



# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

## MINUTES MARYLAND ASSOCIATION OF ELECTION OFFICIALS December 14, 2015

A meeting of the Board of Directors of the Maryland Association of Election Officials (MAEO) was hosted by the Anne Arundel County Board of Elections and held on December 14, 2015 in the Election office located at 7320 Ritchie Highway on the 2<sup>nd</sup> Floor in Glen Burnie, Maryland.

### **Board Members Present:**

Gail Hatfield, President, Calvert County  
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

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

A list of all MAEO Members and guests present is attached to and made part of these Minutes.

### **CALL TO ORDER**

The meeting was called to order by President Gail Hatfield at 10:19 am and Quorum was established. Ms. Hatfield welcomed the membership and guests, and thanked Joe Torre, David Garreis and the Anne Arundel County Election staff for hosting the meeting and the MAEO Holiday Social.

### **AGENDA**

Ms. Hatfield asked for changes or additions to the Agenda. Katherine Berry requested the removal of *EAC/NIST Workgroups* from New Business. With no further changes or additions, the Agenda was approved with the above deletion.

MOTION: Tracy Dickerson motioned to accept the Agenda with the change as stated above.

SECOND: Katie Brown

ACTION: Favorable and unanimous, the Motion carried.

## **MINUTES**

The Board reviewed the Minutes from the October 7, 2015 meeting and Ms. Hatfield requested additions or changes. There were no additions or changes.

MOTION: Alisha Alexander motioned to approve the Minutes from the October 7, 2015 meeting as written.

SECOND: Guy Mickley

ACTION: Favorable and unanimous, the Motion carried

## **TREASURER'S REPORT**

Treasurer Allison Murphy presented the Treasurer's Report (attached to and made part of these Minutes) for the Period May 20, 2015 to December 10, 2015, which reflected Receivables in the amount of \$15,190.36. Total Receivables included \$15,154.00 in 2015 Conference Fees and \$36.36 from jacket, Game Night and Donations which is earmarked Education Fund. Expenditures were reflected in the amount of \$88,110.79. Total Account Balance as of December 10, 2015 is \$29,369.06 which reflects a Balance on Hand of \$21,004.41 and \$8,364.65 for Educational Grants.

MOTION: David Garreis motioned to accept the Treasurer's Report for period ending December 10, 2015 as submitted.

SECOND: Katherine Berry

ACTION: Favorable and unanimous, the Motion carried.

Ms. Murphy reminded members of the annual membership due date of February 29, 2016. Ruie Lavoie will send the notice with the membership form.

## **COMMITTEE REPORTS**

The following Committee Reports were provided to the Board in written form and are attached to and made part of these Minutes.

- Educational Grant, Armstead Jones, Chair
- Election Technology, Garrick Hendricks, Chair
- Website, Val Patterson, Chair and Webmaster

The State Regulations and Review Committee report was provided verbally by Chair David Garreis. Mr. Garreis will send an email to all Directors and Deputy Directors to request input. A conference call was held on December 8, 2016 with local Board participants and Erin Perrone from SBE.

## **OLD BUSINESS**

### **Proposed Bylaw Amendment, Elections Resulting in a Tie**

Val Patterson, Howard County and Jeff Stevens, Baltimore County provided the Board with suggestions and proposed amendments outlining the procedure if a tie occurs in an election. Discussion was held. The Board agreed the next step is for Mr. Stevens to submit his proposed amendment for placement on the ballot for the 2016 MAEO election.

## **2016 MAEO Conference**

The conference will be held on June 19, 2016 to June 22, 2016 (Sunday to Wednesday) at the Hyatt Regency Chesapeake bay Golf Resort, Spa and Marina in Cambridge, Maryland. The Board has begun preparations and asked the Conference Planning and Entertainment Committees to provide proposed seminar topics and entertainment ideas.

Ruie Lavoie will send announcement of the annual "Theme Contest" with a deadline prior to the next meeting. The Board will determine the theme during the next meeting other events. The 2016 conference does not include the State Board Biennial, however, Ms. Lavoie will also reach out to the State Board of Elections (SBE) to ask if they would like to participate in the conference.

Shawn Larson, Conference Planner and Gail Hatfield will continue to work with the hotel management on the details and logistics. The Board asked to be included on decisions including food choices.

## **NEW BUSINESS**

### **MAEO Policy Resolution**

Gail Hatfield provided a brief overview of the new policy to the membership and the Board reviewed for changes or additions. A copy of the Administrative Resolution for Association expenditures is attached to and made part of these Minutes. There were no changes or additions.

MOTION: David Garreis motioned to adopt the Administrative Resolution outlining the policy for association expenditures dated December 14, 2015.

