



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

MINUTES **2015 Annual Meeting of the Membership** **Ocean City, Maryland**

The 52nd Annual Meeting of the Membership of the Maryland Association of Election Officials (MAEO) was held at the Grand Hotel & Spa in Ocean City, Maryland. The Meeting was called to order at 9:09 am on the 11th day of June, 2015 in the Grand Ballroom on the 4th Floor.

On behalf of the Board, President Hatfield welcomed all attendees. Board introductions were made. 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 staff in Calvert County for putting together the gift bags, and Katie Brown and Baltimore County for designing and printing the name badges and producing the attendee packets. President Hatfield acknowledged the contributions and assistance of our Host County Administrators, Board and Staff from Dorchester County. She also thanked Anthony Gutierrez, Director of Wicomico County and his staff for their part in co-hosting the conference.

The vendor and sponsor introductions will be made on June 12, 2015 prior to the start of the State Board of Elections (SBE) Biennial Meeting. A complete list of vendors and sponsors is located on the last page of the conference agenda.

Secretary Ruie Marie Lavoie, Baltimore County, conducted Roll Call. All Board members were present as follows:

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

The twenty-four (24) Maryland local jurisdictions and the State Board of Elections were represented and responded as present, establishing a quorum.

Janet Livingston, Dorchester County Board Member, 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 Gwendolyn Dales, Director, Dorchester County and the Mayor's Message was given by the Honorable Rick Meehan, Mayor of Ocean City, Maryland.

The Membership was provided a copy of the Minutes from the 2014 Annual Meeting of the Membership. President Hatfield asked for additions or changes.

MOTION: Mary DePelteau (Calvert County) motioned to accept the Minutes from the 2014 Annual Meeting as written.

SECOND: Kimberly Phillips (Howard County)

ACTION: Favorable and unanimous, the Motion carried.

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 was provided to the Board. Copies of the Treasurer's Report and Audit Report are attached to and made part of these Minutes.

MOTION: Dale Godfrey (Worcester County) motioned to approve the Treasurer's Report and Audit as submitted.

SECOND: Ed Rodier (Worcester County)

ACTION: Favorable and unanimous, the Motion carried.

Committee Reports were submitted by the Committee Chair and copies provided to the membership. A copy of submitted reports is attached to and made part of these minutes.

President Hatfield announced the total proceeds from the photo booth was \$36.36 which will be deposited in the MAEO account and earmarked for educational funds. She also reviewed the remaining agenda items and explained the process for the dinner at Phillip's Seafood House.

A presentation of the history of MAEO, "Helping to Make all Elections Outstanding" was given by Anthony Gutierrez, Wicomico County Director and MAEO Parliamentarian.

The morning seminars and breakout sessions provided to the membership were:

- MDVOTERS Audit Information
- Board Member's Breakout: *Understanding Comprehensive Election Audits*
- Information Technology Roundtable Discussion
- Break Out Presentation: *Judge Training Informational Update*
- Break Out Seminar: *Everything You Need to Know About ERIC*
- Break Out Presentation: *Personnel - Interviewing, Discipline & Evaluations*
- Break Out Discussion: *Managing the Spotlight*

Shining Star awards were presented to each recipient by the member who made the nomination. A shining Star should be a MAEO Member in good standing of MAEO and someone who goes above and beyond their normal scope of duties.

David Garreis presented Shining Star awards to Reider White, Sabrina Graves, Joshua Ramos, Loretta Brown-Malloy, Glen Muir, Cynthia Woodward, Hassan Aslam, Richard Jerscheid, Linda Allen, Kate Scott, Janie Quartucci and Deborah Hill Floyd. Gail Hatfield presented the award to David Garreis and Katie Berry. The Carroll County Board of Elections presented the award to Alice Dutterer. Bruce Harris presented the Shining Star to Katie Brown and Stuart Harvey presented the award to Noreen Shultz.

President Hatfield presented Ruie Lavoie (Baltimore County) with the 2015 Antonetti Award. The Antonetti Award honors one individual who is a member in good standing, has a record of continuous outstanding contributions to the organization, supports the MAEO mission statement; and someone who goes above and beyond to support MAEO. President Hatfield gave a brief description of a few of Ms. Lavoie's accomplishments and thanked her for her service and dedication and congratulated her on the achievement. As the 2014 Antonetti Award recipient, Shawn Larson was inducted to Hall of Fame and congratulations were extended.

