



# RUN OF SHOW

## SARASOTA COUNTY CANVASSING BOARD LOGIC AND ACCURACY TEST

#	TIME	WHO	ACTIVITY OR COMMENTS	MATERIALS PRESENTED
1	Advance	Canvassing board (CB) manager	<ul style="list-style-type: none"> <li>• Create agenda</li> <li>• Create orientation binders</li> <li>• Select precincts for public test</li> <li>• Create <i>schedule of devices tested</i></li> <li>• Create certificate of testing</li> </ul>	
2	Advance	Voting equipment facility (VEF) manager	<ul style="list-style-type: none"> <li>• Complete <i>schedule of devices tested</i></li> <li>• Deliver equipment to Election Operations Center (EOC)</li> </ul>	
3	Advance	IT manager	<ul style="list-style-type: none"> <li>• Program election</li> <li>• Create test deck</li> <li>• Create expected results sheets for early voting, election day, vote by mail and system total</li> </ul>	
4	Day Before	CB and VEF managers	<ul style="list-style-type: none"> <li>• Organize Expressvote and DS-300 equipment according to <i>schedule of devices tested</i></li> <li>• Verify seals and/or serial numbers on all equipment</li> </ul>	
5	Day Before	IT manager	<ul style="list-style-type: none"> <li>• Place test deck, express vote paper and two copies of each expected results sheet in locked and sealed cage, store in secured room</li> <li>• Prepare custody sheet and place in cage</li> </ul>	
6	8:30 am	CB manager	Set up canvassing room <ul style="list-style-type: none"> <li>• Name plates and badges</li> <li>• Orientation binders</li> <li>• Agendas</li> <li>• Pens, water, napkins.</li> </ul>	Agenda slide on display
7	8:30 am	IT and VEF managers	Move cage to outside of CB room	Cage
8	8:45 am	CB manager	Greet CB members and lead to room	
9	8:45 am	SOE reception	Sign in observers and hold in lobby	
10	9:00 am	<b>Judge</b>	Call meeting to order	Agenda
11	9:00 am	<b>Judge</b>	Call for public comment	
12	9:05 am	<b>Supervisor Turner</b> (speaking)	Speak on: <ul style="list-style-type: none"> <li>• Purpose of canvassing board</li> </ul>	Orientation binder



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		<b>Supervisor Turner</b> (continued)	<ul style="list-style-type: none"><li>Standards for determining voter intent</li><li><b>Request CB approval</b> of VBM and provisional canvassing criteria</li><li><b>Request CB approval</b> of guidelines for observer conduct</li><li>State purpose of L&amp;A</li></ul>	
13	9:20	VEF manager (speaking)	Today we'll be testing the equipment for the [election name] Election. There are several steps to the test: <ul style="list-style-type: none"><li>We'll begin by confirming equipment seal and serial numbers, then we'll start the equipment and present you with the opening zero reports and tapes, showing no votes are in the system.</li><li>Once that's complete, we will input the test ballots and generate results reports so that you can compare the test results with the pre-determined outcome.</li><li>Then we will zero out the equipment and present you with those reports so that you can see the test data has been removed, and finally we will close and reseal the equipment.</li></ul>	
14	9:25	VEF manager (speaking) and <b>CB</b>	And with that, if the canvassing board could proceed to the tabulation room we will begin confirming equipment seal and serial numbers. <ul style="list-style-type: none"><li>Tabulation room<ul style="list-style-type: none"><li>DS-950s</li><li>Clear Audit scanners</li></ul></li><li>Main hall:<ul style="list-style-type: none"><li>Express vote ballot marking devices</li></ul></li></ul>	<i>Schedule of devices tested, clipboard and pen, diagonal snips</i>



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#	TIME	WHO	ACTIVITY OR COMMENTS	MATERIALS PRESENTED
		VEF manager and <b>CB</b> (continued)	<ul style="list-style-type: none"><li>○ Early voting (cut seal and open equipment as confirmed)</li><li>○ Election day (cut seal and open equipment as confirmed)</li></ul>	
15	9:35	CB and CB manager	CB returns to canvassing board room	
16	9:35	VEF manager (speaking)	Now that you have checked seals on all of the equipment, with the canvassing board's permission we will generate opening zero reports.	
17	9:40	VEF staff	Open election on EV/ED devices and generate zero reports	
18	9:40	IT staff	Open election on DS-950 and Clear Audit devices, generate zero reports	
19	9:50	VEF manager	Present zero reports from EV, ED, VBM and Clear Audit devices to CB	Zero reports
20	9:55	CB manager	Collect initialed zero reports from CB and file	Zero reports
21	10:00	CB manager	Unlock and unseal cage while VEF manager is speaking, present seal to CB to verify against custody sheet	Cage, key, wire cutter, custody sheet
22	10:00	VEF manager (speaking)	As we begin the test, we will first ask Judge [name] to draw two ballots from the test deck. These ballots will be voted by staff on the Express Vote ballot marking devices. <ul style="list-style-type: none"><li>• EV deck: one from any precinct (EV express vote) (<i>not a ballot with an overvote or undervote</i>)</li><li>• ED deck: one from specified precinct (precinct-specific express vote) (<i>not a ballot with an overvote or undervote</i>)</li></ul>	Test deck, express vote paper
23	10:05	VEF staff	Vote expressvote ballots	



