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**DUVAL COUNTY ELECTION ADVISORY PANEL**

**MEETING AGENDA**

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| Wednesday, November 15, 2023 3:00 P.M. |  |
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| Don Davis Room Staff: Jeff Clements, Chief of Council Research |  |
| 1st Floor, City Hall |  |

Members:

Ray Pringle, Chair Austin Kwikkel, Vice Chair Robert Maldonado, Member

Daniel Henry, Member Ingrid Montgomery, Member Lanelle Phillmon, Member

Carmen Martinez, Member

*If a person decides to appeal any decision made with respect to any matter considered at such meeting, such person will need a record of the proceedings, and for such purpose, such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based*.

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| Legislative Authority: | Chapter 59, Ordinance Code |
|  | Total Members: | 9 |
|  | Committee Duties: | Study and make recommendations to the Supervisor of Elections to increase the quality of voter registration and education efforts. Study and make recommendations to the Supervisor of Elections to enhance the voter's election-day experience, including poll worker training, polling locations, ballot styles, and fraud prevention. Evaluate and recommend improvements on the election effectiveness, including number of over votes, under votes and spoiled ballots, voter complaints, and voter turnout. Review and comment on ballot styles, instructions and absentee ballot appearance. Make an annual report to Council on progress, including an incorporation of any statistics, charts, studies, reports, or other data and materials generated. |

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1. Quorum Determination – Roll Call

II. Approval of August 16, 2023 meeting minutes

III. Supervisor of Elections update

* 2024 election preparations – precinct locations, early voting sites, poll worker recruitment, etc.
* Vote by mail ballot request notification process
* Election operations center lease renewal/new SOE facility planning

IV. Old Business

V. New Business

* EAP meeting calendar for 2024 confirmation: January 17, April 17, June 26, September 18 and December 4

VI. Public Comments

VII. Next meeting – to be determined

VIII. Adjourn