

## MAIL BALLOT ELECTION CHECKLIST (version 09/10/2013)

County: \_\_\_\_\_

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

### Check the following – all must be checked as complete before the mail ballot election may be approved:

- Request must be submitted by the County Supervisor of Elections. (s. 101.6102(1)(a)3., FS) The request's written plan must include: (1) name of governing body responsible for calling the election; (2) the name of governing body's election administrator; (3) the type of election; and (4) locations other than SOE office where ballots may be deposited. (Rule 1S-2.022)
- Request must include timetable for the conduct of the elections. (s. 101.6102(1)(a)3., FS) The timetable should at a minimum include:
  - Date of election. (Rule 1S-2.022)
  - Notice of election date (i.e., publication of election) at least twice 30 days prior to election date (once in 5<sup>th</sup> week, once in third week before prior to week of the election). (s. 100.342, FS)
  - Date that ballots are to be mailed (no earlier than 20; no later than 10 days before the election). Ballots must be mailed first class and envelopes marked "Do Not Forward." (s. 101.6103(1), FS and Rule 1S-2.022)
    - Overseas voters: Ballots must be sent to such electors "on a date sufficient to allow such elector to vote in the election and to have [the] ballot reach the [SOE] by 7 p.m. on the day of the election." (s. 101.6103(7), FS and Rule 1S-2.022)
  - Book closing date = 29 days before election [if 29<sup>th</sup> day is a Sunday or legal holiday, it is on the next day that is not a Sunday or legal holiday]. (s. 97.055(1)(a), FS).
  - Logic and Accuracy (L&A) test date. (s. 101.5612, FS)
    - [  If canvassing dates are included, canvassing may not begin before 7am on 6<sup>th</sup> day before the election. (s.101.6103(6), FS. Also, it is the county canvassing board that canvasses all mail ballot elections. (see flush left paragraph after s. 101.6103(5)(c), FS)
- The election is a referendum-election only; no candidates may be on ballot. [An annexation referendum including qualified voters of one county is also permissible.] (s. 101.6102(1)(a), (b) & (2), FS)
- The election is for all or a portion of electors of a county, city, one-county school district, or special district. (s. 101.6102(1)(a)1., FS) [However, a city annexation election may involve the voters in the city and the voters in the area to be annexed – s. 101.6102(5), FS.]
- The governing body responsible for calling the election and the SOE have authorized the use of mail ballots. (s. 101.6102(1)(a)2., FS) [Thus, need evidence (e.g., governing body passed a resolution, etc.) calling for the mail ballot election and SOE's concurrence.]
- The election is not being held on the same day as another election, other than a mail ballot election, in which the qualified voters of that political subdivision are eligible to cast ballots. (s. 101.6102(2)(b), FS.)
- The Supervisor of Elections is responsible for conduct of the mail ballot election (even if it is a city election) (s. 101.6102(3), FS)
- The costs of the mail ballot election is borne by the jurisdiction initiating the calling of the election (s. 101.6102(4), FS and Rule 1S-2.022)

### NOTES:

- (1) The Election Code provisions applying to absentee voting/ballots apply only insofar they do not conflict with mail ballot statute. (s. 101.6105, FS)
- (2) All laws applicable to general elections are applicable to mail ballot elections to the extent practicable. (s. 101.6106, FS)

Review by: \_\_\_\_\_

Approval date: \_\_\_\_\_

Gary J. Holland, Assistant Director, Division of Elections