SECOND: Katherine Berry

ACTION: Favorable and unanimous, the Motion carried. The Resolution was signed and executed.

### **Request from Wicomico County, Absentee Process Enhancement**

Anthony Gutierrez presented a suggestion to change the process a voter requests an absentee ballot on the SBE website. A copy of his recommendation is attached to and made part of these Minutes. Nikki Charlson explained why the process includes the current steps. No changes will be made.

### **State Board of Elections**

Linda Lamone, Administrator provided a summary of the hearings that are being held regarding the new voting system. She requested all press inquiries be forward to SBE. She also spoke about the EAC/NIST Workgroups and encouraged everyone to review the post-election section of the website.

Nikki Charlson spoke briefly about the progress of the new voting system in regards to same Day Registration. She announced the a few counties are conducting in a "practice election" and asked anyone interested in participating to contact SBE. SBE will assist with the practice election but will not strictly govern the process. Natasha Walker provided additional information.

At 11:23 am, the Board exited the room to hold an Executive Meeting to discuss Conference Planner compensation.

The Board reconvened at 11:46 am and the meeting was called back to order by Gail Hatfield.

Ms. Hatfield briefly outlined the Board's executive session and the Board unanimously approved the Conference Planner's compensation for work completed on the 2015 MAEO Conference.

MOTION: Guy Mickley motioned to compensate Shaw Larson, Conference Planner the flat rate of \$600.00 for his time and work completed during non-business hours for the benefit of MAEO and the 2015 Conference.

SECOND: Alisha Alexander

ACTION: Favorable and unanimous, the Motion carried. A check will be issued to Mr. Larson.

#### **NEXT MEETING**

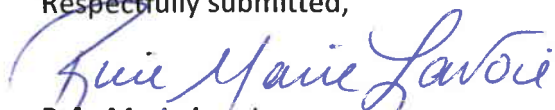
The next MAEO Board meeting will be held in February, 2016 at the Baltimore County Board of Elections in Hunt Valley, Maryland. The date will be determined at a later time. Ruie Lavoie will send notification, including the address, to all MAEO members.

#### **ADJOURNMENT**

Ms. Hatfield invited everyone to join in the festivities, have lunch and enjoy the delicious treats after the meeting ends. She thanked Ruie Lavoie for planning and orchestrating the holiday social.

There being no further business, on a motion made by Abigail Goldman and a second by Tracy Dickerson, the meeting was adjourned at 12:05 pm.

Respectfully submitted,



Ruie Marie Lavoie

Secretary

Approved this 19<sup>th</sup> day of February 2016

REPORT OF THE TREASURER  
Maryland Association of Election Officials  
For the Period  
May 20, 2015 to December 10, 2015

**Balance on Hand May 19, 2015 Audit** **\$102,289.49**

**Receivables:**

Education Fund	
(Jacket Sale, Game Night, Donations)	\$ 36.36
2015 Conference Fees	\$ 15,154.00
<b>Total Receivables:</b>	<b>\$ 15,190.36</b>
<b>Audit Balance + Total Receivables:</b>	<b><u>\$ 117,479.85</u></b>

**Expenditures:**

Association Expenses	\$ 270.30
Go To Meetings	\$ 343.00
Education Grants	\$ 2,420.00
2015 Conference Expenses	
Hotel/Meals	\$ 66,866.81
Conference Planner Mileage	\$ 359.38
Entertainment/Prizes	\$ 1,170.00
Audio	\$ 4,225.00
Name Tags/Folders	\$ 19.34
Awards	\$ 1,163.25
Retirement	\$ 803.71
Refunds	\$ 470.00
2016 Conference Expenses	
Hotel/Meals	\$10,000.00

**Total Expenditures:** **\$ 88,110.79**

<b>Total in Account as of December 10, 2015</b>	<b>\$ 29,369.06</b>
<b>Minus Balance of Educational Grants</b>	<b>\$ ( 8,364.65)</b>

**Balance on Hand December 10, 2015** **\$ 21,004.41**

**Armstead Jones, Chair**  
Baltimore City

**Members**

**Gail Hatfield**  
Calvert County

**Guy Mickley**  
Howard County

**Joshua Ramos**  
Anne Arundel

**Rochelle Lucas**  
Baltimore City

**Dawn Sinclair**  
Howard County

# MAEO

## Educational Grant Committee Report

Anne Arundel County

Monday, December 14, 2015



The Educational Grant Committee received following request for grants since June 2015. The grant recipients were:

Brittani Thomas, Queen Anne, County	\$360.00 for IACRIOT
Christine Jones, Queen Anne, County	\$360.00 for IACRIOT
Jayne Lister, Queen Anne, County	\$250.00 for IACRIOT
Kimberly Spence, Queen Anne, County	\$250.00 for IACRIOT

Anthony Gutierrez, Wicomico County	\$400.00 for Election Center
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I wish each of you a safe and Happy Holiday. Take this special time of the year to share joyful moments with your family and friends. MERRY CHRISTMAS!

