

MEMORANDUM

February 11, 2015

TO: Honorable Mayor and City Commission
VIA: Kenneth Fields, City Manager
FROM: Clara VanBlargan, MMC, City Clerk & Chief Election Officer
RE: City of Lake Wales Canvassing Board

The regular Municipal Election is Tuesday, April 7, 2015. While the Supervisor of Elections and the City Clerk may perform many of the tasks necessary to conduct the election, the City Commission serves as the Municipal Canvassing Board and has legal responsibilities related to the conduct of the Municipal Election. The following rules apply to all members of the Canvassing Board:

No member can serve if he or she is a candidate with opposition in the election being canvassed or is *actively participating* in the campaign or the candidacy of any candidate who has opposition in the election being canvassed. Actively participating means undertaking an intentional effort to demonstrate or generate public support for a candidate beyond merely making a campaign contribution. Refer to DE 8-10; 09-07.

If a lack of a quorum is created on the Canvassing Board due to this rule or any other unavoidable cause, the City Commission may appoint the city manager, city attorney, or resident/s to serve in the absence of that commission member/s (Sec. 8-26, Lake Wales Code of Ordinances). This will be determined on the day qualifying ends, February 20, 2015. An agenda memo will be presented at the March 3, 2015 City Commission meeting for that purpose if required.

Per Florida Statute, Canvassing Board members are required to attend the following meetings:

Pre-election Logic and Accuracy Testing of Tabulating Equipment

Election Headquarters, SOE, Bartow – 4:00 p.m., Tuesday, March 31, 2015
(The Canvassing Board may designate the City Clerk to represent them, who is a required attendee).

Election Night Canvassing of Ballots

Election Headquarters, SOE, Bartow - Tuesday, April 7, 2015, time to be scheduled by SOE
(A quorum must be present and must remain until all ballots are tabulated.)

Certification of Election

City of Lake Wales Municipal Administration Building – 5:00 pm, Thursday, April 9, 2015
(A Quorum must be present)

Post-Election Manual Audit

Election Headquarters, SOE – Date and Time to be scheduled by SOE
(A Quorum must be present)

Run-off Election – Same requirement as above

Election Headquarters, SOE - To be held in case of tie vote