

**ELECTION NOTICE**  
**SANTA ROSA COUNTY CANVASSING BOARD SCHEDULE**  
**NOVEMBER 5, 2024, GENERAL ELECTION**

Chair	Honorable Jose "Tony" Giraud, County Judge	
Member	Honorable Tappie A. Villane, Supervisor of Elections	
Member	Honorable Kerry Smith, County Commissioner, District 2	
Alternate	Honorable Robert Hilliard, County Judge	
Alternate	Honorable Ray Eddington, District 4	
Time of Meeting	Date	Purpose of Meeting
9:00 a.m.	Tuesday, October 15, 2024	Logic and Accuracy Testing of the Voting and Tabulating Equipment to be used for Vote-By-Mail, Early Voting and at the precincts on Election Day
8:30-9:00 a.m. 9:00 a.m.	Saturday, October 19, 2024	<ul style="list-style-type: none"> <li>Public View of Ballots</li> <li>Canvassing of Vote-By-Mail Ballots</li> <li>Duplication of Ballots (as needed)</li> </ul>
1:00 p.m.	Tuesday, October 22, 2024	<ul style="list-style-type: none"> <li>Canvassing of Vote-By-Mail Ballots</li> <li>Duplication of Ballots (as needed)</li> <li>Scanning of Ballots into Tabulation and/or Audit System</li> </ul>
10:00 a.m.	Wednesday, October 23, 2024	<ul style="list-style-type: none"> <li>Scanning of Ballots into Tabulation and/or Audit System</li> </ul>
1:00 p.m.	Thursday, October 24, 2024	<ul style="list-style-type: none"> <li>Canvassing of Vote-By-Mail Ballots</li> <li>Duplication of Ballots (as needed)</li> <li>Scanning of Ballots into Tabulation and/or Audit System</li> </ul>
10:00 a.m.	Friday, October 25, 2024	<ul style="list-style-type: none"> <li>Scanning of Ballots into Tabulation and/or Audit System</li> </ul>
9:00 a.m.	Saturday, October 26, 2024	<ul style="list-style-type: none"> <li>Canvassing of Vote-By-Mail Ballots</li> <li>Duplication of Ballots (as needed)</li> <li>Scanning of Ballots into Tabulation and/or Audit System</li> </ul>
10:00 a.m.	Sunday, October 27, 2024	<ul style="list-style-type: none"> <li>Scanning of Ballots into Tabulation and/or Audit System</li> </ul>
1:00 p.m.	Monday, October 28, 2024	<ul style="list-style-type: none"> <li>Canvassing of Vote-By-Mail Ballots</li> <li>Duplication of Ballots (as needed)</li> <li>Scanning of Ballots into Tabulation and/or Audit System</li> </ul>
10:00 a.m.	Tuesday, October 29, 2024	<ul style="list-style-type: none"> <li>Scanning of Ballots into Tabulation and/or Audit System</li> </ul>
1:00 p.m.	Wednesday, October 30, 2024	<ul style="list-style-type: none"> <li>Canvassing of Vote-By-Mail Ballots</li> <li>Duplication of Ballots (as needed)</li> <li>Scanning of Ballots into Tabulation and/or Audit System</li> </ul>
10:00 a.m.	Thursday, October 31, 2024	<ul style="list-style-type: none"> <li>Scanning of Ballots into Tabulation and/or Audit System</li> </ul>
1:00 p.m.	Friday, November 1, 2024	<ul style="list-style-type: none"> <li>Canvassing of Vote-By-Mail Ballots</li> <li>Duplication of Ballots (as needed)</li> <li>Scanning of Ballots into Tabulation and/or Audit System</li> </ul>
10:00 a.m.	Saturday, November 2, 2024	<ul style="list-style-type: none"> <li>Scanning of Ballots into Tabulation and/or Audit System</li> </ul>
11:00 a.m.	Sunday, November 3, 2024	<ul style="list-style-type: none"> <li>Canvassing of Vote-By-Mail Ballots</li> <li>Duplication of Ballots (as needed)</li> <li>Close out Early Voting Sites</li> <li>Scanning of Ballots into Tabulation and/or Audit System</li> </ul>
3:00 p.m.	Monday, November 4, 2024	<ul style="list-style-type: none"> <li>Canvassing of Vote-By-Mail Ballots</li> <li>Duplication of Ballots (as needed)</li> <li>Scanning of Ballots into Tabulation and/or Audit System</li> </ul>
1:00 p.m. and 5:00 p.m.	Tuesday, November 5, 2024	<b>Election Day</b> <ul style="list-style-type: none"> <li>Canvassing of Vote-By-Mail Ballots</li> <li>Duplication of Ballots (as needed)</li> </ul>
2:00 p.m.	Wednesday, November 6, 2024	<ul style="list-style-type: none"> <li>Reconcile the General Election</li> <li>Scanning of Ballots into Tabulation and/or Audit System</li> </ul>
9:00 a.m.	Thursday, November 7, 2024	<ul style="list-style-type: none"> <li>Scanning of Ballots into Tabulation and/or Audit System</li> </ul>
9:00 a.m.	Friday, November 8, 2024	<ul style="list-style-type: none"> <li>Process Provisional Ballots, Cure Affidavits, and file 1<sup>st</sup> Unofficial Results</li> <li>Scanning of Ballots into Tabulation and/or Audit System</li> </ul>
9:00 a.m.	Tuesday, November 12, 2024	<ul style="list-style-type: none"> <li>Scanning of Ballots into Tabulation and/or Audit System (if needed)</li> </ul>
10:00 a.m.	Friday, November 15, 2024	<ul style="list-style-type: none"> <li>Canvass 10 Day UDCAVA Ballots</li> <li>Certification of Official Results of Election</li> <li>Draw for Audit</li> </ul>
11:00 a.m.	Wednesday, November 20, 2024	<ul style="list-style-type: none"> <li>Audit</li> </ul>

**Access to Ballot Materials** - Those qualified to receive access to ballot materials pursuant to 101.572(2), Florida Statutes, may request an appointment by email at [villane@santarosa.fl.gov](mailto:villane@santarosa.fl.gov) or by telephone at (850)983-1900. Request must be made at least 48 hours in advance of requested access and must include specific materials to which the requestor would like access. All meetings of the Canvassing Board will take place at the Supervisor of Elections Office, located at 6495 Caroline Street, Room 100, Milton, FL 32570, are open to the public. If you have any questions or comments, please contact our office at 850-983-1900.

**También está disponible en Español si se solicita. Por favor llame al (850) 983-1900 o 1-833-912-1315.**