

**Voter & Absentee Staff**

**Canvassing Board**

**Scan Operator**

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**EVERY VOTE COUNTS!**

Results of **Vote by Mail** Tabulation are released on Election night

Voter requests  
**Vote by Mail Ballot**

Voted  
**Vote by Mail Ballot** returned to SOE offices

Bar code from returned envelope entered for check-in of  
**Vote by Mail Ballot**

Signature on the back flap of envelope is compared with signature in SOE database. If match, unopened envelope is stored in vault for later tabulation. If no match, envelope is segregated for review by Canvassing Board

Sealed ballots are sorted by precinct and stored under lock and key in secured storage facility (101.67 (1) F.S.) until six (6) days prior to election. (101.68 (2)(a) F.S.)

Absentee Staff present sealed ballots to Canvassing Board (CB)\*

Chair of CB orders ballots to be unsealed/opened - done using industrial mail opener & witnessed by CB

Opened envelopes are returned to the CB so contents can be removed

Working as a team to maintain secrecy of **Vote by Mail Ballot** the Canvassing Board empties all envelopes

Unfolded ballots given to Scan Operator

Scan Operator feeds all ballots through the high speed scanners for tabulation



**Station #1**

Removes Secrecy Sleeves from envelope.

**Station #2**

Ballots are mixed so as to make it impossible to determine which Secrecy Sleeve came out of which signed mailing envelope. Removes Ballot from Secrecy Sleeves and stacks them face down whenever feasible

- 1 Supervisor of Elections
  - 2 Charlotte County Court Judge (Serves as Chair of CB)
  - 3 Chair of Board of County Commissioners (BOC)
- \*Canvassing Board (CB) consists of three members  
102.141 (1) F.S.

Does My **Vote** Really Count?

Every **Vote** Counts!!

\* From the Absentee Team: Great pride is taken in the processing of a returned (voted) **Vote by Mail Ballot**. The team is always available to answer any questions or concerns. Call 941-833-5400 or email [soe@charlottevotes.com](mailto:soe@charlottevotes.com) (be sure to put Vote by Mail in the Subject line).