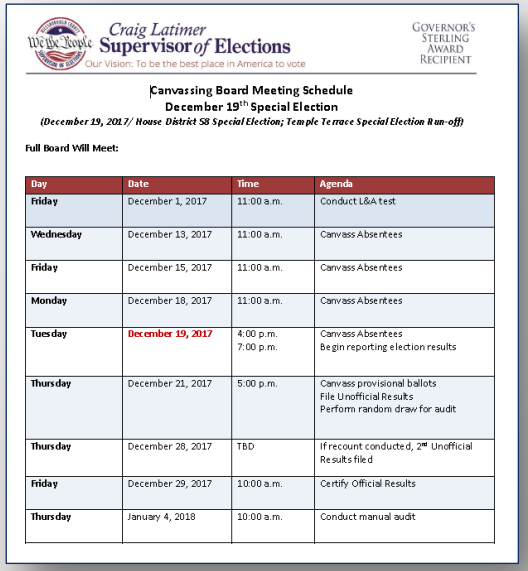
Key Data

- From the State
  - Dates to Remember
  - Election Reports, Downloads and Uploads





- From our Office
  - Canvassing Board Meetings
  - Poll Worker Training Schedules
  - Mailings to Voters
  - Delivery Schedules
  - Inter-departmental Tasks



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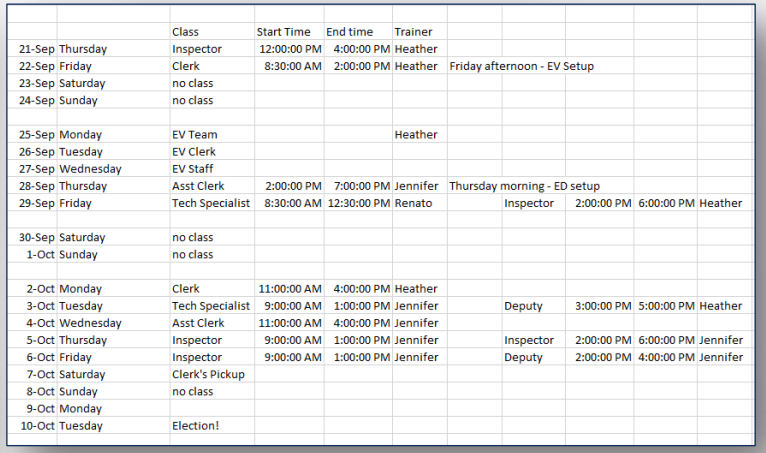
Canvassing Board Meeting Schedule
December 19th Special Election
(December 19, 2017/ House District 58 Special Election; Temple Terrace Special Election Run-off)

Full Board Will Meet:

Day	Date	Time	Agenda
Friday	December 1, 2017	11:00 a.m.	Conduct L&A test
Wednesday	December 13, 2017	11:00 a.m.	Canvass Absentees
Friday	December 15, 2017	11:00 a.m.	Canvass Absentees
Monday	December 18, 2017	11:00 a.m.	Canvass Absentees
Tuesday	**December 19, 2017**	4:00 p.m. 7:00 p.m.	Canvass Absentees Begin reporting election results
Thursday	December 21, 2017	5:00 p.m.	Canvass provisional ballots File Unofficial Results Perform random draw for audit
Thursday	December 28, 2017	TBD	If recount conducted, 2nd Unofficial Results filed
Friday	December 29, 2017	10:00 a.m.	Certify Official Results
Thursday	January 4, 2018	10:00 a.m.	Conduct manual audit