Submitted by,

**Armstead Jones**  
Educational Grant Committee, Chair



## **Maryland Association of Election Officials**

**Representing the Local Election Boards of the State of Maryland**

### **Election Technology Committee**

Several Committee members took part in reviewing the Conducting the Elections (CTE) guide, specifically Chapter 3, Early Voting. Changes and suggestions are being submitted and placed in the SBE Early Voting Review Smartsheet, 12/2 – 12/7/2015. We will continue to review other chapters as they are sent to us by SBE. Presently Chapter 5, Canvass is under review.

Our next Election Technology Committee meeting will be 12/16/2015 from 10 am to 1 pm at the Prince George's County Election office. Topic for discussion is the CTE Guide, Mock Election findings, Software and Hardware issues and any other item brought before the Committee.

Respectfully submitted,

***Garrick Hendricks***

Garrick Hendricks  
Chair



## **Maryland Association of Election Officials**

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### **Webmaster Committee Report**

**Val L. Patterson – Chair**

The chair reports that the MAEO website has been maintained and updated regularly with information pertinent to and relevant to the Association and its membership.

The chair has received some feedback from members of the Association regarding the readability of the website's banner. The chair has reached out to Justin Wall of Harford County for assistance in designing a suitable graphic that is easier to read. Justin has expressed his desire to assist in this effort but noted that he will do so as time permits.



*Submitted by Bylaw Committee*

## **MAEO Bylaws Proposals - Conference Election 2016**

In case of a vote in an election, a tie between two candidates means that no one is elected. A tie vote means there is no clear "voters' will" with respect to the candidates.

There are various ways to break the tie but they must be fair to all parties involved.

The simplest way is to simply **re-ballot**. However, this takes time and would delay the outcome of the election as all voters wishing to participate in the election would have to be accommodated. This may also necessitate a change to the existing bylaws as after each conference the MAEO board has a post conference meeting to install the new officers and board members. This meeting would have to be postponed until such time as the voting was completed and the results determined and announced to the full membership. A decision would have to be made as to the method of announcement to reach the full membership.

The following are proposed suggestions to break such a tie vote other than a re-ballot or run-off election:

### **Withhold vote or have a second vote:**

#### **Wikipedia: (Robert's Rules of Order)**

Under some rules of parliamentary procedure, notably Robert's Rules of Order, (MAEO operates under Robert's Rules of Order) the presiding officer does not have a casting vote in the way it is normally understood as a means to break ties. Instead, he or she has a normal vote, but exercises it only after other members have voted, and only if it would make a difference. Or he or she has voted and the vote is sealed and only cast if there is a tie. The intent behind this rule is to give the presiding officer the same voting rights as other members while preserving their impartiality whenever possible, by not having them vote unless it would change the outcome.

However, the president's vote may not break the tie if they did not vote for either of the candidates who were involved in the tie.

Or, the President would be permitted under the bylaws to have a second vote, to be exercised in the event of a tie. However, it is the same principle that the voter should not know who the tied candidates are and could in fact, vote for a candidate who is not involved in the tie and, therefore, not break the tie.

If there is still a tie or as a first choice rather than the president voting, then randomly drawing lots is fair and the common practice in typical winner take-all elections.

### **Coin Toss**

Tied candidates would choose either heads or tails and the winner of the toss would be the winning candidate.

The coin should not belong to either of the candidates and chosen at random from a pool of coins, it should be tossed at least 6 feet and its path to the floor unimpeded.

The candidates' names could be put on five cards each and then someone designated such as the parliamentarian or the chair of the election committee would draw a card to determine who would call the toss and have first choice.

Or, slips of paper could be created with the words written "heads" on some and "tails" on others from which the candidates would pick to determine who had heads and who had tails. The coin would then be tossed and whatever side was on top would be the winner.

### **Deck of Cards**

Take a new deck of cards, shuffle them and then fan them out face down. Then, as in the coin toss, the person who goes first has been determined and each draws a card – whoever has the highest card wins the winner-take-all election.

Any of the above put the outcome in a random game of chance.

Of course, whatever method is decided upon to be presented to the members for vote would be put in proper language to conform to the existing bylaws.

