



FLORIDA DEPARTMENT *of* STATE

RON DESANTIS
Governor

CORD BYRD
Secretary of State

October 4, 2022

The Honorable Joe Scott
Broward County Supervisor of Elections
115 S. Andrews Avenue, Room 102
Fort Lauderdale, FL 33301

Re: DE 22-07 Secure Ballot Intake Stations
Placed at Offices of the Supervisor of Elections
– §§ 101.69(2)(a), 101.657(1), 98.015(4),
Florida Statutes

Dear Supervisor Scott:

This letter responds to your request for an advisory opinion asking for clarification on where a Supervisor of Elections may place secure ballot intake stations on days that fall outside of the early voting period. Because you are a Supervisor of Elections proposing to take action related to Florida's election laws, the Division of Elections is authorized to issue an opinion to you pursuant to section 106.23(2), Florida Statutes.

FACTS

Your request for an advisory opinion asks five inter-related questions:

- 1) Does Section 101.69(2)(a) or any other provision of the Florida Election Code define an "office," "branch office," or "permanent branch office" of a supervisor of elections in a manner to require that "offices" or "branch offices" (other than a "main office") be open during the days and hours provided in Section 98.015(4), Florida Statutes?
- 2) As used in Section 101.69(2)(a), in connection with the phrase, "Except for secure ballot intake stations at an office of the supervisor" (Fla. SB 524, § 22, at 34, ll. 992- 993 (2022)), is a supervisor of elections given discretion

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to determine what constitutes “an office of the supervisor” for purposes of the placement of a Ballot Station?

- 3) If the answer to Question 2 above is “no,” what constitutes “an office of the supervisor” (as used in Section 101.69(2)(a)) for purposes of a supervisor’s ability to place a Ballot Station at such location and have it available for the return of VBM ballots outside the days and hours of early voting?
- 4) May the Supervisor, consistent with Section 101.69(2)(a), place Ballot Stations and accept returned Vote-By-Mail (VBM) ballots outside of early voting days and hours at permanent branch offices previously designated with the Division (i.e., four Broward County libraries, the E. Pat Larkins Community Center, and the Broward College South Campus)?
- 5) If the response to Question 4 above is “no,” what, if any, are additional conditions that must be met to operate Ballot Stations at these locations outside the days and hours of early voting?

You further articulate that Broward County has multiple locations it intends to provide secure ballot intake stations outside of the early voting period:

- 1) The Supervisor’s main offices at Government Center East and the Voting Equipment Center (2).
- 2) Four permanent branch offices established in or around August 2021 at Broward County libraries (4).
- 3) Subsequent branch offices at the E. Pat Larkins Community Center and Broward College’s South Campus (2).

ANALYSIS

To fully answer your questions, the Division must provide the context of the individual statutes you reference and how they interrelate. At the outset, the Division notes that your advisory opinion request narrowly focuses on the use of secure ballot intake stations outside the days and hours of early voting, specifically at “an office of the supervisor.”

The statute regulating the use of secure ballot intake stations was amended in 2022 to clarify the meaning of permanent branch office of the supervisor. As revised the law now reads:

The supervisor shall allow an elector who has received a vote-by-mail ballot to physically return a voted vote-by-mail ballot to the supervisor by placing the return mail envelope containing his or her marked ballot in a secure ballot intake station.

Secure ballot intake stations shall be placed at the main office of the supervisor, at each permanent branch office of the supervisor which meets the criteria set forth in s. 101.657(1)(a) for branch offices used for early voting and is open for at least the minimum amount of hours prescribed by s. 98.015(4), and at each early voting site. Secure ballot intake stations may also be placed at any other site that would otherwise qualify as an early voting site under s. 101.657(1). Secure ballot intake stations must be geographically located so as to provide all voters in the county with an equal opportunity to cast a ballot, insofar as is practicable. *Except for secure ballot intake stations at an office of the supervisor, a secure ballot intake station may only be used during the county's early voting hours of operation and must be monitored in person by an employee of the supervisor's office.* A secure ballot intake station at an office of the supervisor must be continuously monitored in person by an employee of the supervisor's office when the secure ballot intake station is accessible for deposit of ballots.

§ 101.69(2)(a), Fla. Stat. (Emphasis added).

The italicized portions of the revised statute can be divided into three categories: (1) where a supervisor *must* place secure ballot intake stations; (2) where a supervisor has *discretion* to place secure ballot intake stations; and (3) a *limitation* on the use of secure ballot intake stations outside of the days and hours of early voting.

Required Placement

Section 101.69(2)(a), Florida Statutes, mandates that supervisors place secure ballot intake stations in three places: (1) the main office of the supervisor; (2) each permanent branch office of the supervisor which meets the criteria set forth in section 101.657(1)(a), Florida Statutes, for branch offices used for early voting and is open for at least the minimum amount of hours and days prescribed by section 98.015(4), Florida Statutes; and (3) each early voting site.

The statute's reference to a "main office" of a supervisor of elections plainly applies to "*the* office of the supervisor," which is required to "be open Monday through Friday, excluding legal holidays, for a period of not less than 8 hours per day, beginning no later than 9 a.m." § 98.015(4), Fla. Stat. The Division interprets the term "main office" to mean the primary office utilized by a supervisor of elections and *that* office is subject to the requirements set forth in section 98.015(4).