		Class	Start Time	End time	Trainer					
21-Sep	Thursday	Inspector	12:00:00 PM	4:00:00 PM	Heather					
22-Sep	Friday	Clerk	8:30:00 AM	2:00:00 PM	Heather	Friday afternoon - EV Setup				
23-Sep	Saturday	no class								
24-Sep	Sunday	no class								
25-Sep	Monday	EV Team			Heather					
26-Sep	Tuesday	EV Clerk								
27-Sep	Wednesday	EV Staff								
28-Sep	Thursday	Asst Clerk	2:00:00 PM	7:00:00 PM	Jennifer	Thursday morning - ED setup				
29-Sep	Friday	Tech Specialist	8:30:00 AM	12:30:00 PM	Renato		Inspector	2:00:00 PM	6:00:00 PM	Heather
30-Sep	Saturday	no class								
1-Oct	Sunday	no class								
2-Oct	Monday	Clerk	11:00:00 AM	4:00:00 PM	Heather					
3-Oct	Tuesday	Tech Specialist	9:00:00 AM	1:00:00 PM	Jennifer		Deputy	3:00:00 PM	5:00:00 PM	Heather
4-Oct	Wednesday	Asst Clerk	11:00:00 AM	4:00:00 PM	Jennifer					
5-Oct	Thursday	Inspector	9:00:00 AM	1:00:00 PM	Jennifer		Inspector	2:00:00 PM	6:00:00 PM	Jennifer
6-Oct	Friday	Inspector	9:00:00 AM	1:00:00 PM	Jennifer		Deputy	2:00:00 PM	4:00:00 PM	Jennifer
7-Oct	Saturday	Clerk's Pickup								
8-Oct	Sunday	no class								
9-Oct	Monday									
10-Oct	Tuesday	Election!								

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Evolution of Our Solution

- One (very) long list of things to do posted on SharePoint
- Checklists by category printed out and placed in a binder prior to each election cycle
- Items in a database updated weekly and distributed to key staff
- Hard Copy Calendar (big picture and static)
  and Shared Outlook Calendar (granular and dynamic)

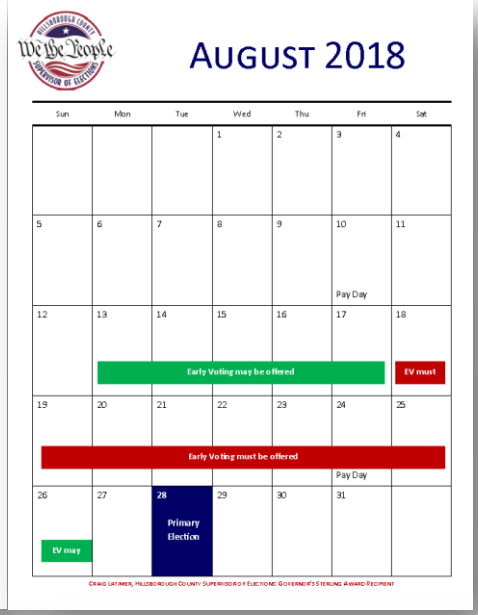
Hard Copy Calendar

- Distributed beginning of each year
  - Dates to Remember listed and placed on calendar

- Reference documents
  - Declaration of Independence
  - Constitution and Amendments
  - Florida Election Code
  - Local Charters
  - Reports, Downloads and Uploads

