

AGENDA
Town of Inglis
2025 Canvassing Board Meeting
Tuesday, April 1, 2025 at 7 p.m.

1. Call to Order
2. Introduction of Canvassing Board Members and Staff
3. Select Canvassing Board Chairperson
4. Welcome Guests and Public Comment Period
5. Review and Accept Vote by Mail Ballots- City Clerk/Manager will provide Vote-By-Mail Ballot Worksheet
6. Open Accepted Vote-By-Mail Ballots
7. Poll Worker Team will:
 - a. Verify seals on tabulation machine,
 - b. Verify zero tape,
 - c. Scan vote-by-mail ballots,
 - d. Set aside overvoted, blank, damaged, and misread ballots for canvassing board review.
8. Review Vote-by-Mail Ballots Provided by Poll Worker
 - a. Overvotes- Don't need to duplicate if Canvassing Board verifies the ballot contains a true overvote,
 - b. Blank Ballots- Don't need to duplicate if Canvassing Board verifies a completely blank ballot,
 - c. Damaged Ballots- Will need to be duplicated,
 - d. Misread Ballots- Will need to be duplicated.
9. Provide True Overvoted and Blank Ballots back to the Poll Worker to Scan
10. Duplicate Ballots Not Readable Through the Voting Tabulation System
 - a. Allow duplicated ballot review by public with authorization form submitted.
11. Poll Worker Team will Scan Accepted Duplicated Ballots Through Tabulation Machine
12. Confirm Total VBM Ballots Tabulated Equals Expected Totals from Vote-By-Mail Ballot Worksheet
 - a. After confirmation poll worker will end the election on the tabulation machine and print results
13. Record Total Votes on the Election Unofficial Certification Form for the Following Types
 - a. Image Cast Evolution (ICE 1)
 - b. Image Cast Evolution (ICE 2)
 - c. Vote-By-Mail
14. Calculate and Verify Totals for all Candidates
15. Announce TOTALS for each Candidate
 - a. Do not give break-down by type due to minimal number of votes cast.
16. Announce Results are Unofficial
17. Seal Ballots
 - a. Record and Verify Seal Number on Box of Processed Election Day Ballots
 - b. Record and Verify Seal Number on Box of Processed Vote-by-Mail Ballots
 - c. Record and Verify Seal Number on Box of Unscanned Ballots
18. Public Comment Period
19. Next Meeting Reminder - Friday, April 4, 2025 @ 9 am
 - a. Canvass Provisional Ballots, Vote-by-Mail Ballot Cures and File Official Results
 - b. Conduct Audit
 - c. If needed, Conduct Recount
20. Adjourn