



**MUNICIPAL CANVASSING BOARD SCHEDULE**  
**DECEMBER 5, 2023 NORTH MIAMI BEACH SPECIAL ELECTION**  
*(Subject to Change)*

The City of North Miami Beach 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 December 5, 2023 North Miami Beach Special Election. For updated Canvassing Board schedule information, visit @MDCElections or miamidade.gov/elections.

DATE/TIME	ACTIVITY	ATTENDANCE
Monday, November 20, 2023 2:00 p.m.	1. Logic and Accuracy Test of the touch screen and optical scan voting system to be used for vote-by-mail, precinct ballots, and automated independent audit system	Andrise Bernard, City Clerk
Monday, December 4, 2023 through Thursday, December 8, 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.)	
Monday, December 4, 2023 10:00 a.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  Mario A. Diaz, City Manager John Herin, City Attorney Andrise Bernard, City Clerk
Tuesday, December 5, 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:  Mario A. Diaz, City Manager John Herin, City Attorney Andrise Bernard, City Clerk
Friday, December 8, 2023 2:00 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  Mario A. Diaz, City Manager John Herin, City Attorney Andrise Bernard, City Clerk
Wednesday, December 13, 2023 10:00 a.m. to completion	1. Conduct post-election audit	All Canvassing Board Members or a majority  Mario A. Diaz, City Manager John Herin, City Attorney Andrise Bernard, City Clerk

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

**Canvassing Board Members**

Mario A. Diaz, City Manager  
 John Herin, City Attorney  
 Andrise Bernard, City Clerk