



# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

April 5, 2019

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## MINUTES

A Meeting of the Maryland Association of Election Officials (MAEO) was held on the 5<sup>th</sup> day of April, 2019 at the Howard County Board of Elections located at 9770 Patuxent Woods Drive, Suite 200 in Columbia, Maryland. Notice of the meeting and the agenda was properly provided.

### **Officer and Board Members Present:**

David Garreis, President (Anne Arundel County)  
Alisha Alexander, Board Member (Prince George's County) – By Phone  
Ruie Marie Lavoie, Secretary (Baltimore County)  
Danna Archie-Williams, Treasurer (Baltimore County)  
Ben Frey, Board Member (Somerset County) – By Phone  
Abigail Goldman, Board Member (Baltimore City)  
Armstead Jones, Board Member (Baltimore City)  
Kimberly Phillips, Board Member (Howard County)  
Joshua Ramos, Board Member (Anne Arundel County)

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

Lenice Austin, Baltimore County  
Daneen Banks, Prince George's County  
Katherine Berry, Carroll County  
Katie Brown, Baltimore County  
Carol Byrd, Baltimore County  
Jerri Cook, Talbot County  
Gwendolyn Dales, Dorchester County – By Phone  
Charlotte Davis, Howard County  
Tiffany Ferrell, Howard County  
Monica Fields, Howard County  
Stuart Harvey, Frederick County  
Sloane Hurley, Dorchester County  
Barry Jackson, Washington County – By Phone  
Crystal McGinn, Queen Anne's County – By Phone  
Catherine (Maggie) Mundle, Harford County  
Allison Murphy, Caroline County – By phone  
Jessica Newby, Montgomery County  
Karen Perry, Cecil County – By Phone  
Brittney Phillips, Dorchester County  
Cindy Remmy, Harford County – By Phone  
Richard Siejack, Harford County  
Jeff Stevens, Baltimore County  
Stephanie Taylor, Harford County  
Mary-Frances Vavra-Alcoser  
Lora Walters, Cecil County – By Phone  
Marc Welsh, Frederick County  
Teresa Womble, Howard County

## **CALL TO ORDER**

President David Garreis called the meeting to order at 1:40 pm. Quorum was established with (7) Board Members present in person and two (2) Board members present by telephone. Introductions were made and roll call of those in attendance was recorded.

## **AGENDA**

Additions or changes to the Agenda were requested. David Garreis requested that 2019 MACo Summer Conference discussion plan be added under New Business. Having no other changes or additions, the Board unanimously approved the Agenda with the addition.

## **PRESIDENTS REMARKS**

President David Garreis thanked everyone for attending the meeting and for their understanding and flexible about the call to order time. He also expressed appreciation to Howard County for hosting the meeting.

On behalf of the MAEO Board, Mr. Garreis offered condolences to the families of several member of our Election Community who recently passed away. Kate Scott's funeral was today and Jeff Darsie from the Attorney General's office and the former Deputy Director of Frederick County, Ruth Ellen Jacobs also passed away recently. Our thoughts and prayers are with their loved ones.

## **MINUTES**

The Board review the Minutes of the January 16, 2019 Board meeting.

**MOTION:** Joshua Ramos motioned to accept the Minutes of the January 16, 2019 Board meeting as submitted.

**SECOND:** Danna Archie-Williams

**ACTION:** Favorable and unanimous, Motion carried.

The Board review the Minutes of the March 15, 2019 Board meeting.

**MOTION:** Kimberly Phillips motioned to accept the Minutes of the March 15, 2019 Board meeting as submitted.

**SECOND:** Armstead Jones

**ACTION:** Favorable and unanimous, Motion carried.

## **TREASURER'S REPORT**

Treasurer Danna Archie- Williams provided a summary of the written Treasurer's Report provided to the Board in the Board folders which is attached and made part of these Minuets. For the Period February 27, 2019 to April 5, 2019, there were receivables in the amount of \$108,390.00 and Expenditures in the amount of \$75,793.16. The Balance on Hand as of April 5, 2019 is \$75,867.71. A Membership and Conference Report was provided and is attached to and made part of this report. All twenty-four (24) jurisdictions have submitted their annual dues for staff MAEO membership. At this time, there are approximately 281 registered attendees for the conference. It was noted that MAEO has the highest number of members ever recorded.

**MOTION:** Kimberly Phillips motioned to accept the Treasurer's Report for period ending April 5, 2019 as submitted

**SECOND:** Abigail Goldman

**ACTION:** Favorable and unanimous, Motion carried.

## **COMMITTEE REPORTS**

Written reports as submitted are attached to and made part of these minutes.

### **Personnel**

Katie Barry provided an update on the status on the new election series classifications and salary increases.

### **2018 Annual Meeting and Conference**

## **OLD BUSINESS**

### **SBE Response to Election Day Networking Memo**

The Board discussed the letter sent to SBE and the response received. Both letters are attached to and made part of these Minutes.

### **Resolution – Canvassing Absentee Ballots**

A discussion was held regarding the proposed change to regulations regarding the timing of opening absentee ballots. The Committee presented a Resolution to be sent to the State Board and the Board unanimously adopted the Resolution as attached to and made part of these Minutes.

**MOTION:** Joshua Ramos motioned to adopt the Resolution as submitted which will permit the local Boards the option to start processing absentee ballots prior to Absentee Canvass 1.

**SECOND:** Alisha Alexander

**ACTION:** Favorable and unanimous, Motion carried.

The MAEO Board thanked Barry Jackson, Washington County, and the Absentee Committee for their hard work on this project.

### **2019 Annual Meeting and Conference**

Ruie Lavoie provided an update on the conference planning and preplanning meeting. The conference will be held from May 21, 2019 to May 24, 2019 at the Clarion Resort in Ocean City, Maryland. A copy of the draft agenda was provided to the Board.

## **NEW BUSINESS**

### **2020 Annual Meeting and Conference**

The Board unanimously requested that Ruie Lavoie once again serve as Conference Planner and the Chair of the Conference Planning Committee for 2020. Ruie Lavoie requested that Abigail Goldman be appointed Co-Chair of the Committee. The Board unanimously approved the request. The Board expressed sincere appreciation to Ruie and Abigail for the outstanding job they are currently doing on the 2019 conference.

Discussion was held regarding the events that need to occur in 2020 such as the election of officers and Board members. Survey results indicated that the majority of members would like for the 2020 conference to be held in Ocean City.

Discussion was held regarding the venue location and the Board unanimously agreed that having the conference at The Clarion Fontainebleau Hotel in Ocean City submitted an agreement for June 2, 2019 to June 5, 2019. After review and discussion, the Board accepted the agreement. A copy is attached to and made part of the Minutes.

**Maryland Association of Counties (MACo) Conference**

A brief discussion was held regarding the benefits of MAEO participating in the MACo conference and being an active member. Ruie Lavoie attended the winter conference and the networking opportunities were beneficial. The Board asked if the Legislative Chair, Stuart Harvey would like to also attend the conference. Mr., Harvey accepted the invitation. There are funds in the budget to cover the cost.

MOTION: David Garreis motioned to send Ruie Lavoie and Stuart Harvey to attend the MACo Summer Conference.

SECOND: Abigail Goldman

ACTION: Favorable and unanimous, Motion carried.

**OPEN FORUM**

The floor was opened for comments and questions.

**NEXT MEETING**

The next meeting will be held on May 21, 2019 at 2L00 pm at the Clarion Fontainebleau Hotel located at 10100 Coastal Highway in Ocean City, Maryland. Proper notice and the agenda will be provided.

The 2018 Annual Meeting of the Membership will be held at 9:00 am on June 22, 2019 in the Crystal Ballroom of the Clarion Fontainebleau Hotel located at 10100 Coastal Highway in Ocean City, Maryland. Proper notice and the agenda will be provided.

**EXECUTIVE SESSION**

The Board entered into a closed meeting at 3:20 pm for the purpose of discussing personnel issues, specifically MAEO nominations and awards. A Statement of the Closed Meeting was duly executed with the adjournment at 3:55 pm.

**ADJOURNMENT**

There being no further business, on a motion made by Danna Archie-Williams and a second by Armstead Jones, the meeting was adjourned at 3:56 pm.

