

PHILADELPHIA CITY COMMISSIONERS

SUNSHINE MEETING

Wednesday, October 29, 2025

11:00 a.m.

Transcribed
by: Mwititi Mutunga

Job No.: 1016748

ELECTIONS
10/29/2025

<p>Page 2</p> <p>1 ATTENDANCE</p> <p>2 OMAR SABIR, CHAIRMAN</p> <p>3 KHALIF CHESTNUT, CHIEF DEPUTY</p> <p>4 LISA DEELEY, VICE-CHAIR</p> <p>5 NICK CUSTODIO, DEPUTY TO THE VICE-CHAIR</p> <p>6 SETH BLUESTEIN, COMMISSIONER</p> <p>7 ERIC KAPENSTEIN, DEPUTY</p> <p>8 JOSEPH LYNCH, DIRECTOR OPERATIONS</p> <p>9</p> <p>10</p> <p>11</p> <p>12</p> <p>13</p> <p>14</p> <p>15</p> <p>16</p> <p>17</p> <p>18</p> <p>19</p> <p>20</p> <p>21</p> <p>22</p> <p>23</p> <p>24</p> <p>25</p>	<p>Page 4</p> <p>1 Anyone wishing to offer public comment, please</p> <p>2 step forward. Hearing none, we will now proceed to</p> <p>3 email comments report from our secretary, Commissioner</p> <p>4 Seth Bluestein. Are there any email public comments?</p> <p>5 MR. BLUESTEIN: As of 9:45 a.m., there were no</p> <p>6 email public comments.</p> <p>7 MR. SABIR: Thank you very much. We will now</p> <p>8 proceed to old business. First, we have a report from</p> <p>9 our Director of Election Operations, Mr. Joseph Lynch,</p> <p>10 and he's going to be also doing the report for Mark</p> <p>11 Johnson. Thank you Joe.</p> <p>12 MR. LYNCH: Yes. Good morning commissioners.</p> <p>13 MR. SABIR: Good morning.</p> <p>14 MR. LYNCH: I'll start with, with Mark's report,</p> <p>15 his budget and procurement. The team -- the team</p> <p>16 continues to manage daily fiscal operations including</p> <p>17 vendor coordination and timely proceedings, processing</p> <p>18 of election-related invoices. Expenditures and</p> <p>19 staffing costs are being closely monitored to ensure</p> <p>20 appropriate resource allocations through the close of</p> <p>21 the election cycle.</p> <p>22 Communications: communications remain active in</p> <p>23 public facing outreach and internal coordination.</p> <p>24 Highlights this week include daily voter education,</p> <p>25 messaging on social platforms, updates of printed</p>
<p>Page 3</p> <p>1 P R O C E E D I N G S</p> <p>2 (11:00 a.m.)</p> <p>3 MR. SABIR: With a focus on taxation and held</p> <p>4 various regulatory powers throughout the centuries.</p> <p>5 The Commissioner started maintaining voter list 1799</p> <p>6 and took on more election related responsibilities,</p> <p>7 but didn't emerge in its current form until the</p> <p>8 adoption of Philadelphia Home Rule Charter in 1951.</p> <p>9 We will start off with public comments. Before</p> <p>10 beginning their comments, commenter shall state where</p> <p>11 they live or they are not a resident of Philadelphia</p> <p>12 and that they are a Philadelphia taxpayer.</p> <p>13 Public comment is not an opportunity for dialogue</p> <p>14 or Q and A. It is public comment, a chance for you to</p> <p>15 tell us what you think. Each speaker will have two</p> <p>16 minutes to speak. However, I may extend the time at</p> <p>17 my discretion. Public comment must concern matters on</p> <p>18 today's meeting agenda.</p> <p>19 Finally, it is my responsibility to preserve the</p> <p>20 order and decorum of the meetings as such profane,</p> <p>21 philanderist, discriminatory, personal attacks will</p> <p>22 not be tolerated. If you wish to make a public</p> <p>23 objection to a perceived Sunshine Act violation,</p> <p>24 please raise your hand and I recognize you. Outbursts</p> <p>25 will not be tolerated.</p>	<p>Page 5</p> <p>1 materials for polling places, notices and public</p> <p>2 events, website content updates, and ongoing</p> <p>3 collaboration with media partners on radio, digital</p> <p>4 advertising and PSA production. The team also</p> <p>5 supported planning for recent and upcoming press</p> <p>6 conferences.</p> <p>7 Engagement: engagement continue citywide voter</p> <p>8 outreach through events at libraries, community</p> <p>9 organizations, cultural gatherings and senior centers.</p> <p>10 These efforts include distributing informational</p> <p>11 materials, demonstrating voting machines, and</p> <p>12 providing language access support. The team also</p> <p>13 participated in community cultural programming as part</p> <p>14 of continual multilingual voter engagements. Human</p> <p>15 resources as of October 24th, our total workforce</p> <p>16 stands at 207 employees including 31 exempt, 176 civil</p> <p>17 service, and 28 temporary staff supporting general</p> <p>18 election operations.</p> <p>19 HR continues staffing coordination, orientations,</p> <p>20 and personnel support and is preparing for open</p> <p>21 enrollment while managing ADA and FMLA requests and</p> <p>22 ongoing employee relations.</p> <p>23 Information Technology: the IT unit continues</p> <p>24 to ensure operational readiness of election support</p> <p>25 systems, including poll worker communication devices</p>


