Website refresh checklist: March 10, 2099 special election (Sample County, made up)

Eight of the thirteen columns, grouped by when they're due. Due date, Who verifies, and Date done are blank on purpose. The Excel file also has what each page says now, links, how often, notes, and Problems found, All pages found, and Sources tabs.

#	When due	Due date (fill in)	Page or file	What changes each election	Check it against (official source)	Who verifies (fill in)	Date done (fill in)
1. BEFORE CANDIDATE QUALIFYING: No candidate contests on March 10, 2099 (the only item on the ballot is the Library District referendum), so qualifying does not apply this time. These rows are the start-of-cycle setup.							
1.01	1. Before candidate qualifying		Candidates page	Qualifying dates, times, and place; offices on the ballot; fees and petition deadlines; links to forms and the state's candidate handbook. After qualifying: the list of qualified candidates. For a referendum: how political committees for or against the measure file with our office.	Florida Statutes s. 99.061 (qualifying periods) Florida Statutes s. 106.03 (local political committees file with the supervisor) Division of Elections: Qualifying Information; Candidates & Committees; Publications (candidate handbook)		
1.02	1. Before candidate qualifying		Home page: announce the election	Election name, date, and what is on the ballot.	Our election calendar The resolution or ordinance that called the referendum Division of Elections: Scheduled County and Municipal Elections (check our county's entry)		
1.03	1. Before candidate qualifying		Poll workers page	Recruiting message, pay, training dates and places for this election, and who to call.	Our poll worker pay schedule and training calendar Florida Statutes s. 102.014 (training before each election) Rule 1S-2.034, F.A.C. (Polling Place Procedures Manual)		
1.04	1. Before candidate qualifying		Poll worker application	Open or close the online application for this election.	Our poll worker recruitment plan		
1.05	1. Before candidate qualifying		Poll worker handbook or training guide (PDF)	If we post a poll worker handbook, post the new version for each election.	Rule 1S-2.034, F.A.C. (Polling Place Procedures Manual, form DS-DE 11) Division of Elections: Forms (DS-DE 11)		
2. BEFORE VOTE-BY-MAIL BALLOTS GO OUT: Voter dates and documents. Book closing and the deadline to request a mailed ballot come after ballots go out, so these need to be right before then.							
2.01	2. Before vote-by-mail ballots go out		Home page: key dates and latest news	Key dates: book closing (registration deadline), last day to request a mailed ballot, early voting days and hours, Election Day hours. The "Latest news" list. The "Last updated" date.	Our election calendar and early voting plan s. 97.055 (books close on the 29th day before) s. 101.62 (mailed-ballot requests due 5 p.m., 12th day before) s. 101.657 (early voting) s. 100.011 (polls open 7 a.m. to 7 p.m.)		

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2.02	2. Before vote-by-mail ballots go out		Register to vote page	Book closing date for this election; ways to register (online, mail, in person); office hours; link to the paper form.	s. 97.055 (book closing) s. 97.041 (who can register; preregister at 16) s. 97.053 (postmark and hand-delivery rules) RegisterToVoteFlorida.gov (official online registration) Division of Elections: Voter Registration		
2.03	2. Before vote-by-mail ballots go out		Paper voter registration application (PDF)	Make sure the newest state form is posted.	Rule 1S-2.040, F.A.C. (statewide voter registration application, DS-DE 39) Division of Elections: Forms		
2.04	2. Before vote-by-mail ballots go out		Vote-by-mail page	Deadline to request a mailed ballot (5 p.m., 12th day before). Return deadline (7 p.m. Election Day). Where to return it (our office, any branch offices, drop boxes at early voting sites during early voting hours). Ballot status lookup link. Cure affidavit (the form to fix a missing or mismatched signature) with instructions and the cure deadline (5 p.m., 2nd day after the election).	s. 101.62 (requests) s. 101.67 (7 p.m. return deadline) s. 101.68 (cure affidavit must be on our website) s. 101.69 (drop boxes) Division of Elections: Vote-by-Mail; Ballot Status Lookup; Forms (DS-DE 139 cure affidavit, DS-DE 160 request form)		
2.05	2. Before vote-by-mail ballots go out		Voter guide (PDF)	New guide for each election: key dates, what's on the ballot, how to vote, phone number.	Our election calendar and early voting plan The certified ballot wording s. 97.055, s. 101.62, s. 101.657, s. 100.011		
2.06	2. Before vote-by-mail ballots go out		Sample ballot (PDF)	Post the sample ballot once the ballot is final. For this election: the Library District referendum question exactly as it will appear.	s. 101.20 (sample ballot must run in a newspaper before Election Day, or be mailed or emailed at least 7 days before; a website copy is extra) Rule 1S-2.032, F.A.C. (ballot design) The certified ballot		
2.07	2. Before vote-by-mail ballots go out		Notice of special election (referendum)	The legal notice of the election.	s. 100.342 (at least 30 days' notice, published twice: in the 5th week and the 3rd week before the week of the election; in a newspaper or on the county's website)		
2.08	2. Before vote-by-mail ballots go out		Public notices page	Add each notice for this election: notice of election, canvassing board meetings and machine test, any polling place changes, post-election audit.	s. 100.342, s. 102.141, s. 101.5612, s. 101.71, s. 101.591		
2.09	2. Before vote-by-mail ballots go out		Canvassing board meetings	Meeting schedule for this election, posted at least 48 hours before each meeting: public test of the vote-counting machines (the logic and accuracy, or L&A, test), start of mail ballot canvassing, election night, provisional ballots, certification, audit selection. Board members and alternates.	s. 102.141 (members, alternates, 48-hour notice) s. 101.5612 (machine test and its notice) s. 101.68 (when mail ballot canvassing may start) s. 101.048 (provisional ballots) s. 101.591 (audit)		
2.10	2. Before vote-by-mail ballots go out		News: register by the deadline	New post with this election's book closing date.	s. 97.055 Our election calendar		
2.11	2. Before vote-by-mail ballots go out		News: mailed-ballot request deadline	New post with this election's request deadline.	s. 101.62		

