

**THE ELEVENTH JUDICIAL CIRCUIT
MIAMI-DADE COUNTY, FLORIDA**

**CASE NO. 11-2
(Court Administration)**

**ADMINISTRATIVE ORDER
NO. 11-03**

**IN RE: APPOINTMENT OF JUDGE
SHELLEY J. KRAVITZ AS
CHAIRPERSON OF THE MIAMI-DADE
COUNTY, FLORIDA CANVASSING
BOARD FOR THE 2011 ELECTION
CYCLE**

WHEREAS, Article 3, Section 3.07, of the Miami-Dade County Charter provides that all elections governed by the Charter shall be canvassed by the Miami-Dade County Canvassing Board as provided under the Election Laws of the State of Florida; and

WHEREAS, Section 102.141, Florida Statutes also provides that the Canvassing Board shall be composed of the Supervisor of Elections, a member of the Board of County Commissioners, and a County Court Judge who shall act as the Chairperson of the Canvassing Board; and

WHEREAS, accordingly, Lester Sola, the Supervisor of Elections, has requested that the undersigned appoint a County Court Judge to serve as the Chairperson for the 2011 election cycle; and

WHEREAS, the **HONORABLE SHELLEY J. KRAVITZ** has served as the Chairperson for previous election cycles and is willing to accept the appointment for the 2011 election cycle; and

WHEREAS, there are currently two elections scheduled in 2011 that require the County Canvassing Board to convene as follows:

1. **February 8, 2011-Special Primary Election** (to fill the vacancy of the office of State Senate, District 33 and State House of Representatives, District 103.)
2. **March 1, 2011-Special General Election**

WHEREAS, a complete Canvassing Board Schedule shall be provided to Judge Kravitz prior to each election indicating date, time and designated location of each Canvassing Board meeting;

NOW, THEREFORE, pursuant to the authority vested in me as Chief Judge of the Eleventh Judicial Circuit of Florida, the **HONORABLE SHELLEY J. KRAVITZ** is hereby appointed to serve as the Chairperson of the Miami-Dade County, Florida Canvassing Board for the 2011 election cycle, including, but not limited to the following elections:

- 1. February 8, 2011-Special Primary Election**
- 2. March 1, 2011-Special General Election**

In such capacity, the above Judge is hereby authorized to sign all documents pertaining to said elections as required or as authorized by law.

This Order shall take effect immediately and shall remain in full force and effect until further order of the Court.

DONE AND ORDERED in Chambers at Miami-Dade County, Florida, this 12th day of January, 2011.

**JOEL H. BROWN, CHIEF JUDGE
ELEVENTH JUDICIAL CIRCUIT OF FLORIDA**

**MIAMI-DADE COUNTY CANVASSING BOARD
SPECIAL PRIMARY ELECTION
FEBRUARY 8, 2011**

The Miami-Dade County Canvassing Board will convene at the Office of the Supervisor of Elections, 2700 N. W. 87th Avenue, Miami, Florida, for the following Special Primary Election activities:

