

Conduct of Election Report

§102.141, Fla. Stat.

The Supervisor of Elections is required to file this report with the Division of Elections every election. **The report is due no later than 20 business days after the Elections Canvassing Commission certifies the election.** The report must be submitted via the SOE secure file transfer utility on the SOE portal. For assistance, please contact the Bureau of Voting Systems Certification at 850.245.6220.

1. County: _____

Date of election: _____

Type of election (*check one*):

- Presidential preference primary
- Primary
- General
- Special (*specify*): _____

2. Election management system used (*specify system and version*): _____

3. Election definition created by (*check one*):

- SOE staff
- Vendor name: _____
- Other (*specify*): _____

4. Automated independent audit system used (*check one*):

- No
- Yes (*specify system and version*): _____

5. Voter check-in device used (*check all that apply*):

- E-poll book (*specify vendor name*): _____
- Paper poll book

6. Provide a count of all voting devices used (*insert applicable number*):

Vote-by-mail (VBM) central count scanners (e.g., DS200, DS300, DS450, DS850, DS950, ICC, ICE)					
	Type of scanners used	Initial number of scanners deployed	How many were removed	How many were replaced	How many were added
During early voting					
On Election Day					



Precinct count scanners

(e.g., DS200, DS300, ICE)

	Type of scanners used	Number of polling locations	Initial number of scanners deployed	How many were removed	How many were replaced	How many were added
During early voting						
On Election Day						

Voter interface devices

(e.g., AutoMARK, ExpressVote, ICE)

	Type of devices used	Number of polling locations	Initial number of scanners deployed	How many were removed	How many were replaced	How many were added
During early voting						
On Election Day						

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

7. Were there any equipment and/or software issues sustained at the precinct level, central count location, and/or vote-by-mail central count location?

NO Proceed to #8

YES Use the checkboxes below to indicate the type of issues and insert the number of times the issue occurred, during early voting and Election Day, in the appropriate columns on the right. Then, explain steps taken to resolve, in the section provided.

Check box if a separate sheet is attached

		Number of issues	
<ul style="list-style-type: none"> Precinct voting device issues (Check all that apply) 		During early voting	On Election Day
<input type="checkbox"/>	Precinct scanner - not connected to electrical power or power source issue		
<input type="checkbox"/>	Precinct scanner – battery backup issue – battery not charged		

Precinct scanner – battery backup issue – removed from service		
Precinct scanner equipment issue – repaired – remained in service		
Precinct scanner equipment issue – removed from service		
Precinct scanner storage media issue – media replaced		
Precinct scanner software issue – repaired - remained in service		
Precinct scanner software issue – removed from service		
Precinct scanner did not reject a blank ballot		
Precinct scanner did not reject a ballot with an overvoted contest		
Precinct scanner did not accept one or more undervote contests		
Precinct scanner ballot box diverter issue – removed from service		
Precinct scanner ballot box diverter issue – repaired – remained in service		
Used the precinct scanner ballot box emergency/auxiliary bin (<i>not the # of ballots</i>)		
Could not complete a modem upload or experienced problems with the phone lines		
Voter interface device software issue – repaired - remained in service		
Voter interface device software issue – removed from service		
Voter interface device equipment issue – repaired – remained in service		
Voter interface device equipment issue – removed from service		
Voter interface device – not connected to electrical power or power source issue		
Voter interface device – battery backup issue – battery not charged		
Voter interface device – battery backup issue – removed from service		
Voter interface device storage media issue – media replaced		
Other (<i>describe</i>):		
• Election management system issues (<i>Check all that apply</i>)	Number of issues	
Election management system software issue - repaired - remained in service		
Election management system software issue - removed from service		
Election management system equipment issue – repaired – remained in service		
Election management system equipment issue – removed from service		
Uploading results or creating reports issue		
Other (<i>describe</i>):		

• VBM central count location issues <i>(Check all that apply)</i>		Number of issues	
	VBM scanner software issue - repaired - remained in service		
	VBM scanner software issue - removed from service		
	VBM scanner equipment issue – repaired – remained in service		
	VBM scanner equipment issue – removed from service		
	VBM scanner storage media issue – media replaced		
	Other <i>(describe)</i> :		
• Automated independent audit system issues <i>(Check all that apply)</i>		Number of issues	
	Automated independent audit software issue - repaired - remained in service		
	Automated independent audit software issue - removed from service		
	Automated independent audit equipment issue – repaired – remained in service		
	Automated independent audit equipment issue – removed from service		
	Automated independent audit storage media issue – media replaced		
	Other <i>(describe)</i> :		

