

# 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 unanimously adopted by the Board on the 14<sup>th</sup> day of December, 2015 and amended by the Board on the 6<sup>th</sup> day of September, 2016.

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## ADMINISTRATIVE RESOLUTION – AS AMENDED

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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 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 7<sup>th</sup> day of October 2015 and determined the need to amend said Policy at the MAEO Meeting held on September 6, 2016.

**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 the recipient (conference speaker, Board members, State Board of Elections Employee, etc.) to receive hotel rooms at no charge to said individual or to 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 Board shall determine the role, responsibilities and duties of the Conference Planner at an open meeting of the Membership. The Conference Planner shall be selected and approved by the Board at the start of the conference planning year. The selection process shall be completed in an open meeting and any MAEO member in good standing who submits their name for the position shall be considered. Compensation to the Conference Planner, if any, shall be determined by and is at the sole discretion of the Board.

After each conference, in closed session, and in consideration of the funds available in the MAEO budget, hours worked outside of a normal work day and the overall performance of the Conference Planner, the Board shall determine compensation, if any. Compensation is not guaranteed and should not be expected. At the Board's sole discretion, the Conference Planner may be reimbursed mileage for travel to and from venues. After Board approval, mileage reimbursement requests shall be submitted to the Treasurer and shall require final approval from the President.

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 his/her own expenditures without the prior approval of the Board with final authorization from the Vice President.
5. **Outside Conference Attendance** – If a member of the Board submits a request to attend the conference of another organization as a representative of MAEO, at MAEO's expense, the request should be presented to the Board for approval prior to attending the conference. 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.
6. **NOW THEREFORE BE IT RESOLVED**, this Administrative Resolution and the above stated Association Standards and Practices Policy shall be adopted.

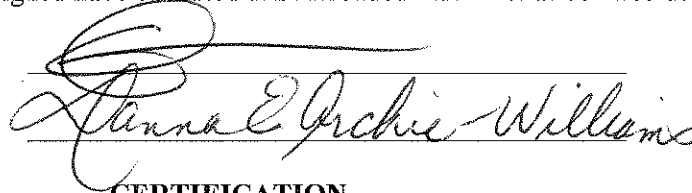
**FURTHER RESOLVED**, on this 14<sup>th</sup> day of October, 2016 the above stated Association Expenditure Standards and Practices Policy which was originally approved and adopted at a Board meeting held on October 14, 2015 and amended at a Board meeting held on September 6, 2016 shall be in full force and effective immediately. A copy of this Resolution and Association Standards and Practices Policy shall be provided to the Treasurer and the Audit Committee and posted on the Association website.

**BY AUTHORITY**, and with our signature affixed below, on behalf of the Board of Directors, we do hereby consent to the adoption and amendment of the Association Expenditure Standards and Practices Policy in accordance with the Bylaws of MAEO and by unanimous consent of the Board of Directors.

**IN WITNESS THEREOF** the undersigned have executed this Amended Administrative Resolution.

**David Garreis, President**

**Danna Archie-Williams, Treasurer**



**CERTIFICATION**

**I HEREBY CERTIFY** that the forgoing is a true and correct copy of the Administrative Resolution which includes the Association Expenditure Standards and Practices Policy adopted on October 14, 2015 and amended on September 6, 2016 and presented to the President and the Treasurer of the Board of Directors of the Maryland Association of Election Officials at a meeting duly called and held at the Baltimore County Board of Elections located at 11112 Gilroy Road, Suite 104 in Hunt Valley, Maryland on the 14<sup>th</sup> day of October, 2016, 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.

**Rufe Marie Lavoie**  
**Secretary**

**Date**

9-6-2016