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2.12	2. Before vote-by-mail ballots go out		News: ballots are in the mail	New post the day ballots go out, with the return deadline.	Our ballot mailing records s. 101.67 (7 p.m. return deadline)		
2.13	2. Before vote-by-mail ballots go out		Contact page: voter guide links	Link the new voter guide (and sample ballot); remove guides for past elections. Check office hours.	Our office records (hours)		
3. BEFORE EARLY VOTING: Early voting sites, days, and hours, plus polling places. Early voting sites and drop boxes are set at least 30 days before the election.							
3.01	3. Before early voting		Early voting page	Early voting days, hours, sites, and addresses; the drop box at each site; what to bring.	Our early voting plan (this is a county-only election, so the supervisor sets early voting days and hours) s. 101.657 (early voting; sites set by the 30th day before) s. 101.69 (drop boxes at each early voting site) Division of Elections: Early Voting and Secure Ballot Intake Stations		
3.02	3. Before early voting		News: early voting sites and hours	New post announcing this election's early voting sites, days, and hours.	Our early voting plan s. 101.657		
3.03	3. Before early voting		Home page flyer image	New graphic for each election. Give it alt text (a short description that screen readers read aloud) with the same words and dates.	Our election calendar and early voting plan		
3.04	3. Before early voting		Election Day page: polling places	Precinct list with polling place names and addresses; hours; ID rules; provisional ballots.	Our precinct and polling place list s. 100.011 (polling hours) s. 101.043 (photo and signature ID; provisional ballot if none) Division of Elections: Election Day Voting; Voter Precinct Lookup		
3.05	3. Before early voting		Polling place change notice	If any polling place changed, post the notice.	s. 101.71 (mail a notice to affected voters at least 14 days before; publish on the county's or our website, or in a newspaper, no more than 30 and no fewer than 7 days before)		
4. ELECTION DAY AND NIGHT: Live turnout during the day; unofficial results after the polls close at 7 p.m.							
4.01	4. Election day and night		Election Day page: day-of changes	Post any emergency polling place change right away. Add links to live turnout and results.	s. 101.71 (emergency polling place changes) s. 98.0981 (live turnout)		
4.02	4. Election day and night		Live voter turnout	Turnout numbers on Election Day, updated at least once an hour.	s. 98.0981 (live turnout data on the supervisor's website, updated at least hourly)		
4.03	4. Election day and night		Home page: election day and night	Election Day: polls open 7 a.m. to 7 p.m. and how to find your polling place. After 7 p.m.: results link at the top, plus the turnout link.	Our election night plan s. 100.011		