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<p style="text-align: right;">Page 6</p> <p>1 and technology required for election day coordination. 2 The team is also working on internal partners to 3 ensure polling place data is accurately documented and 4 verified. 5 Security: security operations continue in 6 coordination with the Philadelphia Police Department, 7 OEM, and contractor security partners. Facility 8 readiness checks, panic alarm validations and 9 deployment planning are on schedule, with continued 10 focus on supporting staff and securing election sites. 11 Closing, as we -- as we approach election day, 12 our team continues to demonstrate professionalism and 13 focus under high operational tempo. I want to thank -- 14 - Mark wants to thank our staff, our partners, and 15 this board for your continued leadership and support. 16 Thank you. That includes that report for 17 administrative. 18 MR. SABIR: Thank you. One second, Joe. 19 Commissioners, did you have any comments for -- 20 MS. DEELEY: I have none. 21 MR. SABIR: -- for Mark report? 22 MR. BLUESTEIN: I have none, thank you. 23 MR. SABIR: Great. Please proceed, Joe. 24 MR. LYNCH: Okay. So I'll go with my report. 25 This is our public meeting report for October 29,</p>	<p style="text-align: right;">Page 8</p> <p>1 Monday, October 28th but, but voters who have already 2 applied and need replacements can still get one 3 through election day, Tuesday, November 4th. If an 4 emergency comes up, voters can submit an emergency 5 absentee ballot application to the County Board of 6 Elections office as long as they provide a valid 7 emergency reason. Voters who are 65 or older or who 8 have a permanent disability, may also request an 9 alternative ballot if their polling place isn't fully 10 accessible. 11 The county -- the county also requests an -- let 12 me see -- the county also requests an alternative 13 ballot if their polling place isn't fully accessible. 14 The County Board of Elections office, located at City, 15 City Hall, room 140, remains open for in-person mail 16 ballot services through the election -- through 17 election day. 18 The office is open Monday through Friday, 9:00 19 a.m. to 5:00 p.m., on weekends, 10:00 a.m. to 4:00 20 p.m., and on election day from 7:00 a.m. to 8:00 p.m. 21 Satellite offices and, and secure drop boxes across 22 the city also -- are also available during these 23 hours. More information, including office locations, 24 can be found at vote.phila.gov. 25 ID verification letters have gone out to voters</p>
<p style="text-align: right;">Page 7</p> <p>1 2025. At the election warehouse we have -- we have 2 been shipping machines out to the polling places. The 3 E-Poll Book unit conducted validation and functional 4 testing for each EPB, E-Poll books and white boxes 5 will be packed by tomorrow so they can be shipped to 6 the police district by October, 31st. 7 To date, the election cycle, Delaware and Spring 8 Garden has processed 127,343 voter registration 9 applications, including 121,593 electronic and 5,750 10 paper submissions. All applications are currently up 11 to date. The unit -- the unit continues to review 12 applications and make any necessary updates. And on 13 Monday mailed out 29,146 voter ID cards. 4,376 14 emergency ID cards are going out today due to the 15 polling place changes. 16 As of Tuesday we have approved 108,275 vote by 17 mail and absentee applications, which is 8,525 added 18 from last week's total. Of those, 58,912 are paper 19 applications and 49,363 are electronic. A total of 20 105,887 ballots have been sent out. So far we've 21 received 49,663 ballots through the USPS and 7,281 22 through drop boxes, for a total of 56,944 valid 23 ballots. This total does not include the UOCAVA 24 ballots. 25 The deadline to apply for mail-in ballot was</p>	<p style="text-align: right;">Page 9</p> <p>1 that either did not include the required proof of 2 identification on their absentee/mail and ballot 3 applications, or their proof of identification could 4 not be verified by the County Board of Elections 5 office. Voters who have received this letter may 6 submit their proof of ID to the County Board of 7 Elections via email, phillyelection@phila.gov, by fax, 8 by US mail, by telephone or in person. Voters have 9 until midnight November 10th to return their proof of 10 identification for the municipal election. 11 The board workers unit is wrapping up its full 12 training seminars with 3,742 participants already in 13 attendance. Last week alone, 1,423 board workers 14 completed online training, which remains available on 15 our -- on our website for anyone who still needs it. 16 We're continuing to send reminders to poll workers who 17 haven't yet -- who haven't yet confirmed their 18 attendance. So far, 7,144 poll workers have been 19 confirmed, which is 82 percent. And messages have 20 been left for 380 more. Thanks for the involved 17 21 program, 255 students have been placed so far. Not 22 bad. 23 MS. DEELEY: It's actually more than 500 now. 24 MR. LYNCH: Okay. Well, I wasn't given that 25 number.</p>