The term "permanent branch office of [a] supervisor" is not currently defined in the Florida Election Code, so the Division interprets it in accordance with its ordinary meaning. *See* Antonin Scalia & Bryan A. Garner, *Reading Law: The Interpretation of Legal Texts* 69-77 (2012) ("Words are to be understood in their ordinary, everyday meanings—unless the context indicates that they bear a technical sense."). "Office" is defined as "a place where a particular kind of business is transacted or a service is supplied such as a place in which the functions of a public officer are

performed.”¹ And “branch” is defined as “a part of a complex body such as a separate but dependent part of a central organization.”² Accordingly, the Division finds that the ordinary meaning of the term “supervisor’s branch office” is “a separate but dependent part of a supervisor of election’s place of providing services and conducting business.” However, the term “branch office” is also used in section 101.657, which the Division interprets as providing a contextual and narrowing definition for the term:

As a convenience to the voter, the supervisor of elections shall allow an elector to vote early in the main or branch office of the supervisor. The supervisor shall mark, code, indicate on, or otherwise track the voter’s precinct for each early voted ballot. In order for a branch office to be used for early voting, it shall be a permanent facility of the supervisor and shall have been designated and used as such for at least 1 year prior to the election. The supervisor may also designate any city hall, permanent public library facility, fairground, civic center, courthouse, county commission building, stadium, convention center, government-owned senior center, or government-owned community center as an early voting site; however, if so designated, the sites must be geographically located so as to provide all voters in the county an equal opportunity to cast a ballot, insofar as is practicable, and must provide sufficient nonpermitted parking to accommodate the anticipated amount of voters. In addition, a supervisor may designate one early voting site per election in an area of the county that does not have any of the eligible early voting locations. Such additional early voting site must be geographically located so as to provide all voters in that area with an equal opportunity to cast a ballot, insofar as is practicable, and must provide sufficient nonpermitted parking to accommodate the anticipated amount of voters. Each county shall, at a minimum, operate the same total number of early voting sites for a general election which the county operated for the 2012 general election. The results or tabulation of votes cast during early voting may not be made before the close of the polls on election day. Results shall be reported by precinct.

§ 101.657(1)(a), Fla. Stat. (Emphasis added).

Accordingly, the Division defines the term “permanent branch office of a supervisor,” to mean a “permanent facility of the supervisor.” The term “permanent facility” is also not defined by the Florida Election Code, so the Division interprets it in accordance with its ordinary meaning. “Permanent” is defined as “continuing or enduring without fundamental or marked change.”³ And “facility” is defined as “something (such as a hospital) that is built, installed, or established to serve a particular purpose.”⁴ Accordingly, the Division interprets “permanent facility of the

¹ <https://www.merriam-webster.com/dictionary/office>

² <https://www.merriam-webster.com/dictionary/branch>

³ <https://www.merriam-webster.com/dictionary/permanent>

⁴ <https://www.merriam-webster.com/dictionary/facility>

supervisor” to mean a building, structure, or other establishment that is designated as conducting the business of the supervisor’s office and is intended to endure without fundamental change.

Section 101.69(2)(a) places two additional limitations on whether a supervisor must place a secure ballot intake station at a permanent branch office: (1) the permanent branch office must meet the criteria set forth in section 101.657(1)(a), which requires the supervisor to have used and designated the branch office as a permanent facility of the supervisor for at least a year; and (2) the permanent branch office is open for the minimum hours and days prescribed in section 98.015(4), which requires the main office of the supervisor to be open Monday through Friday, except for legal holidays, for at least eight hours a day beginning no later than 9AM.

Accordingly, the Division finds that supervisors must place secure ballot intake stations at permanent branch offices of the supervisor that meet three criteria: (1) the branch office meets the definition of “permanent facility of the supervisor” discussed above; (2) the branch office has been designated and used as a “permanent facility” for at least a year prior to the placement of a secure ballot intake station; and (3) the branch office is open Monday through Friday, excluding legal holidays, for a period of at least eight hours a day beginning no later than 9AM.

Lastly, section 101.69(2)(a) requires supervisors to place secure ballot intake stations at each early voting site. As set forth above, section 101.657(1)(a) establishes the locations a supervisor may establish early voting sites. These locations fall into two subcategories: (1) offices of the supervisor; and (2) a list of public and governmental locations. Section 101.69(2)(a) distinguishes permanent branch offices of a supervisor from early voting sites. Accordingly, the Division interprets “early voting sites” in section 101.69(2)(a) as referring to the public and governmental locations listed in section 101.657(1)(a), which a supervisor has designated as an early voting site, and any “permanent branch office of the supervisor” that has been designated as an early voting site but is *not* open for the minimum hours and days prescribed in section 98.015(4). Accordingly, the Division finds that any “permanent branch office of the supervisor” that is used as an early voting site, but is *not* open the minimum number of hours and days required by 98.015(4), qualifies *solely* as an early voting site under section 101.69(2)(a). To interpret the statute otherwise would negate the statutory requirement that permanent branch offices of the supervisor abide by the day and time requirements of section 98.015(4).