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4.04	4. Election day and night		Results page for March 10, 2099 (new)	Unofficial results on election night, clearly marked UNOFFICIAL with the time of the last update. Early voting and mail ballot results first, then precinct updates.	Results reports from our tabulation system s. 102.141 (election night reporting: early voting and mail ballot results within 30 minutes after polls close, then updates at least every 45 minutes) Rule 1S-2.053, F.A.C.		
4.05	4. Election day and night		Results page (list of elections)	Add the link to the new results page on election night.	Results reports from our tabulation system		
4.06	4. Election day and night		Canvassing board page: added meetings	If a recount or other extra meeting is needed, post the notice at least 48 hours ahead.	s. 102.141 (recount if a measure passes or fails by 0.5% or less; 48-hour notice) Rule 1S-2.031, F.A.C. (recounts)		
5. AFTER CERTIFICATION: Certified results, the post-election audit, and taking down this election's dates.							
5.01	5. After certification		Results page for March 10: certified	Change UNOFFICIAL to CERTIFIED. Add the certification date, registered voters at book closing, ballots cast by method (mail, early, Election Day), turnout, and the YES/NO totals.	The canvassing board's signed certification Our book closing report (the state's book closing reports cover state and federal elections only)		
5.02	5. After certification		Results page (list): mark certified	Change the March 10 link to say "certified."	The canvassing board's signed certification		
5.03	5. After certification		Home page: audit notice and cleanup	Post the post-election audit notice (date, time, place) on the home page. Then take down the March 10 key dates and flyer, point to certified results, and update "Last updated."	s. 101.591 (audit notice must be on the home page of our website)		
5.04	5. After certification		Canvassing board page: audit notice and results	Post the audit meeting notice, then the audit results. Later, replace with the next election's schedule.	s. 101.591 (audit starts right after certification; done and results made public by 11:59 p.m. on the 7th day after certification) s. 102.141 (48-hour notice)		
5.05	5. After certification		Provisional ballot status lookup	Tell voters who cast a provisional ballot how to find out if it counted (phone or website).	s. 101.048 (free access system, available no later than 30 days after the election) Rule 1S-2.037, F.A.C.		
5.06	5. After certification		Voter info pages: take down March 10 dates /voters/register.html /voters/vote-by-mail.html /voters/early-voting.html /voters/election-day.html	Register, Vote by Mail, Early Voting, and Election Day pages: replace March 10 dates with the next election's dates or general information so old dates don't linger.	Our election calendar (next election)		
5.07	5. After certification		Voter guides and election news: archive /contact.html /news/	Move the March 10 voter guide and news posts to an archive; remove guides for old elections.	None needed (cleanup)		
6. ONGOING (MONTHLY OR AS NEEDED): Not tied to one election. See the How often column.							

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6.01	6. Ongoing (monthly or as needed)		Voter registration statistics	Number of registered voters by party (and by precinct or district, if we post it).	Our monthly counts from the voter registration system Division of Elections: Voter Registration Reports (monthly "By County and Party" report, to cross-check our totals)		
6.02	6. Ongoing (monthly or as needed)		Initiative petition totals	For each statewide initiative: signatures submitted, invalid, processed, and verified valid, with counts by congressional district, plus the numbers for the reporting period.	s. 100.371(14)(g) Our petition verification records Division of Elections: Initiatives database (serial numbers and titles) Rule 1S-2.009, F.A.C.		
6.03	6. Ongoing (monthly or as needed)		Petition signature verification cost	Our cost to verify initiative petition signatures.	s. 100.371(14)(f) Division of Elections: Constitutional Amendments/Initiatives (cost list by county)		
6.04	6. Ongoing (monthly or as needed)		Potential ineligibility notices (PDF) /notices/potential-ineligibility-notices.pdf /notices/potential-ineligibility.html	Post a notice when a mailed notice comes back undeliverable; keep the list current. The page that links the PDF rarely changes.	s. 98.075 (publish within 14 days after the mailed notice comes back; voter has 30 days to respond) Rule 1S-2.041, F.A.C.		
6.05	6. Ongoing (monthly or as needed)		News page	Add new posts; move old ones to an archive.	None needed		
6.06	6. Ongoing (monthly or as needed)		Contact page and site footer	Address, phone, email, office hours, and social media accounts (the footer is on every page).	Our office records		
6.07	6. Ongoing (monthly or as needed)		Public records page	Records custodian's name or title, address, phone, and email.	s. 119.12 (custodian contact info posted on our website protects the office in public records lawsuits)		
6.08	6. Ongoing (monthly or as needed)		Accessibility page	Accessibility statement and who to contact.	Our office's accessibility policy		
6.09	6. Ongoing (monthly or as needed)		Sitemap	Add new pages and files; remove deleted ones.	None needed		