NOTES

August Dates to Remember: Key Activities	Statute	Due Date
First day to conduct logic and accuracy test	101.5612	3-Aug
Last day for SOE to post election preparation report on official website	100.032	6-Aug
Last day to approve poll watchers and provide poll watcher ID badges for early voting sites	101.131	6-Aug
Last day for SOE to appoint poll workers for the Primary Election	102.012	8-Aug
Last day state write-in ballot is available to overseas voters	101.6951	8-Aug
Deadline to notify overseas voters of upcoming General Election	100.025	8-Aug
Canvassing board may begin canvassing absentee ballots	101.68	13-Aug
Early voting may begin, at the discretion of the SOE	101.657	13-Aug
Noon, poll watcher designations for the Primary Election due	101.131	14-Aug
If early voting begins on August 13, first day for SOE to prepare daily electronic files of early voting summary and early voting details and upload to DOS	101.657/1S-2.043	14-Aug
Early voting must begin for the Primary Election	101.657	18-Aug
First day after mandatory 8-day early voting period begins SOE to prepare daily electronic files of early voting summary and early voting details and upload to DOS	101.657/1S-2.043	19-Aug
Last day for SOE to approve poll watchers and provide poll watcher ID badges	101.131	21-Aug
Last day for SOE to mail or email sample ballots to voters for the Primary Election	101.2	21-Aug
Deadline for SOE to receive requests for ballots to be mailed to voters for the Primary Election	101.62	22-Aug
First day that a designee can pick-up an absentee ballot on behalf of a voter	101.62	23-Aug
Last day for SOE to mail absentee ballots requested for the Primary Election	101.62	24-Aug
Deadline for late registration for specified subcategory of UOCAVA individuals	97.0555/1S-2.029	24-Aug
Early voting ends for the Primary Election, unless SOE has decided to extend early voting to include Sunday (2nd day) before election	101.657	25-Aug
Early voting ends for the Primary Election if SOE has decided to offer early voting on the 2nd day before election	101.657	26-Aug
Last day for SOE to prepare daily electronic files of early voting summary and early voting details and upload to DOS	101.657/1S-2.043	27-Aug
Last day to publish sample ballot in newspaper of general circulation for the Primary	101.2	27-Aug
Last day for SOE to deliver "no excuse" ballot to voter or designee to pick up no excuse ballot	101.62	27-Aug
Deadline for SOE to upload the results of all early voting and absentee ballots that have been canvassed and tabulated	102.141 (4)(a)	27-Aug
PRIMARY ELECTION	100.061	28-Aug
"Emergency excuse" affidavit required for delivery of absentee ballot on Election Day	101.62	28-Aug
7 p.m. deadline for receipt of absentee ballots for the Primary Election	101.67	28-Aug
Preliminary Election Results must be filed with DOE, within 30 minutes after polls close and in 45-minute increments thereafter on election night until all results (except provisional ballots) are completely reported	102.141	28-Aug
7 a.m. deadline for all polling place returns to be submitted to the canvassing board	102.141	29-Aug
5 p.m., deadline for persons voting a provisional ballot to provide evidence of eligibility	101.048	30-Aug
Noon, deadline for county canvassing boards to file 1st Unofficial Results	102.141	31-Aug



AUGUST 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10 Pay Day	11
12	13 Early Voting may be offered	14	15	16	17	18 EV must
19 Early Voting must be offered	20	21	22	23	24 Pay Day	25
26 EV may	27	28 Primary Election	29	30	31	

Craig Latimer, Hillsborough County Supervisor of Elections; Governor's Sterling Award Recipient

This annotated version of the Constitution provides original text with commentary about the meaning of the original text and how it has changed since 1789. Adapted from S.PUB.103-21 (1994), prepared by the Office of the Secretary of the Senate with the assistance of the Library of Congress.

The Preamble

We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defense, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.

The Preamble explains the purposes of the Constitution, and defines the powers of the new government as originating from the people of the United States.

Article 1, Section 1

All legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives.

The Constitution divides the federal government into three branches, giving legislative powers to a bicameral (two chamber) Congress.

Article 1, Section 2

The House of Representatives shall be composed of Members chosen every second Year by the People of the several States, and the Electors in each State shall have the Qualifications requisite for Electors of the most numerous Branch of the State Legislature.

No Person shall be a Representative who shall not have attained to the Age of twenty five Years, and been seven Years a Citizen of the United States, and who shall not, when elected, be an Inhabitant of that State in which he shall be chosen.

Representatives and direct Taxes shall be apportioned among the several States which may be included within this Union, according to their respective Numbers, which shall be determined by adding to the whole Number of free Persons, including those bound to Service for a Term of Years, and excluding Indians not taxed, three fifths of all other Persons. The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and within every subsequent Term of ten Years, in such Manner as they shall by Law direct. The Number of Representatives shall not exceed one for every thirty Thousand, but each State shall have at Least one Representative; and until such enumeration shall be made, the State of New Hampshire shall be entitled to chuse three, Massachusetts eight, Rhode-Island and Providence Plantations one, Connecticut five, New-York six, New Jersey four, Pennsylvania eight, Delaware one, Maryland six, Virginia ten, North Carolina five, South Carolina five, and Georgia three.

When vacancies happen in the Representation from any State, the Executive Authority thereof shall issue Writs of Election to fill such Vacancies.

The House of Representatives shall chuse their Speaker and other Officers; and shall have the sole Power of Impeachment.

The House of Representatives was intended to be "the people's house." Its members were elected directly by the voters in the states, and the entire House would have to stand for election every two years.

