



MUNICIPAL CANVASSING BOARD SCHEDULE
MAY 13, 2025 SWEETWATER GENERAL MUNICIPAL AND SPECIAL ELECTIONS
(Subject to Change)

The City of Sweetwater 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 May 13, 2025 Sweetwater General Municipal and Special Elections. For updated Canvassing Board schedule information, visit @VoteMiamiDade or votemiamidade.gov.

DATE/TIME	ACTIVITY	ATTENDANCE
Wednesday, May 7, 2025 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, precinct ballots, and automated independent audit system	Carmen Garcia, City Clerk
Monday, May 12, 2025 through Friday, May 16, 2025 (Except May 13)	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, May 12, 2025 10:00 a.m. through Friday, May 16, 2025 (Except May 13)	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 on 05/12/25: Carmen Garcia, City Clerk Alexis M. Adams, Deputy City Clerk Ana M. Martinez, Asst to City Clerk
Tuesday, May 13, 2025 12:30 p.m. 5:00 p.m. 7:00 p.m.	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. Vote-by-mail ballot opening and processing (as needed) 4. Duplication of ballots (as needed) 5. Scanning of ballots into automated independent audit system (as needed) 6. Canvassing of presumed invalid vote-by-mail ballots (as needed) 7. Tabulation of results 8. <u>Unofficial</u> results	All Canvassing Board Members: Carmen Garcia, City Clerk Alexis M. Adams, Deputy City Clerk Ana M. Martinez, Asst to City Clerk
Friday, May 16, 2025 9:00 a.m.	1. Canvassing of vote-by-mail and provisional ballots (as needed) 2. Certification of <u>official</u> results 3. Conduct post-election audit	All Canvassing Board Members: Carmen Garcia, City Clerk Alexis M. Adams, Deputy City Clerk Ana M. Martinez, Asst to City Clerk

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

Canvassing Board Members

Carmen Garcia, City Clerk
 Alexis M. Adams, Deputy City Clerk
 Ana M. Martinez, Assistant to City Clerk

Alternate Canvassing Board Members

Nubia M. Gomez, Assistant to City Clerk
 Jeffrey Leon, Clerk