

**MUNICIPAL CANVASSING BOARD SCHEDULE
SEPTEMBER 26, 2017 VIRGINIA GARDENS MUNICIPAL ELECTION**

The Village of Virginia Gardens 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 September 26, 2017 Virginia Gardens Municipal Election.

DATE/TIME	ACTIVITY	ATTENDANCE
Friday, 9/22/17 2:00 p.m. 4:00 p.m.	<ol style="list-style-type: none"> 1. Logic and Accuracy Test of the touch screen and optical scan voting systems to be used for vote-by-mail and precinct ballots 2. Public inspection of vote-by-mail ballots 	All Canvassing Board Members or one designated Canvassing Board Member
Monday, 9/25/17 10:00 a.m. through Tuesday, 9/26/17 to completion	<ol style="list-style-type: none"> 1. Pre-count Logic and Accuracy Test of the optical scan system used for vote-by-mail and provisional ballots 2. Approval to commence vote-by-mail ballot opening, processing, and duplication 3. Vote-by-mail ballot opening and processing (as needed) 4. Duplication of ballots (as needed) 	All Canvassing Board Members or a majority All Canvassing Board Members or one designated Canvassing Board Member
Tuesday, 9/26/17 Canvassing: 6:00 p.m. to completion 7:00 p.m. to completion	<ol style="list-style-type: none"> 1. Canvassing of presumed invalid vote-by-mail ballots 2. Tabulation of results 3. <u>Unofficial</u> Results provided by the Supervisor of Elections 	All Canvassing Board Members
Friday, 9/29/17 10:00 a.m. to completion	<ol style="list-style-type: none"> 1. Canvassing of provisional ballots (as needed) 2. Certification of <u>Official</u> Results, including provisionals, by the Supervisor of Elections 3. Post-count Logic and Accuracy Test of the optical scan system used for vote-by-mail and provisional ballots 4. Race and precinct(s) selection for manual post-election audit 5. Audit process starts to completion 	All Canvassing Board Members Majority of the Canvassing Board Members or designees

Canvassing Board Members
Maritza Fernandez, Village Clerk
Tracy Byrd, Administrative Assistant
Virginia Howard, Planning & Zoning Board

NOTE: It is the responsibility of the Municipal Clerk to ensure that minutes and/or recordings are taken and maintained for all their Municipal Canvassing Board meetings. The Miami-Dade Elections Department is responsible for all County Canvassing Board meetings for the conduct of countywide elections.