



Philadelphia
City Commissioners

Public Meeting Agenda

October 9, 2024 – 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 Comment
- III. Old Business
 - A. Report from Directors of Election Administration and Operations
- IV. New Business
 - A. Motion to Authorize professional staff to establish mobile drop-box locations/events
 - B. Motion to approve 2024 General election ballot canvass procedures
 - C. Motion to approve 2024 General absentee and mail-in ballot/application challenge procedures
 - D. Polling place changes
- V. Adjournment

2024 GENERAL ELECTION BALLOT CANVASS PROCEDURES

For the November 5, 2024, 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 or date;
 - 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 with (1) the name of each appointed Observer, (2) written confirmation authorizing each appointee to represent the candidate, party, or body, and (3) the Observer’s address.
- Due to security restrictions, Observer requests must be received by 5 p.m. on Friday, November 1, 2024 in order to be approved and 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 Philadelphia Police 8th District, 3100 Red Lion Rd beginning at noon on Monday, November 4, 2024. Requesters may choose to have any credentials requests received by 5 p.m. on Friday, November 1, 2024 delivered to a Party or Campaign office within the boundaries of Philadelphia prior to November 5.

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 registered 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:¹
 - 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 Friday, November 1, 2024.
6. Challengers must also deposit ten dollars (\$10) with the Board of Elections by 5 p.m. on November 1, 2024, 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. 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 of Elections at City Hall, Room 142. Challengers submitting more than two challenges who do not use the online fillable form must also provide the Board of Elections, 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.]

¹ Information such as date of birth or ward/division may be obtained from the Board.



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Wd	Div	OLD POLLING PLACE, Address	PP	NEW POLLING PLACE, Address	PP
13	23	ZION BAPTIST CHURCH, 360 N BROAD ST	ML	NICETOWN TIOGA BRANCH LIBRARY, 3720 N BROAD ST	FL
14	01	ARTS & CRAFTS HOLDINGS, 990 SPRING GARDEN ST	FL	SIMPSON MIDTOWN APTS, 1001 GREEN ST	MH
14	07	HARRISON HOMES (PHA), 1240 N 10TH ST	FL	SOMERSET ACADEMY EARLY LEARNING CENTER, 719 W GIRARD AVE	FN
17	06	G.O.S.P. COMMUNITY CENTER, 6101 LIMEKILN PK	ML	MT. AIRY CHURCH OF GOD IN CHRIST, 6401 OGONTZ AVE	FH
17	07	G.O.S.P. COMMUNITY CENTER, 6101 LIMEKILN PK	ML	MT. AIRY CHURCH OF GOD IN CHRIST, 6401 OGONTZ AVE	FH
24	15	CHURCH OF FAITH INC, 772 N 38TH ST	FN	MT OLIVE BAPTIST CHURCH, 638-44 N 37TH ST	MN
24	16	CHURCH OF FAITH INC, 772 N 38TH ST	FN	MT OLIVE BAPTIST CHURCH, 638-44 N 37TH ST	MN
36	09	TRINITY UNITED METHODIST CHURCH, 1814 WHARTON ST	MN	LINCOLN POST # 89, 1940 FEDERAL ST	MN
38	11	PENN CHARTER SQUASH COURTS, 3001 W SCHOOL HOUSE LN	MH	NEW BETHEL AME CHURCH, 3015 SCHOOL HOUSE LANE	FH
44	16	WEST MILL CREEK REC CENTER, 5100 PARRISH ST	FN	SPECTRUM HEALTH, 5201 HAVERFORD AVE	FN
56	35	SUPPORTIVE BEHAVIORAL HEALTH RESOURCES, 1915 WELSH RD	FH	AMERICAN LEGION POST 810, 9151 OLD NEWTOWN RD	FH