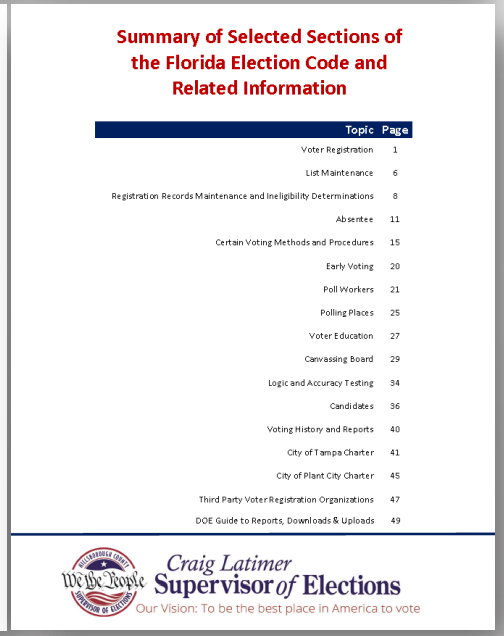
Representatives need to be 25 years old (compared to 30 for senators), and 7 years a citizen (compared to 9 years for senators). They must be residents within their states at the time of their election, but do not necessarily have to live within their districts.

Membership in the House is apportioned according to the population of the states. Every state must have at least one House seat. Larger states will have many more representatives. Every ten years, after the census has been taken, House districts are reapportioned to reflect their changing population. For many years the House increased its size as the nation's population grew, but in 1911 the number of representatives was fixed at 435 (together with non-voting delegates representing several territories and the District of Columbia). *Words in italics indicate provisions that were later dropped from the Constitution.* The 13th amendment abolished slavery and the 14th amendment provided that representation would be determined according to the whole number of persons in each state, not by the "three-fifths" of the slaves. Since American Indians are now taxed, they are counted for purposes of apportionment.

Vacant House seats must be filled by election. For the Senate, state governors may fill vacancies.

Representatives choose their presiding officer, the Speaker, from among the members hip of the majority party. Other elected officers, such as the chaplain, clerk of the House, sergeant at arms, and doorkeeper, are not members of the House. Impeachment is the power to remove federal officers. The House initiates the process by voting to impeach, which then refers the matter to the Senate for a trial.

United States Constitution



Summary of Selected Sections of the Florida Election Code and Related Information

Topic	Page
Voter Registration	1
List Maintenance	6
Registration Records Maintenance and Ineligibility Determinations	8
Absentee	11
Certain Voting Methods and Procedures	15
Early Voting	20
Poll Workers	21
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Third Party Voter Registration Organizations	47
DOE Guide to Reports, Downloads & Uploads	49

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Our Vision: To be the best place in America to vote