Discretionary Placement

Section 101.69(2)(a) also provides supervisors with the discretion to place secure ballot intake stations “at any other site that would otherwise qualify as an early voting site under s. 101.657(1).” The Division necessarily interprets this provision in conjunction with its interpretation of where a supervisor *must* place secure ballot intake stations.

The mandatory placement of secure ballot intake stations provision pertains to: (1) the main office of a supervisor; (2) permanent branch offices of the supervisor; and (3) designated early voting sites. § 101.69(2)(a), Fla. Stat. Accordingly, the Division interprets any “*other* site that

would *otherwise* qualify as an early voting site” as referring to: (1) any “permanent branch office of the supervisor” that qualifies as an early voting site under section 101.657(1)(a), that is *not* open for the minimum hours and days prescribed in section 98.015(4), and that has *not* been designated as an early voting site, and (2) any public or government location identified in section 101.657(1)(a) that a supervisor has *not* designated as an early voting site. Consistent with the Division’s finding above, any “permanent branch office of the supervisor” that *could be* but is *not* designated as an early voting site, and is *not* open the minimum number of hours and days required by 98.015(4), qualifies *solely* as an early voting site under section 101.69(2)(a).

Limitation on Use

Section 101.69(2)(a) also provides a limitation on the use of secure ballot intake stations outside the hours and days of early voting: “Except for secure ballot intake stations at *an office of the supervisor*, a secure ballot intake station may only be used during the county’s early voting hours of operation and must be monitored in person by an employee of the supervisor’s office.” (Emphasis added).

In accordance with the Division’s interpretation of the mandatory and discretionary provisions of section 101.69(2)(a), the Division finds that the only locations a supervisor may use a secure ballot intake station outside the days and hours of early voting are: (1) a supervisor’s main office; and (2) a supervisor’s branch office which meets the definition of “permanent facility of the supervisor” discussed above, has been designated and used as a “permanent facility” for at least a year prior to the placement of a secure ballot intake station, and is open Monday through Friday, excluding legal holidays, for a period of at least eight hours a day beginning no later than 9AM. Consistent with the analysis of mandatory and discretionary placement of secure ballot intake stations, the Division finds that “offices of a supervisor” that do not satisfy the aforementioned requirements are treated as early voting sites (assuming the office otherwise qualifies as an early voting site under section 101.657(1)(a)) for the purposes of section 101.69(2)(a).

This interpretation takes into account each statutory provision of section 101.69(2)(a), each cross-reference to additional statutes within the Florida Election Code, and the applicable rules of statutory interpretation.

Supervisor Scott’s Questions

With this general framework established, the Division now addresses Supervisor Scott’s questions directly.

- (1) Does Section 101.69(2)(a) or any other provision of the Florida Election Code define an “office,” “branch office,” or “permanent branch office” of a supervisor of elections in a manner to require that “offices” or “branch offices”

(other than a “main office”) be open during the days and hours provided in Section 98.015(4), Florida Statutes?

As discussed above, the Florida Election code does not explicitly define the terms “office,” “branch office,” or “permanent branch office.” However, section 101.657(1)(a) does contextually define the term “permanent branch office” to mean “permanent facility,” and the Division finds that section 101.69(2)(a) does require a “permanent branch office” to: (1) meet the criteria of section 101.657(1)(a), which requires the supervisor to have used and designated the branch office as a permanent facility of the supervisor for at least a year; and (2) to be open for the minimum hours prescribed in section 98.015(4), which requires the main office of the supervisor to be open Monday through Friday, except for legal holidays, for at least eight hours a day beginning no later than 9AM.

- (2) As used in Section 101.69(2)(a), in connection with the phrase, “Except for secure ballot intake stations at an office of the supervisor” (Fla. SB 524, § 22, at 34, ll. 992- 993 (2022)), is a supervisor of elections given discretion to determine what constitutes “an office of the supervisor” for purposes of the placement of a Ballot Station?

No, a supervisor does not have discretion to *determine* what constitutes “an office of the supervisor” pursuant to section 101.69(2)(a) because “an office of the supervisor” either meets the statutory definition, or it does not. However, a supervisor is afforded discretion in determining *where* he or she wants to designate a “branch office” or a “permanent branch office.” Nonetheless, a supervisor may only place a secure ballot intake station *outside of the hours and days of early voting* at either the main office of the supervisor or “permanent branch office[s]” that meet three criteria: (1) the branch office meets the definition of “permanent facility of the supervisor” discussed above; (2) the branch office has been designated and used as a “permanent facility” for at least a year prior to the placement of a secure ballot intake station; and (3) the branch office is open Monday through Friday, excluding legal holidays, for a period of at least eight hours a day beginning no later than 9AM. Consistent with the analysis of mandatory and discretionary placement of secure ballot intake stations, the Division finds that “offices of a supervisor” that do not satisfy the aforementioned requirements are treated as early voting sites (assuming the office otherwise qualifies as an early voting site under section 101.657(1)(a)) for the purposes of section 101.69(2)(a).

- (3) If the answer to Question 2 above is “no,” what constitutes “an office of the supervisor” (as used in Section 101.69(2)(a)) for purposes of a supervisor’s ability to place a Ballot Station at such location and have it available for the return of VBM ballots outside the days and hours of early voting?

