



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

MINUTES **2014 Annual Meeting of the Membership** **Ocean City, Maryland**

The 51st Annual Conference of the Maryland Association of Election Officials (MAEO) was held at the Grand Hotel & Spa in Ocean City, Maryland from March 25, 2014 through March 28, 2014.

The opening business meeting of the 2014 Annual Meeting of the Membership was called to order by President Gail Hatfield, Calvert County at 5:04 pm. Acting Secretary Ruie Marie Lavoie, Baltimore County, conducted Roll Call. All Board members were present except Secretary Mary DePelteau, Calvert County who was absent due to medical reasons. Twenty-Four (24) local jurisdictions and the State Board of Elections (SBE) were represented and responded as present, establishing a quorum.

On behalf of the Board, President Hatfield welcomed all attendees to the Conference and Annual Meeting of the Membership. The Board was introduced as follows:

President Gail Hatfield, Calvert County
Vice President Anthony Gutierrez, Wicomico County
Treasurer Allison Murphy, Caroline County
Acting Secretary Ruie Marie Lavoie, Baltimore County
Board Member Katherine Berry, Carroll County
Board Member Katie A. Brown, Baltimore County
Board Member Abigail Goldman, Baltimore City
Board Member David Garreis, Anne Arundel County
Board Member Guy Mickley, Howard County

President Hatfield recognized the efforts and hard work of our Conference Planner, Shawn Larson, Baltimore City, as well as everyone involved in making the conference a success. She thanked her office, Calvert County, for putting together the gift bags which included a towel and suntan lotion. She also thanked Katie Brown and her staff in Baltimore County for designing and printing the name badges and registration packets. President Hatfield acknowledged the contributions and assistance of our Host County Administrators, Board and Staff from Worcester County. She also thanked Anthony Gutierrez, Director of Wicomico County and his staff for their part in co-hosting the conference.

David Garreis, Anne Arundel County, introduced and thanked the vendors and sponsors. Runbeck Election Services donated the bags everyone received and Votec sponsored MAEO's first game night, MAEO Grand Royale, scheduled for Wednesday evening. Mr. Garreis encouraged everyone to show support by visiting the vendor area.

A complete list of vendors and sponsors is as follows:

- Dominion Voting (Sponsor)
- Runbeck Election Services, Inc. (Sponsor)
- Votec (Sponsor)
- Bell & Howell (Vendor)
- Castro-Harris ready Vote (Vendor)
- Corporate Press (Vendor)
- Election Systems & Software (Vendor)
- Election Works (Vendor)
- Hart InterCivic (Vendor)
- New Organizing Institute (Vendor)
- Printelect (Vendor)
- SOE Software Corp (Vendor)

Ms. Hatfield revealed the new MAEO banner which includes the names of the Maryland counties and will be displayed at every conference.

Tammy Willis, Awards Committee Chair extended congratulations to the Conference Theme Contest winner, Chrissy Sharpless from Garrett County. Ms. Sharpless is receiving her 2014 conference package complimentary. Ms. Willis presented a token gift to everyone who submitted theme suggestions.

President Hatfield provided reminders for dinner and the evening's entertainment. Door prizes should be left at the registration table in the lobby and drawings for the prizes will take place throughout the conference.

There being no further business at this time, Ms. Hatfield called for a Motion to adjourn the meeting until 9:00 am the next morning, March 26, 2014. On a Motion by Laquwietitia Conley, Baltimore County and a second by Paula Bailey, Calvert County, the Meeting was adjourned at 5:44 pm.

The 51st MAEO Annual Meeting of the Membership was called to order by President Gail Hatfield, Calvert County at 9:03 am on Wednesday, March 26, 2014. President Hatfield welcomed all conference attendees and asked for a round of applause for Conference Planner, Shawn Larson, Baltimore City. She again thanked the Worcester County Board of Election office for hosting the conference with assistance from Wicomico County.

Acting Secretary Ruie Marie Lavoie, Baltimore County, conducted Roll Call. All Board members were present except Secretary Mary DePelteau, Calvert County who was absent due to medical reasons.

