

POLL WATCHER DESIGNATION INSTRUCTIONS

For County or incorporation elections:

In person or mail:	Attention: Sandra N. McCready	Town Clerk's Office 9293 Harding Avenue Surfside, FL 33154
E-mail:	Sandra N. McCready	smccready@townofsurfsidefl.gov
Please call 305-861-4863 ext. 226 to confirm receipt of E-mail prior to deadline.		

For municipal elections and candidates: Submit Poll Watcher Designation forms to the corresponding Municipal Clerk by the statutory deadline.

Deadlines/Requirements: [Florida Statute 101.131 \(2\)](#)

Town Code Sec. 16. - "At each election of the commission any regularly nominated candidate shall be entitled upon written application to the town clerk at least five days before the election to appoint one person and one alternate to represent him as watcher and challenger at each polling place. Any person appointed shall have the rights and privileges prescribed by law for other watchers and challengers at any election in the same place, but no watcher and his alternate shall have the right both to remain within the voting place at the same time."

Submitting the list before the deadline will allow for substitution if a Poll Watcher is not approved. **No list, changes or substitutions will be accepted after deadline - NO EXCEPTIONS !**

The list must be submitted using the correct [Form DS-DE 125](#) (see sample).

The list can be submitted to our office or sent electronically to Sandra N. McCready email address: smccready@townofsurfsidefl.gov.

Assignment of Poll Watchers:

Each political party, political committee with expressed interest in an issue on the ballot, and each candidate may have one watcher in each polling room or early voting area at any one time during the election; therefore, if more than one poll watcher goes to any one precinct or early voting site, the Clerk will be responsible for ensuring that only one representative is present for that particular party, political committee, or candidate.

Poll Watcher Approval:

[Florida Statute 101.131 \(2\)](#) - The Poll Watchers for polling rooms shall be approved by the supervisor of elections.

The approved list will be provided to the Precinct Clerk or Early Voting Clerk prior to the election. Poll Watchers must show the Clerk a photo identification and the badge issued by the Office of the Supervisor of Elections in order to be allowed in the polling room. Anyone not on the approved list will not be allowed entry into the polling room. Poll Watchers must wear the identification badge provided by the Office of the Supervisor of Elections at all times while in the polling room or early voting area.

Designation of Poll Watchers

Section 1. Election					Official Use Only	
Election Date:						
Select Early Voting or Election Day:						
Section 2. Category of Authorized Persons						
					Complete Only One of the Boxes Below:	
I am a candidate (or candidate designee*) for the following office in this election:						
I am the chair (or designee*) of the County Executive Committee of the following Party:						
I am the chair (or designee*) of the following Political Committee:						
* A candidate or chair as indicated above must first submit a written, signed designation to the supervisor of elections (or for statewide candidates/issues, to the Division of Elections) authorizing the designee to designate poll watchers on his or her behalf.						
Section 3. Candidate/Chair/Designee						
I request that the listed person(s) below (none of whom is a candidate or a sheriff, deputy sheriff, police officer or other law enforcement officer), who are qualified and registered voters of the county in which they will serve, be approved as poll watchers at the locations indicated below.						
Name:						
Address:						
Email address:						
Phone:						
By submitting this form, I certify that I am the person listed above and I am authorized under s. 101.131, Florida Statutes, to designate poll watchers.						
Date Submitted:		Note: This form becomes a public record when submitted to the Supervisor of Elections.				
Section 4. List of Designated Poll Watchers					Official Use Only	
Name	Date of Birth (mm/dd/yyyy)	Residential Address	Phone #	Polling Place / Early Voting Site (Either write "All Locations" or specify location)	Approved (Y/N)	Assigned Badge Number

Designation of Poll Watchers

Polling Place / Early Voting Site (Either write "All Locations" or specify location)					Approved (Y/N)	Assigned Badge Number
Name	Date of Birth (mm/dd/yyyy)	Residential Address	Phone #			

Note: This instructional page need not be included with submission of the DS-DE 125.