Every County submitted crafty, beautiful, creative centerpieces to be on display during the conference. Congratulations to County 04 – Baltimore County whose design won first place. Baltimore County will receive a catered lunch of their choice as the prize.

The afternoon seminars included 2 sessions. The first entitled "The Fairfax County Experience: Express Vote & DS200" followed by a question and answer period.

The Election results were announced and will be posted on the MAEO website.

Question 1 – no vote, removed from ballot

Question 2 – passed

Question 3 – passed

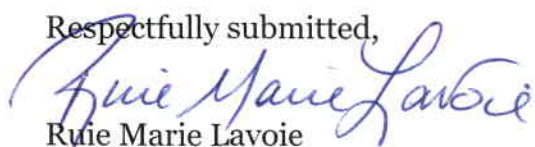
Question 4 – passed

Question 5 - failed

The bylaws will be amended as approved. Updated copies will be provided to all MAEO members and posted on the MAEO website. Question 1 will appear on the 2016 Annual Meeting ballot.

Gail Hatfield reminded the attendees of the procedure for the dinner at Phillips Seafood House and provided other important information. She again thanked everyone that assisted with the conference and all those that attended. Special appreciation was extended to this year's speakers. The 2015 MAEO conference was another successful event. There being no further business, the 2015 Annual Meeting of the Membership was adjourned at 4:26 pm.

Respectfully submitted,


Ruie Marie Lavoie
Secretary

Approved on this 20th day of June, 2016.



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

2015 MAEO COFERENCE THEME IDEAS WITH SUBMISSION INFORMATION

NAME	COUNTY	THEME IDEA
Paula Bailey	Calvert	MAEO – Our Goal – Making All Elections Outstanding
Katie Berry	Carroll	MAEO: Making Change A Breeze 2015: Surfing Through Elections is A Breeze Sun, Sand, Summer Breeze Elections: Focus On The Future 2015: The Challenge of Change
Garrick Hendricks	Calvert	New Approach, Creative Solution
Patricia Johnson	Worcester	MAEO – Working To Improve All Election Aspects
Clifton Jones	Harford	Plenty of Cheers for MAEO's 52 Years
Dale Livingston	Harford	The Paper Chase
Val Patterson	Howard	Paper or Plastic: Moving Backwards or Moving Forward
Lola Price	Kent	M is for Maryland A is for Achievements E is for Excellence O is for OMG



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

2015 ANNUAL MEETING OF THE MEMBERSHIP

ATTENDANCE- JUNE 11, 2015

COUNTY	PRESENT/ABSENT
ALLEGANY	
ANNE ARUNDEL	
BALTIMORE CITY	
BALTIMORE	
CALVERT	
CAROLINE	
CARROLL	
CECIL	
CHARLES	
DORCHESTER	
FREDRICK	
GARRETT	
HARFORD	
HOWARD	
KENT	
MONTGOMERY	
PRINCE GEORGE'S	
QUEEN ANNE'S	
SAINT MARY'S	
SOMERSET	
TALBOT	
WASHINGTON	
WICOMICO	
WORCHESTER	
STATE BOARD OF ELECTIONS (SBE)	

BOARD:

GAIL HAITFIELD, PRESIDENT	<i>Calvert</i> <i>Howard</i>	ALISHA ALEXANDAR, BOARD MEMBER	<i>(Pb County)</i>
GUY MICKELY, VICE PRESIDENT		KATHERINE BERRY, BOARD MEMBER	<i>(Carroll County)</i>
RUIE LAVOIE, SECRETARY	<i>Baltimore</i>	KATIE BROWN, BOARD MEMBER	<i>(Baltimore County)</i>
ALLISON MURPHY, TREASURER	<i>Caroline</i>	TRACEY DICKERSON, BOARD MEMBER	<i>(Charles County)</i>
		DAVID GARREIS, BOARD MEMBER	<i>(Anne Arundel County)</i>
		ABIGAIL GOLDMAN, BOARD MEMBER	<i>(Baltimore City)</i>



2015
Annual Meeting of the Membership
Committee Reports

All MAEO Members are welcome to serve on a Committee
with Directors' approval.