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<p style="text-align: right;">Page 10</p> <p>1 MS. DEELEY: There is more than that.</p> <p>2 MR. LYNCH: All right. So it's more than 500</p> <p>3 according to Megan. That's all I have. Thank you.</p> <p>4 MR. SABIR: Thank you, Joe. Commissioners, did</p> <p>5 you have any comments for Joe or questions?</p> <p>6 MS. DEELEY: I do. Thank you, Chairman. Joe,</p> <p>7 just to clarify, in your report you mentioned the</p> <p>8 satellite election offices and secure drop boxes</p> <p>9 across the city are also available during these hours.</p> <p>10 Just to clarify, the secure drop boxes are open 24/7</p> <p>11 until 8:00 p.m. on election day.</p> <p>12 MR. LYNCH: Yeah, I, I stubbed that, sorry.</p> <p>13 MS. DEELEY: No, I just --</p> <p>14 MR. LYNCH: Thanks for pointing that out. Thank</p> <p>15 you.</p> <p>16 MS. DEELEY: And just one more thing, just for</p> <p>17 the record. The individuals that are -- their polling</p> <p>18 place has changed with the exception of the</p> <p>19 emergencies have received a postcard?</p> <p>20 MR. LYNCH: The -- you're talking about the one</p> <p>21 down in the 8th and the 5th Ward? The one that --</p> <p>22 MS. DEELEY: No, not the -- all the polling place</p> <p>23 changes that we've done, those folks, they've gotten a</p> <p>24 postcard, an ID card saying --</p> <p>25 MR. LYNCH: The polling place changes got a card</p>	<p style="text-align: right;">Page 12</p> <p>1 MR. BLUESTEIN: I have none.</p> <p>2 MR. SABIR: Secretary Bluestein, please call the</p> <p>3 roll.</p> <p>4 MR. BLUESTEIN: Vice Chair Deeley?</p> <p>5 MS. DEELEY: Aye.</p> <p>6 MR. BLUESTEIN: I vote aye. Chairman Sabir?</p> <p>7 MR. SABIR: Aye. Motion passes.</p> <p>8 We will now proceed to the next agenda item. A</p> <p>9 motion to approve the 2025 general election ballot</p> <p>10 canvas procedures. Is there a second?</p> <p>11 MS. DEELEY: Second.</p> <p>12 MR. SABIR: Any commissioners want to make</p> <p>13 comment?</p> <p>14 MS. DEELEY: I have none.</p> <p>15 MR. BLUESTEIN: I have none.</p> <p>16 MR. SABIR: Please, Secretary Bluestein, please</p> <p>17 call the roll.</p> <p>18 MR. BLUESTEIN: Vice Chair Deeley?</p> <p>19 MS. DEELEY: Aye.</p> <p>20 MR. BLUESTEIN: I vote aye. Chairman Sabir?</p> <p>21 MR. SABIR: Aye.</p> <p>22 We'll now proceed to the next agenda item. A</p> <p>23 motion to approve the 2025 general absentee and mail-</p> <p>24 in ballot application challenge procedures. Is there</p> <p>25 a second?</p>
