

## Mail Ballot Election Plan Schedule

Key Biscayne Special Mail Ballot Election - 6/12/07

Due Date	Task	Notes
n/a	Key Biscayne Village Council adopts Resolutions No. 2007-12 and 2007-13 calling for a Special Mail Ballot Election to be held on June 12, 2007	Passed and adopted 4/10/07 Three charter amendment questions
4/13/07	Preparation of ballot wording (English) from Resolution submitted by municipality	
4/13/07	Request for translations of ballot documents in Spanish	
4/24/07	Creation of elections on voter system / definition of precincts/ groups in the areas	
4/24/07	Supervisor of Elections submits request to Secretary of State for approval to conduct mail ballot election	Attach this schedule and copy of municipal resolution/ordinance(s)
4/25/07	Preparation of master ballot document	
4/25/07	Proofing of ballot documents	(Ongoing) Master, Optical Scan, and Website
4/27/07	Preparation of election staffing	
4/30/07	Ordering of Optical Scan Ballots	
Week of 5/6-5/12 /06	Advertising by municipality - Notice of Special Elections	5 <sup>th</sup> week prior requirement
5/14/07	Closing of registration	29 days prior to election
Week of 5/20-5/26 /07	Advertising by municipality - Notice of Special Elections	3 <sup>rd</sup> week prior requirement
5/23/07	Mailing of ballots to voters	No sooner than 20 days prior, no less than 10 days prior (6/2/07) requirement
6/4/07	Advertising by municipality – Canvassing Board Meetings of 6/7/07 and 6/13/07	No less than 48 hours prior requirement
6/7/07	Canvassing Board Meeting (Municipal): Public logic & accuracy test of optical scan ballot system	10:00 a.m.
6/12/07	ELECTION DAY Deadline to receive voted ballots at Key Biscayne City Hall	4:30 p.m. Sealed ballot box is to be taken to the Supervisor of Elections Office to meet deadline of 7 p.m.
6/12/07	ELECTION DAY Deadline to receive voted ballots	All ballots must be received in the office of the Supervisor of Elections by 7 p.m.
6/13/07	Canvassing Board Meeting (Municipal): Pre-logic and accuracy test of the optical scan system, ballot opening and processing, canvass of presumed invalid ballots, tabulation of results, certification of results, post-logic and accuracy test of the optical scan system.	10:00 a.m.
6/13/07	Submission of results certifications to State Division of Elections and municipality	
7/13/07	Billing of election costs to Village of Key Biscayne	