If you would like to join a committee, please email the MAEO Secretary,
Ruie Lavoie at ruie.lavoie@maryland.gov to register.

Making All Elections Outstanding



Maryland Association of Election Officials

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AUDIT COMMITTEE REPORT JUNE 2015

The Audit Committee met on Tuesday, May 19, 2015, in a conference room at Anne Arundel County Board of Election.

The committee reviewed every disbursement, deposit and bank statement since the last audit conducted on March 13, 2014. As part of the audit, members of the committee confirmed that payments were received for membership dues and conference registrations.

The committee found the books to be in good order.

Respectfully Submitted,

Chair – Paula Troxell, Carroll County
Member – Alice Dutterer, Carroll County
Member – Kimberly Phillips, Howard County

Are there topics you'd like to discuss at the next MAEO Meeting? Join the Conference Planning Committee!

2014-2015 Committee Activities

Last year, the MAEO Board of Directors received feedback from several members requesting more breakout sessions and speakers.

To come up with and vet ideas, the Board appointed a Conference Planning Committee. The committee met twice during the year to brainstorm and provide input to the Board of Directors. Those discussions included the timing and location of the conference, the overall format, and specific topics and speakers.

*They always say time
changes things, but you
actually have to change
them yourself.*

Andy Warhol

In preparing the final agenda for this meeting, the Board considered a draft 'ideas agenda' and 26-item menu of plenary session speakers and breakout topics developed by the committee. The following committee members, participating MAEO members and SBE staff deserve credit for their contributions:

Alysoun McLaughlin, Montgomery County (Chair); Shawn Larson, Baltimore City (Conference Planner); Gail Hatfield, Calvert County/MAEO President; Guy Mickley, Howard County/MAEO Vice President; Alisha Alexander, Prince George's County/MAEO Board Member; Daneen Banks, Prince George's County; Katie Berry, Carroll County/MAEO Board Member; Katie Brown, Baltimore County/MAEO Board Member; Tracy Dickerson, Charles County/MAEO Board Member; Ben Frey, Somerset County; Dave Garreis, Anne Arundel County/MAEO Board Member; Anthony Gutierrez, Wicomico County; Abigail Goldman, Baltimore City/MAEO Board Member; Shelly Holland, State Board of Elections; Armstead Jones, Baltimore City; Margaret Jurgensen, Montgomery County; Ruie Lavoie, Baltimore County/MAEO Secretary; Dale Livingston, Harford County; Allison Murphy, Caroline County/MAEO Treasurer; Erin Perrone, State Board of Elections; Keith Ross, State Board of Elections; Rick Urps, State Board of Elections; Mary Wagner, State Board of Elections; and Danna Williams, Baltimore County.

Want to be part of the conversation about conference topics and speakers? Email alysoun.mclaughlin@montgomerycountymd.gov.

Have feedback on the hotel or your accommodations? An online survey will be sent to all attendees after the conference.

Got an idea you want to share now? Complete the sentence below and submit your idea in writing to Alysoun, Shawn or any member of the MAEO Board:

"My idea for the next MAEO conference is _____."

Name:

County:

Email address:

MAEO CONSTITUTION AND BYLAWS COMMITTEE REPORT

MAEO ANNUAL CONFERENCE JUNE 9-12, 2015

The Constitution and Bylaws Committee has been working on a number of amendments that have been submitted by MAEO members during the course of the past year. The membership will be voting on these at the conference. The proposed amendments that are voted "for" by a majority of two-thirds of all votes cast at the 2015 MAEO Annual Conference will be incorporated into the MAEO Bylaws.

Amendment 1 - Article III Membership - This amendment will allow the Maryland State Board Administrator, counsel and staff of the Maryland State Board of Elections to become **voting** members of MAEO.

Amendment 2 - Article III Membership - This amendment states when membership will be considered valid.

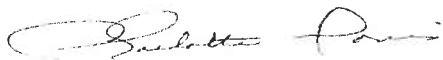
Amendment 3 - Article IV Dues - This amendment states when membership dues are to be received by the association or treasurer.

Amendment 4 - Article VIII Duties of Officers - This amendment sets forth how MAEO pays its bills.