<p style="text-align: right;">Page 11</p> <p>1 from -- yes, yes they did.</p> <p>2 MS. DEELEY: Thank you. Nothing further, thank</p> <p>3 you.</p> <p>4 MR. SABIR: Secretary?</p> <p>5 MR. BLUESTEIN: I have no questions, thank you.</p> <p>6 MR. SABIR: Well, I'll just make a comment, I</p> <p>7 guess, and maybe somehow we can figure this out. And</p> <p>8 I know every election cycle, there are thousands of</p> <p>9 Philadelphians who don't return their ballots and they</p> <p>10 don't vote person. Just seems like it's just we're</p> <p>11 leaving votes on a table. So I don't know if maybe</p> <p>12 something we could do, maybe this election cycle,</p> <p>13 maybe reaching out to those voters, maybe haven't</p> <p>14 returned their ballots, or we could form together a</p> <p>15 coalition or something and maybe communicate with them</p> <p>16 to tell them -- encourage them to return their ballots</p> <p>17 if possible. Thank you, Joe.</p> <p>18 We will now proceed to new business. We will</p> <p>19 begin by considering our first agenda item. A motion</p> <p>20 to authorize professional staff to establish mobile</p> <p>21 Drop-box location events. Is there a second?</p> <p>22 MS. DEELEY: Second.</p> <p>23 MR. SABIR: Do the commissioners have any</p> <p>24 comments before we proceed to vote?</p> <p>25 MS. DEELEY: I have none.</p>	<p style="text-align: right;">Page 13</p> <p>1 MS. DEELEY: Second.</p> <p>2 MR. SABIR: Any commissioners have any comments?</p> <p>3 MS. DEELEY: I have none.</p> <p>4 MR. BLUESTEIN: I have none.</p> <p>5 MR. SABIR: Secretary Bluestein, please call a</p> <p>6 roll.</p> <p>7 MR. BLUESTEIN: Vice Chair Deeley?</p> <p>8 MS. DEELEY: Aye.</p> <p>9 MR. BLUESTEIN: I vote, aye. Chairman Sabir?</p> <p>10 MR. SABIR: Aye.</p> <p>11 We will now proceed to the next agenda item. A</p> <p>12 motion to deputize and authorize the Philadelphia</p> <p>13 Board of Election Staff to prepare for and conduct the</p> <p>14 pre-canvas and canvas of the absentee and mail-in</p> <p>15 ballots for the 2025 general election. Is there a</p> <p>16 second?</p> <p>17 MS. DEELEY: Second.</p> <p>18 MR. SABIR: Commissioner, do we have any</p> <p>19 comments?</p> <p>20 MS. DEELEY: I have none.</p> <p>21 MR. BLUESTEIN: I have none.</p> <p>22 MR. SABIR: Secretary Bluestein, please call the</p> <p>23 roll.</p> <p>24 MR. BLUESTEIN: Vice Chair Deeley?</p> <p>25 MS. DEELEY: Aye.</p>