Shared Outlook Calendar

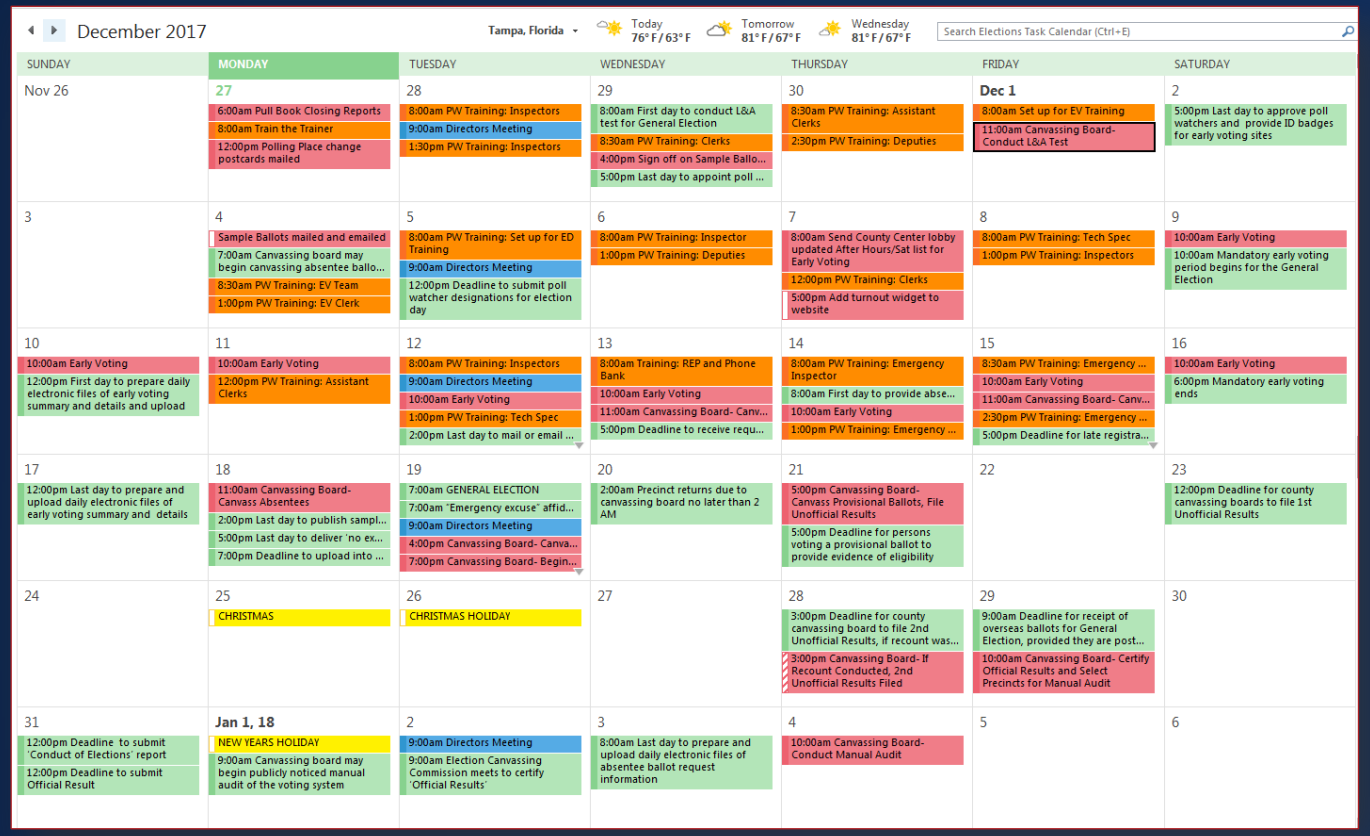
Content

- Dates to Remember
- Training Classes
- Canvassing Board Meetings
- Mailings
- Equipment Prep and Delivery
- Ballot Creation
- Staff Meetings
- Holidays

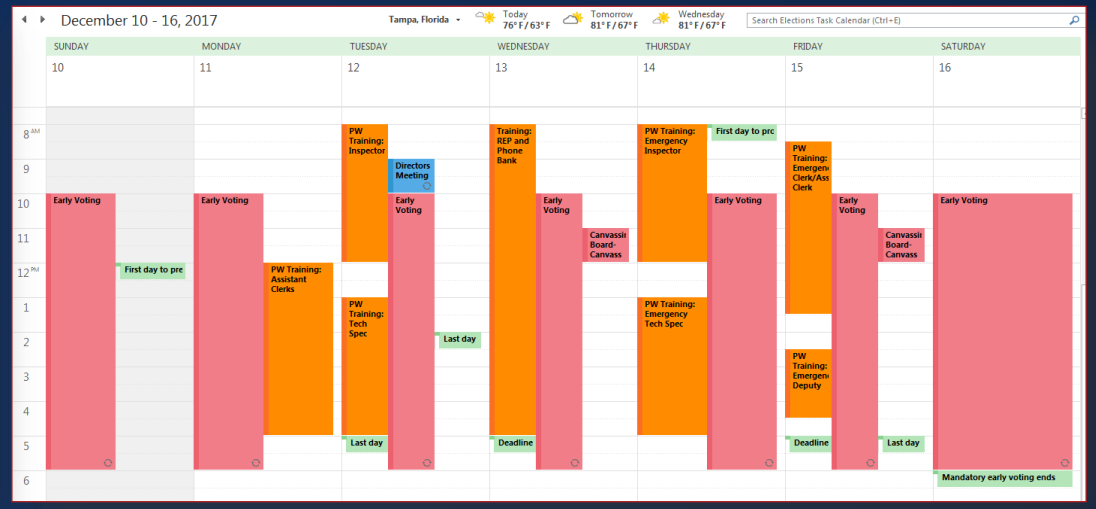
Process

- Import excel spreadsheet into outlook calendar
- Decide permissions: add, edit, delete
- Share calendar
- Continuously review and update
- Attach notes, documents, etc. for easy and future reference

