



# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

## MINUTES

### 2019 Annual Meeting of the Membership Ocean City, Maryland

The Maryland Association of Election Officials (MAEO) Annual Meeting of the Membership was held in the Crystal Ballroom of the Clarion Resort Fontainebleau Resort Hotel located at 10100 Coastal Highway in Ocean City, Maryland. The Meeting was called to order by President David Garreis at 9:05 am on the 22<sup>nd</sup> day of May, 2019. Proper notice and the meeting agenda was provided.

On behalf of the Board, President Garreis welcomed all attendees, speakers and vendors. He introduced the Board and the Secretary, Ruie Marie Lavoie, conducted roll call.

#### **Board Members Present:**

President David Garreis, Anne Arundel County  
Vice President Alisha Alexander, Prince George's County  
Secretary Ruie Marie Lavoie, Baltimore County  
Treasurer Danna Williams, Baltimore County  
Board Member Ben Frey, Somerset County  
Board Member Abigail Goldman, Baltimore City  
Board Member Armstead Jones, Sr., Baltimore City  
Board Member Kimberly Phillips, Howard County  
Board Member Joshua Ramos, Anne Arundel County

Quorum was established with twenty-four (24) Maryland jurisdictions and the State Board of Elections were represented and responded as present in person. Bruce Field, President, Washington County Board of Elections said a prayer for deceased members and their families. Paul Kolb, Board Member, Garrett County led the Pledge of Allegiance.

#### **PRESIDENT'S REMARKS**

President Garreis recognized the efforts and hard work of Ruie Lavoie, Cecil County and Abigail Goldman, Baltimore City, and thanked and credited each for doing an amazing job on the conference. He also thanks the Host Counties, Allegany County and Washington County. Both host counties provided unique giveaways in the attendee bags.

A special thank you was extended to the Conference Committee members and Gail Hatfield, Vendor Coordinator, for an outstanding job securing vendors. President Garreis explained this year's door prizes include a spectacular 3 night stay in Ocean City. He reminded attendees that attendance when the door prize is selected is required in order to claim a prize. An explanation of the "on-time" prize given as he wished everyone luck.

President Garreis announced this year's theme, "MAEO: Future Ready" a theme that personifies election officials across the state. Election officials drive for perfection and MAEO helps to shepherd the process. MAEO has accomplished many things over the past year which will prove to be beneficial as we prepare for the 2020 Presidential Election cycle. He expressed appreciation for each of the MAEO Committee Chairs and its Members, and highlighted a few the accomplishments of MAEO and the Committees. MAEO in its truest form is a team effort.

## **WELCOME ADDRESS**

The Honorable Brandon Butler, County Executive, Allegany County gave the welcome address and thanked election officials from all over the State of Maryland for their hard work and dedication to the electoral process.

## **CELEBRATING 100<sup>TH</sup> ANNIVERSARY OF WOMAN'S SUFFRAGE**

The Honorable Kathy Szeliga, Maryland House of Delegates delivered a moving speech remembering the struggle for all Americans to have the right to vote. This year's conference marks the yearlong celebration which will be continued during the 2020 Conference.

## **MINUTES**

Secretary Ruie Lavoie provided the Membership a draft copy of the Minutes from the 2019 Annual Meeting of the Membership. President Garreis asked for additions or changes. There were no changes or additions.

**MOTION:** Katie Brown, Baltimore County, motioned to accept the Minutes from the 2018 Annual Meeting as written.

**SECOND:** Margaret Jurgensen, Montgomery County

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

## **TREASURER'S REPORT**

Treasurer Danna Williams 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 were provided to the Board and to the Membership. A copy of both reports are attached to and made part of these Minutes.

**MOTION:** Ruie Marie Lavoie, Cecil County, motioned to approve the Treasurer's Report and Audit as submitted.

**SECOND:** Joshua Ramos, Anne Arundel County

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

## **COMMITTEE REPORTS**

Committee Reports were submitted by the Committee Chairs and copies were provided to the membership. Copies of submitted reports are attached to and made part of these minutes.

## **OPENING REMARKS**

Opening Remarks were delivered by Linda Lamone, Administrator, Maryland State Board of Elections. Mrs. Lamone spoke about the journey the election family is about to embark as we prepare for the 2020 Presidential Election Cycle.

## **GENERAL INFORMATION AND REMINDERS**

President Garreis provided general information and reminders regarding meals, the election, vendors and door prizes. The election ballot consists of questions only. A copy of the Annual Meeting agenda is attached to and made part of these Minutes.

## **SESSIONS AND PRESENTATIONS**

Morning presentations included:

- Be Recount Ready
- Same Day Registration and Address Change
- Department of Homeland Security – Risk and Vulnerability Assessment

The 2018 Annual Meeting was recessed for a lunch break at 12:00 pm. Vendor and sponsor introductions were made during the lunch break and attendees were encouraged to visit the vendor area located in the Convention Center Lobby and the Terrace Lobby.