The Division interprets the phrase “an office of the supervisor” in section 101.69(2)(a) as referring to that statute’s use of the term “office of the supervisor.” Specifically, the previous portion of section 101.69(2)(a) refer to the main office of the supervisor and any “permanent

branch office of the supervisor which meets the criteria set forth in s. 101.657(1)(a) for branch offices used for early voting and is open for at least the minimum amount of hours prescribed by s. 98.015(4).” As discussed above, the Division finds that “permanent branch office of the supervisor” means a building, structure, or other establishment that is designated as conducting the business of the supervisor’s office and is intended to endure without fundamental change. And, as discussed in the Division’s response to Question 2, a supervisor may only place a secure ballot intake station outside of the hours and days of early voting at either the main office of the supervisor or “permanent branch office[s]” that meet three criteria: (1) the branch office meets the definition of “permanent facility of the supervisor” discussed above; (2) the branch office has been designated and used as a “permanent facility” for at least a year prior to the placement of a secure ballot intake station; and (3) the branch office is open Monday through Friday, excluding legal holidays, for a period of at least eight hours a day beginning no later than 9AM. Consistent with the analysis of mandatory and discretionary placement of secure ballot intake stations, “offices of a supervisor” that do not satisfy the aforementioned requirements are treated as early voting sites (assuming the office otherwise qualifies as an early voting site under section 101.657(1)(a)) for the purposes of section 101.69(2)(a). Accordingly, a supervisor may only place a secure ballot intake station that operates *outside of early voting hours and days* at the same “office” locations that the supervisor is *required* to place a secure ballot intake station.

- (4) May the Supervisor, consistent with Section 101.69(2)(a), place Ballot Stations and accept returned Vote-By-Mail (VBM) ballots outside of early voting days and hours at permanent branch offices previously designated with the Division (i.e., four Broward County libraries, the E. Pat Larkins Community Center, and the Broward College South Campus)?

As a general matter, a supervisor may only place secure ballot intake stations *outside of the hours and days of early voting* at the supervisor’s main office and permanent branch offices that meet three criteria: (1) the branch office meets the definition of “permanent facility of the supervisor” discussed above; (2) the branch office has been designated and used as a “permanent facility” for at least a year prior to the placement of a secure ballot intake station; and (3) the branch office is open Monday through Friday, excluding legal holidays, for a period of at least eight hours a day beginning no later than 9AM.

The six locations you specifically note in your question do not meet the criteria in the above paragraph. Accordingly, the Division finds that you may not place a secure ballot intake station at any of those locations *outside of early voting hours and days*. This is so based on the facts previously provided by your office.

On August 16, 2021, the Division received a letter from you stating that you had designated the four aforementioned library locations as “permanent satellite offices.” See “Exhibit A” (letter from Supervisor Scott re: Additional Permanent Supervisor of Elections Satellite Offices). The letter indicated each of the four library locations would be open one day per week during the hours

of 10:00 a.m. and 6:00 p.m. The letter did not mention either the E. Pat Larkins Community Center location or the Broward College South Campus location.

On October 11, 2021, the Secretary responded to your August 16, 2021, letter with a letter that stated, in pertinent part:

Moreover, because you use descriptive terms that do not appear in the Florida Statutes, we are unable to discern what legal effect, or underlying purpose, you wish to effectuate by notifying us about these office designations. Specifically, you refer to these additional offices as “satellite offices.” No such term is used in the Florida Elections Code. Florida law instead speaks to “branch” offices, and includes specific provisions related to the use of branch offices for the purposes of early voting and drop boxes. As a threshold matter, please clarify whether you assert that these locations are additional branch offices as that term is used in sections 101.657(1)(a) and 101.69(2)(a), Florida Statutes. We note that your website identifies only one “branch” office and four “permanent satellite offices,” so it appears that you perceive a clear distinction between the two; however, without more information about the services you intend to provide at these locations, we cannot determine whether your proposal meets basic security standards or is consistent with Florida law.

See “Exhibit B” (letter from Secretary of State dated October 11, 2021).

In response to the October 11, 2021, letter, the Division received a letter from you dated December 29, 2021. See “Exhibit C” (letter from SOE Scott dated December 29, 2021). The December 29, 2021, letter does not explicitly clarify the threshold issue as to whether any locations are being designated as additional branch offices *as the term is used in sections 101.657(1)(a) and 101.69(2)(a)*.

The information you provided the Division indicates that the four Broward County library locations are not “permanent branch office[s] of the supervisor,” as they were not designated and used as permanent facilities of the Supervisor for a year in advance of the upcoming election. All four of these locations can be terminated for use with only thirty (30) days written notice by either party and for any reason. *See* Exhibit C, paragraph No. 1. All computers and equipment belonging to the Supervisor will be removed when the office is not being used as an office, and the space will be open to the public for other purposes. *See* Exhibit C, paragraphs No. 5 and No. 6. As of the date of this opinion, the Broward County Supervisor of Elections website continues to show these locations to be open to the public for election-related purposes for only one day per week. See “Exhibit D.” Accordingly, the Division finds that these facts – as you provided and are available on the Broward County Supervisor of Elections publicly facing website – describe temporary space and belie any indicia of permanence.

