

# CONDUCT OF ELECTION REPORT

## SECTION 102.141(9), FLORIDA STATUTES

The County Canvassing Board must submit a completed Conduct of Election Report to the Division of Elections at the same time that the board submits its certified official election results for any presidential preference primary, general, primary, or special election, whichever is applicable.

On behalf of the County Canvassing Board, the Supervisor must submit the report via the SOE File Transfer Utility on the SOE portal. For assistance, please contact the Bureau of Voting Systems Certification, Eleonor Lipman; [EleonorG.Lipman@dos.myflorida.com](mailto:EleonorG.Lipman@dos.myflorida.com); 850-245-6258 or Zane Wood; [Zane.Wood@dos.myflorida.com](mailto:Zane.Wood@dos.myflorida.com); 850-245-6123.

### GENERAL INFORMATION

1. County: \_\_\_\_\_

Date of Election: \_\_\_\_\_

- Election (Check one):  Presidential Preference Primary Election  
 Primary Election  
 General Election  
 Other election (specify): \_\_\_\_\_

2. Election Definition created by (Check one):  County Supervisor of Elections' Office (SOE)  
 Vendor  
 Consultant  
 Other (specify): \_\_\_\_\_

### EQUIPMENT

3. Voting Devices (Insert the applicable number):

Vote-by-Mail (VBM) Central Count Marksense Scanners (e.g., DS200, DS450, DS850, ICC, DRE, ICE)		
Initial Total VBM Scanners	Removed	Replaced or Added

Precinct Count Marksense Scanners (e.g., DS200, ICE)				
	Number of Polling Locations	Initial Total Deployed	Removed	Replaced or Added
Early Voting				
Election Day				

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Voter Interface Device (e.g., AutoMARK, ExpressVote, or ICE)				
	Number of Polling Locations	Initial Total Deployed	Removed	Replaced or Added
Early Voting				
Election Day				

*Reason for removal, replacement or addition of voting devices:*

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4. Did **equipment or software** issues occur at the precinct level, at a counting location, or within computer and telecommunications networks supporting county location? (*Section 102.141, F.S.*)

**NO** Proceed to #5.

**YES** Specify the number of issues in the appropriate column(s) in the table below, indicate the specific type of issue(s) incurred on the checklist, and explain the steps taken to resolve the issue(s) on the lines provided ( check this box if on a separate sheet).

		Number of issues		
		Early Voting Site	Election Day Polling Locations	Central Location
Equipment	Marksense Scanner			
	Voter Interface Device			
Software	Marksense Scanner			
	Voter Interface Device			
Computer	Election Mgmt. System			
Telecommunications	Modems and Phone lines			

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<b>Checklist for type of equipment/software issues encountered</b> <i>(Check all that apply)</i>	
<b>Early Voting and Election Day</b>	
<b>Voting devices</b>	
<input type="checkbox"/>	Voting devices – not connected to electrical power or power source issue
<input type="checkbox"/>	Voting devices – battery backup issue – battery not charged
<input type="checkbox"/>	Voting devices – battery backup issue – removed from service
<input type="checkbox"/>	Voter interface device issue – repaired – remained in service
<input type="checkbox"/>	Voter interface device media issue – media replaced
<input type="checkbox"/>	Marksense scanner issue – repaired – remained in service
<input type="checkbox"/>	Marksense scanner memory media issue – media replaced
<input type="checkbox"/>	Marksense scanner did not reject a blank ballot
<input type="checkbox"/>	Marksense scanner did not reject a ballot with an overvoted contest
<input type="checkbox"/>	Marksense scanner did not accept one or more undervoted contests
<input type="checkbox"/>	Ballot box diverter issue – removed from service
<input type="checkbox"/>	Ballot box diverter issue – repaired – remained in service
<input type="checkbox"/>	Used the marksense scanner’s ballot box emergency/auxiliary bin
<input type="checkbox"/>	Could not complete a planned modem upload or problems with the phone lines
<input type="checkbox"/>	Other – Provide the description
<b>Central Location</b>	
<i>Vote-by-Mail tabulation</i>	
<input type="checkbox"/>	Marksense scanner issue – repaired – remained in service
<input type="checkbox"/>	Marksense scanner memory media issue – media replaced
<input type="checkbox"/>	Other – Provide the description
<b>Election Management</b>	
<input type="checkbox"/>	Problem uploading results or creating reports
<input type="checkbox"/>	Other – Provide the description

*Steps Taken to Resolve:*

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5. Were any **election definition errors** discovered after the logic and accuracy test? (*Section 102.141., F.S.*)

**NO** Proceed to #6.

**YES** Specify the number of issues in the appropriate column(s) in the table below and explain the steps taken to resolve the issue(s) on the lines provided ( check this box if on a separate sheet).