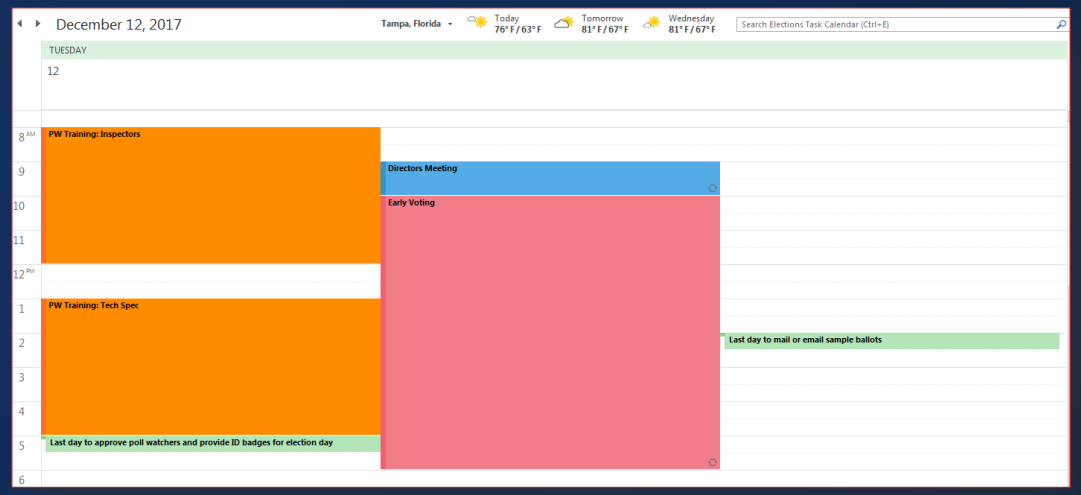
Monthly View



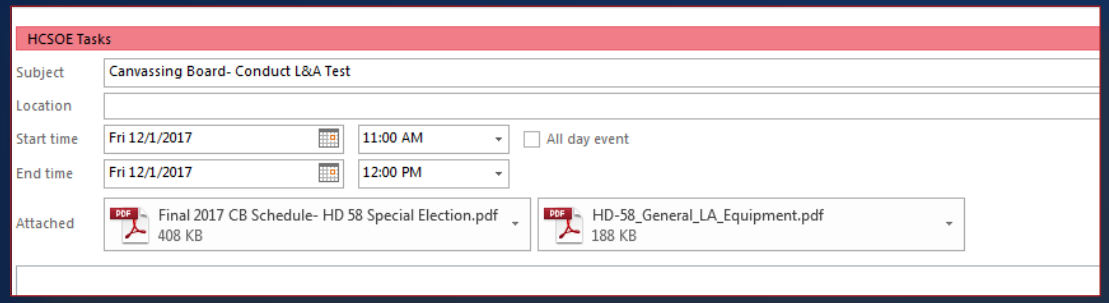
Weekly View



Daily View



Item View



Report View

December 11, 2017
Monday

10:00 AM - 6:00 PM	Early Voting
12:00 PM - 5:00 PM	PW Training: Assistant Clerks

December 12, 2017
Tuesday

8:00 AM - 12:00 PM	PW Training: Inspectors
9:00 AM - 10:00 AM	Directors Meeting
10:00 AM - 6:00 PM	Early Voting
1:00 PM - 5:00 PM	PW Training: Tech Spec
2:00 PM - 2:00 PM	Last day to mail or email sample ballots 101.2
5:00 PM - 5:00 PM	Last day to approve poll watchers and provide ID badges for election day 101.131

December 13, 2017
Wednesday

8:00 AM - 5:00 PM	Training: REP and Phone Bank
10:00 AM - 6:00 PM	Early Voting
11:00 AM - 12:00 PM	Canvassing Board- Canvass Absentees
5:00 PM - 5:00 PM	Deadline to receive requests to mail absentee ballots voters for the General Election 101.62

December 14, 2017
Thursday

8:00 AM - 12:00 PM	PW Training: Emergency Inspector

Peg Reese 4 11/27/2017 10:55 AM

December 14, 2017 Continued
Thursday

8:00 AM - 8:00 AM	First day to provide absentee ballots to designees for the General Election 101.62
10:00 AM - 6:00 PM	Early Voting
1:00 PM - 5:00 PM	PW Training: Emergency Tech Spec