Respectfully submitted,



Ruie Marie Lavoie  
Secretary

*Approved this 19<sup>th</sup> day of September, 2019*

# Maryland Association of Election Officials

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## REPORT OF THE TREASURER

For the Period

February 27, 2018 to April 5, 2019

**Balance on Hand February 27, 2018 Audit** **\$ 53,458.71**

### Receivables:

2018 Membership Fees	\$ 930.00
2018 Vendors Fees	\$ 2,250.00
2018 Conference Fees	\$ 37,395.00
2018 Conference Fees-Guest	\$ 1,475.00
2018 Conference Sweatshirt Sales	\$ 490.00
2019 Membership Fees	\$ 10,410.00
2019 Vendor Fees	\$ 16,500.00
2019 Conference Fees	\$ 35,320.00
2019 Conference Fees-Guest	\$ 3,570.00
2019 Conference Patron Ads	\$ 50.00

**Total Receivables:** **\$ 108,390.00**  
**Audit Balance & Total Receivables:** **\$ 161,848.71**

### Expenditures:

#### Other Expenses 2018

Postage	\$ 10.00
Office Supplies	\$ 134.18
Meeting Refreshments	\$ 78.65
GoTo Meeting Annual Membership	\$ 468.00
Go Daddy Annual Membership	\$ 681.34
Summer Social	\$ 239.48
MACo Conference Fee & Hotel	\$ 804.81
Educational Grant	\$ 800.00
Holiday Party	\$ 606.72

February 27, 2018 to April 5, 2019

# Maryland Association of Election Officials

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## 2018 Conference Expenses

Hotel Master Bill	\$ 57,809.00
Event Insurance	\$ 410.00
Speaker Balance	\$ 1,462.75
Supplies	\$ 6,591.89
Entertainment	\$ 310.58
Retirement	\$ 500.00
Refunds	\$ 225.00

## Other Expenses 2019

Office Supplies	\$ 38.88
Meeting Refreshments	\$ 28.47
Educational Grant	\$ 1,622.81

## 2019 Conference Expenses

Event Insurance	\$ 410.00
Supplies	\$ 258.10
Entertainment	\$ 450.00
Speaker Payment	\$ 1,852.50

**Total Expenditures** **\$ 75,793.16**

**Total in Account as of April 5, 2019** **\$ 86,055.55**

**Minus Balance of Educational Grants** **\$ (10,187.84)**

**Balance on Hand April 5, 2019** **\$ 75,867.71**

[www.maeo.net](http://www.maeo.net)

February 27, 2018 to April 5, 2019

→ Approximate

# Maryland Association of Election Officials

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## Membership and Conference Breakdown

As of April 5, 2019

### Membership:

(24 LBE'S)

Paperwork & Payment

**TOTAL Members (347)**

### Conference:

(12 LBE'S)

Paperwork & Payment

(9 LBE'S)

Paperwork Only

**21 Guest**

Paperwork & Payment

**4 Guest**

Paperwork Only

**5 Vendors (13 Reps)**

Paperwork & W/ Payments

**Conference Patron Ads**

1

Paperwork & W/Payment

**Grand total of attendees for conference (281)**

# Absentee Opening Procedures

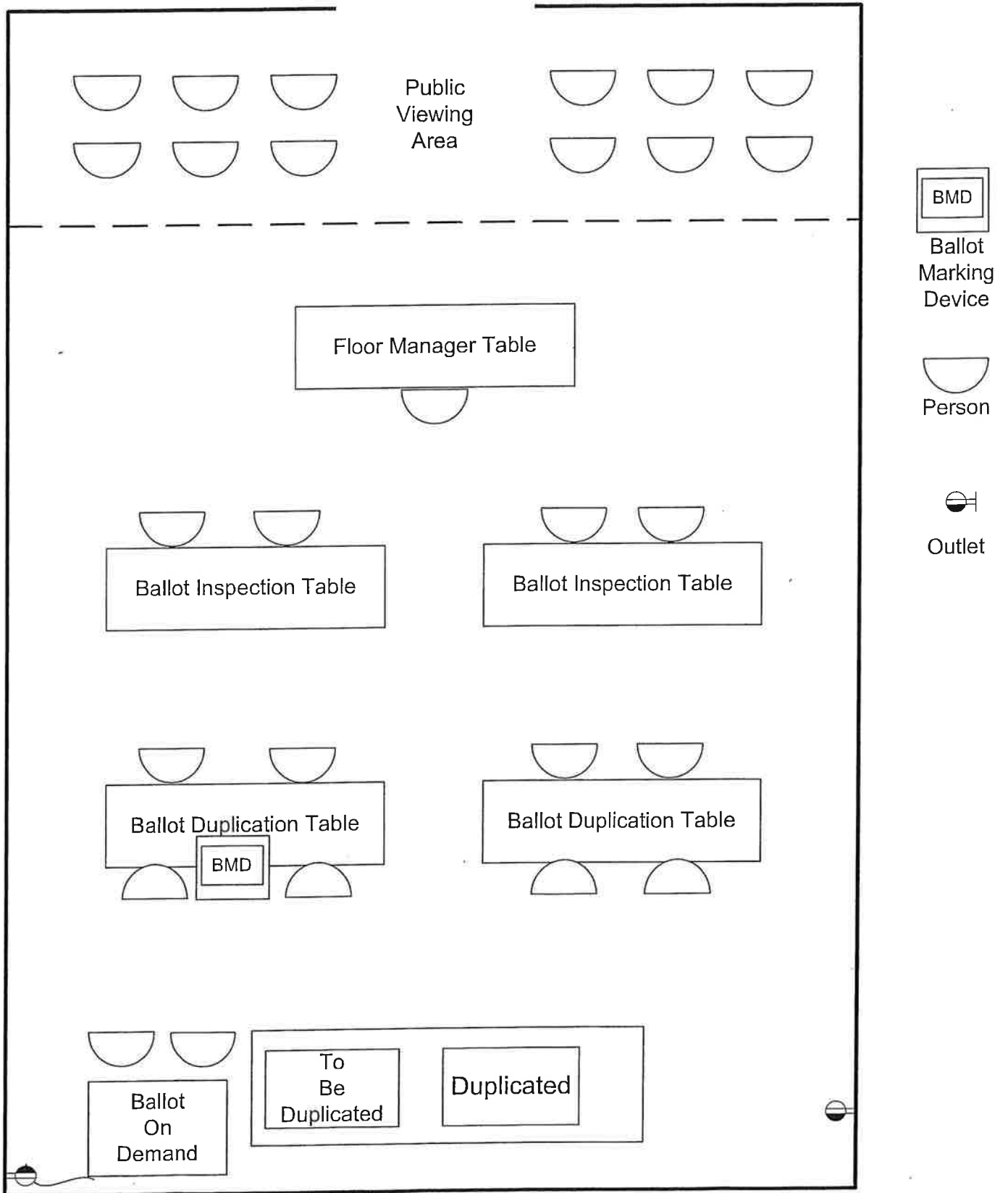
- I. Prior to Absentee Precinct
  - a. Public notice must be given of the dates, times and location of the absentee precinct within 48 hours of the start of each session. The frequency of the sessions is left to the discretion of each local board of elections (once a week, three times a week, every day, etc.).
  - b. As absentee ballots are delivered to the LBE, time stamp the envelopes and receive the ballots in MDVOTERS. Separate pre-printed mailed envelopes from web delivery envelopes. Put the mailed envelopes into batches of 25 with a batch cover sheet, web delivery envelopes in batches of 10 with a batch cover sheet, and place in a secure ballot storage room.
  - c. Before beginning an absentee precinct session, LBE staff verifies the number of absentee ballots to be reviewed matches the number received in MDVOTERS since the last session.
- II. Absentee Precinct
  - a. The Absentee Precinct must be in a room or an area that is accessible to the public. A boundary line will be drawn at which the public may not cross. Signs will be posted prohibiting the use of electronic devices.
  - b. Absentee ballots are brought from the ballot storage room to the absentee precinct room.
  - c. A Floor Manager delivers a batch of absentee ballots to the Ballot Inspection Team
  - d. Ballot Inspection Team
    - i. Consists of two people, one from each major political party. If needed, one person may be from one of the other recognized parties in the state of Maryland or unaffiliated.
    - ii. Counts the batch to ensure the number of ballots on the batch cover sheet is correct.
    - iii. Inspects each envelope to ensure the oath is signed by the voter to whom the ballot was sent. **If a signature is missing, or if there is any question about the validity of the signature, postmark, date stamp, etc., set the envelope aside for board review at the Absentee Canvass 1.**
    - iv. Open each envelope and remove contents (ballot, voter assistance form, etc.).



