Philadelphia
City Commissioners

Public Meeting Agenda:

October 14, 2026 – 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 approve 2026 General election ballot canvass procedures and Absentee and Mail-in Ballot/Application Challenge Procedures
   B. Polling Place Changes

V. Non-Agenda Items

2026 GENERAL ELECTION BALLOT CANVASS PROCEDURES

For the November 3, 2026 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 immediately 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 where the records indicate a voter may have both voted in person and via mail and report such instances to the District Attorney's Office if appropriate.
9. Certificates of election for members of the Ward Executive Committee shall be mailed to winning candidates immediately after the computation of votes has been signed to the best of the staff's ability.
10. In computing the votes cast on irregular ballots, the staff shall cumulate similar variations of write-in names within a contest.
11. In accordance with 25 P.S. § 3155, write-in candidates for Ward Executive Committee will only receive a certificate of election if they receive at least ten (10) votes and a plurality of votes cast.

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, electronic poll books, and USBs from each polling place.
2. Police will drop off USBs, hopper sacks, and electronic poll books at the Election Warehouse at 11311 Roosevelt Blvd.
3. Staff will track to make sure all sacks have been returned, and hopper sack RFID tags will be scanned.

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 citizens[1] 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 30, 2026 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 Board[2] 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.

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[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 Friday, October 30, 2026.
6. Challengers must also deposit ten dollars ($10) with the Board by 5 p.m. on October 30, 2026, 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.

	Wd	Div	OLD POLLING PLACE, Address	PP	NEW POLLING PLACE, Address	PP
1	**11**	**05**	APARTMENTS AT ALLEGHENY, 1900 W ALLEGHENY AVE	AL	ZION BAPTIST CHURCH, 3600 N BROAD ST.	ML
2	**40**	**29**	JAMES FINNEGAN REC CENTER, 6801 GROVERS AVE	ML	CHRIST HAVEN PENTECOSTAL CHURCH, 6800 LINDBERGH BLVD	FH
3	**40**	**43**	JAMES FINNEGAN REC CENTER, 6801 GROVERS AVE	**ML**	CHRIST HAVEN PENTECOSTAL CHURCH, 6800 LINDBERGH BLVD	FH
4	**40**	**46**	JAMES FINNEGAN REC CENTER, 6801 GROVERS AVE	**ML**	CHRIST HAVEN PENTECOSTAL CHURCH, 6800 LINDBERGH BLVD	FH
5	**40**	**51**	JAMES FINNEGAN REC CENTER, 6801 GROVERS AVE	ML	CHRIST HAVEN PENTECOSTAL CHURCH, 6800 LINDBERGH BLVD	FH
6	**52**	**06**	SHARON BAPTIST CHURCH, 3955 CONSHOHOCKEN AVE	FH	BELMONT HEIGHTS, 3701 CONSHOHOCKEN AVE	ML