Amendment 5 - Article XIII Elections - In the most recent election for officers, there was a tie for a seat on the MAEO Board. Since there was no procedure in place to deal with a tie vote in an election, the MAEO Board decided to allow both individuals to take seats on the Board. This amendment is to put in place a procedure for how the association will deal with a tie vote in the future.

All of the above amendments that are being voted on at the conference are in an effort to keep the MAEO Bylaws current with the changing needs of the association.

Respectfully submitted,



Charlotte Davis, Chair

MAEO Constitution and Bylaws Committee

Armstead Jones, Chair
Baltimore City

Members

Gail Hatfield
Calvert County

Rochelle Lucas
Baltimore City

Guy Mickley
Howard County

Joshua Ramos
Anne Arundel

Dawn Sinclair
Howard County

MAEO CONFERENCE 2015

Ocean City, Maryland

Educational Grant Committee Report

Thursday, June 11, 2015

The Educational Grant Committee continues to work with the membership in an effort to enhance the educational opportunity for MAEO members.

The committee received seven requests for grants over the last year. The grant recipients were:

Mary DePelteau, Calvert County	\$400 for IACRIOT
Gail Hatfield, Calvert County	\$400 for Election Center
Kristen Scott, Calvert County	\$400 for Election Center
Kim Jones, Dorchester County	\$400 for Election Center
Gwen Dales, Dorchester County	\$400 for Election Center
Steve Fratz, Garrett County	\$275 for Election Center
Dionne Church, Wicomico County	\$400 for Election Center

We have several members of MAEO who will be recertified. (This list is as of June 9, 2015)

Congratulations!

Gail Hatfield, Calvert County	Recertified
Kristen Scott, Calvert County	Recertified
Noreen Schultz, Frederick County	Recertified
Karen Varner, Frederick County	Recertified

"The will to win, the desire to succeed, the urge to reach your full potential... these are the keys that will unlock the door to personal excellence".

Confucius

Submitted by,

Armstead Jones
Educational Grant Committee, Chair



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

2015 Election Judge/Early Voting Committee Report

The Early Voting Committee was initially created when Early Voting in Maryland was implemented. Since we have been through 3 election cycles with Early Voting, it was decided by the MAEO Board to merge with the Election Judge Committee in April, 2015.

The Election Judge Committee did not meet until April, 2015 because of switching to a new voting system. We were waiting some further information from SBE regarding the types of election judges that will be utilized and the job responsibilities of each. At the April meeting, the Election Judge Workgroup Leaders presented the proposals from SBE regarding a polling place layout and the types of election judge required. The other main topic of discussion involved open spirit issues to MDVOTERS that pertained to the election judge module. When Same-Day Registration regulations are released, this committee will create a sub-committee to assist the LBEs in implementing this new process. There was discussion about presentations at the MAEO Conference regarding election judge recruitment as well.

In May, 2015, the committee met and finalized all presentations for the MAEO Conference and we reviewed the statewide list of spirit issues for the election judge module. We were able to close over 25 spirit issues because they have previously been fixed, etc. All counties that had issues closed were either present at the meeting or were contacted for permission to close. We also elevated a few spirit issues so that hopefully they will be considered in a future JAD session.

We look forward to working on recruitment efforts and teaching our election judges all of the new features of the voting system in 2016.

Respectfully Submitted,

Katherine Berry, Chair



Maryland Association of Election Officials

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Election Technology Committee 2014-2015 Annual Report

Over the past year, the MAEO Election Technology Committee (ETC) has served as a resource to educate MAEO members on technology issues, identify and share significant new technology developments that could impact the elections environment, and encourage collaboration among LBE's as well as the State Board of Elections to improve the processes required to conduct elections. Following are some of the committee's accomplishments this year.