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<p style="text-align: right;">Page 14</p> <p>1 MR. BLUESTEIN: I vote aye. Chairman Sabir?</p> <p>2 MR. SABIR: Aye.</p> <p>3 That was our last agenda item on the agenda,</p> <p>4 before we adjourn. Commissioner Deeley, do you have</p> <p>5 any other business to be raised at this meeting?</p> <p>6 MS. DEELEY: Yes, Mr. Chairman, if I may, I would</p> <p>7 like to take this time before we close the month of</p> <p>8 October, to recognize and acknowledge Breast Cancer</p> <p>9 Awareness Month. This year marks the 40th anniversary</p> <p>10 of Breast Cancer Awareness Month which was co-created</p> <p>11 by the American Cancer Society. And it began in --</p> <p>12 when it began in 1985, it began as a week long</p> <p>13 campaign to educate women about the importance of</p> <p>14 screening.</p> <p>15 Today marks 40 years and also for me personally,</p> <p>16 it marks another year that my mother remains a cancer</p> <p>17 survivor. So for everybody out there, just reminding</p> <p>18 people that you don't have to just get screened in</p> <p>19 October, it's something that we should be thinking</p> <p>20 about all year round. And certainly not just for</p> <p>21 breast cancer, but for so many other cancers that can</p> <p>22 be defeated and/or cured with, with self-examination</p> <p>23 and pre-screening. Thank you, Chairman.</p> <p>24 MR. SABIR: Thank you, Vice Chair. And I</p> <p>25 definitely agree with that message. Secretary</p>	<p style="text-align: right;">Page 16</p> <p>1 MS. DEELEY: Aye.</p> <p>2 MR. BLUESTEIN: I vote aye. Chairman Sabir?</p> <p>3 MR. SABIR: Aye.</p> <p>4 This meeting is adjourned.</p> <p>5 (End of audio.)</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p> <p>11</p> <p>12</p> <p>13</p> <p>14</p> <p>15</p> <p>16</p> <p>17</p> <p>18</p> <p>19</p> <p>20</p> <p>21</p> <p>22</p> <p>23</p> <p>24</p> <p>25</p>
<p style="text-align: right;">Page 15</p> <p>1 Bluestein, do you have anything you want to add?</p> <p>2 MR. BLUESTEIN: I do not, thank you.</p> <p>3 MR. SABIR: Okay. Before we close out, as</p> <p>4 always, I definitely want to thank all of our staff.</p> <p>5 When I'm asked by media outlets across the world and</p> <p>6 they, they ask us how, how do we give so much</p> <p>7 accessibility to the citizens of Philadelphia, I</p> <p>8 simply tell them that we have the best staff in the</p> <p>9 country. And I would put our Philadelphia Election</p> <p>10 Board staff against any staff in the country.</p> <p>11 We also would like to thank Mayor Cherelle</p> <p>12 Parker, Council President Kenyatta Johnson, and City</p> <p>13 Council, all of our state partners, federal partners,</p> <p>14 and of course, Aubrey Powers from Managing Director's</p> <p>15 office. We've been working so great to get everything</p> <p>16 together. And we're looking forward to having a</p> <p>17 successful election. And let's do this, Philadelphia.</p> <p>18 We've got a few days left. Now is the time, and our</p> <p>19 time is now.</p> <p>20 A motion to adjourn today's meeting. Is there a</p> <p>21 second?</p> <p>22 MS. DEELEY: Second.</p> <p>23 MR. SABIR: Secretary Bluestein, please call the</p> <p>24 roll.</p> <p>25 MR. BLUESTEIN: Vice Chair Deeley?</p>	<p style="text-align: right;">Page 17</p> <p>1 CERTIFICATE OF TRANSCRIPTIONIST</p> <p>2</p> <p>3 I, MWITI MUTUNGA, Legal Transcriptionist, do</p> <p>4 hereby certify:</p> <p>5 That the foregoing is a complete and true</p> <p>6 transcription of the original digital audio recording</p> <p>7 of the testimony and proceedings captured in the</p> <p>8 above-entitled matter. As the transcriptionist, I</p> <p>9 have reviewed and transcribed the entirety of the</p> <p>10 original digital audio recording of the proceeding to</p> <p>11 ensure a verbatim record to the best of my ability.</p> <p>12 I further certify that I am neither attorney for</p> <p>13 nor a relative or employee of any of the parties to</p> <p>14 the action; further, that I am not a relative or</p> <p>15 employee of any attorney employed by the parties</p> <p>16 hereto, nor financially or otherwise interested in the</p> <p>17 outcome of this matter.</p> <p>18</p> <p>19 IN WITNESS THEREOF, I have hereunto set my hand</p> <p>20 this 5th day of November, 2025.</p> <p>21</p> <p>22 </p> <p>23 _____</p> <p>24 Mwiti Mutunga</p> <p>25</p>

