

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

**CASE NO. 13-2
(Court Administration)**

**ADMINISTRATIVE ORDER
NO. 13-36**

**IN RE: DESIGNATION OF COUNTY
COURT JUDGE NURIA SAENZ AND
SCHOOL BOARD MEMBER PERLA
TABARES-HANTMAN TO SERVE AS
MEMBERS OF THE CANVASSING
BOARD FOR THE SPECIAL ELECTION IN
THE TOWN OF MIAMI LAKES, FLORIDA**

WHEREAS, the Town of Miami Lakes, Florida ("Town") has scheduled a Special Election to take place on Tuesday, October 1, 2013 ("Special Election"), which day is not a countywide election day; and

WHEREAS, neither the Charter nor the Code for the Town, currently address the appointment of a canvassing board for the purposes of Town elections that fall on a day that is not a countywide election day; and

WHEREAS, accordingly, pursuant to and consistent with Section 102.141, Florida Statutes, the Town Council adopted Resolution No. 13-1137 and Resolution No. 13-1138, requesting the Chief Judge to appoint Judge Nuria Saenz and School Board Member Perla Tabares-Hantman, respectively, as qualified electors of the Town, to serve as members of the Canvassing Board for the Town for the Special Election; and

WHEREAS, Judge Saenz and School Board Member Tabares-Hantman have agreed to serve in such capacity;

NOW, THEREFORE, pursuant to the authority vested in me as Chief Judge of the Eleventh Judicial Circuit of Florida, Judge Saenz and School Board Member Tabares-Hantman are hereby designated to serve as members of the Canvassing Board for the Town of Miami Lakes, Florida for the Special Election scheduled to be held on October 1, 2013.

In such capacity, Judge Saenz and School Board Member Tabares-Hantman are hereby authorized to sign all documents pertaining to said election as required or as authorized by law.

DONE AND ORDERED in Chambers at Miami-Dade County, Florida, this 17th day of September, 2013.

**BERTILA SOTO, CHIEF JUDGE
ELEVENTH JUDICIAL CIRCUIT OF FLORIDA**

**MUNICIPAL CANVASSING BOARD SCHEDULE
MIAMI LAKES SPECIAL ELECTION – OCTOBER 1, 2013**

DATE/TIME	LOCATION	ACTIVITY	ATTENDANCE
Wednesday, 9/25/13 10:00 a.m.	Miami-Dade County Elections Department 2700 NW 87 th Ave. Miami, FL	1. Logic and Accuracy Test of the touch screen and optical scan voting systems to be used for early voting, absentee, and precinct ballots	Canvassing Board Members or designee
Thursday, 9/26/13 10:00 a.m. through Tuesday, 10/1/13	Miami-Dade County Elections Department 2700 NW 87 th Ave. Miami, FL	1. Pre-count Logic and Accuracy Test of the optical scan system used for absentee and provisional ballots 2. Absentee ballot opening and processing (as needed) 3. Duplication of ballots (as needed)	Canvassing Board Members or designee
Tuesday, 10/1/13 Canvassing: 6:00 p.m. to completion	Miami Lakes Government Center 6601 Main Street Miami Lakes, FL	1. Absentee ballot opening and processing (as needed) 2. Duplication of ballots (as needed) 3. Canvassing of presumed invalid absentee and provisional ballots 4. Tabulation of results 5. <u>Unofficial</u> Results provided by the Supervisor of Elections	All Canvassing Board Members
Friday, 10/4/13 10:00 a.m. to completion	Miami-Dade County Elections Department 2700 NW 87 th Ave. Miami, FL	1. Canvassing of provisional ballots (if needed) 2. Certification of <u>Official</u> Results, including provisionals, by the Supervisor of Elections 3. Post-count Logic and Accuracy Test of the optical scan system used for absentee and provisional ballots 4. Race and precinct(s) selection for manual post-election audit 5. Audit process starts to completion	All Canvassing Board Members Majority of the Canvassing Board Members or designees

Canvassing Board Members

The Honorable Nuria Saenz, Chairperson
The Honorable Perla Tabares Hantman, Substitute Member
Marjorie Tejeda-Castillo, CMC, Town Clerk