- iv. The caller calls out the candidate(s) selected in each contest, and the tabulator selects the candidate(s) called out by the caller on the duplicate ballot or on the ExpressVote.
  - v. After marking the duplicate ballot, the tabulator reviews the duplicate ballot by calling out all of the candidates selected. The caller confirms that the tabulator called out the selections accurately. **If using the ExpressVote, this process is done before printing the ballot.**
  - vi. Once all team members confirm that the ballot has been duplicated accurately, the original ballot is stamped “Duplicated” and attached to the duplicate ballot and all accompanying documentation and put in the “Duplicated” bin.
  - vii. If any mistakes are made in the duplicating process, the duplicated ballot is spoiled and the duplication process for that ballot starts over.
  - viii. The Floor Manager takes the ballots from the “Duplicated” bin and puts them in a separate “Duplicated” bin to be secured until the Absentee Canvass 1 on the Thursday after the election.
- f. Ballot Duplication-Web Delivery Ballots
- i. Web Delivery Ballots that have the QR code on the ballot are sent to the Ballot On Demand printer for duplication.
  - ii. Ballots printed on the Ballot On Demand printer and the original ballots are sent to a duplication team to review for accuracy. Ballots that have been printed accurately are attached to the original ballot (which has been stamped “Duplicated”) and all accompanying documentation and put in the “Duplicated” bin.. If inaccuracies are found on a ballot printed by the Ballot On Demand printer, the duplication team will spoil the duplicate ballot and duplicate the original ballot by hand, using the method in section e. above.
  - iii. Web Delivery Ballots that do not have the QR code on the ballot follow the same duplication procedure as the mailed ballots.
- g. Challenges – If a ballot is challenged at any point in the process, put the ballot and the completed SBE Challenge form in a specially marked Board Review envelope, mark the team number and reason for review on the envelope, and put it in a “To Be Reviewed” bin. This will be held until the Absentee Canvass 1 on the Thursday after Election Day.
- III. Ending Each Absentee Precinct Session - All ballots and personally identifiable information (PII) are to be secured until the next session.

**Absentee Precinct**  
Washington County Board of Elections

← To Secure Ballot Storage Room



1                                   **RESOLUTION OF THE MARYLAND ASSOCIATION OF ELECTION OFFICIALS**  
2  
3                                   **RECOMMENDING LEGISLATION TO ALLOW LOCAL BOARDS OF CANVASSERS TO**  
4                                   **ACCEPT ABSENTEE BALLOTS PRIOR TO ELECTION DAY**  
5

6  
7   **WHEREAS**, the Maryland Association of Election Officials is the association that represents the officials  
8 responsible for registering voters and administering elections in the State of Maryland;

9  
10   **WHEREAS**, in accordance with Article II of the Bylaws, the purposes of the Maryland Association of  
11 Election Officials include to improve the election and registration procedures in the state and to improve  
12 the operation of the offices of the Boards of Elections throughout the state;

13  
14   **WHEREAS**. In accordance with Article II of the Bylaws, the purposes of the Maryland Association of  
15 Election Officials include recommending desirable new legislation affecting voting and registration;

16  
17   **WHEREAS**, the duties of each local board of elections include serving as the local board of canvassers  
18 and certifying the results of each election conducted by the local board;

19  
20   **WHEREAS**, Election Law Article §11-302 prohibits the local boards of canvassers from convening to  
21 accept absentee ballots received by a local board of elections until after Election Day;

22  
23   **WHEREAS**, according to the National Association of Secretaries of State, election officials in several  
24 other states may begin counting absentee ballots prior to Election Day and the State of Maryland is the  
25 only state that requires election officials to wait until after Election Day;

26  
27   **WHEREAS**, the volume of absentee and provisional ballots canvassed by the local boards of elections in  
28 the State of Maryland is significant and continues to increase over time, increasing the likelihood that  
29 the results of an election contest with a close margin will not be known until well after Election Day;

30  
31   **WHEREAS**, voters in the State of Maryland are provided with the opportunity to print and mark their  
32 own ballot on paper that cannot be tabulated by digital ballot scanners and ensuring every absentee  
33 ballot is counted accurately and in accordance with the law is a laborious process that requires  
34 bipartisan teams of Election Judges to hand-copy and verify votes from many thousands of original  
35 ballots throughout the state onto duplicate ballots;

36  
37   **WHEREAS**, the requirements of Election Law Article §2-202 include that each local board of elections  
38 ensure that the elections process is conducted in an open, convenient, and impartial manner;

40 **WHEREAS**, the potential benefits of beginning to process absentee ballots before Election Day include  
41 faster election results, flatter ballots that will scan more quickly and accurately, more time for quality  
42 control and auditing, and greater flexibility and efficiency in the use of personnel and other resources;

43

44 **NOW, THEREFORE, BE IT RESOLVED** that the Maryland Association of Election Officials recommends to  
45 the State Board of Elections and the General Assembly of Maryland that local boards of canvassers be  
46 authorized, at the discretion of the local board, to convene prior to Election Day for the purpose of  
47 accepting absentee ballots not otherwise required to be rejected for the reasons specified in Election  
48 Law Article §11-302(d);

49

50 **BY AUTHORITY**, and with our signature affixed below, we do hereby certify that the forgoing is a true  
51 and correct copy of the resolution presented and adopted by the Board of Directors of the Maryland  
52 Association of Election Officials on this \_\_\_\_ day of \_\_\_\_\_, 2018, at which a quorum was present  
53 and voted in the affirmative.

54

55

56 David Garreis, President \_\_\_\_\_

57

58 Alisha Alexander, Vice President \_\_\_\_\_

59

60 Ruie Lavoie, Secretary \_\_\_\_\_

61

62 Danna Archie-Williams, Treasurer \_\_\_\_\_

63

64 Ben Frey, Board Member \_\_\_\_\_

65

66 Abigail Goldman, Board Member \_\_\_\_\_

67

68 Armstead B. Jones, Sr., Board Member \_\_\_\_\_

69

70 Kimberly Phillips, Board Member \_\_\_\_\_

71

72 Joshua Ramos, Board Member \_\_\_\_\_

AN Act concerning

Elections – Ballots - \_\_\_\_\_

For the purpose of.....

BY repealing and reenacting, with amendments,

Article – Election Law

Section \_\_\_\_\_

Annotated Code of Maryland

(2017 Replacement Volume and 2017 Supplement)

BY adding to

Article – Election Law

Section \_\_\_\_\_

Annotated Code of Maryland

(2017 Replacement Volume and 2017 Supplement)

SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,  
That the Laws of Maryland read as follows:

**Article – Election Law**

2-206. Powers of election director

Subject to the requirements of this article and the policies and guidance of the local board, the election director may:

- (1) appoint the employees of the local board;
- (2) train judges of election;
- (3) give notice of elections;
- (4) upon the request of an elderly or disabled voter whose polling place is not structurally barrier free, provide an alternate polling place to the voter;
- (5) issue voter notification cards;
- (6) receive certificates of candidacy;
- (7) verify petitions;
- (8) in consultation with the local board, conduct the canvass [following an election]; and
- (9) subject to § 9-306 of this article, process and reject absentee ballot applications.

Vote tabulation or vote counting

(g) "Vote tabulation" or "vote counting" means the aggregation of the votes cast by individual voters to produce vote totals at any level.

Vote tallying

(h) "Vote tallying" means the recording of votes cast by individual voters on a certified voting system whether done by:

- (1) a mechanical lever voting machine;
- (2) an electronic voting device; or
- (3) making marks manually on a tally sheet.