Steps taken to resolve: _____

8. Were there any election definition and/or storage media issues discovered after the logic and accuracy test?
- No** Proceed to #9
 - Yes** Insert the number of times the issue occurred in the applicable fields below, and explain steps taken to resolve, in the section provided.
 - Check box if a separate sheet is attached**

Election definition and/or media issue types		
Number of election definition issues	Number of precinct scanner storage media issues	Number of central count scanner storage media issues

Steps taken to resolve: _____

9. How were ballots printed? (Check all that apply)

	Early voting	Election Day	VBM
Ballot-on-demand (BOD in-house)			
Ballot printing service (3rd party vendor)			

If vendor, provide vendor name: _____

10. Did any ballot printing and/or ballot supply issues occur?

No Proceed to #11

Yes In the table below, provide the number of ballot type issues encountered. Use the checkboxes to indicate the type of issue and insert number of times issue occurred, in the appropriate columns on the right. Then, explain steps taken to resolve, in the section provided.

Check box if a separate sheet is attached

Ballot printing and/or supply issues (use all that apply)			
Electronic ballot layout issues	Paper ballot layout issues	Paper ballot printer issues	Paper ballot supply issues

<ul style="list-style-type: none"> • Polling location ballot issues (Check all that apply) 	Number of issues	
	During early voting	On Election Day
Incorrect ballot provided to the voter – poll worker issue		
Incorrect ballot provided to the voter – packing issue		
Ballot moisture (humidity) issue - cannot scan ballot		
Multi-language or minority language (e.g., Spanish) ballot issue - not available		
Ballot-on-demand - printer configuration error issue, such as duplex		
Ballot-on-demand software issue - printed incorrect ballot		
Ballot-on-demand software issue – repaired – remained in service		
Ballot-on-demand software issue – removed from service		
Ballot-on-demand equipment issue - repaired – remained in service		
Ballot-on-demand equipment issue - removed from service		
Ballot-on-demand - incorrect ballot provided to voter issue – poll worker		

	Other (describe):		
<ul style="list-style-type: none"> VBM ballot issues (Check all that apply) 		Number of issues	
	VBM software - repaired – remained in service issue		
	VBM software - removed from service issue		
	Incorrect ballot provided to the voter – SOE staff error issue		
	Incorrect ballot provided to the voter – vendor error issue		
	Multi-language or minority language (e.g., Spanish) ballot issue - not available		
	Other (describe):		
<ul style="list-style-type: none"> Other type of ballot issues encountered 		Number of issues	
	Describe:		

11. Were there any staffing shortages and/or procedural deviations sustained by poll workers and/or staff?

No Proceed to #12

Yes Indicate the number experienced in the applicable fields below, and explain the steps taken to resolve, in the section provided.

Check box if a separate sheet is attached

Types of staff	Number of shortages	Number of times procedures were deviated from
Poll worker		
SOE staff		
Security staff		
Temporary support staff		

What were the procedural deviations, and steps taken to resolve: _____

12. Were there instances when staffing and/or equipment were insufficient to meet the needs of the voters?

- No** Proceed to #13
- Yes** Specify the number of instances encountered below, and explain the steps taken to resolve, in the section provided.

Check box if a separate sheet is attached

Types of resources	Number of planned resources	Number of resources available	Number of insufficient resources to meet the needs of the voters
Poll worker:			
▪ During early voting			
▪ On Election Day			
SOE staff:			
▪ During early voting			
▪ On Election Day			
Voting device:		See note below	
▪ During early voting			
▪ On Election Day			
Other equipment and supplies:			
▪ During early voting			
▪ On Election Day			

Note: The number of *'planned resources'* above is based on the Election Day estimates, and *'resources available'* are the actual number of resources available at the start of Election Day. The number of *'Voting devices'* is based on the initial amount deployed, including the number of *'Voter interface devices'* (number you provided) in section 6, Election Day column, second page of this report. *'Other equipment and supplies'* refer to the number of electronic poll books, provisional ballots, ballot boxes, transfer bags, etc.

Steps taken to resolve: _____

13. Were there any issues associated with voter check-in?

- No** Proceed to #14
- Yes** Use the checkboxes to indicate the type of issue, and number of times issue occurred, in the appropriate columns on the right. Then, explain the steps taken to resolve, in the section provided.