INSTRUCTIONS FOR POLL WATCHER DESIGNATIONS

1. Each candidate/political party/political committee may have only one poll watcher per polling room or early voting area at any one time.
2. A candidate whose name will appear on the ballot in a future election may not designate poll watchers for an election in which the candidate's name is not on the ballot.
3. Designation of Poll Watchers, Form DS-DE 125, must be used to request designation of poll watchers. **Separate forms must be submitted for designating Early Voting and Election Day poll watchers.** Sufficient information concerning the desired poll watcher must be completed on the form so that the Supervisor of Elections can identify the person as a registered voter in the supervisor's county.
4. Form DS-DE 125 and any attachments to it may be provided to the supervisor of elections by personal delivery, mail, fax, or email.
5. The deadlines to submit a request for poll watcher designation:
For Early Voting (EV) -- No later than noon at least 14 days before EV begins.
For Election Day -- No later than noon of the second Tuesday preceding the election.
6. The Supervisors of Elections must approve or disapprove the designation of poll watchers for early voting areas no later than 7 days before the start of early voting and the designations for poll watchers for polling rooms on Election Day, on or before the Tuesday before the election.

POLL WATCHERS

A poll watcher:

1. Must be a qualified and registered voter of the county in which they serve as poll watcher.
2. Cannot be a candidate, sheriff, deputy sheriff, policeman, or other law enforcement officer.
3. Who is designated for a specific location is not precluded from going to another polling room/EV area if the number of poll watchers at any particular polling room/EV area does not exceed the allowable number for the applicable candidate/political party/political committee.
4. Who is designated for "All locations/areas" (at-large) is not permitted to be present in a polling room/EV area at the same time as another poll watcher designated by the same candidate/political party/political committee.
5. Will be provided a Poll Watcher Identification Badge by the Supervisor of Elections. The poll watcher must wear his or her Poll Watcher Identification Badge while in the polling room or EV area.
6. Must bring his or her own materials and necessities.
7. Is allowed within the polling room to observe the conduct of the election. He or she *may not* obstruct the orderly conduct of the election.
8. May observe the voter check-in process. He or she may not come closer to the inspectors' table or the voting booths than is reasonably necessary to perform the poll watcher's functions.
9. May not speak to or otherwise interact with voters nor provide assistance to a voter in any way with the voting of his/her ballot, unless a Request for Assistance Form is completed at the voter's request.
10. May make and provide written voter challenges to the precinct clerk.
11. Shall pose any questions regarding polling place procedures directly to the precinct clerk for resolution.

Note: For further details or requirements governing the designation and conduct of poll watchers, refer to sections 101.131 and 101.111, Florida Statutes; Rule 1S-2.034 of the Florida Administrative Code; and the rule's incorporated form, DS-DE 11, which contains the Polling Place Procedures Manual.

GUIDELINES FOR POLL WATCHERS

All Poll Watchers must observe the “Guidelines for Poll Watchers.” The Clerk has the authority to remove from the premises any Poll Watcher who does not abide by these guidelines or in any other way interferes with the voting process.

Any questions regarding Poll Watcher designations and procedures should be directed to Sandy Pozo at 305-499-8350 or via email at sandy.pozo@votemiamidade.gov.

Poll Watchers shall:

- Upon their arrival at the precinct or Early Voting site, give their name and show photo identification and the badge issued by the Office of the Supervisor of Elections to the Precinct Clerk or Early Voting Clerk. The Clerk will verify that he or she is on the “Poll Watcher Designation List.”
- Wear the identification badge provided by the Office of the Supervisor of Elections at all times while in the polling room or early voting area.
- Be allowed within the polling room or Early Voting room to watch and observe the conduct of the voters and the officials.
- Not compromise the privacy of the voter or their ballot content.
- Furnish their own materials and necessities such as a chair and pen. Poll Watchers may not use the precinct or Early Voting site phone at any time.
- Inform the Clerk if they wish to challenge a voter’s right to vote. The Clerk will follow the procedures for a challenged voter.
- Inform the Clerk if they see or hear anything that does not comply with election laws. **Poll Watchers may only speak to the Clerk.** If the Poll Watcher is not satisfied with the explanation or action taken, he or she may call the Office of the Supervisor of Elections at 305-499-8499 during countywide elections or 305-499-8350 during municipal elections.
- **Not** interact with voters.
- **Not** provide assistance to a voter while serving as a poll watcher.
- **Not** use cameras, including cameras from cellular phones.
- **Not** take radios, television sets or newspapers to the polls.
- **Not** wear or display any political party, candidate’s name, or other campaign materials.
- **Not** obstruct the orderly conduct of any election.
- **Not** come closer to the officials’ table or the voting booths than is reasonably necessary to perform their functions.

Any member of the public (including candidates, political and government officials and representatives of the media) may witness the opening and closing procedures, but may not speak to or interfere with the Election Board in any way.