Furthermore, neither the E. Pat Larkins Center location nor the Broward College South Campus location qualifies as a “permanent branch office” because they were not designated and used as a permanent facility for at least a year prior to the upcoming November 2022 election. In your December 29, 2021 letter, you stated that you were still working on securing a formal arrangement with these locations. *See Exhibit C, paragraph No. 1* (“Our office has or is entering into similar license agreements with both the City of Pompano Beach, Florida and with Broward College, for permanent offices within facilities they operate and control.”). Regardless, neither the E. Pat Larkins Community Center location, nor the Broward College South Campus location, meet the requirements of a “permanent branch office of the supervisor” for the same reasons as the four library locations. *See Exhibit C, paragraphs No. 1, No. 5, and No. 6.*

Accordingly, the Division finds that you, as the Broward County Supervisor of Elections, may not use any of the aforementioned six sites for placement of a secure ballot intake station outside of early voting hours or days as they do not meet the statutory criteria of a “permanent branch office of the supervisor” that would enable such operation. However, you may use each of the six sites as an early voting site, so long as it meets the statutory requirements of a *public or government location* under section 101.657(1)(a), which would require the placement of a secure ballot intake station at those sites *during the hours and days of early voting* pursuant to section 101.659(2)(a). Lastly, even if those six sites are not used for early voting, you, as the Broward County Supervisor of Elections, have discretion to place a secure ballot intake station at those sites *during the hours and days of early voting* so long as the sites meet the statutory requirements of a *public or government location* under section 101.657(1)(a).

- (5) If the response to Question 4 above is “no,” what, if any, are additional conditions that must be met to operate Ballot Stations at these locations outside the days and hours of early voting?

As articulated above, a supervisor may only operate secure ballot intake stations outside of early voting hours and days at the supervisor’s main office and a permanent branch office that meets three criteria: (1) the branch office meets the definition of “permanent facility of the supervisor” discussed above; (2) the branch office has been designated and used as a “permanent facility” for at least a year prior to the placement of a secure ballot intake station; and (3) the branch office is open Monday through Friday, excluding legal holidays, for a period of at least eight hours a day beginning no later than 9AM.

SUMMARY

The Division interprets “permanent branch office of the supervisor” to mean a building, structure, or other establishment that is designated as conducting the business of the supervisor’s office and is intended to endure without fundamental change. An “office” that is open for a few hours each week, subject to a short-term termination agreement, and where election-related material and equipment must be carted out with some frequency fails to meet this definition.

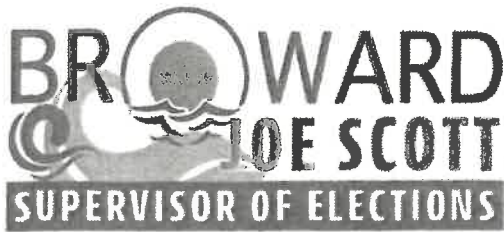
The Division finds that the only locations a supervisor may place secure ballot intake stations *outside of the hours and days of early voting* are at the supervisor’s main office and a permanent branch office that meets the three criteria discussed in this opinion.

Accordingly, the Division finds that the Broward County Supervisor of Elections may not operate secure ballot intake stations *outside of the hours and days of early voting* at the six locations it references in its request for an advisory opinion because none of those locations meet the statutory criteria.

Respectfully,

A handwritten signature in blue ink, appearing to read "M. Matthews", with a stylized flourish at the end.

Maria I. Matthews, Esq.
Director, Division of Elections



Joe Scott, Supervisor of Elections
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December 29, 2021

Via Email Only

Secretary of State Laurel M. Lee
Florida Department of State
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Tallahassee, Florida 32399-0250

RE: Your correspondence dated October 11, 2021

Dear Secretary Lee:

I am in receipt of your correspondence dated October 11, 2021, regarding the designation of additional permanent Supervisor of Elections offices available to serve Broward County voters. I am not certain whether you are still wanting a written response to your correspondence, because mere hours after I received your correspondence and before I had opportunity to review it in detail, your office's attorney spent a considerable time questioning me on many of these same issues during my deposition in the several pending federal lawsuits challenging Senate Bill 90. I say that I was surprised not only by the timing of the questioning, but because your attorney felt it necessary or appropriate to ask me about our office's use of additional permanent offices in upcoming elections when this does not appear to be related to any claim or defense in the pending litigation. Regardless of my already having lengthy answers during my deposition regarding our new permanent "satellite" or "branch" offices, please allow this letter to serve as a further response.

1. What is meant by "permanent" in terms of agreements with the libraries? In other words, what timeframe has been agreed upon for these office locations? Can the libraries, at their discretion, terminate this arrangement at any time?

Our office has entered into a written license agreement with Broward County for the use of space within Broward County libraries as additional offices "at all times of the year, and particularly during the period leading up to any election . . ." The initial term of the license agreement is for 5 years, with automatic 5-year renewals (up to an additional 25 years). Both Broward County and our office have the right to terminate the license agreement with thirty (30) days advance written notice to the other. Our office has or is entering into similar license agreements with both the City of Pompano Beach, Florida, and with Broward College, for permanent offices within facilities they operate and control.

2. Are there contact phone and fax numbers where voters, the Department of State, or others can reach your staff at these locations?