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10:00	29	58,912	a.m.	3:8
8:19	6:25	7:18	3:2 4:5	advertising
10th	29,146	5:00	8:19,20	5:4
9:9	7:13	8:19	absentee	agenda
11:00	<hr/>	5th	7:17 8:5	3:18 11:19
3:2	3	10:21	12:23	12:8,22
121,593	3,742	<hr/>	13:14	13:11 14:3
7:9	9:12	6	absentee/	agree
127,343	31	65	mail	14:25
7:8	5:16	8:7	9:2	alarm
140	31st	<hr/>	access	6:8
8:15	7:6	7	5:12	allocations
17	380	7,144	accessibili	4:20
9:20	9:20	9:18	ty	alternative
176	<hr/>	7,281	15:7	8:9,12
5:16	4	7:21	accessible	American
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3:5	7:13	8:20	accurately	and/or
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3:8	14:15	8	acknowledge	anniversary
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2	7:19	9:19	active	application
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207	8:19	10:21	add	applied
5:16	4th		15:1	8:2
24/7	8:3		added	apply
10:10			7:17	7:25

approach 6:11	14:11,12	15:23	Cherelle 15:11	Commissione r
approve 12:9,23	begin 11:19	campaign 14:13	citizens 15:7	3:5 4:3 13:18 14:4
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aye 12:5,6,7, 19,20,21 13:8,9,10, 25 14:1,2 16:1,2,3	Book 7:3	Chair 12:4,18 13:7,24 14:24 15:25	co-created 14:10	concern 3:17
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began	call 12:2,17 13:5,22			continue 5:7 6:5
				continued 6:9,15

continues 4:16 5:19, 23 6:12 7:11	8:3,17,20 10:11	digital 5:3	5:18,24 6:1,10,11 7:1,7 8:3, 16,17,20 9:10 10:8, 11 11:8,12 12:9 13:13,15 15:9,17	ensure 4:19 5:24 6:3
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country 15:9,10		distributin g 5:10	electronic 7:9,19	Expenditure s 4:18
county 8:5,11,12, 14 9:4,6		district 7:6	extend 3:16	
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cured 14:22	Delaware 7:7	drop 7:22 8:21 10:8,10	emergencies 10:19	Facility 6:7
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Public Meeting Agenda
October 29, 2025 – 11:00 A.M.

Philadelphia City Commissioners
11311 Roosevelt Blvd.
Philadelphia, PA 19154

- I. Call to Order
- II. Public Comment
 - A. In-person public comments
 - B. Report from the Secretary – Emailed public comments
- III. Old Business
 - A. Reports from Directors of Election Operations and Administration
- IV. New Business
 - A. Motion to Authorize professional staff to establish mobile drop-box locations/events
 - B. Motion to approve 2025 General election ballot canvass procedures
 - C. Motion to approve 2025 General absentee and mail-in ballot/application challenge procedures
 - D. Motion to deputize and authorize the Philadelphia Board of Elections staff to prepare for and conduct the pre-canvass and canvass of absentee and mail-in ballots for the 2025 General Election.
- V. Non-agenda items

2025 GENERAL ELECTION BALLOT CANVASS PROCEDURES

For the November 4, 2025 General Election, the Board anticipates receiving a large number of absentee and mail-in ballots. In order to efficiently process these ballots, the Board hereby deputizes and authorizes its staff, including temporary employees, to comply with the following procedures and to complete the absentee and mail-in ballot pre-canvass and canvass and voting machine ballot pre-canvass in accordance with the Election Code.

Absentee and Mail-in Ballot Receipt and Sorting

Upon receipt by the Board, envelopes containing absentee and mail-in ballots will be stamped with the time and date they are delivered to the Board and preliminarily sorted by sorting machines. The status of the ballots will be updated in the SURE system. Envelopes containing absentee and mail-in ballots will be organized and sorted by Ward and Division to prepare for the Pre-Canvass and by Ward for the Canvass and shall be securely maintained until that time. This process shall include:

- The envelope of any elector for whom the Board has received due proof of death prior to 7 a.m. on Election Day shall be set aside.
- The envelope of any elector whose proof of identification has not been verified by the Board shall be set aside until proof of identification is received and verified.
- The envelope of any elector whose ballot or application has been timely and properly challenged will be set aside until such challenge is finally determined.