At the 2014 MAEO Annual Meeting, the ETC held an open session to showcase locally developed software which automates a wide range of election processes. Applications demonstrated included:

- **Judge Sign In** - This system signs in Judges attending a training class based on a roster generated in MDVOTERS. The Judge's signature is captured electronically and is automatically placed on the 'Judge's Oath' and 'Rules of Security Behavior' forms, then digitally stored in a database. The forms can be printed upon request or emailed to the judge. In addition, an Absentee Ballot Application can be generated from the signature, printed for the AB staff and digitally stored in the database. Several reports related to class attendance are also available through this application.
- **Election Inventory System** – This is a transaction driven database that manages ALL supplies associated with conducting an election. It tracks minimum quantities, quantities on hand, quantities sent out, and quantities returned. The application utilizes forecasting data for future elections produced from **VUtrak** (see below) to determine initial polling place requirements. It allows for exception processing and manual overrides on individual or group items. The system also generates audit check lists by polling place for pre-election staging and post-election reports to track returned items.

- **Calculate Sample Ballot Requirements** – This application calculates the total number of Ballot Styles needed for both Primary and General Elections including the number of specimen ballots needed by Party for a Primary Election and the total number needed for a General Election. It also provides the capability to “offset” totals by inputting a single percentage value to allow for fluctuations in voter turnout.
- **Warehouse Storage Tracking System** – This application tracks inventory of all stored items (i.e., election retention materials). It also has the capability to identify and document the content of storage containers.
- **VUtrak** – A SQL database application that tracks Voting Equipment; automates Polling Place Management; automates L&A and Post-Election Maintenance (PEM) processes; provides Election Resource Forecasting for Judges, voting equipment, supplies and voter turnout; provides support for Early Voting; automates Judge Binder preparation; utilizes Electronic Forms and Signatures to reduce paper; provides ad hoc database query and reporting capability, and much more.
- **Wi-Fi Analyzer** – This is a free Smartphone application. It provides charts and data for all Wi-Fi connections in range of your device. It is useful in determining if a Wi-Fi channel assigned to a wireless router is being overloaded by other nearby Wi-Fi locations.

ETC committee members indicated that this session was both helpful and informative. Shawn Larson also informed the committee that results from the MAEO Conference Survey indicated a positive response from conference attendees who attended this presentation. After the conference, IT staff members from several LBE's requested and received copies of software reviewed at the session.

The ETC established five sub-committees this year chaired by subject matter experts from the LBE's. Each focused on key areas of technology and brought current issues, ideas and relevant information to ETC members. Additional subcommittees may be added in the future once the new voting system is implemented.

Sub-Committee Name	Chair Person
CTE Guide	Ben Frey
Inventory System	Bill West
Locally Developed Software	Garrick Hendricks
Logic & Accuracy	Shawn Larson
Web Technology & Social Media	Val Patterson, Jessica Fleming

During the ETC's monthly meetings this year, a number of technology related subjects were discussed. Following are highlights of those discussions:

- **Publishing Election Results** – Discussions were held as to how each LBE handles the broadcasting of election results. The goal was to determine if it is feasible to establish a common method of reporting results at the local level. As an example, Howard County indicated that they provide the county TV station with HTML files containing results throughout the evening of the election. These are loaded by on site TV technicians for immediate broadcast over the county system.
- **MAEO Web Site Information Sharing** – The Web Technology sub-committee outlined to the MAEO Board their view of how information sharing might be established on the MAEO web site by utilizing a moderated forum concept. The goal is to provide a method for all members to communicate and post information on MAEO's site in an effort to further improve communications between LBE's.
- **Software Acquisition** – Maryland's LBE's do not use the same versions of PC workstation Operating Systems and MS Office software. The ETC explored options to resolve the issue. Unfortunately, state-wide enterprise licensing is hampered by the fact that each county procures and maintains hardware and software for its own jurisdiction. As a result, different configurations are in place across the state. In view of the fact that significant long-term savings could be realized if a common configuration were in place, the ETC will continue to discuss this issue with SBE to determine if any options to use a common platform become available in the future.
- **Talking Points** – The ETC has created and made available to all LBE's a shared folder on Google Drive called "**Talking Points**". It contains programming Tips & Tricks on Windows 7, MS Outlook, MS Excel and MS Access. All Maryland election staff are free to use this tool. ETC members were asked to please add their own suggestions to the folder so that others can benefit.

The ETC will continue to serve MAEO members as a resource on technology issues and developments that impact the elections environment.

