



# Delegate eBallot Cheat Sheet

## Overview:

Florida Farm Bureau Federation (FFBF) holds its Annual Meeting each year in October. With this year's pandemic, the FFBF Board of Directors elected to move what is normally a 3-day in-person annual meeting to a 2-day in-person annual meeting with eBallot as the voting platform. This meeting is important in establishing Farm Bureau policy and electing leadership positions on both the State Board of Directors and State Women's Leadership Committee.

## Delegate's Duty:

As a delegate for the Florida Farm Bureau Annual Meeting, you have the responsibility and duty to represent your county Farm Bureau. This year we will be back in-person and utilizing "eBallot" as a means to vote on matters requiring a secret ballot such as our women's caucus, state director caucus and state president election.

## Voting Procedure:

By the morning of the 27<sup>th</sup>, you will have received an email from [noreply@eballot.com](mailto:noreply@eballot.com) that will provide the URL link (web address), user ID and password to participate in your vote. The three voting times and dates will be (if applicable):

- **October 27<sup>th</sup> at 5:00 p.m. EDT**
  - o Women's Leadership Committee Chair and Caucuses for Odd Numbered Districts
- **October 28 at 10:45 a.m. EDT**
  - o State Director District Caucuses – District 7 (Baker, Clay, Duval & Nassau)
- **October 28 at 2:30 p.m. EDT**
  - o Presidential Election

During these specific elections, when a vote is called, a ballot will be available on your eBallot screen. Your ballot will show the number of votes available. As a reminder, county Farm Bureaus have the ability to split their vote (if they have been assigned more than 1 vote). Votes must be cast in whole numbers.

## eBallot Checklist:

- Have your email account (that was registered as a delegate) open and ready in your browser
- Sign in to eBallot by clicking on the URL link provided in your email from eBallot, and enter your user ID and password (provided in email from [noreply@eballot.com](mailto:noreply@eballot.com))
- Refresh your eBallot screen to view your ballot by clicking the "Home" or "Refresh" button at the top of the browser, when a vote is called

## Checklist to Vote on eBallot:

- Log in with your credentials (sent from [noreply@eballot.com](mailto:noreply@eballot.com)) on your device that will be used at the Annual Meeting
- Once a vote is called, click the "Refresh" or "Home" button on eBallot to allow your ballot to appear
- Click the ballot and begin the voting process
- Enter the votes you have been assigned for your respective county Farm Bureau
- Once you have entered your votes, make sure you have used all your votes and have clicked the check box to submit
- If you would like, you can save the receipt of your vote by printing, screenshot or taking a picture
- Click the home button to return back to the eBallot home screen to await for your next vote (if applicable)
- If you are using one of the voting kiosks, remember to sign-out of your eBallot to allow the next person to sign-in

## Wednesday, October 27<sup>th</sup>

**9:00 am – 6:30 pm**----- Registration Desk  
Registration

**10:00 am – 2:00 pm**----- Boca 1 – 4  
Council of Presidents

**1:00 pm – 3:00 pm**-----Boca 5 & 6  
Excellence in Agriculture Award Presentations

**1:30 pm – 3:30 pm**-----Boca 7 & 8  
Discussion Meet Final Four Rounds

**1:30pm – 3:00 pm**-----Hibiscus  
Youth Speech Contest

**3:00 pm**-----Governor's Boardroom  
Credentials Committee

**3:30 pm – 4:30 pm**-----Caribbean Ballroom  
Opening Session, First Reading of Resolutions

**5:00 pm – 6:00 pm**-----Boca 1 - 4  
Women's Annual Meeting, (5:00 pm -Election (Chair & Odd District)), Youth Speech  
Contest Winner Speech Delivery, Women's Fund Awards

**6:30 pm – 9:00 pm**-----Caribbean Ballroom  
President's Celebration, Awards Banquet, Welcome, Remarks from Dr. Scott Angle, UF  
IFAS, County Recognition Program Awards, Dinner, Remarks from Zippy Duvall, AFBF  
President, FFBF President's Annual Address, Membership Awards, Young Farmers and  
Ranchers Awards, Distinguished Service Awards

## Thursday, October 27<sup>th</sup>

**7:00 am – 6:00 pm**-----Registration  
Registration

**7:30 am – 9:00 am**-----Caribbean Ballroom  
Commissioner's Ag-Environmental Leadership Breakfast, Award Recognition, Swisher  
Sweets Florida Farmer of the Year

**9:15 am – 10:45 am**----- Caribbean Ballroom  
General Session, Credentials Committee Report, Second Reading of Resolutions,  
(10:45am State Director District Caucuses (Odd Numbered Districts))

**11:30 am – 12:45 pm**----- Caribbean Ballroom  
Legislative Luncheon, Legislator of the Year Awards

**1:15 pm – 3:30 pm**----- Caribbean Ballroom  
Closing General Session, Credentials Committee Report, Women's Leadership  
Committee Introduction, District Caucus Report, Annual Meeting Minutes, Treasurer's  
Report, Extension Professional Award, Volunteer Communicator Award, Newsperson of  
the Year Award, Donation Drawing Winners, Final Consideration of Resolutions,  
(2:30 pm - Election of President), Adjournment

**Immediately Following Adjournment**----- Boca 1 - 4  
State Board of Directors Meeting