

BOARD OF CANVASS AGENDA

1. Call to Order meeting as Board of Canvass.
 - a. Clerk to issue oath to Board of Canvass Members.
2. Clerk presents Canvass Reports and Precinct Summary Statements to board.
3. Board reviews and concurs or deals with any errors or write-in issues through the required statutes.
4. Board moves to declare the results of the vote and signs off on the Summary and any other abstracts.
5. The clerk is authorized to issue notification to candidates and request their signed campaign financial forms within the time period.
- 6.

Motion by __ to adjourn as the Board of Canvass.

Chair _____ Clerk _____

The board will take the following steps to canvass the results:

- The clerk prepares a canvass report. For towns with November elections, this report may be available from the state Election Reporting System for towns;
- The canvassing board takes the oath of office and publicly canvasses the election returns by reviewing the abstract and write-in reports;
- The board may ask to examine summary statements before it declares the results. The board does not view the ballots or do another count;
- When satisfied that the abstract reports are correct, the board signs the abstracts, and they become the official results;

Oath of Office

I, _____ (*Name*) _____ do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will discharge faithfully the duties of the office of Board of Canvass in the County of St. Louis, the State of Minnesota, to the best of my judgment and ability.