Absentee and Mail-in Ballot Pre-Canvass and Canvass Procedures

1. Beginning at 7 a.m. on Election Day at the Board of Elections ballot processing facility, 11311 Roosevelt Blvd., staff will begin the Pre-Canvass of the absentee and mail-in ballots received timely by the Board. In accordance with Act 88 and the terms of the Election Integrity Grant Agreement, staff will Pre-Canvass and Canvass the mail-in and absentee ballots without interruption until each mail-in and absentee ballot has been canvassed.
2. A list of all envelopes that are to be examined during the Pre-Canvass and Canvass shall be posted publicly and/or provided to Observers present.
3. Staff shall examine each envelope and perform the following steps:
 - a. Staff shall verify that the elector is entitled to vote by comparing the written information on the declaration envelope with the pre-printed name on the declaration envelope from the list of absentee and mail-in voters.
 - b. Staff shall determine if they are satisfied that the declaration is sufficient.
4. The following envelopes shall be set aside for review by the secondary examination staff and/or the Board:
 - a. Any envelope whose declaration the examiner is unsure is sufficient for any reason, including because the envelope lacks a signature;
 - b. Any envelope whose declaration is not determined to be sufficient upon initial examination; and
 - c. Any envelope which was submitted by an elector who was not entitled to vote.

5. Envelopes not set aside shall then be brought to the extraction area and opened. If the secrecy envelope within the declaration envelope contains any text, mark, or symbol which reveals the identity of the voter, the voter's political affiliation, or the voter's candidate preference, or if the ballot is not contained within a secrecy envelope, the secrecy envelope and ballot shall be set aside.
6. Staff shall then open all secrecy envelopes not set aside and scan all ballots contained therein.
7. Results shall be uploaded to vote.phila.gov/results. To the best of their ability, the staff shall post the first results of absentee and mail-in ballots scanned on Election Day after polls close at 8 p.m. and as additional results become available.
8. Staff shall compare the list of mail-in and absentee ballots received with the pollbooks and investigate any instances of a voter for whom the records indicate may have both voted in person and via mail and report such instances to the District Attorney's Office if appropriate.

Voting Machine Pre-Computation-and-Canvass Procedure

Election Night

1. The Philadelphia Police Department will collect ExpressVote XL hopper sacks containing sealed hoppers with voted paper ballots, and USBs from each polling place.
2. Police will drop off USBs at their designated Regional Transmission Center (RTC).
3. Police will transfer all hopper sacks to the Regional Distribution Center (RDC).
4. Staff will track to make sure all sacks have been returned, and hopper sack RFID tags will be scanned.
5. Hopper sacks will be loaded into trucks.
6. After all sacks have been loaded, trucks will be escorted by police to the Board of Elections ballot processing facility, 11311 Roosevelt Blvd.
7. The Philadelphia Police Department will assign a detail to guard the ballots.

Wednesday Onward

1. In order to efficiently process these ballots, the Board hereby deputizes its staff, including temporary employees, handling the ballots to perform the following actions.
2. The Board of Elections intends to begin the voting machine pre-computation-and-canvass process as early as 9:00 a.m. on the day following Election Day at the Board of Elections ballot processing facility, 11311 Roosevelt Blvd.
3. Hopper sacks will be unloaded - hoppers laid out, seal cards placed on top, and provisional ballot envelopes gathered.
4. Staff will verify seals.
5. Staff will prepare the ballots for pre-canvassing and the Canvass:
 - a. Staff will break seals using wire cutters and remove ExpressVote XL paper ballots.
 - b. Ballots will be hand shuffled with at least six cuts to ensure a proper randomization of ballots.
 - c. Rubber bands will be placed around each stack of ballots.
 - d. The ward and division card will be removed from the hopper and placed under the rubber band.
 - e. Repeat for all hoppers in a division, place all bundles of ballots for a division into a designated box for that ward.
6. Ballots will be securely stored until the Computation and Canvass.
7. Philadelphia Police will assign a detail to guard the ballots.

Absentee and Mail-in Ballot Pre-Canvass and Canvass Observer Procedures

For safety and election security purposes, those permitted to be present for the Pre-Canvass and Canvass (collectively, "Canvass"), other than Board of Elections personnel, may be limited to Observers pursuant to 25 P.S. § 2650 and 25 P.S. § 3146.8 of the Pennsylvania Election Code. Observers may be appointed as follows:

- Any candidate may appoint themselves, and individuals they have authorized to represent said candidate, as Observers for the Canvass.
- Any party or political body or body of citizens¹ that now is, or hereafter may be, entitled to have watchers at any primary or election may appoint individuals authorized to represent said party or body as Observers for the Canvass.