§ 11-301. Local boards of canvassers

In general

(a) A board of canvassers shall:

(1) convene at the designated counting center for that county on or before the day of the election **OR PRIOR TO ANY OPENING OR CANVASSING OF ABSENTEE BALLOTS**, but not later than 5 p.m. on [that] **ELECTION** day, and be sworn in; and

(2) meet only in public session.

Observation of canvassing

(a-1)(1) Subject to paragraph (3) of this subsection, a board of canvassers and/**OR** the staff of a local board may be observed as they complete each part of the canvass by authorized observers designated under paragraph (2) of this subsection and any other individuals who wish to be present.

(2) The following individuals or entities have the right to designate a registered voter as an observer at each counting center:

- (i) a candidate;
- (ii) a political party; and
- (iii) any other group of voters supporting or opposing a candidate, principle, or proposition on the ballot.

(3) The State Board may adopt regulations prohibiting public observation of a part of the canvass only if prohibiting public observation is necessary to ensure:

- (i) the integrity or accuracy of the canvass; or
- (ii) that the canvass process is not impeded.

11-302. Canvassing of absentee ballots.

(a) In general. [Following an election] , E[e]ach local board **OR ITS DESIGNATED PERSONNEL** shall meet at its designated counting center to canvass the absentee ballots cast in that election in accordance with the regulations and guidelines established by the State Board.

(b) Time for opening **AND CANVASSING** absentee ballots.

(1) A local board **AND ITS PERSONNEL** may not open any envelope of an absentee ballot **OR CANVASS ANY ABSENTEE BALLOT** [prior to 8 a.m. on the Wednesday] **UNTIL NO EARLIER THAN EIGHTEEN DAYS** prior to the election day.

**(2) A LOCAL BOARD MAY, IN ACCORDANCE WITH PARAGRAPH (1) OF THIS SUBSECTION AND SUBSECTION (d), COMMENCE OPENING AND CANVASSING ABSENTEE BALLOTS PRIOR TO 8 P.M. ON ELECTION DAY.**

[(2)] (3) A local board may not delay the commencement of the canvass to await the receipt of late-arriving, timely absentee ballots.

**(4) EXCEPT AS OTHERWISE PROVIDED BY LAW, NO PERSON MAY PRODUCE OR OTHERWISE MAKE PUBLIC PRIOR TO 8 P.M. ON ELECTION DAY ANY VOTE TALLIES, ELECTION RESULTS, OR OTHER INFORMATION OBTAINED OR GENERATED AS A RESULT OF THE OPENING AND/OR CANVASSING OF ABSENTEE BALLOTS.**

(c) Timely receipt required.

(1) An absentee ballot shall be deemed timely received if it is received in accordance with the regulations and guidelines established by the State Board.

(2) An absentee ballot that is received after the deadline specified by the regulations and guidelines may not be counted.

**(d) EARLY CANVASSING OF ABSENTEE BALLOTS.**

**(1) A LOCAL BOARD MAY EMPLOY PERSONNEL TO OPEN AND CANVASS ABSENTEE BALLOTS PRIOR TO 8 P.M. ON ELECTION DAY IN ACCORDANCE WITH SUBSECTION (b).**

**(2) THE EARLY OPENING AND CANVASSING OF ABSENTEE BALLOTS PURSUANT TO THIS SUBSECTION, INCLUDING THE ELECTRONIC SCANNING OF BALLOTS OR PREPARATION OF BALLOTS THEREFOR, SHALL BE CONDUCTED BY ONE OR MORE TEAMS COMPRISED OF:**

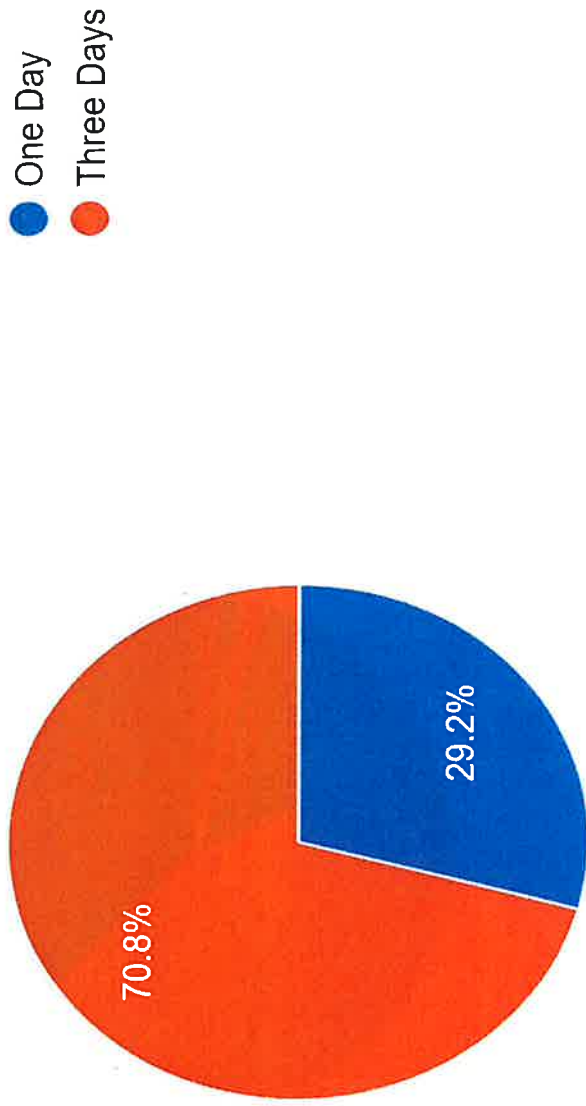
**(i) A MINIMUM OF TWO PERSONS;**

**(ii) WHO ARE FROM AT LEAST TWO DIFFERENT POLITICAL PARTIES; AND**

**(iii) WHO ARE NOT RELATED TO THE CANDIDATE OR CANDIDATE'S TREASURER, INCLUDING THEIR SPOUSE, PARENT OR STEP-PARENT, CHILD OR STEP-CHILD, SIBLING OR STEP-SIBLING, GRANDPARENT, AUNT, UNCLE, OR ANY SUCH RELATIONSHIP ESTABLISHED THROUGH MARRIAGE OR CIVIL UNION.**

# Should we hold a one day conference or a three day conference in 2020?

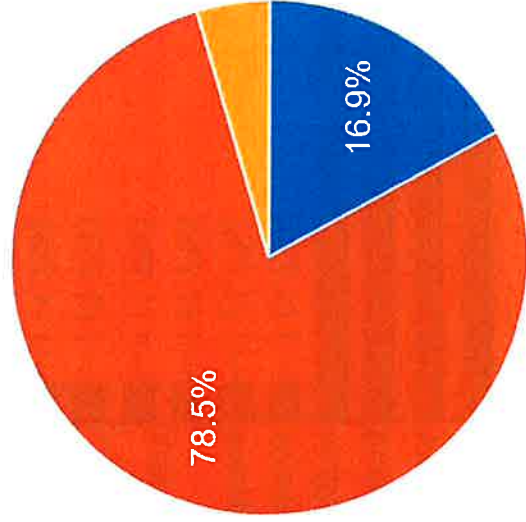
65 responses





Please tell us what time of year will work best for your office.

65 responses



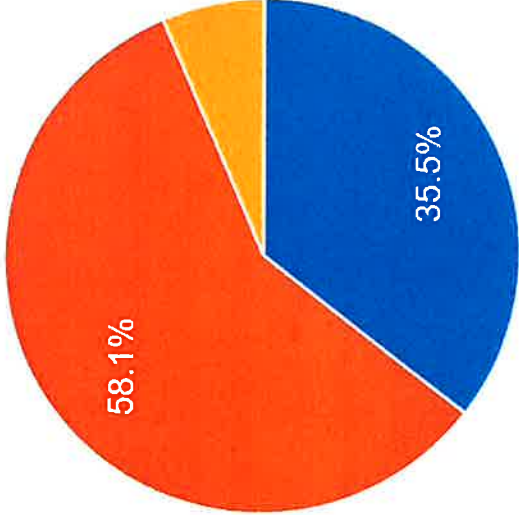
● Before the Primary

● Summer (between the Primary and General)

● Fall

# Please tell us your preferred conference cost

62 responses



● Less than \$200 per person

● Between \$200 and \$250 per person.