Respectfully submitted,

William A. West

ETC Chairman
Howard County Board of Elections
 410-313-5820 x 82024
 william.west@maryland.gov



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

MAEO LEGISLATIVE COMMITTEE REPORT MAEO ANNUAL MEETING GRAND HOTEL, OCEAN CITY, MARYLAND JUNE 11, 2015

The MAEO Legislative Committee ("the Committee") tracked approximately 125 election-related bills during the 2015 General Assembly session, and provided extensive written or personal input on a number of pieces of legislation. Those bills that passed and were supported or opposed by MAEO are noted in the bill explanations below; otherwise, MAEO took no position.

Among those bills that passed and were signed into law by the governor:

SB 5 – Canvass of Votes – Public Observation

Clarifying the observation of the public during the early voting canvass

SB 97 – Election Law – Counting of Properly Cast Ballots

Requiring a ballot properly cast by a voter who dies before the ballot is canvassed to be counted in full unless a law or regulation requires that it be fully or partially rejected for a reason unrelated to the death of the voter

SB 204 – Primary Election Dates in the Presidential Election Year

Altering the date of the statewide primary election in the year in which the President of the United States is elected; altering the date of the primary election for municipal offices in Baltimore City in the year in which the President of the United States is elected; altering the deadline from 6 to 9 days after the filing dates for filing a petition to challenge a candidate's residency; clarifying specified provisions of law concerning the filling of specified vacancies in nomination; etc. **MAEO supported this bill. The date of the primary election was amended in committee from the second Tuesday in April to the fourth Tuesday in April.**

SB 444 – Public Records - Inspection

Clarifying that an official custodian is required to designate types of public records of the governmental unit that are to be made available and to maintain a current list of the types of public records that have been designated as available to any applicant immediately on request; repealing the prohibition against a specified applicant obtaining a copy of a judgment until a specified time; etc.

SB 695 – General Provisions – Public Information Act – Enforcement, Fees, and Exemptions

Establishing the State Public Information Act Compliance Board and Office of the Public Access Ombudsman; requiring the Governor and the Attorney General to publish on their Web sites specified notice relating to specified applications and the names and qualifications of specified applicants; requiring the Governor to solicit specified recommendations from specified individuals; requiring the Board to report on specified matters to the Governor and General Assembly by October 1, of each year; etc.

SB 755 – Campaign Finance – Central Committee Candidates

Providing that a specified provision of law relating to campaign finance entities does not apply to candidates for election to the central committee of a political party if the candidate during an election cycle does not spend more than \$1,000 in personal funds or accept contributions; requiring specified candidates for election to the central committee of a political party to keep a specified account book, preserve the account book for specified purposes and for a specified period of time, and file a specified affidavit; etc.

SB 767 – Ethics – Statement by Person Providing Lobbyist Compensation and Making Campaign Contributions

Clarifying and conforming specified provisions of the State ethics law with related provisions under the State election law relating to a statement required by persons providing lobbyist compensation and making campaign contributions; altering the reporting periods and due dates for a specified statement; authorizing the State Board of Elections to impose fines for the late filing of a specified statement; altering a specified definition; and defining a term.

HB 73 – Voters' Rights Protection Act of 2015

Authorizing the Attorney General to institute an action in a circuit court for injunctive relief to prohibit a person from engaging in or continuing to engage in specified violations of election law, except in specified circumstances; authorizing the State Prosecutor to seek injunctive relief in specified circumstances in which the Attorney General is prohibited from seeking injunctive relief under the Act; requiring a showing of specified evidence before injunctive relief may be granted under the Act; etc.

HB 284 – Local Petitions – Advance Determination of Sufficiency of Local Legislation Summary

Requiring an election director of a local board of elections to determine the sufficiency of a summary of a local law or charter amendment contained in a petition when determining the sufficiency of the format of the petition; requiring an election director to provide the sponsor of a petition with an explanation of the reasons for a determination that a summary of a local law or charter amendment is insufficient; requiring the election director to make the determination within 10 days; etc. **MAEO opposed this bill; it was amended in committee to reflect our concerns to allow the Attorney General's office or local board counsel to assist with the determination.**

HB 447 – City of Annapolis – Alcoholic Beverages – Election Days

Adding the City of Annapolis to the list of subdivisions in which a holder of an alcoholic beverages license may exercise all of the privileges conferred by that license on the day of any election in that subdivision.

