**Orange County Canvassing Board Minutes**

**Orientation Meeting**

 **Tuesday, November 19, 2019 at 3:00 p.m.**

**Attendance**

Katelyn Acevedo representing Jeanette Bigney, County Judge, Chair

Victoria Siplin, County Commissioner

Bill Cowles, Supervisor of Elections

Steve Jewett, Alternate County Judge/Acting as a Chair

Tina Caraballo, Alternate County Judge

Christine Moore, County Commissioner

Whitney E. Evers, Canvassing Board Attorney

Nicholas Shannin, SOE Attorney

Silvana Bermudez, Recording Secretary

**Public Attendees**

No public attendees were present.

**Canvassing Board Business**

The meeting was called to order at 3:06 p.m.

**Steve Jewett, Alternate County Judge**, reviewed acknowledgement of Public Notice published in the Orlando Sentinel on November 17, 2019**.**

Meeting Minutes from the November 15-17, 2018, Canvassing Board Meeting was reviewed. **Bill Cowles, Supervisor of Elections, made a motion to approve the Minutes. Tina Caraballo, Alternate County Judge, seconded the motion. All voted in favor, motion approved.**

**Bill Cowles, Supervisor of Elections, explained the Canvassing Board structure for the 2020 Countywide Elections; changes made to the Florida Law that affect the Elections and the Canvassing Board procedures.**

**Members of the Canvassing Board who participated in the 2020 Canvassing Board Workshop and completed the two hours training required by Florida Law on Signature Verification signed acknowledgement documentation. Others requested to view the video on-line and sign at next Canvassing Board meeting.**

The Orange County Supervisor of Elections Public Test Outline for March 17, 2020 Presidential Preference Primary and Municipal Elections was reviewed. **Bill Cowles, Supervisor of Elections made a motion to approve The Orange County Supervisor of Elections Public Test Outline for 2020 Elections. Steve Jewett, Alternate County Judge, seconded the motion. All voted in favor motion approved.**

A review of the Canvassing Criteria to be used for 2020 Elections was conducted. **Bill Cowles, Supervisor of Elections made a motion to approve the Canvassing Criteria and Steve Jewett, Alternate County Judge, seconded the motion. All voted in favor motion approved.**

**Bill Cowles, Supervisor of Elections, made a motion to approve** authorization for Vote-by-Mail Ballots, in the accepted status, to go directly to processing and not seen by the Canvassing Board. Tabulation of the Vote-by-Mail ballots will not happen until 7:00 p.m. on Election night. Additionally, ballots received after the initial public viewing, in the accepted status, will be opened after they are received. All other Vote-by-Mail ballots, those not in the accept status, shall be canvassed by the Canvassing Board based on the schedule adopted for each 2020 Election. **Steve Jewett, Alternate County Judge, seconded the motion. All voted in favor motion approved.**

**Bill Cowles, Supervisor of Elections, made a motion to approve** authorization for staff to handle Duplication ballots and Canvassing Board to spot check and reviewed questionable ballots**. Steve Jewett, Alternate County Judge, seconded the motion. All voted in favor motion approved.**

The Voter Intent Rule to be used for all 2020 Elections was reviewed. **Bill Cowles, Supervisor of Elections made a motion to approve Voter Intent Rule Examples to be use for 2020 and Steve Jewett, Alternate County Judge, seconded the motion. All voted in favor motion approved.**

A review of the Results Authorization Form for Elections Staff for 2020 Elections was conductedand that selected staff be authorized to upload results prior to 7 p.m. Elections Day. **Bill Cowles, Supervisor of Elections made a motion to approve utilization of the Results Authorization Form for Elections Staff for 2020 Elections. Tina Caraballo, Alternate County Judge, seconded the motion. All voted in favor, motion approved.**

An overview of procedures including Verifying Results, Canvassing Write-ins, Recount, Certifying Results/Report on Conduct of Election, Manual Audit, and Contest of Election was conducted**.**

A review of the 2020 Orange County Canvassing Board Calendar was conducted. Changes submitted and implemented.

A review of the 2020 Orange County Canvassing Board Members Contact listing was conducted. Changes submitted and implemented.

Bill Cowles, Supervisor of Elections, revealed the new Orange County “Vote-I Did” sticker for 2020.

There being no further business, **Bill Cowles, Supervisor of Elections made a motion to adjourn the meeting.** **Steve Jewett, Alternate County Judge, seconded the motion. All voted in favor, motion approved.**

The meeting adjourned 4:43 p.m.

Respectfully Submitted by:

Silvana Bermudez, Recording Secretary