

# 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*) and explain the reason for removal, replacement, or addition of voting devices in the section provided.

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

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: \_\_\_\_\_

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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 issue 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	
		During early voting	On Election Day
• <b>Precinct voting device issues</b> (Check all that apply)			
	Precinct scanner - not connected to electrical power or power source issue		
	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 undervoted 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> ):		
<b>• Election management system issues</b> ( <i>Check all that apply</i> )		<b>Number of issues</b>	
	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> ):		

• <b>VBM central count location issues</b> <i>(Check all that apply)</i>		<b>Number of issues</b>	
	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> :		
• <b>Automated independent audit system issues</b> <i>(Check all that apply)</i>		<b>Number of issues</b>	
	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: \_\_\_\_\_

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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 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**

<b>Election definition and/or media issue types</b>		
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

• 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"> <li><b>VBM ballot issues</b> (Check all that apply)</li> </ul>		<b>Number of issues</b>	
	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"> <li><b>Other type of ballot issues encountered</b></li> </ul>		<b>Number of issues</b>	
	Describe:		

Steps taken to resolve: \_\_\_\_\_

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**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 of instances encountered in the applicable fields below, and explain the procedural deviations and steps taken to resolve them 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: \_\_\_\_\_

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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
<b>Poll worker:</b>			
▪ During early voting			
▪ On Election Day			
<b>SOE staff:</b>			
▪ During early voting			
▪ On Election Day			
<b>Voting device:</b>		See note below	
▪ During early voting			
▪ On Election Day			
<b>Other equipment and supplies:</b>			
▪ 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: \_\_\_\_\_

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**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**

		Number of issues	
		During early voting	On Election Day
<b>• Voter check-in device issue</b> <i>(Check all that apply)</i>			
<input type="checkbox"/>	Electronic poll book equipment issue – repaired – remained in service		
<input type="checkbox"/>	Electronic poll book equipment issue – removed from service		
<input type="checkbox"/>	Electronic poll book software issue – repaired – remained in service		
<input type="checkbox"/>	Electronic poll book software 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 issue</b> <i>(Check all that apply)</i>		Number of issues	
<input type="checkbox"/>	Paper poll book – incorrect		
<input type="checkbox"/>	Paper poll book – check-in process		
<b>• Other type of voter check-in issues encountered</b>		Number of issues	
<input type="checkbox"/>	Describe:		

Steps taken to resolve: \_\_\_\_\_

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**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	
		During early voting	On Election Day
<b>• Polling location issues</b> (Check all that apply)			
<input type="checkbox"/>	Incorrect setup issue		
<input type="checkbox"/>	Solicitation area violated issue		
<input type="checkbox"/>	Incompatible issue for ADA accessibility		
<input type="checkbox"/>	Incompatible issue for use as a polling location		
<b>• Voter issues</b> (Check all that apply)		Number of issues	
<input type="checkbox"/>	Fleeing voter issue		
<input type="checkbox"/>	Disruptive behavior issue		
<input type="checkbox"/>	Disruptive photography issue		
<b>• Observers (e.g. poll watchers, candidates, political party official, political committee, or designees, representatives, public) issues</b> (Check all that apply)		Number of issues	
<input type="checkbox"/>	Disruptive behavior issue		
<input type="checkbox"/>	Disruptive photography issue		
<b>• Media and/or citizen polling issue</b>		Number of issues	
<input type="checkbox"/>	Disruptive behavior issue		
<input type="checkbox"/>	Disruptive photography issue		
<b>• Other type of issues associated with the conduct of election</b>		Number of issues	
<input type="checkbox"/>	Describe:		

Steps taken to resolve: \_\_\_\_\_

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**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)]

	Other ( <i>describe</i> ):
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Please provide any additional relevant information: \_\_\_\_\_

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