HB 485 – Fair Campaign Financing Act – Income Tax Checkoff

Requiring the Comptroller to establish a checkoff on the individual income tax return through which specified individuals may make a contribution to the Fair Campaign Financing Fund; requiring the Comptroller to credit specified funds to the Fair Campaign Financing Fund; providing that specified fees, fines and penalties that are assessed under the Election Law Article and the General Provisions Article be distributed to the Fair Campaign Financing Fund; etc. **All candidate filing fees will now go to the Fair Campaign Financing Fund; a portion of those fees used to be reimbursed to the local boards of elections.**

HB 674 – Public Information Act – List of Contact Information for Governmental Unit Representatives

Requiring each governmental unit that maintains public records to identify a representative who a member of the public should contact to request a public record, to maintain specified contact information and post the information on the unit's Web site or keep the information in a specified place, and annually update the information and submit it to the Office of the Attorney General; and requiring the Office to post specified information on the Office's Web site and include specified information in a specified manual.

HB 755 – General Provisions – Public Information Act – Enforcement, Fees, and Exemptions

Establishing the State Public Information Act Compliance Board and Office of the Public Access Ombudsman; requiring the Governor and the Attorney General to publish on their Web sites specified notice relating to specified applications and the names and qualifications of specified applicants; requiring the Governor to solicit specified recommendations from specified individuals; requiring the Board to report on specified matters to the Governor and General Assembly by October 1 of each year; etc.

HB 769 – Election Law – Persons Doing Public Business – Statements of Contributions

Clarifying that a person who was doing public business on December 31, 2014, is required to file a specified statement of campaign contributions with the State Board of Elections on or before specified dates if performance remains uncompleted on a specified contract; altering reporting periods and due dates for a statement filed by a person doing public business; specifying requirements for specified statements by a person doing public business who has obtained a specified approval from the State Board; etc.

HB 775 – Inaugural Committees – Required Disclosure of Donors and Donor Amounts

Requiring that the inaugural festivities of the Governor and Lieutenant Governor be financed with private donations only if the private donations are received by an inaugural committee and disclosed by the inaugural committee; requiring an inaugural committee to file a statement of organization with the State Board of Elections before it may receive donations or make expenditures; requiring the treasurer of an inaugural committee to maintain detailed and accurate records of donations received and disbursements made; etc.

HB 864 – Kent County – Board of Elections – Membership

Altering the number of regular members of the Kent County Board of Elections; requiring three regular members of the local board to be of the majority party, and two regular members to be of the principal minority party; requiring that a vacancy on the local board be filled in a specified manner; and making a conforming change. **MAEO supported this bill.**

HB 884 – Election Law – Counting of Properly Cast Ballots

Requiring a ballot properly cast by a voter who dies before the ballot is canvassed to be counted in full unless a law or regulation requires that it be fully or partially rejected for a reason unrelated to the death of the voter; and making a conforming change. **This bill is similar in effect to SB 97.**

Among those bills that passed and were vetoed by the governor:

SB 340/HB 980 – Voting Rights – Ex-Felons

Altering specified qualifications for voter registration; and providing that individuals discharged from incarceration are qualified to register to vote; and making a conforming change.

MAEO Legislative Co-Chairs Stuart Harvey and Katherine Berry submitted testimony on behalf of MAEO to both the Senate Education, Health and Environmental Affairs Committee ("EHEA") and the House Ways and Means Committee ("WAM") on various bills, as noted above. A number of bills that MAEO opposed did not pass the General Assembly.

The Committee looks forward to continuing to work with the General Assembly members, SBE and other organizations during the 2016 session and beyond towards improving elections in Maryland.

Respectfully submitted,

Stuart Harvey
Co-Chair, MAEO Legislative Committee



Maryland Association of Election Officials

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Personnel Committee Annual Report

Last year, with Guy Mickley leading the Personnel Committee, raises were finalized for all State employed Directors and Deputy Directors. This past year, the Committee has been working jointly with the State Board of Elections to implement new election series positions which will allow for staff promotions at the discretion of the LBE Director.

This process will take time and needs to be approved on several levels so patience is requested. In the meantime, please know the hard work and dedication of election staff statewide is acknowledged and appreciated.

Stay tuned for coming updates and more information.