Submitted by: Jeff Stevens

Proposal # 1

Article XIII Elections

11. In the event of a tie vote, whether it is for an office, board member position, or amendment change or addition, the election committee shall create and distribute a paper ballot to the entire membership no later than 7 or 10 days (time frame to be determined) after the conference. A letter shall be included with the ballot explaining why another ballot has been prepared and sent after the conference and instructing the member when the ballot must be returned to the election committee. The ballot must be received by the election committee by 4 PM the 3<sup>rd</sup> Friday after the conference has concluded. Once the ballots have been counted the results of the runoff election will be posted to the MAEO website.

In the event this proposal is approved, this will become # 10 and #10 will be renumbered 11.

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Proposal # 2

Article XIII Elections

11. In the event of a tie for an office or board member position, both persons involved in the tie shall hold the position temporally until the results of the runoff vote have been announced, at which time the winner will take office or board position until the next election.



## Voting Public Working Groups

At the July 20-21<sup>st</sup> Technical Guidelines Development Committee (TGDC) Informational Meeting in Gaithersburg, MD, The Election Assistance Commission (EAC) and the National Institute of Standards and Technology (NIST) announced their intent to utilize public working groups to inform the development of a new version of the EAC Voluntary Voting System Guidelines (VVSG). NIST has successfully used a similar process in the areas of SmartGrid, Cloud, BIG DATA, and Cyber Physical Systems.

The formation of these public working groups was in response to feedback received from the election community including from the Presidential Commission on Election Administration (PCEA) and the National Association of State Election Directors (NASED) as well as public feedback to the EAC as part of various round tables and public discussions. The information received from these groups and discussions made clear that the election community expects the next set of VVSG to be technologically neutral, supportive of innovation and cost effective.

EAC and NIST believe that this public working group process will accelerate the development of the next VVSG by having all interested parties at the table from the very beginning of the standards development process. In addition, we believe the process will be more nimble and responsive to new technology advances in voting and in associated areas such as accessibility, usability, interoperability, and security.

The Voting Public Working Groups Chairs are Mary Brady, NIST, and Brian Hancock, EAC. Further, to ensure consistency across the Working Groups and the Constituency Groups, there will be a Coordinating Committee, that consists of one chairperson from each of the working groups and constituency groups.

The working groups and corresponding standards development will focus on the election process and corresponding functionality needed to best serve voters and election officials throughout the election. This will begin with the working groups developing election process models and identifying the corresponding election functions. Throughout this process, we anticipate the working groups will further indicate areas in which they believe the process can be improved and if known, technology solutions that are on the horizon. Because of this process centered focus the three working groups outlined below will be led by the election official members of the TGDC.

NIST/EAC have developed a Twiki page to allow for documenting the election process and corresponding functionality. Please feel free to explore this site. Once you have become a member of a working group/constituency group you will be provided information on how to access to the Twiki page and contribute to the work.

The focus for the constituency groups is voting system technology in the broadest sense, including accessibility, usability, interoperability, security, and testing. These constituencies will provide direct access to interested individuals for proposing technological and procedural solutions to voting system issues as well as providing a forum for discussing these proposals. The information discussed and created in the constituency groups will be fed directly into the public working groups by constituency group members ensuring that the major concerns of each constituency are addressed in the election process models and corresponding VVSG requirements.

To sign up to be a member of a working group or constituency group go to: <http://www.nist.gov/itl/vote/nist-voting-public-working-groups.cfm>

The three working groups will be:

**Pre-Election Working Group:**

*Chair = Lori Augino*

*Vice Chair= Ross Hein*

*Agency Lead = Brian Hancock*

The focus of this working group is on requirements addressing pre-election activities, including equipment initialization, loading, development of election configurations, and election readiness.

**Election Working Group:**

*Chair = Bob Giles*

*Vice Chair = Gregg Riddlemoser*

*Agency Lead = Jessica Myers*

The focus of this working group is on requirements addressing election (day) activities, including equipment operation in polling places and elsewhere, logging, casting, counting, and tabulation.

**Post-Election Working Group:**

*Chair = Linda Lamone*

*Vice-Chair= Helen Purcell*

*Agency Lead = Megan Dillon*

The focus of this working group is on requirements addressing post-election activities, including tabulation, reporting, reconciliations, auditing, and certification.

The constituency groups will be responsible for working with the election groups to map election processes and functions to technology solutions, providing guidance that will inform the product of the Working Groups and, ultimately, via the Working Groups, NIST, and the TGDC, the development of requirements for the Election Assistance Commission (EAC) Voluntary Voting System Guidelines (VVSG).

The four voting constituency groups are:

**CyberSecurity Constituency**

*Chair = TBD*

*Agency Lead = Andrew Regenscheid*

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