



# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

## **MINUTES** **June 12, 2015**

A Board meeting of the Maryland Association of Election Officials (MAEO) Board of Directors was held on June 12, 2015 in the Castaway Room of the Grand Hotel & Spa located at 2100 Baltimore Avenue in Ocean City, Maryland.

### **Board Members Present:**

Gail Hatfield, President (Calvert County) – By Proxy  
Guy Mickley, Vice President (Howard County)  
Ruie Marie Lavoie, Secretary (Baltimore County)  
Allison Murphy, Treasurer (Caroline County)  
Alisha Alexander, Board Member (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)

### **Board Members Absent:**

Gail Hatfield, President (Calvert County)

### **Members and Guests Present:**

Anthony Gutierrez, Wicomico County  
D. Shawn Larson, Baltimore City

### **CALL TO ORDER**

The meeting was called to order by Vice President Guy Mickley at 9:05 am. Gail Hatfield submitted her Proxy designating Guy Mickley prior to the meeting. Quorum was met with nine (9) Board members present or by Proxy.

### **AGENDA**

Mr. Mickley outlined the meeting agenda and asked for additions and changes. Alisha Alexander requested an addition of a discussion on hotel room compensation for Chris Dougherty from Fairfax County to be discussed. Item added under New Business.

MOTION: Katie Brown motioned to accept the Agenda with the addition.

SECOND: Ruie Lavoie

ACTION: Favorable and unanimous, the Motion carried.

## **OLD BUSINESS**

**2015 MAEO Conference & SBE Biennial Meeting Reminders** – Shawn Larson provided necessary information and the Board reviewed the meetings and conference. Positive feedback regarding programming and entertainment was received from many attendees. Few problems were noted. The sound and light company did not perform to the Board's expectations. Mr. Larson will distribute a survey to ask for feedback and forward the information received to the Board.

It was noted that the front hotel area was left with trash and debris on several nights. In the future, the Board will ask attendees to be considerate and to treat the area with respect.

Suggestions were made to bring back casino night at future conferences. A short discussion was held regarding the next conference and improvements that can be made.

The Board agreed to send thank you letters and notes to all speakers and to those who contributed to the conference. The success of the conference speaks volumes about the many people who gave their time. Mr. Larson specifically thanked the Board and the Board overwhelmingly thanked Mr. Larson.

**Election Results** – Copy of Ballot attached to and made part of these Minutes.

Question # 1 – Removed from Ballot, no tally

Question # 2 – Approved by 2/3 of the Vote of the Membership

Question # 3 – Approved by 2/3 of the Vote of the Membership

Question # 4 – Approved by 2/3 of the Vote of the Membership

Question # 5 – Not Approved by 2/3 of the Vote of the Membership

The Constitution and Bylaw Committee will make the amendments to the Bylaws and submit to the Board for distribution.

**Association Expenditure Policy Resolution** – Adopted and signed. Attached to and made part of these Minutes.

**Question # 4, Election Tie** – The Board will determine further action at a later date.

## **NEW BUSINESS**

**Hotel Room Compensation** – Originally, Mr. Dougherty did not plan to stay overnight after his presentation but plans changed and consideration to reimburse or add to the master hotel bill was discussed.

MOTION: Guy Mickley motioned to approve the hotel room compensation.

SECOND: Katie Brown

ACTION: Favorable and unanimous, the Motion carried.

## NEXT MEETING DATES

The next meeting date will be determined at a later time. Ruie Lavoie will send notice to the Membership.

## ADJOURNMENT

There being no further business, on a motion made by Abigail Goldman and a second by Tracy Dickerson, the Meeting was adjourned at 10:07 am.

Respectfully submitted,

  
Ruie Marie Lavoie  
Secretary

Approved this 7<sup>th</sup> day of October 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 **12<sup>th</sup> day of June, 2015.**

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## ADMINISTRATIVE RESOLUTION

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**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 13<sup>th</sup> 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**

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**Guy Mickley, Vice President**

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**Allison Murphy, Treasurer**

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**Alisha Alexander, Board Member**

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**Katherine Berry, Board Member**

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**Katie A. Brown, Board Member**

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**Tracy Dickerson, Board Member**

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**David Garreis, Board Member**

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**Abigail Goldman, Board Member**

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[Indicates text to be added]  
~~Indicates text to be removed~~

Question #1:

### **Article III – Membership**

2. All local Boards of Elections of this state, Substitute Members of local Boards of Elections, County Election Directors/Administrators, counsel to the local Boards of Elections, administrative and support staff of the local Boards of Elections and ~~-[members, State Administrator, counsel and staff of the Maryland State Board of Elections]~~ shall be eligible for active membership.

3. ~~Members, State Administrator, counsel and staff of the State Board of Elections,~~ [R]etired employees of local election offices and election boards and active members who leave election service shall be eligible for associate membership. Associate members shall have non-voting membership in the Association, are subject to dues, and may participate in all Association activities except for the holding of elected office.

Retired employees of local election offices and election boards and employees who leave election service with at least ten (10) years of service shall be eligible for lifetime non-voting membership in the Association, subject to a one-time membership fee to be determined and set by the Board, and may participate in all Association activities except for the holding of elected office.

Question #2:

### **Article III - Membership**

[5. Membership shall be considered valid through the last business day in February of the following year regardless of when membership dues were paid.]

### **Article IV – Dues**

The membership dues of this Association shall be fixed by the Board of Directors for active and associate members. Members shall be given due notice that a change in dues is being considered through publication in the agendas of two consecutive MAEO committee meetings. No member shall be qualified to exercise any privilege of membership while dues remain unpaid. Any member delinquent in dues for refusal or failure to pay the same in full within one hundred eighty (180) days after receipt of bill or invoice shall forfeit membership in the Association.

[All membership dues are to be received by the Association or Treasurer no later than the last business day in February. Any dues received after said date shall be considered late.]

Question #3:

### Article VIII – Duties of Officers

3. The Treasurer shall collect all dues and have charge of the funds of the Association. The Treasurer shall pay all Association bills [by check or with the MAEO Credit Debit Card within the terms of the bank card policy] within 30 days of their receipt and provide a written Treasurer's Report at each Board meeting. All expenditures shall be approved by the President [Following the expenditures policy adopted by the Board.]

Question #4:

### Article XIII - Elections

[11. In the event that an election for office or ballot question results in a tie, ~~the membership shall be assembled by the President~~ will announce the need for a special election to resolve the tie, for the purpose of voting in the prescribed manner:

a. The president shall announce to the assembled membership the ballot question or the office and the candidates for that office that are to be voted on.

b. Eligible voters will check in using an accurate printed membership-precinct register and sign their name on either the list or a blank voter authority card. ~~Blank~~

c. Blank ballots or contingency ballots with a serial number or stub pieces of papers will be distributed to the assembled membership on which they will write yes or no as to the ballot question or the candidate name that they wish to vote for.

d. Valid member votes will be vetted in the same process as in a regular election.

e. The Election Committee shall tabulate the results of the election.

f. The Election Committee Chairman shall report the results of the balloting to the President without announcing the results.

g. The President will announce the results to the assembled membership.

h. If there is still a tie, then the President shall flip a coin to determine the outcome of the ballot question or in the case of a tie for a candidate for an office, then the President shall first determine who shall be heads and who shall be tails.

i. The President will announce the results of the coin toss and declare the outcome of the ballot question or which candidate shall be the winner.]