



## AGENDA

### TOWN OF OAKLAND CANVASSING BOARD MEETING

Oakland Meeting Hall  
221 N. Arrington Street  
Oakland, FL 34760

**TUESDAY, JANUARY 13, 2026 – 6:30 pm**

1. **CALL TO ORDER**  
Announce the Canvassing Board Members Present
2. **APPROVAL OF INDEPENDENT OR MANUAL AUDIT**
3. **VOTE-BY-MAIL BALLOTS**
  - a. Approval and Order for the Supervisor of Elections to Open and Process Vote-By-Mail Ballots when at least one Canvassing Board Member is present on Election Day, March 10, 2026 after 9:00 AM.
  - b. Approval for the Supervisor of Elections to do Duplication Processing as necessary when at least one Canvassing Board Member is present. The Supervisor of Elections Office will present the duplication to the Canvassing Board for Final Approval on Election Day, March 10, 2026.
4. **ADJOURN**

Notice: All meetings are open to the public. Any person needing special accommodation to attend a meeting must contact the Town Clerk at 407-656-1117 x2110 at least 48 hours before the meeting.



**STAFF MEMO  
ITEM 2**

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**MEETING DATE:** January 13, 2026  
**TO:** Canvassing Board  
**FROM:** Kathy Heard, Town Clerk  
**RE:** Approval of Independent or Manual Audit

**BACKGROUND:**

The Clear Ballot Clear Audit system (the automated, independent post-election audit technology) was first approved for use in Florida by the Florida Division of Elections on June 6, 2023. That statewide approval allows counties to implement Clear Ballot's audit system for verifying election results. The Supervisor of Elections office is recommending all towns and cities to utilize the Independent Audit utilizing the Clear Ballot system.

Town staff is requesting approval to allow the Supervisor of Elections to conduct an Independent Audit utilizing Clear Ballot instead of a manual audit of the elections results. The independent audit has many advantages over a manual audit such as transparency, results verification, visually resolving contested elections, and reducing audit time by over 90%.

**RECOMMENDATIONS:**

Staff recommends the Canvassing Board approve the office of the Supervisor of Elections to conduct an Independent Audit utilizing Clear Ballot.

**FINANCIAL IMPACTS:**

All election costs are funded by the Clerk's Department budget for the current fiscal year.

**ATTACHMENTS:**

Manual vs Independent Audit

	Manual Audits	Independent, Automated Audit
<b>Time and Cost Savings</b>	<ul style="list-style-type: none"> <li>• Early voting and absentee ballots need to be sorted before the audit begins</li> <li>• Manual processes can be slow and costly</li> </ul>	<ul style="list-style-type: none"> <li>• Early voting and absentee ballots are sorted digitally</li> <li>• Can <b>reduce audit time by over 90%</b></li> <li>• Can reduce audit cost by over 20% per election</li> <li>• Audits on demand without additional sorting</li> </ul>
<b>Recount Avoidance</b>	<ul style="list-style-type: none"> <li>• Multiple hand counts required</li> <li>• Can't resolve close races</li> <li>• Not transparent to all stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Scan once, and all contests are verified completely and quickly. 100% of precinct and races are audited</li> <li>• <b>Visually resolve contested election, with an independent system</b></li> <li>• Communication tool to candidates, parties, and media</li> </ul>
<b>Risk Reduction</b>	<ul style="list-style-type: none"> <li>• Small sample size, with 1-2 contests audited</li> <li>• "Report Card" after the election</li> <li>• High risk of ballot-handling errors</li> <li>• No backup</li> <li>• No ballot images for record retention</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible audit sample and all contests are automatically tabulated</li> <li>• <b>Early warning opportunity to correct discrepancies</b></li> <li>• Reduced ballot-handling errors</li> <li>• Digital high-resolution backup of all ballot images for record retention</li> </ul>



**STAFF MEMO  
ITEM 3a & 3b**

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**MEETING DATE:** January 13, 2026  
**TO:** Canvassing Board  
**FROM:** Kathy Heard, Town Clerk  
**RE:** Approval and Order for the Supervisor of Elections to Open and Process Vote-By-Mail Ballots and to do Duplication Processing as necessary when at least one Canvassing Board Member is present on Election Day, March 10, 2026.

