



**Maureen "Mo" Baird**  
**Supervisor of Elections**

**Request to Review Ballot Materials F.S. 101.572(2), F.S. 101.5614(4)(a)**  
**for the General Election, November 8, 2022**

For access to review or inspect ballot materials from the Supervisor of Elections, check the applicable authorization category and submit this completed form to [vote@votecitrus.gov](mailto:vote@votecitrus.gov) or drop off @ the Election's office 1500 N Meadowcrest Blvd.

**Candidate**     **Political Party Official:** \_\_\_\_\_  **Political Committee Official:** \_\_\_\_\_  
(Political Party) (Political Committee)

I hereby swear or affirm that I am the person authorized pursuant to Section 101.572(2), F.S. to review or inspect ballot materials. I also authorize the designee listed below to review or inspect ballots on my behalf.

Name: (print) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorized Designee:** Only one person on behalf of a Candidate, Political Party or Political Committee is permitted to review or inspect ballot materials.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Check applicable time slot. Appointments and requests must be made at least 48 hours in advance. Your request is not confirmed until you have received confirmation from our office.**

- October 21st – 4:00 pm to 5:00 pm
- October 29 – 4:00 pm to 4:30 pm
- November 4th – 5:00 pm to 5:30 pm
- November 10th – 4:00 pm to 4:30pm

**What information are you requesting to review?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All meetings of the Canvassing Board are open to the public and will be conducted at the Supervisor of Elections office located at 1500 N. Meadowcrest Blvd. Crystal River, Florida 34429.

*This form becomes public records when submitted to the Supervisor of Elections office* Revised 5/29/22

# Citrus County Supervisor of Elections November 8, 2022, General Election

## Guidelines and Procedures for Observers, Public Inspection, and Canvassing Board Meetings

The Citrus County Canvassing Board adopts the following procedures for its meetings for the 2022 Elections and establishes the following guidelines for observation and public inspection. These guidelines may be amended or modified at any time as needed.

- All individuals entering the canvassing/ballot viewing area in the election's office at 1500 N Meadowcrest Blvd, Crystal River, FL 34429 are required to comply with any Citrus County Emergency Orders in effect regarding COVID-19, including and without limitation to those relating to facial coverings and social distancing.
- All individuals entering the canvassing/ballot viewing area are required to sign in, receive a Badge and complete a canvassing affidavit.

### Public Viewing

All Vote-by-Mail ballots received are made available for public viewing pursuant to Fla. Stat. 101.572(1). Sealed Vote-by-Mail ballots are available for public viewing. The published Public Inspection period is located on the website [www.votecitrus.gov](http://www.votecitrus.gov). The Canvassing Board schedule is publicly noticed and available at [www.votecitrus.gov](http://www.votecitrus.gov)

### Inspection of Vote-by-Mail ballot materials

Pursuant to 101.572(2) F.S., *a candidate, a political party official, or a political committee official, or an authorized designee thereof, shall be granted reasonable access upon request to review ballot materials prior to canvassing or tabulation.*

Requests are accepted by appointment only.

### Appointments and Inspection

- Must be made at least 48 hours in advance using the Request to Review Ballot Materials form located on our website at [www.votecitrus.gov](http://www.votecitrus.gov)
- **One** appointment per time slot per candidate, political party official, or political committee official, or an authorized designee, will be confirmed with you by the election's office. *If multiple representatives for the same candidate, political party, or political committee make an appointment for the same date and time, only the first request received will be confirmed.*
- Requested materials to review must be included when making the appointment. We will endeavor to accommodate all reasonable requests made in advance. Time taken to gather additional materials will occur during the appointment time.
- The process for presenting the requested materials will be determined by the Supervisor of Elections, depending on the number of requestors who need to be accommodated.
- Each appointment will begin on time and end on time.

## **Challenges/Objections during Inspection of Vote-by-Mail ballot materials**

- Must be made in writing and include all information required by Florida Law and provided to the designated SOE representative during the appointment time.
- Items subject to challenge or objection, along with the written challenge/objection will be presented to the Canvassing Board for consideration at the Board's next scheduled meeting (or a special meeting, if called).
- The copying, recording, or photography of voter signatures is prohibited by law. Anyone in violation will be removed and not permitted to return during the election period.

## **Canvassing Board**

- All other individuals may participate in the Canvassing Board meetings in the canvassing/public viewing area where there will be Audio/Video of the Canvassing Board meeting.
- The Canvassing Board may, at any time, depending on the event and the needs of the public may move the meeting to a larger meeting room within the election's office to accommodate the process.
- Members of the public shall not interrupt Canvassing Board meetings, except to make an objection as permitted by law or to respond to an inquiry by the Canvassing Board. If you would like to appear before the canvassing board, you must complete the Canvassing Board Appearance Request form and present this request to the Supervisor of Election's.
- Phones and other electronic devices must be placed on silent during the Canvassing Board meetings.
- The copying, recording, or photography of voter signatures is prohibited by law. Anyone in violation will be removed from the premises.
- Any individual who violates the procedures or disrupts the canvassing process may be removed at the direction of the Canvassing Board.