	Number of issues		
	Election definition issues	Precinct count media issues	Central count media issues
County created definition or media			
Vendor created definition or media <u>with correct</u> county information			
Vendor created definition or media <u>with incorrect</u> information from the county			

*Notes: Election Day refers to the polling locations. Media refers to a tabulator's memory cards, memory packs, USB flash memory, zip drive, PEBs, etc.*

*Steps Taken to Resolve:*

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## BALLOTS

6. **Ballot-Printing** (*Check all that apply*):

	Early Voting	Election Day	Vote-by-Mail
Ballot-on-Demand (BOD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ballot Printer Service (provided by SOE's Voting System Vendor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ballot Printer Service (provided by vendor other than SOE's Voting System)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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7. Did any **ballot printing and/or ballot supply problems** occur? (*Section 102.141., F.S.*)

**NO** Proceed to #8.

**YES** Specify the number of issues in the appropriate column(s) in the table below, indicate the specific type of issue(s) incurred on the checklist, and explain the steps taken to resolve the issue(s) on the lines provided ( check this box if on a separate sheet).

	Number of issues			
	Electronic ballot layout issues	Paper ballot layout issues	Paper ballot printer issues	Paper ballot supply problems
County created the ballot				
Vendor created <u>with correct</u> county information				
Vendor created <u>with incorrect</u> information from the county				

Checklist for type of ballot or printer issues encountered ( <i>Check all that apply</i> )	
<b>Early Voting and Election Day</b>	
<b>Polling location</b> ( <i>please identify the location</i> )	
<input type="checkbox"/>	Incorrect ballots provided to the voter – poll worker
<input type="checkbox"/>	Ballot moisture (humidity) cannot scan
<input type="checkbox"/>	Multi-language or minority language (e.g., Spanish) ballots – not available and/or issues
<b>Vote-by-Mail</b>	
<input type="checkbox"/>	Incorrect ballots provided to the voter – election staff
<input type="checkbox"/>	Incorrect ballots provided to the voter – vendor error
<input type="checkbox"/>	Multi-language or minority language (e.g., Spanish) ballots – not available and/or issues
<b>Ballot-on-demand (BOD)</b>	
<input type="checkbox"/>	Printed incorrect ballots – printer configuration error, such as duplex
<input type="checkbox"/>	Printed incorrect ballots – software error
<input type="checkbox"/>	Printer failure
<input type="checkbox"/>	Incorrect ballots provided to the voter – poll worker
<b>Other</b>	
<input type="checkbox"/>	Describe the issue:

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Steps Taken to Resolve:

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**ELECTION ADMINISTRATION**

8. Did you have any **staffing shortages and/or procedural problems by employees or precinct workers** during the conduct of the election? (*Section 102.141, F.S.*)

- NO** Proceed to #9.
- YES** Specify the number of issues in the appropriate column(s) in the table below, indicate how the issue was addressed, and explain the steps taken to resolve the issue(s) on the lines provided ( check this box if on a separate sheet).

Who experienced the issue	Number of shortages	Number of times that additional training may have mitigated the problem(s)	Number of times when procedures were not followed
Poll workers			
Election staff			
Security			
Temporary support			

Steps Taken to Resolve:

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9. Were there instances when the needs for **staffing and equipment were insufficient** to meet voters' needs? (*Section 102.141, F.S.*)

- NO** Proceed to #10.
- YES** Specify the numbers in the appropriate column(s) in the next table and explain the steps taken to resolve the issue(s) on the lines provided ( check this box if on a separate sheet).

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	Number of planned resources for Election Day	Number of resources available for Election Day	Number of insufficient resources on Election Day to meet the voters' needs
Poll workers			
Election staff			
Voting devices		Note below and see page 1	
Other equipment and supplies			

*Note: The number of "planned" items are based on the Election Day estimates, and "available" is the actual items at the start of the Election Day. Note that the number of voting devices available is based on the actual initial total deployment including voter interface devices as provided on page 1 for Election Day. Other equipment and supplies, for example, refers to summation of the number of electronic poll book devices, provisional ballot supplies, ballot boxes, transfer bags, etc.*

Steps Taken to Resolve:

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10. Did you experience any issues associated with voter check-in? (Section 102.141., F.S.)

**NO** Proceed to #11.

**YES** Specify the number of issues in the appropriate column(s) in the table below, indicate the specific type of issue(s) incurred on the checklist, and explain the steps taken to resolve the issue(s) on the lines provided ( check this box if on a separate sheet).