**BACKGROUND:**

Town staff is requesting approval to allow the Supervisor of Elections to open and process all vote-by-mail ballots through the tabulator as well as to duplicate defective or damaged ballots as they are discovered on Election Day, March 10, 2026, after 9:00 AM when at least one (1) Canvassing Board Member is present. This will save the Canvassing Board a lot of time as that portion will be completed upon their arrival. The Canvassing Board will then only need to accept or reject any vote-by-mail ballots that have issues with them (no signature, signatures do not match, etc.) utilizing the Orange County Canvassing Board Criteria.

**RECOMMENDATIONS:**

Staff recommends the Canvassing Board approve and order the office of the Supervisor of Elections to open and process all vote-by-mail ballots as well as to duplicate defective or damaged ballots as they are discovered on Election Day, March 10, 2026, after 9:00 AM when at least one (1) Canvassing Board Member is present.

**FINANCIAL IMPACTS:**

All election costs are funded by the Clerk's Department budget for the current fiscal year.

**ATTACHMENTS:**

Orange County Canvassing Board Criteria

### Canvassing Board Criteria Chart

<b>Vote-by-Mail</b>	<b>Accept</b>	<b>Reject</b>	<b>Case by Case</b>
No Signature [101.68(2)(c)1], if left uncured		* X	
No signature, with cure affidavit [101.68(4)(b)]	X		
Signature does not match** [101.68(2)(c)1] [98.077(4)(a), 101.65-must match the signature on file upon return of ballot], if left uncured or incomplete cure		* X	
Signature does not match, received completed cure affidavit 101.68(2)(c)1	X		
Signature printed and does not match the signature on file [101.68(2)(c)1] [98.077(4)(a), 101.65], if left uncured/or incomplete cure		* X	
Signature printed does not match, with completed cure affidavit [101.68(4)(b)]	X		
Voter signed someone else's envelope, both voters had a request on file (only one envelope returned)		X	
Voters signed each other's envelope, both voters had a request on file (both envelopes returned)	X		
Certificate envelope has two signatures and both voters requested ballots, and both received the same card numbers, provided there is no violation of 101.68(1)(c)	X		
Voter sends ballot in blank envelope that does not have the oath [101.64(2)]		X	
Voted wrong ballot card (voter has moved/party change) [101.045 and 101.021]		X	
Voter deceased or canceled since ballot returned [101.68(2)(c)2] (postmarked)	X		
Late return of vote-by-mail ballot (Except UOCAVA voters) [101.67(2)]		X	
Voted early or at the polls [101.69]		X	
Two or more vote-by-mail ballots for the same election are returned in one mailing envelope [101.68(1)(c)]		X	
<b>Vote-by-Mail - Cure Affidavit</b>			
Cure Affidavit received with Tier 1 Identification [101.68(2)(c)]	X		
Cure Affidavit received with Tier 2 Identification and the cure signature matches a signature on record. [101.68(2)(c)]	X		
Cure Affidavit received with Tier 2 Identification and the signature on the cure does not match** a signature on record.		* X	
Cure not received prior to 5PM on the 2nd day after the election [101.68(4)]		X	
<b>First time voters who registered by mail - Special Vote-by-mail</b>	<b>Accept</b>	<b>Reject</b>	<b>Case by Case</b>
Voter provides proper identification or indicates exemption [101.6923]	X		
Voter does not provide proper identification or indicate an exemption by 7 pm [101.6923]		X	

