



**MUNICIPAL CANVASSING BOARD SCHEDULE  
NOVEMBER 7, 2023 SURFSIDE SPECIAL ELECTION  
(Subject to Change)**

Rev 10.13.23 @ 8:00 am

The Town of Surfside Canvassing Board will convene at the Office of the Supervisor of Elections, 2700 NW 87th Avenue, Miami, Florida 33172. The Canvassing Board is convening on these dates for the November 7, 2023 Surfside Special Election. For updated Canvassing Board schedule information, visit @MDCElections or miamidade.gov/elections.

DATE/TIME	ACTIVITY	ATTENDANCE
Wednesday, November 1, 2023 10:00 a.m.	1. Logic and Accuracy Test of the touch screen and optical scan voting system to be used for vote-by-mail and precinct ballots, and automated independent audit system	Sandra McCready, Town Clerk
Thursday, November 2, 2023 through Thursday, November 9, 2023	1. Public inspection of vote-by-mail ballots (8:00 a.m. to 8:30 a.m.) 2. Daily opportunity for candidates, political party officials, political committee officials, or authorized designees to inspect vote-by-mail ballots and ballot materials (only provided if a written request is received no later than 48 hours prior to the scheduled inspection) (8:30 a.m. to 9:00 a.m.)	
Thursday, November 2, 2023 2:00 p.m. to completion	1. Vote-by-mail ballot opening and processing (as needed) 2. Duplication of ballots (as needed) 3. Scanning of ballots into automated independent audit system (as needed)	All Canvassing Board Members or a majority  Sandra McCready, Town Clerk Hector Gomez, Town Manager Lillian M. Arango, Town Attorney
Tuesday, November 7, 2023  Canvassing: 5:00 p.m. to completion  7:00 p.m. to completion	1. Public inspection of vote-by-mail ballots (11:30 a.m. to 12:00 p.m.) 2. Daily opportunity for candidates, political party officials, political committee officials, or authorized designees to inspect vote-by-mail ballots and ballot materials (only provided if a written request is received no later than 48 hours prior to the scheduled inspection) (12:00 p.m. to 12:30 p.m.) 3. Canvassing of presumed invalid vote-by-mail ballots (as needed) 4. Duplication of ballots (as needed) 5. Scanning of ballots into automated independent audit system (as needed) 6. Tabulation of results 7. <u>Unofficial</u> results	All Canvassing Board Members:  Sandra McCready, Town Clerk Hector Gomez, Town Manager Lillian M. Arango, Town Attorney
Thursday, November 9, 2023 5:00 p.m. to completion	1. Canvassing of vote-by-mail and provisional ballots (as needed) 2. Certification of <u>official</u> results	All Canvassing Board Members or a majority  Sandra McCready, Town Clerk Hector Gomez, Town Manager Lillian M. Arango, Town Attorney
Tuesday, November 14, 2023 <del>2:00 p.m.</del> 11:00 a.m. to completion	1. Conduct post-election audit	All Canvassing Board Members or a majority  Sandra McCready, Town Clerk Hector Gomez, Town Manager Lillian M. Arango, Town Attorney

**Saturday, Sunday and County observed holidays are excluded unless otherwise noted.**

**Canvassing Board Members**

Sandra McCready, Town Clerk  
Hector Gomez, Town Manager  
Lillian M. Arango, Town Attorney

**Alternate Canvassing Board Member**

Evelyn Herbello, Deputy Town Clerk  
Anthony Recio, Town Attorney