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#	TIME	WHO	ACTIVITY OR COMMENTS	MATERIALS PRESENTED
24	10:05	VEF manager	Have CB confirm expressvote ballots match test deck ballots	
25	10:10	CB manager	Collect substituted test deck ballots and file	
26	10:10	VEF manager	Incorporate express votes into test deck, distribute test deck to election day tabulators	
27	10:10	VEF staff	Run <b>election day precinct</b> test	Test deck with substituted ballots
28	10:25	VEF manager	Present closing total tapes from election day and election day precinct expected results sheet to CB.	Election day precinct expected results sheet, closing total tapes
29	10:25	VEF manager	Distribute test deck to early voting	
30	10:30	CB manager	Collect initialed ED tapes	
31	10:30	VEF staff	Run <b>early voting</b> test	Test deck with substituted ballots
32	10:45	VEF manager	Present closing total tape from EV and EV expected results sheet to CB	EV expected results sheet, closing total tape
33	10:45	IT manager	Distribute test deck to VBM	
34	10:50	CB manager	Collect initialed EV tape	
35	10:50	IT staff	Run test <b>VBM and Audit</b> tests	Test deck with substituted ballots
36	11:00	IT manager	Present closing total report from VBM and VBM and expected results sheet to CB	VBM expected results sheet, VBM report
37	11:05	CB manager	Collect initialed VBM reports	
38	11:10	IT manager	Present Electionware report, system total expected results sheet and Clear Audit report (CB compares	Electionware results report, Clear Audit



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#	TIME	WHO	ACTIVITY OR COMMENTS	MATERIALS PRESENTED
			Electionware to total expected results sheet; Clear Audit to VBM column on Electionware report)	report, system total expected results sheet
39	11:15	CB manager	Collect initialed Clear Audit and all expected results sheets	
40	11:15	VEF and IT managers	Request permission to clear devices and generate zero reports	
41	11:20	VEF staff, IT staff	Clear devices, generate zero reports	
42	11:25	VEF manager	Present zero reports from EV, ED, VBM and Audit devices to CB	Zero reports
43	11:25	CB manager	Collect initialed zero reports from CB and file	Zero reports
44	11:25	VEF manager and staff	Record public count and seal numbers to be used for each DS-300 on <i>Schedule of Devices Tested</i>	Seals, <i>Schedule of devices tested</i>
45	11:30	<b>CB</b>	Confirm counts on <i>Schedule of devices tested</i> are accurate and sign	<i>Schedule of devices tested</i>
46	11:35	VEF manager and staff	Close and seal DS-300s	
47	11:40	<b>CB</b>	Confirm seal numbers on <i>Schedule of devices tested</i> are accurate and sign	<i>Schedule of devices tested</i>
48	11:45	CB manager	<b>Present certificate of L&amp;A test to CB for signature</b>	Certificate of L&A test
49	11:45	CB manager	Collect certificate, schedule and any remaining L&A documents and file	
50	11:50	VBM manager  Suzie (continued)	Present initial VBM ballot report to CB. <b>Request CB permission for SOE staff:</b> <ul style="list-style-type: none"> <li>• To begin opening and tabulating ballots,</li> <li>• To duplicate and tabulate any valid overseas ballots received via facsimile</li> <li>• To process tabulated ballots through the automated independent audit system</li> </ul>	VBM ballot report
51	11:55	<b>Judge</b>	<b>Motion appointing</b> Supervisor Turner to oversee opening, tabulation,	



Ron Turner  
**Supervisor of Elections**  
Sarasota County: Our County. Our Vote.

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#	TIME	WHO	ACTIVITY OR COMMENTS	MATERIALS PRESENTED
			duplication, and audit-processing of ballots on behalf of the canvassing board	
52	12:00	<b>Judge</b>	Adjourn	