DATE/TIME	ACTIVITY	ATTENDANCE
Wednesday, 1/26/11 10:00 a.m.	1. Logic and accuracy test of the optical scan and touch screen voting systems to be used for absentee, early voting, and precinct ballots	The Supervisor of Elections will serve as the designated Canvassing Board Member
Tuesday, 2/1/11 8:00 to 10:00 a.m.	1. Public Inspection of absentee ballots 2. Pre-count logic and accuracy test of the optical scan system used for paper ballots	Canvassing Board does not need to attend for item 1 The Supervisor of Elections will serve as the designated Canvassing Board Member for item 2
Wednesday, 2/2/11 through Monday, 2/7/11, 8:00 a.m. to completion Canvassing 10:00 a.m.	1. Absentee ballots opening and processing starts and continues as needed 2. Duplication of ballots (as needed) 3. Canvassing of presumed invalid absentee ballots starts and continues as needed	The Supervisor of Elections will serve as the designated Canvassing Board Member for items 1 and 2 All Canvassing Board Members must attend for item 3
Tuesday, 2/8/11 Canvassing: 6:00 p.m. to completion	1. Absentee ballots opening and processing continues (as needed) 2. Duplication of ballots (as needed) 3. Canvassing of presumed invalid absentee ballots 4. Provisional ballots processing 5. Tabulation of results 6. Release of <u>Unofficial</u> results after 7 p.m.	The Supervisor of Elections will serve as the designated Canvassing Board Member for items 1 and 2 All Canvassing Board Members must attend for items 3 through 6
Thursday, 2/10/11 Canvassing: 4:00 p.m. to completion	1. Provisional ballots processing, if needed 2. Certification of <u>Official</u> results, including Provisionals 3. Post-count logic and accuracy test of the optical scan system used for absentee and provisional ballots 4. Audit Process starts - Race/Question and Precincts Selection for State Audit	All Canvassing Board Members must attend this session
Monday, 2/14/11 10:00 a.m. to completion	1. Audit process continues until completion	A majority of Canvassing Board Members or designees must attend these sessions

County Canvassing Board Members

Honorable **TBD**, County Court Judge, **Chairperson**

Honorable **TBD**, **Member**

Lester Sola, Supervisor of Elections, **Member**

**MIAMI-DADE COUNTY CANVASSING BOARD
SPECIAL GENERAL ELECTION
MARCH 1, 2011**

The Miami-Dade County Canvassing Board will convene at the Office of the Supervisor of Elections, 2700 N. W. 87th Avenue, Miami, Florida, for the following Special General Election activities:

DATE/TIME	ACTIVITY	ATTENDANCE
Wednesday, 2/16/11 10:00 a.m.	2. Logic and accuracy test of the optical scan and touch screen voting systems to be used for absentee, early voting, and precinct ballots	The Supervisor of Elections will serve as the designated Canvassing Board Member
Tuesday, 2/22/11 8:00 to 10:00 a.m.	3. Public Inspection of absentee ballots 4. Pre-count logic and accuracy test of the optical scan system used for paper ballots	Canvassing Board does not need to attend for item 1 The Supervisor of Elections will serve as the designated Canvassing Board Member for item 2
Wednesday, 2/23/11 through Monday, 2/28/11, 8:00 a.m. to completion Canvassing 10:00 a.m.	4. Absentee ballots opening and processing starts and continues as needed 5. Duplication of ballots (as needed) 6. Canvassing of presumed invalid absentee ballots starts and continues as needed	The Supervisor of Elections will serve as the designated Canvassing Board Member for items 1 and 2 All Canvassing Board Members must attend for item 3
Tuesday, 3/1/11 Canvassing: 6:00 p.m. to completion	1. Absentee ballots opening and processing continues (as needed) 2. Duplication of ballots (as needed) 3. Canvassing of presumed invalid absentee ballots 4. Provisional ballots processing 5. Tabulation of results 6. Release of <u>Unofficial</u> results after 7 p.m.	The Supervisor of Elections will serve as the designated Canvassing Board Member for items 1 and 2 All Canvassing Board Members must attend for items 3 through 6
Thursday, 3/3/11 Canvassing: 4:00 p.m. to completion	5. Provisional ballots processing, if needed 6. Certification of <u>Official</u> results, including Provisionals 7. Post-count logic and accuracy test of the optical scan system used for absentee and provisional ballots 8. Audit Process starts - Race/Question and Precincts Selection for State Audit	All Canvassing Board Members must attend this session
Monday, 3/7/11 10:00 a.m. to completion	1. Audit process continues until completion	A majority of Canvassing Board Members or designees must attend these sessions

County Canvassing Board Members

Honorable **TBD**, County Court Judge, **Chairperson**

Honorable **TBD**, **Member**

Lester Sola, Supervisor of Elections, **Member**