	Number of issues	
	Early Voting Site	Election Day Polling Locations
Electronic Poll Book/ Precinct Register (If used in election)		
Paper poll book / precinct register		

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Checklist for type of voter check-in issues encountered <i>(Check all that apply)</i>	
<b>Early Voting and Election Day</b>	
<b>Electronic-Poll Book</b>	
<b>Type:</b>	<b>Vendor:</b>
<input type="checkbox"/> Electronic Poll Book – not connected to electrical power or power source issue	
<input type="checkbox"/> Electronic Poll Book functionality issue – repaired – remained in service	
<input type="checkbox"/> Electronic Poll Book functionality issue – removed from service	
<input type="checkbox"/> Electronic Poll Book media issue – media replaced	
<input type="checkbox"/> Electronic Poll Book connectivity issue – repaired – remained in service	
<input type="checkbox"/> Electronic Poll Book connectivity issue – removed from service	
<input type="checkbox"/> Electronic Poll Book Check-In Process	
<b>Paper poll book / precinct register</b>	
<input type="checkbox"/> Paper Poll Book – Incorrect	
<input type="checkbox"/> Paper Poll Book – Check-In Process	
<b>Other</b>	
<input type="checkbox"/> Describe the issue:	

*Steps Taken to Resolve:*

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**11. Did you experience any additional issues** associated with the conduct of election?

*(Section 102.141, F.S.)*

- NO** Proceed to #12.
- YES** Indicate on the checklist the type of issue(s), and explain the steps taken to resolve the issue(s) on the lines provided ( check this box if on a separate sheet).



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Checklist for Additional Issues	
<b>Early Voting and Election Day</b>	
<b>Polling location</b>	
<input type="checkbox"/>	Incorrect setup
<input type="checkbox"/>	Solicitation area violated
<input type="checkbox"/>	Incompatible for ADA accessibility
<input type="checkbox"/>	Incompatible for use as a polling location
<b>Voters</b>	
<input type="checkbox"/>	Fleeing voter
<input type="checkbox"/>	Disruptive behavior
<input type="checkbox"/>	Disruptive photography
<b>Observers</b>	
<input type="checkbox"/>	Not approved
<input type="checkbox"/>	Disruptive behavior
<input type="checkbox"/>	Disruptive photography
<b>Media and/or citizen polling</b>	
<input type="checkbox"/>	Disruptive behavior
<b>Other</b>	
<input type="checkbox"/>	Describe the issue:

*Steps Taken to Resolve:*

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**CANVASSING BOARD**

12. If the canvassing board conducted a manual recount of overvotes and undervotes, does the canvassing board have suggested revisions to the law or the rules for determining a voter’s choice?  
(Sections 101.6952(2) and 102.166(4), F.S. and Rules 1S-2.027 and 1S-2.051)

- N/A** Proceed to #13.
- NO** Proceed to #13.
- YES** Provide suggested revisions below. If needed, attach additional pages and a copy of a representative ballot for which a determination could not be made to illustrate the issue.

*Proposed revisions to standards for determining a voter’s choice:*

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**13. County Canvassing Board**

Print Name	Signature	Title	Date
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**NOTICE:** A statutory duty exists to continually report any new or additional information on any of the items required to be included in this report. The Supervisor of Elections on behalf of the board must:

- Notify the Division of Elections no later than the next business day after the discovery of the information; and
- Submit a signed written report no later than 10 days after the discovery. (Section 102.141, F.S.)

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### Addendum

This section asks what services and materials were provided to accommodate Spanish language voters.

1. Type of Spanish-language ballot used in county:

Select all that apply	
<b>Spanish-Language Ballots</b>	
<input type="checkbox"/>	Unilingual Ballot
<input type="checkbox"/>	Bi- or multilingual ballot
<input type="checkbox"/>	Voter Interface Device (AutoMARK, ExpressVote, or ICE)

2. Number of persons that requested Spanish-language ballot (**only applicable to counties with single language ballots**): \_\_\_\_\_

3. Form of language assistance offered at the Supervisor of Elections Office:

Select all that apply	
<input type="checkbox"/>	Bilingual staff
<input type="checkbox"/>	Spanish voter assistance hotline
<input type="checkbox"/>	Professional translation services by phone
<input type="checkbox"/>	Spanish language election related signage and materials
<input type="checkbox"/>	Other- describe

4. Form of language assistance offered at the polls:

Select all that apply	
<input type="checkbox"/>	Bilingual election worker
<input type="checkbox"/>	Spanish voter assistance hotline
<input type="checkbox"/>	Professional translation services by phone
<input type="checkbox"/>	Virtual bilingual election worker
<input type="checkbox"/>	Spanish language election related signage and materials
<input type="checkbox"/>	Other- describe

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5. Number of persons that accessed the Spanish-language website: \_\_\_\_\_

6. Form of language assistance offered on website:

<b>Select all that apply</b>	
<input type="checkbox"/>	Fully translated website in Spanish
<input type="checkbox"/>	Link to state’s Spanish-language information website
<input type="checkbox"/>	Spanish language election related materials
<input type="checkbox"/>	Other- describe

7. Provide any additional relevant information: \_\_\_\_\_

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