December 15, 2017
Friday

8:30 AM - 1:30 PM	PW Training: Emergency Clerk/Assistant Clerk
10:00 AM - 6:00 PM	Early Voting
11:00 AM - 12:00 PM	Canvassing Board- Canvass Absentees
2:30 PM - 4:30 PM	PW Training: Emergency Deputy
5:00 PM - 5:00 PM	Deadline for late registration for specified subcategory of UOCAVA individuals 97.0555 / 15-2.029
5:00 PM - 5:00 PM	Last day to mail absentee ballots for the General Election 101.62

December 16, 2017
Saturday

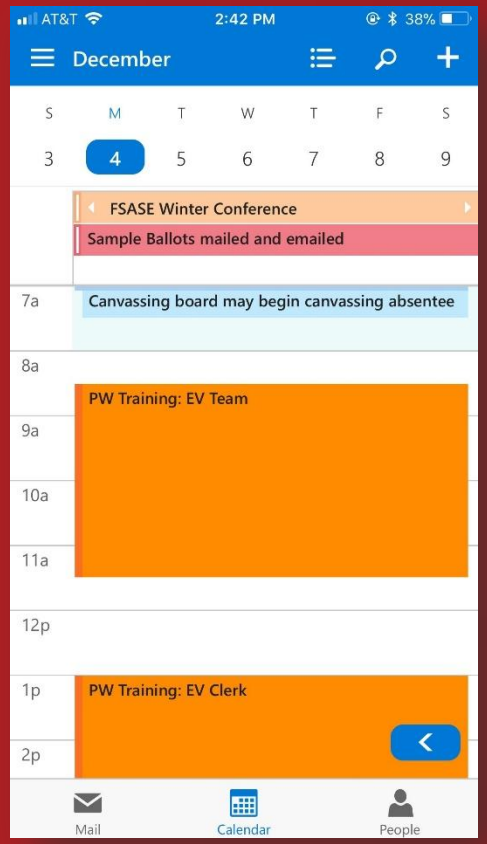
10:00 AM - 6:00 PM	Early Voting
6:00 PM - 6:00 PM	Mandatory early voting ends 101.657

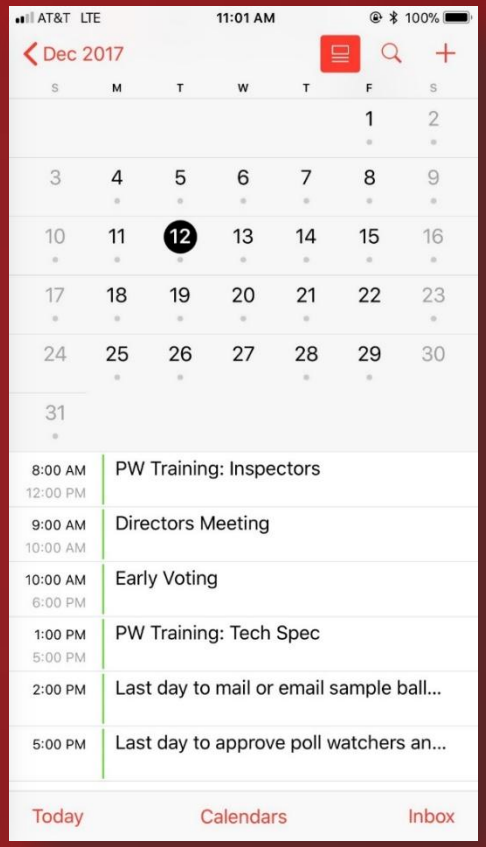
December 17, 2017
Sunday

12:00 PM - 12:00 PM	Last day to prepare and upload daily electronic files of early voting summary and details 101.657 / 15-2.043

Peg Reese 5 11/27/2017 10:54 AM

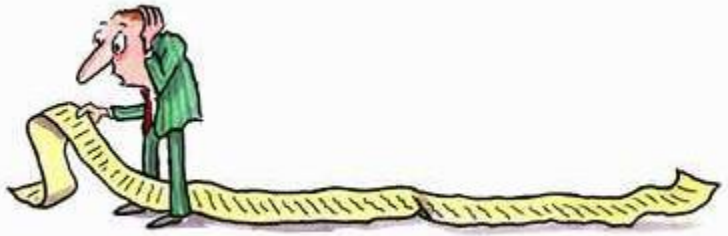
Mobile Views





Use OWA app for IOS devices to see shared calendar.

