I. Call to Order
   Identify those present for the record.

II. Verify Proof of Advertising

III. Review Report of Number of Ballots Issued/Returned

IV. Take action on absentee ballots recommended for approval
   The canvassing board has the option of selecting a sample of those recommended
   for approval or reviewing all certificates.

V. Direct Staff to Open Approved Ballots & Prepare Them for Tabulation

VI. Supervisor’s Report

VII. Early voting update

VIII. Review and Accept or Reject Questionable Ballots
   a. For those accepted, stamp them “Accepted” and have one Board member
      sign below the stamp. Place these ballots in a tray with a completed
      “Absentee Ballot Tracker, Ballots Previously Rejected/Now Accepted”
      form on top.
   b. Give ballots to a staff person to take the accepted ballots, remove the
      reject code from the computer and then take them for opening and
      insertion into an Accu-Vote.
   c. For those ballots rejected, stamp them “Rejected as Illegal” and have a
      board member sign below the stamp. Place the ballots in a tray.

IX. Other Items as Time Permits

X. Recess Meeting to reconvene at _______ A.M. on __________________________.