Board members present were as follows:

President Gail Hatfield, Calvert County
Vice President Anthony Gutierrez, Wicomico County
Treasurer Allison Murphy, Caroline County
Acting Secretary Ruie Marie Lavoie, Baltimore County
Board Member Katherine Berry, Carroll County
Board Member Katie A. Brown, Baltimore County
Board Member Abigail Goldman, Baltimore City
Board Member David Garreis, Anne Arundel County
Board Member Guy Mickley, Howard County

Twenty-Four (24) local jurisdictions and the State Board of Elections were represented and responded as present, establishing a quorum. After Board introductions, President Hatfield introduced Linda Lamone, Administrator, SBE, Nikki Charlson, Deputy Administrator and other SBE personnel.

Katrina Powell, Wicomico County Board President, led the prayer and asked for a moment of silence in remembrance and in honor of members who have passed away. The Pledge of Allegiance was led by Kay Hickman, Worcester County Board President. James "Bud" Church, Worcester County Commissioners and Nikki Charlson provided opening remarks.

The Membership was provided a copy of the Minutes from the 2013 Annual Meeting of the Membership. President Hatfield asked for additions or changes. Guy Mickley, Howard County, made a Motion to approve the Minutes as written. On a Second by Bruce Harris, Baltimore County, the 2013 Annual Meeting Minutes were unanimously approved as written.

Treasurer Allison Murphy presented the Treasurer's Report and a copy was provided to the membership. An Audit was completed by the Audit Committee and a copy of the findings is provided to the Board. Laquwietitia Conley, Baltimore County, made a Motion to approve the Treasurer's Report and Audit as submitted. On a second by Paula Bailey, Calvert County, the Treasurer's Report and Audit was unanimously approved as submitted. A copy of the Treasurer's Report and Audit Report is attached to and made part of these Minutes.

Every MAEO Member was provided a copy of the annual Committee Reports provided by the Committee Chair of the following committees: Audit, Constitution and Bylaws, Continuing Education, Election Judge, Election Technology, Grant, Standards and Personnel. A copy of each report is attached to and made part of these Minutes.

Jeff Stevens, Election Committee Chair announced the time and location of the MAEO Board Election. He requested volunteers to assist with the election and ballot counting. A packet with candidate information was provided to all members and is attached to and made part of these Minutes. Mary DePelteau is an official write-in candidate for a Board member position. The results will be announced during closing remarks on Thursday. All Candidates were reminded that the "no electioneering" zone is in the election room and includes the hallway adjacent to the room.

Ms. Hatfield provided a few conference details, upcoming seminars, entertainment and dining menus including the buffet dinner at Phillips Seafood House. There will be a photo booth (free of charge) during game night. Donations are welcome and proceeds will benefit the MAEO Educational Fund. The required EPPD training class will take place on Wednesday and Thursday. Attorney and Board Break-Out Sessions were held concurrently with the following seminars:

- Seminar I EPPD – Comprehensive Audit
- Seminar II Nuts and Bolts of Absentee & Provisional: Data Entry in MDVOTERS
- Seminar III Standards Committee Vision and Projected Plan
- Seminar IV E-40 Reconciliation and the Multiple Status Report

At 4:36 pm, President Hatfield called for a break. The members will reconvene the next morning at 9:00 am. On Thursday morning, Part 2 of the Accessibility seminar was completed. In the afternoon, various Best Practice and informational seminars were held in conjunction with Board and Attorney Break-Out sessions. The seminars included the following:

- Seminar V Accessibility
- Show & Tell Election Technology Committee
- Best Practices Innovations in Elections
- Presentation Statewide Election Task Sheet
- Presentation Runbeck: Changes in 2014

President Hatfield presented “Shining Star” Awards to the following recipients:

Katherine Berry, Carroll County – For her continuous work representing MAEO in the legislative process.

Jacqueline Bryley, State Board of Elections – For her assistance through the process of increasing pay grades and steps for the Directors and Deputy Directors.

Ruie Lavoie, Baltimore County – For her outstanding contributions and service as Acting Secretary.

Guy Mickley, Howard County – For his dedication, perseverance and hard work as Personnel Committee Chair and behind the scenes actions during the process of implementing the raises and grade increases for all Directors and Deputy Directors.

Kaye Robucci, Washington County – For her outstanding dedication and service in her local election office.

Kristen Scott, Calvert County – For her outstanding dedication and service in her local election office.

The Antonetti Award was presented to **D. Shawn Larson**, Baltimore City for his years of dedication and service to MAEO as the Conference Planner. All Antonetti recipients are inducted in the MAEO Hall of Fame.

Secretary Ruie Lavoie, Baltimore County and Vice President Guy Mickley, Howard County presented Board Service Awards to current Board members for their time and dedication to MAEO.