Yes. The same process for these additional offices applies to our existing offices. Individuals call a main number and staff then connect the caller with staff at the applicable office. Our published fax number goes to our location at the Main Office in the Governmental Center. There will be no change to this procedure when it comes to our additional permanent branch offices.

3. Approximately how many employees will serve voters in each location on the days you have designated?

A final determination of the specific dates and hours of these additional permanent offices has not yet been determined, and will be based on various factors, including the needs of Broward County voters. Our main office is open for at least the minimum dates and hours as required by Section 98.015(4), Florida Statutes. Like many other Florida Supervisors of Elections, additional offices other than a main office that has statutory hours are use-dependent based a variety of factors, including during periods in the lead-up to elections.

4. What services will be offered at these locations? – i.e. – may people register to vote, update their voter registration, request a vote-by-mail ballot, etc.? Do you intend to provide the same, consistent services year-round, or do you intend to provide additional services approaching election days?

Just as we do in our main office, the services offered at these additional permanent offices include but are not limited to: voter registration, updates to voter registration (name, address, party changes), submission of vote-by-mail ballot requests, and general voter outreach. We intend to provide the same services year-round. In addition, consistent with Florida law, vote-by-mail ballot drop boxes will be placed at these permanent offices so that voters may return their ballots in a safe and secure manner. Additional services may also be offered depending on need.

5. Are there designated physical offices within the libraries serving as the Office of the Supervisor that keep these offices separate and distinct from public library functions? Who has access to these locations? Are they kept secure when your staff is not present?

Each of our new permanent branch offices has a dedicated space that is separate from other functions of the facility. Our staff will be responsible for securing all of our equipment outside of operating hours. However, all locations, including any publicly available materials (forms, flyers, and informational pieces), will be accessible to any member of the public when the property is open.

6. Will Supervisor of Elections' equipment – computers, etc. – remain at these locations during the four out of five business days each week at each location that the libraries are open but the Supervisor's "satellite" offices are not? And if so, what methods are in place to ensure the security of the equipment?

No. All electronics, computer, equipment, etc., will be removed when there is not an employee staffing these permanent offices and will be in our office's possession. Non-electronic office furniture and the previously mentioned publicly available materials will remain when an employee is not present.

7. Will ballots be provided, collected, or in any way pass through these locations?

Each of these additional permanent offices is also located at an existing early-voting site. Accordingly, and consistent with Florida law, there must be vote-by-mail ballot drop boxes at these locations.

8. Have all staff who will come into contact with elections materials, including library staff, if applicable, completed a background check?

The only individuals who will come into contact with election materials are the trained appropriately screened Supervisor of Elections employees. Library staff will not be handling or otherwise come into contact with election materials.

9. Have you analyzed and assured compliance at these locations with the Updated Memorandum of Agreement for Minimum Security Standards for the Florida Voter Registration System and Broward County's Security Procedures?

Yes.

I hope that between the testimony that I gave to your attorney and this response, all questions regarding these additional permanent offices (which because of their size, we have referred to as "satellite" or "branch" offices) have been answered. Our office's goal remains to provide all voters of Broward County convenient access to their elections office and staff so they can freely participate in our electoral process. We are thankful that in partnership with Broward County and various other public entities, we are able to provide our residents this expanded access.

Should you require any additional information, please contact me at 954-712-1951.

Sincerely,

A handwritten signature in black ink that reads "Joe Scott". The signature is written in a cursive, flowing style.

Joe Scott
Broward County Supervisor of Elections



Language

S

(<https://www.facebook.com/BrowardVotes/>)



(<https://twitter.com/browardvotes>)



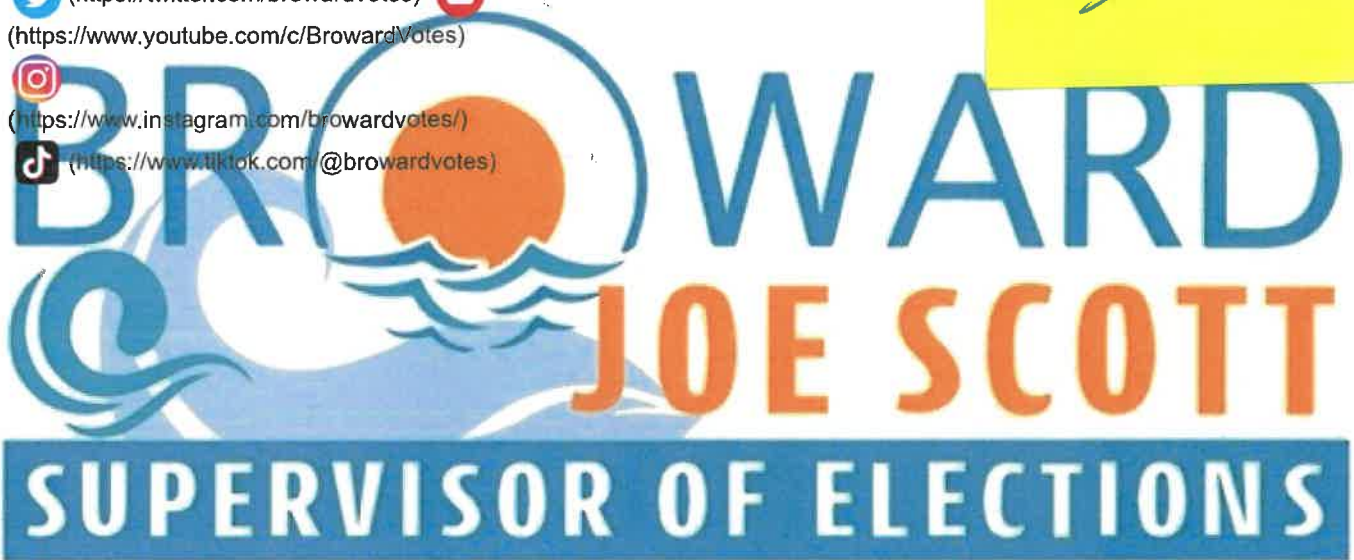
(<https://www.youtube.com/c/BrowardVotes>)