● Greater than \$250 per person.

HB71/SB184 - State Board of Elections – Open Meetings – Video Streaming & Record  
MAEO supported  
PASS

HB172 - Voter Registration Deadlines & Security of Voter Registration Information  
MAEO supported  
PASS

HB174 - Absentee Ballot Requests – Last four digits of social security number  
MAEO supported  
PASS

HB286 – Registration and Voting at Precinct Polling Places  
MAEO supported  
PASS

MAEO supported

SB449 – Election Day Voter Registration  
MAEO supported  
PASS

MAEO supported

PASS

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SB230 – Canvassing of Absentee Ballots – Reporting Unofficial Results

MAEO took no position

Passed Senate, crossed to House

2nd read passed House

HB237 - Early Voting Centers – Hours of Operation

MAEO opposed

Passed House, crossing to Senate

SB1004 – Election Calendar & Processes – Revisions

MAEO supported

Passed Senate, crossed to House

3rd reading passed House

HB79/SB461 - Early Voting Centers Establishment and Hours

MAEO took no position

Unfavorable report by EHEA

Passed House, crossing to Senate

Unfavorable report in EHEA

HB119 - Permanent Absentee Ballot List

MAEO took no position

HB237 - Early Voting Centers – Hours of Operation

MAEO opposed

Passed House, crossing to Senate

HB252/SB936 – Correctional Facilities - Voting Coordinators

MAEO took no position

Passed House, crossing to Senate

HB269 – Voting by Absentee Ballot – Prepaid Postage for the Return of Ballots

MAEO supported with an amendment that would require the State Board to reimburse monies back to the counties

HB322/SB606 – References to Absentee Voting in Public Communications – Voting by Mail

MAEO took no position

Unfavorable report by EHEA

HB382 – Absentee and Provisional Ballots – Status Information

MAEO opposed

HB423/SB934 – Voter Registration Drive - High Schools

MAEO supported bill as amended

Passed House, crossing to Senate

2019 Legislation

Unfavorable Report in EHEA  
 HB530/SB489 – Ballot Access – Affiliating with a party  
 MAEO opposed  
 HB535/SB363 – Deadline for Selection of Lt. Governor  
 MAEO took no position  
 HB565/SB363 – Voting System – Accessibility for Voters with Disabilities  
 MAEO took no position, but provided comment  
 HB569 – Local Board Employees – Repeal of Voter Registration Requirement  
 MAEO initiated and supported  
 MAEO initiated and supported  
 discussed in subcommittee  
 HB577 – County Employee service as election judges – administrative leave  
 MAEO initiated and supported  
 Passed in House, crossing to Senate  
 HB578/SB782 – Early Voting – Reporting of Precinct Results  
 MAEO opposed  
 Unfavorable report by EHEA  
 HB706/SB919 – Absentee Ballot Requests, Delivery & Marking  
 MAEO took no position  
 HB747 – Election Law - Links to Online Voter Registration  
 MAEO took no position, but provided comment  
 House passed, moving to Senate  
 HB992 – Qualification of Voters – Proof of Identity  
 MAEO took no position  
 Unfavorable report by Ways & Means  
 HB996/SB304 – Absentee Ballot Deposit Boxes  
 MAEO opposed, but working with bill sponsors on language to be placed in Regulation  
 Senate Bill withdrawn from sponsor  
 HB1328 – Electioneering Boundary Line  
 hasn't been assigned in a committee yet  
 SB32 – Early Voting Centers – Reduced Days of Operation  
 Withdrawn by bill sponsor; Unfavorable report by EHEA  
 SB154 – Election Day – Opening Time for Polling Places  
 MAEO opposed  
 Unfavorable report by EHEA  
 SB230 – Canvassing of Absentee Ballots – Reporting Unofficial Results  
 MAEO took no position  
 Passed Senate, crossed to House  
 2nd read passed House  
 SB333 – Permanent Absentee Ballot List  
 MAEO took no position  
 Unfavorable report by EHEA  
 SB343 – Voting by Absentee Ballot – Prepaid Postage for Return of Ballots  
 MAEO supported with an amendment that would require the State Board to reimburse monies back to the counties  
 Passed Senate, crossed to House  
 SB364 – Election Day Page Program  
 MAEO took no position, but provided comment  
 Passed Senate, crossed to House  
 SB385 – Primary Elections – Voting by Unaffiliated Voters  
 MAEO opposed  
 Unfavorable report by EHEA  
 SB411 – Polling Places at Continuing Care – Retirement Communities  
 MAEO opposed  
 Unfavorable report by EHEA  
 SB476 – Department of Legislative Services – Voting by Mail – Study  
 MAEO supported  
 Unfavorable report by EHEA  
 SB651 – Local Boards of Elections – Membership  
 MAEO initiated and supported  
 Passed Senate, crossed to House





Fontainebleau Hotel  
10100 Coastal Highway  
Ocean City, MD 21842  
Tel: 410.524.3535  
Toll Free: 800.638.2100  
Fax: 410.524.4907  
www.clarionoc.com

**LETTER OF AGREEMENT BETWEEN**  
**CLARION RESORT FONTAINEBLEAU HOTEL**  
**AND**  
**MARYLAND ASSOCIATION OF ELECTION OFFICIALS**

This agreement is made and entered into as of April 4, 2019 by and between the Fontainebleau Corporation d.b.a. the Clarion Resort Fontainebleau Hotel (hereinafter referred to as the "Hotel" or "we") and the Maryland Association of Election Officials (hereinafter referred to as "you" or "your"). In consideration of the provisions set forth below, the parties agree as follows:

**GUEST ROOM ACCOMMODATIONS**

We are presently holding the following block of rooms for your use:

**CLARION RESORT FONTAINEBLEAU HOTEL**  
June 2020

Room Type	Tue 6/2	Wed 6/3	Thu 6/4
Queen/Queen	186	186	186
Executive King	24	24	24
Studio King	13	13	13
Cabana	7	7	7
One Bedroom Marigot Beach Suite	10	10	10
Two Bedroom Marigot Beach Suite	10	10	10
<b>TOTAL</b>	<b>250</b>	<b>250</b>	<b>250</b>

Total Room Nights: 750

This block of rooms is being held for you on a first-option basis. Upon receipt from you of a signed original of this Agreement, this Agreement shall constitute a binding commitment by you for use of the Hotel as outlined below, subject to the terms and conditions contained in this Agreement. If a signed original of this Agreement has not been received by the Hotel prior to Thursday April 18, 2019 the Hotel shall have the right to contract with other parties for the use of the room block described in this Agreement, without any further notice to you. In the event we have a request for your dates prior Thursday April 18, 2019 and we have not received your signed Agreement, we will contact you for a decision. In such event, if we do not receive your signed Agreement within five (5) working days, we will have the right to contract with another party without any further notice to you.

## **GUEST ROOM RATES**

We are pleased to confirm the following room rates for your event:

<b>Room Type</b>	<b>Single Rate</b>	<b>Double Rate</b>
Queen/Queen	149	149
Executive King	149	149
Studio King	179	179
Cabana	199	199
One Bedroom Marigot Beach Suite	179	179
Two Bedroom Marigot Beach Suite	239	239

Guest room rates are based on single or double occupancy while Marigot Beach Suites rates are based on a maximum of two people per bedroom. For Suites, rates do not include daily housekeeping service. Extra person charge is \$15.00 per night. Children under 18 stay free in their parents' room using existing bedding. Currently a 10.5% state and local tax is applicable to the room rates. Such taxes are subject to change without notice. Room rates are non-commissionable.

## **CONVENTION RATE AVAILABILITY**

The above convention rates will apply two days before your convention dates. A post-convention discounted rate of \$259 per night is available for Queen/Queen rooms and Executive King Rooms for Friday and Saturday night.

## **COMPLIMENTARY ROOMS**

### **Master Account Credit**

The Hotel agrees to provide one complimentary room night per 40 cumulative room nights actually paid for during the meeting. The total number of complimentary room nights earned by the group will be calculated and credited to the Master Account upon completion of the convention at the group's actual average rate.