Observer credentials for the Canvass will be issued as follows:

- Those entitled to appoint Observers must email Elections.Credential@phila.gov to request access to the request form. The form will require (1) the name of each appointed Observer, (2) written confirmation authorizing each appointee to represent the candidate, party, or body, (3) the Observer's address, and (4) the Observer's email address.
- Due to security restrictions, Observer requests must be received by 7 p.m. on Friday, October 31, 2025 in order to be approved and have credentials issued prior to Election Day. Late requests will be accepted on a rolling basis and processed within two business days.
- Approved Observers can retrieve their credential necessary for access to the Canvass at the Election Warehouse's Credentialing Center, located at 11311 Roosevelt Blvd. Approved Observers must present a government-issued photo ID and their confirmation email at the guardhouse gate. Credentials must be picked up in person by the approved Observer, who will have their photo taken on-site to be printed on their credential.

Observers must be approved by the Board² and bring their credential in order to be admitted to the property where the Canvass is being conducted. Observers must comply with safety guidelines at all times. Observers must remain within the physical area designated for Observers behind the stanchions. One Observer per candidate (inclusive of the candidate themselves) and three Observers per party or body shall be permitted to be present at any one time. To the extent the number of Observers requesting to be present in this area at any given time exceeds the number consistent with reasonable capacity limitations within the Observer area, the Board of Elections will limit in-person viewing by endeavoring to allow Observers to view in-person on a rotating basis. Observers may not disrupt, engage with, or interfere with Board staff completing the Canvass, including by asking questions or making requests of Board staff while they are performing their duties. During the ballot adjudication process, staff shall not slow down, go back, nor stop at anyone's request. Observers shall not be permitted to take photographs, video, or audio recordings, or use cell phones inside the observation area during the Canvass except in a designated area provided for pictures, video, and cell phone use. Violators will be removed and have their Observer eligibility revoked.

¹ Body of Citizens: Body which has not yet but intends to become a political party or political body as defined by 25 P.S. § 2831 through the nomination of candidates and/or the receiving of votes in a future election.

² Credential requests may be denied for individuals who pose a risk to Board staff or electoral processes.

Absentee and Mail-in Ballot/Application Challenge Procedures

Any person challenging a Philadelphia elector's (1) application for an absentee ballot, (2) absentee ballot, (3) application for a mail-in ballot, or (4) mail-in ballot must follow the following procedure:

1. Only candidates, political parties and bodies, and authorized poll watchers may challenge.
2. Challenges may only be made on the ground that the applicant was not a qualified elector.
3. Challengers must complete the "Absentee or Mail-in Ballot or Ballot Application Challenge" form online for each application or ballot challenged at the following website:
<https://phila.jotform.com/212974912800052>
 - a. The following information must be provided in the form:³
 - i. Name of challenged elector
 - ii. Date of birth of the challenged elector
 - iii. Address of challenged elector
 - iv. Ward and Division of challenged elector
 - v. Alleged reason challenged elector is not qualified
 - vi. A description of the evidence, including proposed testimony, of the challenged elector's non-qualification
 - vii. Name of challenger
 - viii. Name of the candidate, political party, or political body the challenger represents
 - ix. Address of challenger
 - x. Phone number of the challenger
 - xi. Email address of the challenger
4. Challengers must print the form submission confirmation page and sign it in ink.
5. Challengers must deliver the original, signed challenge form to the Board of Elections at City Hall, Room 142, by 5 p.m. on October 31, 2025.
6. Challengers must also deposit ten dollars (\$10) with the Board by 5 p.m. on October 31, 2025, for each challenge they submit. The person who made and signed the challenge must make the deposit. The Board only accepts certified checks and money orders made out to "City of Philadelphia." If a challenger is submitting multiple challenges, a single certified check or money order for the aggregate amount will be accepted.
7. Challenges from challengers who do not comply with each of these requirements may be dismissed as improperly filed without a hearing by the Board.
8. Unless otherwise announced, the Board will hold a hearing or hearings on all challenges beginning with their next publicly announced meeting. The time and place of any such hearings will be publicly announced.

[If the online fillable form is unavailable, challengers may obtain paper forms from the Board at City Hall, Room 142. Challengers submitting more than two challenges who do not use the online fillable form must also provide the Board, via email to vote@phila.gov, with an .xlsx file containing the information in paragraph 3.a.i-xi above by the time the required deposit is made.]

³ Information such as date of birth or ward/division may be obtained from the Board.