(<https://www.instagram.com/browardvotes/>)



(<https://www.tiktok.com/@browardvotes>)



Contact Our Office

We would love to hear from you. Our contact information is below.

Please remember, under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send us electronic mail. Instead, contact us by phone or in writing.

Hours of Operation

Monday - Friday
8:30 a.m. - 5:00 p.m.
(Excluding Holidays)

General Contact Information

Phone: 954-357-VOTE (8683)
Fax: 954-357-7070
elections@browardvotes.gov (<mailto:elections@browardvotes.gov>)

Voter Registration Information

Phone: 954-357-VOTE (8683)
registration@browardvotes.gov (<mailto:registration@browardvotes.gov>)

Name or Address Change Information

Phone: 954-357-VOTE (8683)
registration@browardvotes.gov (<mailto:registration@browardvotes.gov>)

Vote By Mail Request Information

Phone: 954-357-7055
VoteByMailRequest@browardvotes.gov (<mailto:VoteByMailRequest@browardvotes.gov>)

Election Day Operations Information

Phone: 954-459-9911

electionworkers@browardvotes.gov (mailto:electionworkers@browardvotes.gov)

Candidate Qualifying Information

Phone: 954-712-1960

Permanent Supervisor of Elections Branch Offices

Broward College South Campus, Bldg. 68A, Room 104

registration@browardvotes.gov (mailto:registration@browardvotes.gov)

7200 Pines Blvd

Pembroke Pines, FL 33024

Thursday 10am - 6pm

Map Directions (<https://goo.gl/maps/a8o1WD1TL1tqhp1dA>)**Miramar Branch Library**

registration@browardvotes.gov (mailto:registration@browardvotes.gov)

2050 Civic Center Place

Miramar, Florida 33025

Tuesday 10am - 6pm

Map Directions (<https://goo.gl/maps/iZN1vr1BRfTAzDGv6>)**Northwest Regional Library**

registration@browardvotes.gov (mailto:registration@browardvotes.gov)

3151 N. University Drive

Coral Springs, Florida 33065

Wednesday 10am - 6pm

Map Direction (<https://goo.gl/maps/jxxAnEqxsmBuNsot8>)**Tamarac Branch Library**

registration@browardvotes.gov (mailto:registration@browardvotes.gov)

8701 W. Commercial Boulevard

Tamarac, Florida 33351

Monday 12pm - 8pm

Map Directions (<https://goo.gl/maps/ozkKWpuTLhpvUb6V6>)**Southwest Regional Library**

registration@browardvotes.gov (mailto:registration@browardvotes.gov)

16835 Sheridan Street

Pembroke Pines, Florida 33331

Friday 10am - 6pm

Map Directions (<https://goo.gl/maps/PSzJXmW9DqCfCknN8>)**E. Pat Larkins Community Center**

registration@browardvotes.gov (mailto:registration@browardvotes.gov)