Check box if a separate sheet is attached

<ul style="list-style-type: none"> Voter check-in device issues <i>(Check all that apply)</i> 		Number of issues	
		During early voting	On Election Day
	Electronic poll book equipment issue – repaired – remained in service		
	Electronic poll book equipment issue – removed from service		
	Electronic poll book software issue – repaired – remained in service		
	Electronic poll book software issue – removed from service		
	Electronic poll book media issue – media replaced		
	Electronic poll book connectivity issue – repaired – remained in service		
	Electronic poll book connectivity issue – removed from service		
	Electronic poll book check-in process		
<ul style="list-style-type: none"> Paper poll book / precinct register issues <i>(Check all that apply)</i> 		Number of issues	
	Paper poll book – incorrect		
	Paper poll book – check-in process		
<ul style="list-style-type: none"> Other type of voter check-in issues encountered 		Number of issues	
	Describe the issue:		

Steps taken to resolve: _____

14. Were there any additional issues associated with the conduct of election?

NO Proceed to #15

YES Use the checkboxes below to indicate the type of issue and input number of times issue occurred in the appropriate fields. Then, explain the steps taken to resolve, in the section provided.

Check box if a separate sheet is attached

	Number of issues
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<ul style="list-style-type: none"> Polling location issues <i>(Check all that apply)</i> 		During early voting	On Election Day
	Incorrect setup issue		
	Solicitation area violated issue		
	Incompatible issue for ADA accessibility		
	Incompatible issue for use as a polling location		
<ul style="list-style-type: none"> Voter issues <i>(Check all that apply)</i> 		Number of issues	
	Fleeing voter issue		
	Disruptive behavior issue		
	Disruptive photography issue		
<ul style="list-style-type: none"> Observers (e.g. poll watchers, candidates, political party official, political committee, or designees, representatives, public) issues <i>(Check all that apply)</i> 		Number of issues	
	Disruptive behavior issue		
	Disruptive photography issue		
<ul style="list-style-type: none"> Media and/or citizen polling issues 		Number of issues	
	Disruptive behavior issue		
	Disruptive photography issue		
<ul style="list-style-type: none"> Other type of issues associated with the conduct of election 		Number of issues	
	Describe:		

Steps taken to resolve: _____

15. If the canvassing board conducted a manual recount of overvotes and undervotes, does the canvassing board have any suggested revisions to the law or the rules for determining a voter's choice? *(Sections 101.6952, 102.166, Fla. Stat., and Rules 1S-2.027, 1S-2.051 Fla. Admin. Code)*

- N/A** Proceed to #16
- NO** Proceed to #16
- YES** Provide suggested revisions in the section below. Attach copy of ballot(s) for which a determination could not be made, so to illustrate the issue and select the checkbox.

Check box if a separate sheet is attached

Suggested revision: _____

16. Signature

Signature: _____
Print name: _____
Supervisor of Elections for _____ County
Date: _____

NOTICE: A statutory duty exists to continually report any new or additional information regarding any of the items required to be included in this report after the report is filed. The supervisor of elections must:

1. Notify the Division of Elections no later than the next business day after the discovery of information, and
2. Submit to the Division of Elections, a signed amended conduct of election report within 10 days after discovery.

Addendum

Services and materials provided to accommodate Spanish language voters.

1. What type of Spanish-language ballot was offered? *(Check all that apply)*

<input type="checkbox"/>	Unilingual ballot
<input type="checkbox"/>	Bilingual or multilingual ballot
<input type="checkbox"/>	Voter interface device (AutoMARK, ExpressVote, or ICE)

2. How many voters requested a Spanish-language ballot *(only applicable to counties with single language ballots)*?

3. What method of language assistance was offered by SOE? *(Check all that apply)*

<input type="checkbox"/>	Bilingual staff
<input type="checkbox"/>	Language assistance hotline
<input type="checkbox"/>	Professional translation services by phone
<input type="checkbox"/>	Translated election related signage and materials
<input type="checkbox"/>	Other <i>(describe)</i> :

4. What method of language assistance was offered at the polling locations? *(Check all that apply)*

<input type="checkbox"/>	Bilingual election worker
<input type="checkbox"/>	Voter assistance hotline
<input type="checkbox"/>	Professional translation services by phone
<input type="checkbox"/>	Virtual bilingual election worker
<input type="checkbox"/>	Translated Spanish language election related signage and materials
<input type="checkbox"/>	Other <i>(describe)</i> :

5. What form of language assistance was offered on the Supervisor of Elections' website? *(Check all that apply)*

<input type="checkbox"/>	Fully translated website in _____ [list language(s)]
<input type="checkbox"/>	Link to state's Spanish-language information website
<input type="checkbox"/>	Translated language election related materials: _____ [list language(s)]
<input type="checkbox"/>	Other <i>(describe)</i> :

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Please provide any additional relevant information: _____