Evolution of a Solution



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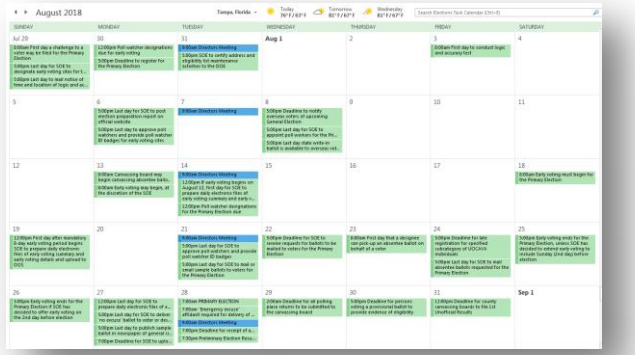
2016 Presidential Preference Primary
Staff Meeting Notes and Work Plan Update

ID	Task	Project	Due Date	Owner	Priority	Status	Notes
401	Training locations secured	Poll Workers	6/15/2016	Jeff Ziegler	Election Cycle	Completed	Schedule locations for a 3 day training in 2016. Decision confirmed that Tech Specs is training will occur at EOC. The Poll Worker Training Sites for all 2016 Elections will be: Brandon Regional Service Center, University Area Community Development Center, Upper Tampa Bay Regional Library, HCC Ybor City Campus
151	All election polls secured	Drop Sites	6/15/2016	Jeff Ziegler	Election Cycle	Completed	Secure for all three elections. See Staff Meeting Notes from 11/10/2015 for discussion on staffing.
362	Early Voting locations, days and hours of operation determined	E-Voting & Support	6/15/2016	Reg Reese	PPP 2016	Completed	10 AM to 6 PM Feb 29 to March 13 (two days); PPP 10 AM to 6 PM Aug 15 to Aug 28 (two days); Primary 7 AM to 7 PM Oct 28 to Nov 8 (two days); Greene / Sarasota Bay 20 June 2016. Task complete except for looking for additional locations near Fishhawk
114	Call center plan developed	Election Day Management	6/15/2016	Angelina Cunningham	Election Cycle	Completed	Open 12 with 5 staff. Expand to 8 to 10 staff. Confirm training. Coordinate with IT for phones and security issues. Plan completed – resources, equipment, furniture etc. underway.
79	Qualifying fees and offices up for election confirmed	Candidate Services & Qualifying	6/15/2016	Jeff Ziegler	Election Cycle	Completed	Also be sure to update information on the website. Review CEDS, ETS, and provide information on online process so we are ready for filing and qualifying.
450	Media and outreach strategy developed	Poll Workers	6/15/2016	Gerri Reimer	Election Cycle	Completed	Work with Jeff to create a list of outreach initiatives that SOE Tech Specialists and PWs – partnership to raise awareness of the Tech Specialists in America to vote. Assist with SOE materials. Follow-up updates video.
422	All files have reviewed and updated as needed	Voter Education	6/15/2016	Gerri Reimer	Election Cycle	Completed	Add Sterling to everything.
670	Complete wireless infrastructure in EPB Room	E Poll Books	10/30/2015	Shawn Hanna	Election Cycle	Completed	Data Connect and Friends on site in late May. Also met with Apple Engineer on device management. Updated machines and servers, identified carts for device storage, proper air management.
74	Process for meeting data requests and receive wrong list of recipients in place	Candidate Services & Qualifying	10/30/2015	Jeff Ziegler	Election Cycle	Completed	Candidate services liaison receives and processes requests.
663	Additional data being posted to the website	Staff Meetings	11/10/2015	Gerri Reimer	Staff Mtg.	Reopened	This helps to remediate requests a commonly requested info as has occurred by the requester directly from the website. Gerri will know as soon as it.

Wednesday, November 11, 2015 — 124 Days Until the 2016 PPP — Page 1 of 30



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Election Cycle
2018

Questions?

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