

**2024**  
**CANVASSING BOARD MEETING**  
**RULES OF PROCEDURE AND PROTOCOLS**

**OVERVIEW:** It shall be the policy of the Alachua County Canvassing Board that these Rules of Procedure shall govern all official meetings of the Canvassing Board.

**PROVISIONS:** To the extent applicable, the members of the Canvassing Board shall adhere to these rules:

**I.           Applicable Laws**

In addition to these Rules of Procedure and Protocols, all meetings of the Canvassing Board shall be governed by the applicable laws of the State of Florida related to the conduct of canvassing board meetings and the performance of canvassing under the Florida Election Code.

**II.          Open to the Public.**

A.           Meetings Open to Public. All meetings of the Board shall be open to the public in accordance with the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes (Fla. Stat.). The Canvassing Board shall provide one public comment period at each meeting and allow each member of the public to provide comments for no more than three minutes each.

B.           Seating Capacity. Due to the need to comply with seating capacity requirements of the Fire Code or other restrictions on seating capacity, there may be occasions when entrance by the public to the Canvassing Board meeting room is limited. The Canvassing Board will take reasonable actions to accommodate the anticipated attendance and participation in the meeting, such as arranging “over-flow” seating.

C.           Persons with Disabilities. All persons with disabilities shall be provided with the assistance necessary to enable them to effectively participate in Board meetings, consistent with Section 286.26, Fla. Stat.

### **III. Meetings of the Canvassing Board.**

Meetings of the Canvassing Board shall be conducted consistent with Florida law regarding public meetings and any additional requirements contained in the Florida Election Code or in applicable regulations issued by the Florida Department of State, Division of Elections.

### **IV. Presiding Officer.**

A. Chair. The presiding officer is the Chair of the Alachua County Canvassing Board. The Chair presides at all meetings of the Board. The Chair's responsibilities shall include but not be solely limited to:

1. Opening the meeting at the appointed time and call the meeting to order, having ascertained that a quorum is present.
2. Announcing the business to come before the Canvassing Board.
3. Preserving decorum and order, and in case of disturbance or disorderly conduct in the Canvassing Board meeting room, may cause the same to be cleared or cause any disruptive individual to be removed.
4. Expediting business in every way compatible with the rights of the public and the rights of the members of the Canvassing Board.
5. Declare the meeting adjourned.

### **V. Voting.**

- A. Voice Vote. Unless otherwise directed by the Chair or required by law, all votes shall be taken by voice.
- B. Tabulating the Vote. The Chair shall tabulate the votes and announce the results.

### **VI. Public Participation.**

A. The Canvassing Board recognizes public's right to a reasonable opportunity to be heard and encourages citizen participation in the election process. The Canvassing Board also recognizes the necessity for conducting orderly and efficient meetings.

**B. Decorum.**

1. Order must be preserved throughout the Canvassing Board meeting. No person may, by speech or otherwise, delay or interrupt the proceedings or the peace of the Canvassing Board or disturb any person having the floor. No person may refuse to obey the reasonable orders of the Chair or the Canvassing Board. Any person making irrelevant, impertinent, or slanderous remarks or who becomes boisterous while addressing the Canvassing Board may be considered disorderly or disruptive. Any person who becomes disorderly may be cautioned by the Chair and given the opportunity to conclude remarks on the subject in an appropriate manner and within the designated time limit.

2. If the Chair or the Canvassing Board declares an attendee out of order or disruptive to the meeting, he or she will be requested to conclude his or her comments immediately. If the person does not do so, he or she is subject to removal from the meeting and may be subject to additional consequences.

3. Members of the public must remain in the designated seating area provided in the Canvassing Board meeting room or, if applicable, in the overflow seating provided. Unless otherwise authorized by law, members of the public may not leave the designated seating area to approach the Canvassing Board, or its members, during the Canvassing Board meeting. Personal items owned or controlled by members of the public must remain in the designated seating area for the public. For the health and safety of members of the Canvassing Board, as well as for the security of the election, members of the public may not place, leave, or remove items in the immediate area of the Canvassing Board.

**C. Objections or Challenges to Ballots**

1. Challenges to Ballots. Challenges shall occur in accordance with the process established by Supervisor of Elections, including any requirement for scheduling appointments in advance for inspection and challenge.

2. Objections to Ballot Duplication. Any objections to a duplicated ballot shall be in writing, on a form established by the Supervisor of Elections, and submitted to the Supervisor of Elections for inclusion in the minutes of the Canvassing Board meeting.

**VII. Construction of These Rules.**

These Rules provide for the efficient and orderly conduct of Canvassing Board meetings only. No action taken inconsistent with these Rules shall be invalid solely because it was taken inconsistent with these Rules.