520 N.W. 3rd Street

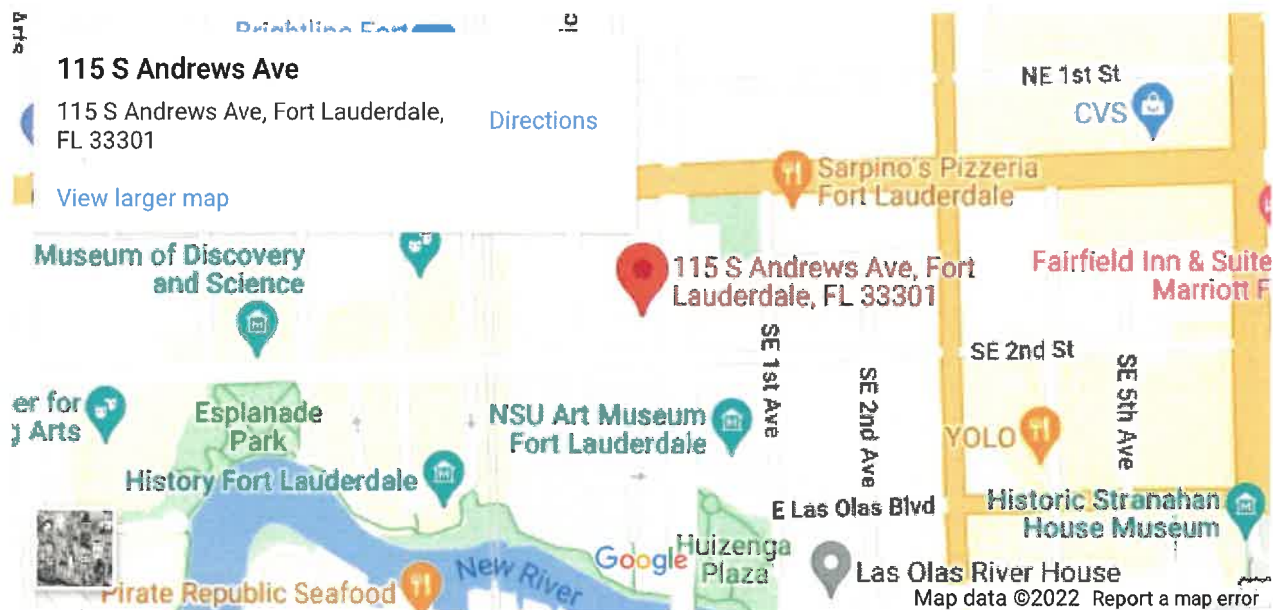
Pompano Beach, Florida 33060

Tuesday and Thursday 2pm – 6pm

Map Directions (<https://goo.gl/maps/1DxVG62PL47pLjpG7>)**Directions**

Main Office

Broward County Governmental Center
115 S. Andrews Ave. Room #102
Fort Lauderdale, FL 33301

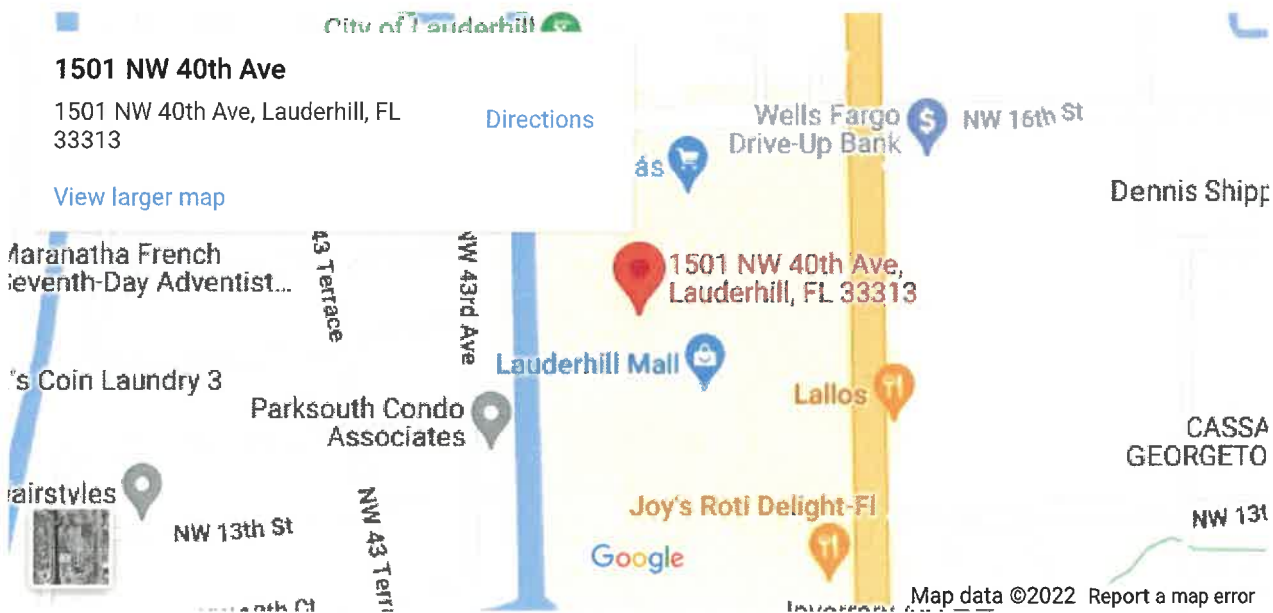


DIRECTIONS

([HTTPS://WWW.GOOGLE.COM/MAPS/PLACE/115+S+ANDREWS+AVE,+FORT+LAUDEH](https://www.google.com/maps/place/115+S+Andrews+Ave,+Fort+Lauderhill,+FL+33313))

Voting Equipment Center

1501 NW 40th Avenue
Lauderhill, FL, 33313
(Entrance In the back of the Lauderhill Mall)



DIRECTIONS

(HTTPS://WWW.GOOGLE.COM/MAPS/PLACE/1501+NW+40TH+AVE,+LAUDERHILL+MA

MAIN OFFICE

115 S. Andrews Ave., Room 102
Fort Lauderdale, FL 33301

(<https://www.google.com/maps/place/115+S+Andrews+Ave,+Fort+Lauderdale,+FL+33301/@26.1210058,-80.1438334>)

Hours: Mon - Fri, 8:30am - 5:00pm
Phone: 954-357-VOTE (8683)

VOTING EQUIPMENT CENTER

1501 N.W. 40th Ave.
Lauderhill, FL 33313

(<https://www.google.com/maps/place/1501+NW+40th+Ave,+Lauderhill,+FL+33313/@26.1442354,-80.2051764,17.80.2051764>)

Hours: Mon - Fri, 8:30am - 5:00pm
Phone: (954) 712-1903

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