### **Pre-Comp Basis**

Should you wish to pre-assign the complimentary room nights, at least thirty (30) days prior to your arrival, we will need a list of those individuals whose rooms you wish on a complimentary basis. Should an insufficient number of complimentary rooms be earned to offset these accommodations, the appropriate room and tax charges will be placed on your Master Account. Unused complimentary units have no value.

## **COMPLIMENTARY ROOM UPGRADES**

We are pleased to guarantee a minimum of 12 room upgrades to cabana suites, studio king rooms, executive king rooms, or one bedroom Marigot Beach Suites at the queen/queen room rate. The number of upgrades shall be proportionately reduced to the extent anticipated room block utilization is not realized.

We will need to know well in advance which room types you would like to use as your upgrades so that we can set them aside in advance in order for them to be available for your use.

## **COMPLIMENTARY ROOMS FOR PRE-PLANNING VISITS**

The Hotel will extend up to three complimentary room nights on a space available basis, to be utilized for pre-planning visits to the Hotel. In the event you desire additional complimentary room nights for such visits, such room nights can be credited against your complimentary room allotment. Otherwise, they will be offered at the lowest available rate.

## **CHECK-IN/CHECK-OUT**

Check in time is 4:00 PM. Groups may be checked in earlier depending upon occupancy levels and the availability of "ready rooms." Check-out time is 11:00 AM.

## **RESERVATION PROCEDURES**

### **VIP ROOMING LIST**

All reservations for VIP staff and speakers will be made via rooming list. Please submit your list by **Friday May 1, 2020** including the names of the attendees, the arrival and departure dates, number of guests per room, room type requested, along with any special requests (i.e. low floor, handicap accessible, etc.). We understand that your organization is to be billed for room and tax only; individuals will be responsible for their own incidental charges unless otherwise specified on your rooming list.

### **INDIVIDUAL RESERVATIONS**

All other guests will be responsible for securing their own reservations. Please instruct guests to use our toll free number, 800-638-2100, when making reservations and to request the special **Maryland Association of Election Officials** group rates. **All reservations must be made by Friday May 1, 2020.**

### **RESERVATION CUT-OFF DATE**

The Hotel agrees to hold the above noted room block until by **Friday May 1, 2020**. At that time, rooms not covered by a rooming list or individual reservations will be released from your room block and the Hotel shall have the right to resell any such rooms released. We will continue to accept reservations from your attendees after that date based on room and rate availability. Rooms can be held beyond by **Friday May 1, 2020** should your organization wish to provide a written guarantee for such rooms for the entire length of scheduled stay.

Reservations that are made after by **Friday May 1, 2020** and consumed during your meeting will be attributed to your overall group room block performance when such reservations can be identified.

### **DEPOSIT**

All reservations made by rooming list will be guaranteed to the group Master Account. No Master Account deposit will be required.

The Hotel understands that attendees of the Maryland Association of Election Officials are government travelers, and as such, cannot be reimbursed for deposits until after their actual hotel stay. For this reason, the Hotel agrees to hold all credit cards for guarantee only and waive the standard policy of charging a one night deposit at the time of reservation. If an attendee does not have a credit card, a deposit of one night's room and tax will be required within seven (7) days of making the reservation.

Should a guest cancel a reservation, notice must be given at least seventy-two (72) hours prior to arrival and a cancellation number must be obtained or the credit card being held for the reservation will be charged a cancellation fee of one night's room and tax. Reservations cannot be shortened within seventy-two (72) hours of scheduled arrival. There will be no refunds for early check-out. Anyone checking out prior to their scheduled departure date will be responsible for their full scheduled stay.

***Personal checks will not be accepted as a form of payment once guests are in the Hotel.***

### **GUARANTEED NO-SHOWS**

For reservations made by rooming list, you hereby guarantee and agree to pay for all no-shows and cancellations that occur within seventy-two (72) hours of scheduled arrival and payment will be made for the entire extent of the scheduled stay. By your execution hereof, you agree that such charges will be billed to the Master Account. There will be no refund for early check-out. You will be responsible for payment for the full scheduled stay for anyone checking out prior to their scheduled departure date.

### **MEETING & BANQUET AGENDA**

Attached as part of this Agreement is an agenda of your meeting and function space commitment, as we understand them to be.



Function rooms are assigned according to the number of persons expected to attend, and may be changed by the Hotel if attendance or other circumstances change. In such event, the Hotel will provide alternate suitable arrangements to meet the requirements of your group as outlined in this Agreement.

The number of catered food and beverage functions and the attendance figures for such functions has been taken into consideration in establishing and providing your organization competitive room rates for your convention. Therefore, should any food and beverage functions as outlined in the attached agenda be cancelled (or taken off property), your organization will be responsible for 100% of the estimated food and beverage revenue lost, based on the minimum catering prices in effect at the time of the meeting, multiplied by the number of scheduled attendees.

You are responsible for promptly advising the Hotel of any changes in function requirements. The Hotel will make reasonable effort to accommodate such changes based upon availability at the time of the request.

#### **FINAL AGENDA**

A final agenda must be received by our Convention Services Department six months in advance of your meeting or your space is subject to release for general sale. The Hotel will confirm meeting room names 14 days after such date.

#### **SPACE RELEASE**

Should the Hotel have a request for space from any other party prior to receipt of your final agenda, we may request that you release such space. You agree to respond within five (5) working days. In the event you have not responded in a timely manner, we may release such space for general sale.

#### **SHIPPING & HANDLING**

Should your group be sending any registration, meeting and/or speakers materials to the Hotel, please contact our Convention Services Department in order to arrange for proper handling of your shipment and so we may assist you in expediting the handling of your packages.

#### **MEETING SPACE**

The meeting and banquet space will be made available on a complimentary basis, excluding exhibit usage, based on your utilization of the number of guest rooms indicated in your room block. If your actual guest room usage drops, the following rental charges will apply:

TOTAL PAID ROOM NIGHTS	TOTAL RENTAL CHARGE
600 or more room nights	Complimentary
550-599 room nights	\$5,000
500-549 room nights	\$10,000
450-499 room nights	\$15,000
Less than 450 room nights	\$20,000

Additional meeting rooms requested are subject to rental. You must coordinate with our Convention Services Manager prior to publishing any meeting room names.

#### **FOOD & BEVERAGE POLICIES**

Due to licensing requirements and quality control issues, all food and beverage to be served on the Hotel property must be supplied and prepared by the Hotel. Menu prices to be used for this group are attached as part of this agreement.

Food and beverage prices are subject to a 20% service charge, a 6.5% state and local tax on food and a 9.5% state and local tax on beverage (subject to change without notice). Please note that the service charge is taxable.

Final menu selections must be submitted to our Catering Office at least four (4) months in advance; otherwise, items selected cannot be guaranteed. However, we will make every attempt to provide selected items.

The Catering Office must be notified of the guaranteed attendance no later than noon, five (5) business days prior to the scheduled function. We will agree to set 5% over the guaranteed attendance for banquets. Guarantees are not subject to reduction and charges will be made accordingly. **Outdoor functions require an additional service charge, which is determined by our Catering Department and is based on the size and scope of the event.** Such charges will be added to your Master Account.

#### **COMPLIMENTARY FOOD & BEVERAGE**

The Hotel agrees to provide one complimentary afternoon break for the group.

#### **COMPLIMENTARY AUDIOVISUAL**

The Hotel is pleased to provide one complimentary screen per meeting room and one complimentary podium/microphone per meeting room.

The Hotel has created a per day audiovisual package for the Maryland Association of Election Officials as follows:

#### **AV OPTIONS:**

- General Session – 4800 lumen LCD projector with remote & sound, 1 lavalier microphone, 1 Q&A microphone, 15x18 screen, risers, podium (laptop not included) \$450 plus 20% service = \$540
- General Session – 4800 lumen LCD projector with remote & sound, 1 lavalier microphone, 1 Q&A microphone, 15x18 screen, risers, podium, 1 laptop \$530 plus 20% service = \$636
- Breakout Room – LCD projector with remote; screen, wireless microphone, head table for 2, wastebasket (laptop not included) \$255 + 20% service = \$306
- Breakout Room – LCD projector with remote; screen, wireless microphone, 1 laptop, head table for 2, wastebasket \$320 + 20% service = \$384 x 4 rooms = \$1,536
- Laptop rental (each) \$100 + 20% service = \$120

Please note that Clarion has 5 laptop computers available for rental.

