

Memorandum



Date: July 10, 2015

To: Department Directors

From: Carlos A. Gimenez
Mayor 

Subject: New Election Day Procedures – Introduction to Electronic Transmission for County Employees

By all indications, Miami-Dade County (County) will have a very active 2016 election year, including three (3) major countywide elections:

1. March 15, 2016 Presidential Preference Primary Election
2. August 30, 2016 Primary Election
3. November 8, 2016 Presidential Election

The Elections Department is well underway with the planning associated with these elections, including a procedural change to expedite the reporting of election night results. To that end, Election Specialists (County employees working the polls on Election Day) will be required to transmit results directly from each polling location to Elections Headquarters, commencing with the large municipal elections on November 3, 2015.

As we increase our use of Election Day technology for greater efficiency, the knowledge and skills of these County employees has become increasingly critical to successful elections. In order to familiarize employees with the electronic transmission of Election Day results, the Elections Department will be conducting introductory electronic transmission classes between Wednesday, July 15, 2015, and Friday, July 31, 2015, at the Elections Department Headquarters in Doral. These classes are expected to last two (2) hours. Employees released for electronic transmission classes must be granted Administrative leave (IO 4-76 Election Board and Support Personnel Compensation Schedule) in lieu of regular hours not worked.

The Elections Department will provide you and your Department Personnel Representative with a list of the employees who have been identified to attend this mandatory class. Upon receipt of the list, please confirm their participation as soon as possible. The importance of experienced County employees continuing to serve in this role with such an important election cycle upon us is critical.

If you have any questions or need additional information, please contact Supervisor of Elections Penelope Townsley at (305) 499-8509.

Thank you for your continued support.

c: Office of the Mayor Senior Staff
Penelope Townsley, Supervisor of Elections