Respectfully submitted,

Tracy Dickerson
Chair



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

MAEO Standards Committee June 2015

Chair - Paula Troxell, Deputy Director, Carroll County

**Members - Mary Cramer Wagner, Director, Voter Registration at SBE
Janet Smith, Voter Registration Manager of Audits at SBE
Laletta Dorsey, Montgomery County, Charlotte Davis, Howard
County, Alice Dutterer, Carroll County**

The Standards Committee was tasked with implementing written documentation for data entry into MDVOTERS. The goal is to provide procedures to ensure that all local boards are able to pass the monthly critical audit or any other audit performed within MDVOTERS by the State Board of Elections. The other added benefit will be the creation of a statewide procedure manual. Just to be clear, this committee will be providing written documentation for data entry into MDVOTERS and NOT to define business processes within the office.

Several procedures have been completed and many more are in development. Janet has released updated procedures for the source of change codes, source of registration codes and NVRA processing. She is currently working on jury and absentee processing procedures. Paula, Charlotte and Alice have completed several chapters for the statewide manual and have been submitted to SBE for review and approval. Laletta has also completed procedures that will be reviewed by the committee for approval before being added to the statewide manual. Prince George's staff provided a user guide for temporary employees and, upon approval, will be posted on the Online Library with the chapters the committee has worked on.

Before the MAEO conference, or shortly thereafter, the Online Library will be updated to include the procedures that have been completed. LBE offices will be notified through County Support when the procedures are available on the Online Library.

Respectfully submitted,

Paula Troxell, Chair

TO: Maryland Association of Election Officials
FROM: David Garreis, Chair, **State Rules and Regulations Committee**
DATE: June 2, 2015
RE: 2015 MAEO Conference Committee Report

In September 2014, the Maryland Association of Election Officials created the State Rules and Regulations Committee. The purpose of this committee is to review new regulations and revisions to the Code of Maryland Regulations (COMAR) before they are ratified and provide feedback to SBE within the public comment period. This committee also helps create a dialogue between SBE as policies are moving through the approval process.

With the completion of the 2015 Legislative Session, the Committee expects to increase the frequency with which it meets and the amount of business that conducts. Major projects in 2015 are expected to include:

- Review of regulations governing Provisional Voting: In accordance with Election Law §9-403(c), the State Board of Elections will review regulations governing provisional voting. As such, the provisional voting regulations will be open to public comment. The committee will hold a meeting open to all LBEs prior to the end of June to provide feedback to the State Board of Elections.
- Review of regulations governing Special Elections Conducted by Mail: When these new regulations are open to public comment, the Committee will hold a meeting open to all LBEs in order to provide feedback regarding this new process.
- Review of regulations governing the new voting system: As the new voting system regulations move through the approval process, the Committee will hold meetings during the public comment period where the LBEs can provide their viewpoint.

The committee expects that 2015 will be a challenging and productive year as the regulations governing many new programs and processes are brought forward. We hope to provide a forum where the MAEO membership can express their opinions and make their voices heard and we will promote a healthy dialogue as we work with SBE leadership in the development of new regulations.

MAEO
Voter Registration Committee Report
June 2015

The Voter Registration Committee was formed to identify issues and improve voter registration policies and procedures. We are working on improving communication amongst the different LBE's as well as communication between LBE's and SBE. To that end we are working on the possibility of creating a forum on Google Drive to discuss issues. Additionally, we have requested an in-depth and in-person training to be conducted on NVRA procedures.

We are requesting that each LBE send us your top three spirit issues so the committee can narrow down to the top ten critical issues to work on. You can contact Kristen Scott directly and we will also follow up with an email to the Voter Registration contact person for your County.

I would like to thank MAEO, Mary Cramer Wagner, and all the members that have participated in this committee for their continuing support.

Respectfully submitted,
Kristen Scott, Chair

Members

Kristen Scott, Chair (CAL)
Danna Archie-Williams, Co-Chair (BCO)
Jeff Stevens (BCO)
Tammy Willis (CARO)
Katerine Berry (CARR)
Charlotte Davis (HOW)
Tiffany Ferrell (HOW)
Guy Mickley (HOW)
Val Patterson (HOW)
Nicole Shifflett (HOW)
Teresa Womble (HOW)
Sheila Hutson (PG)