

ORANGE COUNTY SUPERVISOR OF ELECTIONS OBSERVATION GUIDELINES

Each candidate, political party official, political committee official, and/or designated representative thereof planning to review or inspect ballot materials, in addition to returning a *Certification for Request to Review or Inspect Ballot Materials*, must also initial next to each bullet point of the below guidelines. Failure to adhere to these guidelines may result in access being revoked.

- Appointments may not be made more than one day in advance.
- If no appointments are available on the day and time you want, email **observer@ocfelections.gov** to see if accommodations can be made.
- Live vote-by-mail certificate envelopes will be presented during public viewing **ONLY**.
- Protest forms must be filled out legibly. If an elections office staff member determines the form to be illegible, you will be asked to restart on a new form, and you will not be given additional time during your appointment due to illegible forms.
- Appointment times are strictly enforced and begin at the time of the booked appointment – not at the time the observer arrives. Appointment times may be extended, depending on the circumstances, at the discretion of the election office staff.
- Florida Statute 101.5614(8) states: *“Any supervisor of elections, deputy supervisor of elections, canvassing board member, election board member, election employee, or other person authorized to observe, review, or inspect ballot materials or observe canvassing who releases any information about votes cast for or against any candidate or ballot measure or any results of any election before the closing of the polls in that county on election day commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.”*
- Only one (1) person on behalf of a given candidate, political party, or political committee is permitted to review or inspect ballot materials at each appointment.
- All information on the *Certification for Request to Review or Inspect Ballot Materials* is required – any missing information will mean the form is considered invalid and representatives listed on the form will not be able to book appointments.
- Representatives certified on behalf of multiple candidates, political party officials, and/or political committee officials, upon booking their appointment, must note in their booking which authorizer they will be representing at that appointment.
- Signature verification appointments will be one hour – 30 minutes for reviewing signatures, 30 minutes for signature research to be presented. Time to review signatures may **not** be extended, even if presenting signature research does not take the entire 30-minute window. Furthermore, time for presenting signature research will not be extended, even if not all signatures pulled for review have been presented.
- Signature research will **not** be retained for future appointments if they are not able to be presented at the appointment during which they were pulled.
- Duplication viewing appointments will be 30 minutes. Duplication room is limited to 8 viewers during the duplication process. Viewers are not permitted to communicate with the duplicators. All questions must be addressed directly with the Duplication Lead.
- During appointments, cell phones must be on silent and put away at all times.
- Florida Statute 101.111(2) states: *“Any elector or poll watcher filing a frivolous challenge of any person’s right to vote commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083...Each instance where any elector or poll watcher files a frivolous challenge of any person’s right to vote constitutes a separate offense.”*

By signing below, I acknowledge that I have read and agree to all the above guidelines. I further acknowledge that failure to adhere to the set guidelines, and/or elections office staff instructions, may result in appointment access being revoked.

Signature

Date