<b>Provisional Ballots [F.S. 101.048]</b>	<b>Accept</b>	<b>Reject</b>	<b>Case by Case</b>
Voter is eligible, signature matches, correct precinct	X		
Voter is eligible but did not have proper ID - Signature matches that on file	X		
Voter given the provisional in error--should have voted a regular ballot	X		
Voter's application was not verified by State, voter furnished additional information prior to 5 p.m. of second day. Voter deemed eligible	X		
Ballot cast in wrong precinct		X	
Voter name not found - not registered to vote		X	
Voter moved into county- Eligible, signature matches, correct precinct [101.045]	X		
Voter moved out of county		X	
Voter was canceled as a Felon or for other reasons		X	
Voter registered after the books closed		X	
Voter's application was not verified by State, voter did not furnish additional identification by 5 p.m. of the second day		X	
Voter's application was incomplete so not eligible to vote		X	
Voter's signature does not match** and voter does not sign "Signature Differs" Affidavit; but signature on Provisional matches that on file in the SOE office	X		
Voter's signature does not match and voter does not sign "Signature Differs" Affidavit; but voter completes the cure affidavit	X		
Voter's signature does not match and does not sign "Signature Differs" Affidavit; but left uncured/incomplete		X	
Voter had been sent a vote-by-mail ballot, did not surrender it, but vote-by-mail ballot not received by SOE	X		
Voter's right to vote has been challenged			X
[PPP or Primary Only] Voter has disputed party affiliation; provisional ballot is the wrong party according to SOE research		X	
Voter has already voted by vote-by-mail or at an early voting center		X	
Voting hours extended - voter is eligible and in the correct precinct [101.049]	X		
Voting hours extended - voter is eligible and NOT in the correct precinct		X	
<b>Absentees from Overseas Voters (10 days after the election – PPP and General Election only)</b>	<b>Accept</b>	<b>Reject</b>	<b>Case by Case</b>
No Postmark or date [101.6952 and 1S-2.030]		X	
Dated or postmarked on or by election day [101.6952 and 1S-2.030]	X		
Dated on or before election day but postmarked later or no postmark	X		
Dated and postmarked after election or dated after election with no postmark		X	

### Canvassing Board Criteria Chart

State Write-In Ballot 101.6951	Accept	Reject	Case by Case
Wait to see if we have requests - never had one			X
<b>Special Instances</b>			
Voter submitted a voted sample ballot with clear voter intent, inside of their Certificate Envelope that has a valid signature. Duplicated ballot created.	X		
Voter's ballot delayed due to staff error.			X
Voter changed address, sent two ballots in separate envelopes; both ballots received, correct ballot accepted [101.045]	X		
[PPP or Primary only] Voter changed political affiliation, sent two ballots in separate envelopes; both ballots received, correct ballot accepted [101.021]	X		
Segregated vote-by-mail received from voter pending felony final determination. Voter contact attempted. [101.67(1)(b)]			X
Voter leaves unscanned ballot: - Voter does not want to vote their ballot  - EBB Ballot not accepted by tabulator***  - Fleeing Voter ****	X	X	X
<b>Federal Write-In Absentee Ballot [F.S. 101.6952, 102.166]</b>			
Not a registered voter in the county		X	
Signed the FWAB and the signature verified, no other issues	X		
No date and no postmark - received after election day		X	
Dated or postmarked on election day or earlier	X		
No request received, FWAB returned		X	
Challenge of overseas voter based on not meeting definition of [97.021(25)]			X
Not registered by deadline - all voters		X	
Signature Issue - Refer to vote-by-mail Section			

**10-Day Extension for Overseas Voters:** A federal write-in absentee ballot may not be canvassed until 7 p.m. on the day of the election. 101.6952(3)(b). A federal write-in absentee ballot from an overseas voter in a presidential preference primary or general election may not be canvassed until the conclusion of the 10-day period specified in 101.6952(5). 101.6952(3)(b). Each federal write-in absentee ballot received by 7 p.m. on the day of the election shall be canvassed pursuant to ss. 101.5614(4) and 101.68, unless the elector's official absentee ballot is received by 7 p.m. on election day. 101.6952(3)(b). An absent uniformed services voter or an overseas voter who makes timely application for but does not receive an official absentee ballot may use the federal write-in absentee ballot to vote in any federal, state, or local election. 101.6952(2)(a).

**\*Provisional Rejection:** Per F.S. 101.68(4) until 5pm on the 2nd day after the election, the supervisor shall allow an elector who has returned a vote-by-mail ballot that does not include the elector's signature or whose signature does not match to submit an affidavit with copy of identification to cure.

**\*\*Beyond reasonable doubt;** a finding by the Canvassing Board that an elector's signatures do not match must be by majority vote and beyond a reasonable doubt. [101.68 (2)(c)]

\*\*\*any races marked with clear voter intent are counted as votes, any unmarked races are counted as undervotes

\*\*\*\* if the ballot is counted, any races marked with clear voter intent are counted as votes, any unmarked races are counted as undervotes

<b>Date Adopted: August 29, 2024</b>		<b>County Canvassing Board</b>
	<b>County Judge</b>	
	<b>County Commissioner</b>	
	<b>Supervisor of Elections</b>	