



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 approved and adopted by the Board on this **14th day of December, 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 all MAEO members, and in accordance with the Powers and Duties of the Board, and specifically the President and the Treasurer, an Association Expenditure Standards and Practices Policy shall be adopted.

WHEREAS, the Board discussed and determined the content of this Association Expenditure Standards and Practices Policy at the MAEO Board of Directors Meeting held on the 7th day of October 2015.

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

WHEREAS, the Board is authorized to perform the acts to carry out this Administrative Resolution and that this Association Expenditure Standards and Practices Policy shall be as follows:

- 1. MAEO Conference Hotel Rooms Paid for by MAEO or Covered under Compensation** – The Board shall discuss and determine who (conference speaker, Board members, State Board of Elections Employee, etc.) shall receive hotel rooms at no charge to said individual or their respective local or State Board of Election office or company in exchange for, or in appreciation of service as a guest speaker during the conference or their contributions to the conference. The Treasurer shall be notified, in advance, if the cost of a hotel room will appear on the final conference invoice.
- 2. MAEO Conference Expenses (Awards, Giveaways, Entertainment, etc.)** – The Board shall discuss and have general knowledge of all conference expenditures including but not limited to venue selection, awards, entertainment and attendee giveaways. MAEO Committees (Awards, Entertainment, Conference Planning, etc.) shall submit an estimated budget to the Board for review and approval. The President, or Vice President in the President's stead, shall approve the final expense and notify the Treasurer.


3. **MAEO Conference Planner** – The Conference Planner shall be selected and approved by the Board at the start of conference planning each year. The selection process shall be completed in an open meeting and any MAEO member who submits their name for the position shall be considered. Compensation to the Conference Planner shall be determined by the Board after each conference, in closed session, and in consideration of the hours worked outside of a normal work day. The Conference Planner shall be reimbursed mileage for travel to and from venues. Mileage reimbursement shall be submitted to the Treasurer and shall not require further Board approval.
4. **Board Expenditures** – The Board shall have general knowledge of all Association expenditures, including but not limited to meeting and conference expenses. Board members who require reimbursement for said expenses shall submit receipts to the Treasurer for reimbursement after final approval from the President. The President shall not approve their own expenditures without the prior approval of the Board.
5. **Outside Conference Attendance** – All Board members are approved to represent MAEO. If a member of the Board wants to attend another organization’s conference funded by MAEO, the request should be presented to the Board for approval. The request should be discussed and approved in an open meeting of the Board. After attending said conference, the Board member shall provide the Board with a summary report of the conference.

NOW THEREFORE BE IT RESOLVED, this Administrative Resolution and the above stated Association Expenditure Standards and Practices Policy shall be adopted.


FURTHER RESOLVED, on this 14th day of December, 2015 the above stated Association Expenditure Standards and Practices Policy shall be in full force and effective immediately. A copy of this Association Expenditure Standards and Practices shall be provided to the Treasurer and the Audit Committee.

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.

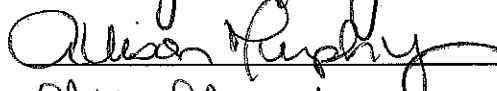
Gail Hatfield, President



Guy Mickley, Vice President



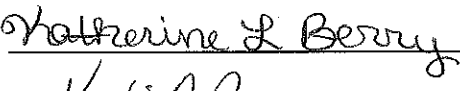
Allison Murphy, Treasurer



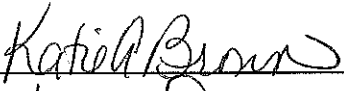
Alisha Alexander, Board Member



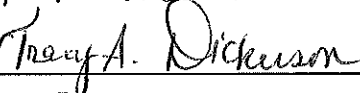
Katherine Berry, Board Member




Katie A. Brown, Board Member



Tracy Dickerson, Board Member



David Garreis, Board Member

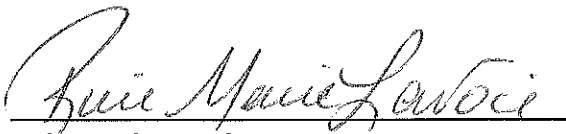


Abigail Goldman, Board Member



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 at the Anne Arundel County Board of Elections located at 7320 Ritchie Highway in Glen Burnie, Maryland on the **14th day of December, 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.

A handwritten signature in cursive script that reads "Ruie Marie Lavoie". The signature is written in black ink and is positioned above a horizontal line.

Ruie Marie Lavoie, Secretary