The Election results were given to the Board. There was a tie vote for one Board member position. In Executive Session, the Board resolved to add one Board position for the next (2) year term. President Hatfield announced the election results as follows:

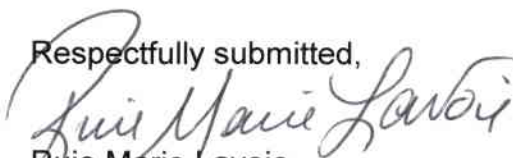
- Gail Hatfield, President, Calvert County
- Guy Mickley, Vice President, Howard County
- Ruie Marie Lavoie, Secretary, Baltimore County
- Allison Murphy, Treasurer, Caroline County
- Alisha Alexander, Prince George's County
- Katherine Berry, Board Member, Carroll County
- Katie A. Brown, Board Member, Baltimore County
- Tracy Dickerson, Board Member, Charles County
- David Garreis, Board Member, Anne Arundel County
- Abigail Goldman, Board Member, Baltimore City

Congratulations were extended to the newly elected Board members and all candidates were thanked for their participation. President Hatfield again thanked the Board, Host counties, Membership, Vendors and Sponsors for their part in making the 51st Annual Conference a huge success. Members were asked to complete the conference surveys and give to Shawn Larson or a Board member. Information for dinner was provided and all members were asked to arrive to Phillips during their scheduled seating time.

The next MAEO Board meeting will be held on Friday, March 28, 2014 at 9:00 am in the Sunrise Room of the Grand Hotel & Spa in Ocean City, Maryland. Public notice of this Board meeting was provided to all MAEO members and published on the conference agenda and MAEO website.

There being no further business, Amanda White, Baltimore County, made a Motion to adjourn the Meeting. On a second by Carolyn Evans, Prince George's County, the Annual Meeting of the Membership was adjourned at 5:15 pm.

Respectfully submitted,


Ruie Marie Lavoie
Secretary

Approved on this 11th day of June, 2015.



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

At the meeting of the Board of Directors (hereinafter referred to as the "Board") of the Maryland Association of Election Officials (hereinafter referred to as "MAEO") the following Administrative Resolution was proposed, approved and adopted by the Board on this **12th day of June, 2015.**

ADMINISTRATIVE RESOLUTION

WHEREAS, in accordance with Article VII of the Bylaws, the Board for MAEO, named below, were duly elected and shall represent MAEO and its interest.

WHEREAS, Article VIII of the Bylaws authorizes and empowers the Board to transact business and;

WHEREAS, in the best interest of MAEO and in accordance with the Powers and Duties of the Board and specifically the President and the Treasurer, an Association Expenditure Policy shall be adopted.

WHEREAS, this Association Expenditure Policy should incorporate and be in compliance with current banking practices, MAEO general practices, in accordance with Bylaw Amendment Article VIII, 3., dated June 11, 2015, and at the discretion of the Board.

NOW THEREFORE BE IT RESOLVED, that the Board is authorized to perform the acts to carry out this Administrative Resolution and that the Association Expenditure Policy which is attached to and made part of said Resolution shall be adopted.

FURTHER RESOLVED, that the attached Association Expenditure Policy shall be in full force and effective beginning on the 13th day of June, 2015.

BY AUTHORITY, and with our signature affixed below, we do hereby consent to the adoption of the attached Association Expenditure Policy in accordance with the Bylaws of MAEO and by unanimous consent.

Gail Hatfield, President

Guy Mickley, Vice President

Allison Murphy, Treasurer

Alisha Alexander, Board Member

Katherine Berry, Board Member

Katie A. Brown, Board Member

Tracy Dickerson, Board Member

David Garreis, Board Member

Abigail Goldman, Board Member

CERTIFICATION

I HEREBY CERTIFY that the forgoing is a true and correct copy of the Administrative Resolution presented to and adopted by the Board of Directors of the Maryland Association of Election Officials at a meeting duly called and held in the Sunrise Room of the Grand Hotel & Spa in Ocean City, Maryland on the **12th day of June, 2015**, at which a quorum was present and voted, and that such Resolution is duly recorded in the Minute Book of the Association; that the officers named in said Resolution have been duly elected to, and are the present incumbents of, the respective offices set after their respective names; and that the signatures set opposite their respective names are their true and genuine signatures.

Ruie Marie Lavoie, Secretary