



Leslie R. Swan

Indian River County Supervisor of Elections

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November 21, 2023

The Honorable Susan Adams
Chairwoman, Board of County Commissioners
Indian River County
1801 27th Street, Building A
Vero Beach, FL 32960

Dear Chairwoman Adams:

During each election cycle, the County Canvassing Board shall preside over the canvassing of the ballots. F.S. 102.141 states:

“The canvassing board shall be composed of the supervisor of elections; a county court judge, who shall act as a chair; and the chair of the board of county commissioners.”

An alternate Canvassing Board member must also be appointed pursuant to F.S. 102.141.

In 2024, there will be three scheduled elections as follows:

Presidential Preference Primary Election – March 19, 2024
Primary Election – August 20, 2024
General Election – November 5, 2024

In the event the Chair of the Board of County Commissioners is not eligible to serve for any of the elections conducted in 2024, the Board of County Commissioners shall appoint one of its members to serve for the specified election(s) in which the Chair is unable to serve.

The Chair of the Board of County Commissioners must appoint an alternate member for all three elections. The alternate member must follow the same guidelines prescribed in the Election Code as all other county canvassing board members.

As a reminder, the Chair of the Board of County Commissioners is ineligible to serve on the County Canvassing Board if any of the following restrictions apply:

- The chair is a candidate who has opposition in the election being canvassed
- The chair is an active participant in the campaign or candidacy of any candidate who has opposition in the election being canvassed

I am requesting that the 2024 Canvassing Board Members be appointed at the December 5, 2023 Board of County Commissioners Meeting. Canvassing Board members are encouraged to attend an on-line Canvassing Board Workshop offered by the Florida Supervisor of Elections Association. Information will be forthcoming.

Most sincerely,

Leslie R. Swan
Supervisor of Elections

Enclosure

2023 Florida Statutes

Title IX ELECTORS AND ELECTIONS

Chapter 102 CONDUCTING ELECTIONS AND ASCERTAINING THE RESULTS Entire Chapter

SECTION 141

County canvassing board; duties.

102.141 County canvassing board; duties.—

(1) The county canvassing board shall be composed of the supervisor of elections; a county court judge, who shall act as chair; and the chair of the board of county commissioners. The names of the canvassing board members must be published on the supervisor's website upon completion of the logic and accuracy test. At least two alternate canvassing board members must be appointed pursuant to paragraph (e). In the event any member of the county canvassing board is unable to serve, is a candidate who has opposition in the election being canvassed, or is an active participant in the campaign or candidacy of any candidate who has opposition in the election being canvassed, such member shall be replaced as follows:

(a) If a county court judge is unable to serve or if all are disqualified, the chief judge of the judicial circuit in which the county is located must appoint as a substitute member a qualified elector of the county who is not a candidate with opposition in the election being canvassed and who is not an active participant in the campaign or candidacy of any candidate with opposition in the election being canvassed. In such event, the members of the county canvassing board shall meet and elect a chair.

(b) If the supervisor of elections is unable to serve or is disqualified, the chair of the board of county commissioners must appoint as a substitute member a member of the board of county commissioners who is not a candidate with opposition in the election being canvassed and who is not an active participant in the campaign or candidacy of any candidate with opposition in the election being canvassed. The supervisor, however, shall act in an advisory capacity to the canvassing board.

(c) If the chair of the board of county commissioners is unable to serve or is disqualified, the board of county commissioners must appoint as a substitute member one of its members who is not a candidate with opposition in the election being canvassed and who is not an active participant in the campaign or candidacy of any candidate with opposition in the election being canvassed.

(d) If a substitute member or alternate member cannot be appointed as provided elsewhere in this subsection, or in the event of a vacancy in such office, the chief judge of the judicial circuit in which the county is located must appoint as a substitute member or alternate member a qualified elector of the county who is not a candidate with opposition in the election being canvassed and who is not an active participant in the campaign or candidacy of any candidate with opposition in the election being canvassed.

(e)1. The chief judge of the judicial circuit in which the county is located shall appoint a county court judge as an alternate member of the county canvassing board or, if each county court judge is unable to serve or is disqualified, shall appoint an alternate member who is qualified to serve as a substitute member under paragraph (a). Any alternate may serve in any seat.

2. The chair of the board of county commissioners shall appoint a member of the board of county commissioners as an alternate member of the county canvassing board or, if each member of the board of county commissioners is unable to serve or is disqualified, shall appoint an alternate member who is qualified to serve as a substitute member under paragraph (d).

3. If a member of the county canvassing board is unable to participate in a meeting of the board, the chair of the county canvassing board or his or her designee must designate which alternate member will serve as a member of the board in the place of the member who is unable to participate at that meeting.

4. If not serving as one of the three members of the county canvassing board, an alternate member may be present, observe, and communicate with the three members constituting the county canvassing board, but may not vote in the board's decisions or determinations.