The attached audiovisual pricing will be utilized for additional items and if the group decides not to use the package outlined above.

#### **WIRELESS INTERNET**

The Hotel also provides complimentary wireless internet access for meeting attendees in the conference facilities. The Hotel also provides complimentary wireless internet access in all guest rooms and condo suites.

#### **CREDIT/BILLING ARRANGEMENTS**

Over the years, the Maryland Association of Election Officials has established excellent credit with the Hotel. Therefore, we are pleased to extend direct billing privileges to the group for all charges incurred by the Master Account. We understand only the following charges are authorized to your Master Account:

Room and Tax Charges (provided via Rooming List)  
Planned Catering Charges  
Meeting Room and Related Charges (i.e. audio visual equipment)  
Exhibitor Fees

Payment of your Master Account will be due upon receipt of an invoice from the Hotel. In the event that charges remain unpaid after thirty days from the date of the invoice, you agree to pay, in addition to the balance due to the Hotel, a late payment charge of 1½ % per month on the remaining balance until paid in full. We will request that you review your Master Account with a representative of the Hotel prior to departure.

You may choose to pay your Master Account charges by credit card by completing a Credit Card Authorization Form and submitting it to our Accounts Receivable Department. All amounts paid by credit card will be assessed a 2.5% Processing Fee.

**SIGNS & DISPLAYS**

No signs, banners or displays shall be erected or displayed in any part of the Hotel without the approval of the Convention Services Manager. It is further agreed that no sign, banner or display shall be affixed to any part of the Hotel. The Hotel will provide easels for this purpose.

**CANCELLATION**

Under the terms of this Agreement, the Hotel is reserving the room block and public space requirements described herein for your use. In the event these reserved facilities and related services are not used, the Hotel will experience significant monetary losses.

Therefore, in the unlikely event the Maryland Association of Election Officials should cancel your event, you will pay to the Hotel at the time you give notice of cancellation, a liquidated damages fee, which shall consist of a percentage of the total lost revenue. All cancellation notices must be made in writing. The percentage charge is as follows and is calculated based on the date the Hotel receives written notice of your cancellation:

- After the date of this Agreement, but not less than 335 days prior to arrival date:  
25% of total anticipated revenue.
- More than 270 days, but less than 365 days prior to arrival date:  
50% of total anticipated revenue.
- More than 180 days, but less than 270 days prior to arrival date:  
75% of total anticipated revenue.
- Less than 180 days prior to arrival date:                    100% of total anticipated revenue

For purposes hereof, anticipated revenue shall be considered 100% of the confirmed average group rate for the total rooms in your block. This 100% includes the 80% of confirmed average group rate for each room in your block plus 20% of such rate to reimburse Hotel for lost revenues on banquet food and beverage service, convention exhibit space, telephone, valet and other services which would have been provided to your group and paid for during your stay.

**FORCE MAJEURE**

The performance of this Agreement by either party is subject to acts of God, government regulations, disaster, strikes, civil disorders, or other emergencies making it illegal or impossible to provide the facilities for your meeting. It is provided that this Agreement may be terminated for any one or more of such reasons by written notice from one party to the other. It is provided that there shall be no right of termination for the sole purpose of holding the same or reasonably similar function in another hotel or in another city.

If these arrangements meet with your approval, please sign and return one copy of the agreement to the attention of the Hotel Sales Department. Acceptance will occur upon receipt of a signed original or a facsimile (fax) transmittal, or via email of a signed copy, by the Hotel. If a fax transmittal or email document is used by either party, then the fax copy or email document shall serve as an original.

IN WITNESS WHEREOF, the Hotel and the Maryland Association of Election Officials have executed this Agreement in manner and form sufficient to bind them as of the date and year set forth on page one of this Agreement.

CLARION RESORT FONTAINEBLEAU HOTEL

By: \_\_\_\_\_  
Jackie Berger, Vice President Date

MARYLAND ASSOCIATION OF ELECTION OFFICIALS

By: \_\_\_\_\_  
David Garries, President MAEO Date

Final approval of executed Agreement must be given by the Hotel's President/CEO or General Manager to insure against revisions to the original Agreement.

\_\_\_\_\_  
Leonard P. Berger, MD, President/CEO Date  
Mark Elman, General Manager

**Maryland Association of Election Officials**  
 June 2, 2020 – June 5, 2020

**FUNCTION AGENDA**

Date	Time	Event Class	Setup	AGR	GTD
Tue, 06/02/20	7:00 PM - 3:00 PM	Setup	Flow Through	300	
Wed, 06/03/20	2:00 PM - 3:30 PM	Board Meeting	Conference Style	20	
Wed, 06/03/20	2:00 PM - 7:00 PM	Setup	See Diagram	10	
Wed, 06/03/20	3:00 PM - 5:00 PM	Registration	Flow Through		
Wed, 06/03/20	5:00 PM - 6:00 PM	General Session	Rounds of 8	300	
Wed, 06/03/20	6:00 PM - 8:00 PM	Reception	Flow Through	200	
Thu, 06/04/20	6:00 AM - 5:00 PM	Exhibits	Classroom Style		
Thu, 06/04/20	7:00 AM - 8:30 AM	Breakfast	As Is	350	
Thu, 06/04/20	7:30 AM - 9:00 AM	Registration	Flow Through		
Thu, 06/04/20	9:00 AM - 12:00 PM	General Session	Rounds of 8	300	
Thu, 06/04/20	10:45 AM - 11:00 AM	Break	Flow Through	300	
Thu, 06/04/20	12:00 PM - 1:30 PM	Luncheon	Rounds of 10	300	
Thu, 06/04/20	1:30 PM - 2:30 PM	Breakout Meeting	Rounds of 8	50	
Thu, 06/04/20	1:30 PM - 2:30 PM	Breakout Meeting	Classroom Style	50	
Thu, 06/04/20	1:30 PM - 2:30 PM	Breakout Meeting	Rounds of 8	100	
Thu, 06/04/20	1:30 PM - 2:30 PM	Breakout Meeting	Classroom Style	50	
Thu, 06/04/20	1:30 PM - 2:30 PM	Breakout Meeting	Classroom Style	50	
Thu, 06/04/20	1:30 PM - 2:30 PM	Breakout Meeting	As Is	50	
Thu, 06/04/20	2:30 PM - 3:30 PM	Breakout Meeting	As Is	50	
Thu, 06/04/20	2:30 PM - 3:30 PM	Breakout Meeting	As Is	50	
Thu, 06/04/20	2:30 PM - 3:30 PM	Breakout Meeting	As Is	100	
Thu, 06/04/20	2:30 PM - 3:30 PM	Breakout Meeting	As Is	50	
Thu, 06/04/20	2:30 PM - 3:30 PM	Breakout Meeting	As Is	50	
Thu, 06/04/20	2:30 PM - 3:30 PM	Breakout Meeting	As Is	50	
Thu, 06/04/20	2:30 PM - 3:30 PM	Breakout Meeting	As Is	50	
Thu, 06/04/20	3:30 PM - 3:45 PM	Break	Flow Through	300	
Thu, 06/04/20	3:45 PM - 5:30 PM	General Session	As Is		
Thu, 06/04/20	4:15 PM - 5:15 PM	Breakout Meeting	Classroom Style	75	
Thu, 06/04/20	5:30 PM - 7:00 PM	Dinner	Rounds of 10	340	
Thu, 06/04/20	6:30 PM - 10:30 PM	Cocktails	Flow Through		
Thu, 06/04/20	7:00 PM - 10:30 PM	Family Activity	As Is	200	
Fri, 06/05/20	7:00 AM - 8:30 AM	Breakfast	As Is	340	

Fri, 06/05/20	7:00 AM - 5:00 PM	Exhibits	As Is		
Fri, 06/05/20	7:30 AM - 9:00 AM	Registration	Flow Through		
Fri, 06/05/20	9:00 AM - 12:15 PM	General Session	Rounds of 8	300	
Fri, 06/05/20	9:30 AM - 10:30 AM	Breakout Meeting	Classroom Style	75	
Fri, 06/05/20	9:30 AM - 10:30 AM	Breakout Meeting	Classroom Style	50	
Fri, 06/05/20	10:30 AM - 10:45 AM	Break	Flow Through	300	
Fri, 06/05/20	10:45 AM - 12:15 PM	Breakout Meeting	Classroom Style	75	
Fri, 06/05/20	10:45 AM - 12:15 PM	Breakout Meeting	Classroom Style	50	
Fri, 06/05/20	12:15 PM - 1:30 PM	Luncheon	Rounds of 10	340	
Fri, 06/05/20	12:15 PM - 1:30 PM	Breakout Meeting	Classroom Style	50	
Fri, 06/05/20	1:30 PM - 3:30 PM	Breakout Meeting	Classroom Style	50	
Fri, 06/05/20	1:30 PM - 3:30 PM	General Session	As Is	100	
Fri, 06/05/20	1:30 PM - 3:30 PM	Breakout Meeting	Classroom Style	75	
Fri, 06/05/20	3:30 PM - 3:45 PM	Break	Flow Through	300	
Fri, 06/05/20	3:45 PM - 5:15 PM	Breakout Meeting	Classroom Style	50	
Fri, 06/05/20	3:45 PM - 5:15 PM	Breakout Meeting	Classroom Style	75	
Fri, 06/05/20	3:45 PM - 5:30 PM	General Session	As Is	300	
Fri, 06/05/20	6:00 PM - 7:30 PM	Dinner	Rounds of 10	340	
Fri, 06/05/20	7:00 PM - 11:00 PM	Cocktails	Flow Through		
Fri, 06/05/20	7:30 PM - 11:00 PM	Family Activity	As Is	340	
Sat, 06/06/20	7:00 AM - 10:00 AM	Registration	Classroom Style		
Sat, 06/06/20	9:00 AM - 11:00 AM	Continental Breakfast	Conference Style	20	

Good Afternoon State Board Members.

For those of you that I have not formally met, my name is Katherine Berry and I am the Election Director from Carroll County and here today representing the Maryland Association of Election Officials as the Chair of the Personnel Committee.

As my letter of intent that is included in your packet states, the Personnel Committee has spent several years reviewing the current election job classifications and examining how to attract and retain people to work in elections. In addition, elections has evolved significantly since 2003 when the majority of the classifications were last revised. With all of this change and population growth, the local board of election offices and SBE have not seen a corresponding growth in office size, salary or retention.

The Personnel Committee, on behalf of MAEO, is requesting that the State Board approve a FY20 9% salary increase and FY21 8% increase to all current local board of election employees while also moving into the new classification system. All LBEs have certified funds for the 9% salary increase are included in their FY20 budget submission, beginning July 1st.

The list below includes the most significant changes and developments that have expanded the duties and responsibilities of the local board of elections' employees. The job specifications in the statewide Election Program Series have been revised to include them:

- US Department of Homeland Security: Critical Infrastructure Designation
  - Cyber security procedures and directives require implementing new procedures and maintaining a whole new body of knowledge. Physical and cyber security concerns have demanded more time and knowledge than ever before.
  - More specialized training for staff to manage security threats and analysis
  - More sophisticated risk management, assessments and computer security audits
  - PII Management Changes
- Voting Machine Changes: Automatic Voter Machine/Mechanical Lever - Optec Eagle - DRE (touchscreen) - Voter Verifiable Paper & paper precinct registers - electronic pollbooks
- Implementation of Provisional Voting
- Implementation of Statewide Voter Registration System that continues to evolve & Voting System
  - OLVR/AOC/DHMH/Jury Commissioner Lists
  - ERIC, address card verification, NVRA specimen ballot processing
- Universal Statewide Registration and Election Day Registration
- Implementation of HAVA
- Early Voting & Same Day Registration, extension of early voting hours
  - 18 Election Days per Election (Primary/General & 16 Early Voting days)
- Monthly Critical Data Audits & Post-Election Audits
  - Automated and manual audits

- No fault absentee requests, absentee online voter registration, UOCAVA Administration, nursing home absentee program, email absentee program
- More election judges and trainings
  - Tax form requirements to manage early voting payroll
  - Advanced technology in voting systems, VPN network administration, processes and equipment
- Voter Outreach @events, high schools and prison facilities
- GIS Street File Management & Redistricting with GIS map resources
- Locating and managing more polling places and early voting sites
- More sophisticated/specialized training programs and drafting/editing training manuals for Election Day, Early Voting, Same Day Registration and Election Day Registration
- Larger and longer canvasses due to increased AB/Prov turnout and email ballot duplication

Please note, other salary related requests that you may have heard over the past year were due to a completely different circumstance than this specific request, so they should be treated separately.

The job duties in the election series have increased and election management has become more sophisticated since 2003. Election professionals work year-round to prepare for each election cycle and implement new programs and requirements. The revised election job series and the pay increase will significantly support our efforts to recruit and retain qualified applicants needed to manage elections.

On behalf of the Committee, I am here to answer any questions that you may have regarding our request. Committee members are also here today to follow our project through.

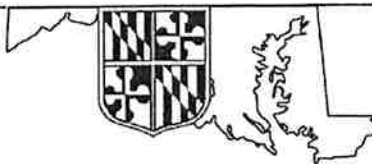
Thank you for your consideration.



**STATE BOARD OF ELECTIONS**

**P.O. BOX 6486, ANNAPOLIS, MD 21401-0486 PHONE (410) 269-2840**

David J. McManus, Chairman  
Patrick J. Hogan, Vice Chairman  
Michael R. Cogan  
Malcolm L. Funn  
Kelley Howells



Linda H. Lamone  
Administrator  
  
Nikki Charlson  
Deputy Administrator

**MEMORANDUM**

**DATE:** March 22, 2019  
**TO:** David Garreis, President, Maryland Association of Election Officials  
**FROM:** Linda Lamone, Administrator  
**SUBJECT:** Re: Election Day Networking Feedback

The Maryland State Board of Elections (SBE) recognizes that, should legislation mandating Same Day Registration pass, that the proposed Election Day networking will be a major undertaking. SBE shares the Maryland Association of Election Officials' (MAEO) concerns that there are challenges and risks with this endeavor.

It is hoped that having election day networking in the State will result in new registrations being entered in MDVOTERS timely - in time for absentee and provisional canvasses - which would be extremely difficult without this taking place. Furthermore, networking on election day will also give the Local Boards of Elections (LBE) and SBE 'real time' data on the turnout and other metrics in each polling place. This would be similar to the invaluable reports that are now available to LBEs and SBE during early voting.

MAEO has stated that many LBEs are concerned that school buildings, widely used as polling places on election day, will be unsuitable for networking due to issues with cellular reception. SBE recognizes that not all locations will be suitable for election day networking, and others may require modified equipment. However, without testing the extent of this issue cannot be determined satisfactorily.

It is expected that election judges will need to be trained in the setup of and monitoring of the network equipment, and some may find this daunting. However, it should be noted that judges do have some experience with setting up pollbook network devices, such as switches already. With appropriate training, election judges should be able to make the transition to election day networking.

Concerns surrounding the age of the EP5000 pollbooks and network infrastructure bandwidth are valid. Unfortunately, it is widely felt that the procurement and successful implementation of a new electronic pollbook system for use in the 2020 election cycle is simply not possible. The network infrastructure is a concern and will be researched prior

to the 2020 presidential primary. Testing will be required to determine network connectivity issues throughout the State.

The LBEs rightly have concerns over this implementation, and SBE has estimated the cost to be approximately \$1000 per polling place, for the network equipment. This estimate is for the network equipment only and is based on previous costs for implementation of networking in early voting centers. This estimate did not include any additional staffing costs.

SBE is in agreement with MAEO that the electronic pollbook system should be replaced prior to the 2022 election cycle, and has started planning for this.