President Garreis reconvened the Annual Meeting at 1:30 pm. The afternoon sessions conducted were held at two (92) different times to allow for maximum attendance. The sessions were as follows:

- Complying with Maryland's Open Meeting Act
- Attorney Roundtable
- Personnel Power Hour
- 5 Stages of Rock Solid Leadership
- Hands Only CPR Training – "Stayin Alive"
- 2019 Legislative Update – What's New Coming in 2020

At 3:34, the attendees came back together for general sessions.

- How Secure is Maryland's Election System
- Build Depth and Plan for Succession in 8 Easy Steps
- Innovations in Elections Be 2020 Ready
  - Cross Training: Same Day Registration and Provisional Election Judges
  - Best Practice: Early Voting and Election Day Reporting System
  - Best Practice: Part-Time Election Judges
  - Best Practice: Accessing you Data's Potential

### **ANNUAL MEETING RECESS**

On a motion by Kimberly Phillips, Howard County and on a second by Abigail Goldman, the 2019 Annual Meeting of the Membership was recessed at 5:00 pm. The Annual Meeting will reconvene on May 23, 2019 at 9:00 am in the Crystal Ballroom of the Clarion Fontainebleau Resort Hotel located at 10100 Coastal Highway in Ocean City, Maryland.

### **ANNUAL MEETING, DAY 2**

President Garreis reconvened the 2019 Annual Meeting of the Membership at 9:10 am on May 23, 2019 in the Crystal Ballroom of the Clarion Fontainebleau Hotel located at 10100 Coastal Highway in Ocean City, Maryland.

#### **Board Members Present:**

President David Garreis, Anne Arundel County  
Vice President Alisha Alexander, Prince George's County  
Secretary Ruie Marie Lavoie, Baltimore County  
Treasurer Danna Williams, Baltimore County  
Board Member Ben Frey, Somerset County  
Board Member Abigail Goldman, Baltimore City  
Board Member Armstead Jones, Sr., Baltimore City  
Board Member Kimberly Phillips, Howard County  
Board Member Joshua Ramos, Anne Arundel County

#### **Roll Call**

Roll Call was taken by Ruie Marie Lavoie, MAEO Secretary. Quorum was established with twenty-four (24) Maryland jurisdictions and the State Board of Elections were represented and responded as present in person.

Ms. Lavoie extended special appreciation to Katie Brown, Director of Baltimore County for her time and contributions to every conference, including the design and printing of the name badges and certificates.

A huge thank you was also extended to Armstead Jones, Director and Abigail Goldman, Deputy Director, Baltimore City for donating the printing of the conference book and other documents, and for the use of their truck to deliver the supplies and printed materials to Ocean City. Ms. Lavoie also thanked the speakers, precentors, facilitators and Moderators for their unique contribution to the conference.

President Garreis welcomed all attendees to Day 2 of the Annual meeting and conference. He provided important information and reminders and introduced Nikki Charlson, Deputy Administrator of the Maryland State Board of Elections.

### **OPENING REMARKS**

Mrs. Charlson's Opening Remarks celebrated the "Election Family" and commended the commitment she sees on a daily basis. She spoke briefly about planned activities to help prepare everyone for the 2020 Presidential Election cycle. The Board thanked Mrs. Charlson for always contributing positively to our conferences and even more, for her continuous leadership and guidance.

### **GUEST SPEAKER; CELEBRATING THE 100<sup>TH</sup> ANNIVERSARY OF WOMAN'S SUFFRAGE**

The Honorable Julie Gouge, Former Commissioner of Carrol County spoke about her lifetime achievements as a woman in politics.

### **GENERAL INFORMATION AND REMINDERS**

President Garreis provided general information and reminders regarding meals, the election, vendors and door prizes.

Guy Mickley, Director, Howard County provided an explanation of the Table Top Exercise (TTX) event scheduled for all day.

### **SESSIONS AND PRESENTATIONS**

The morning sessions were as follows:

- Table Top Exercise (TTX) Ready for Anything
- Election Preparedness and Professional Development Program (EPPDP)
  - How to Conduct a Table Top Exercise (TTX)
- Board Member and Attorney Breakout Sessions
  - Must Haves Polling Place surveys & Electioneering Do's and Don'ts
  - Jurisdictions, Large and Small; Differences and Similarities in Administration
  - Managing Diversity and the Generations Gap in Elections
  - Roundtable Discussion: 2020 Election Ready
  - Canvass: absentee, Provisional and Early Voting
  - Manual audit of Election results: Basic Outline of Staff Procedures

The 2019 Annual Meeting was recessed until 6:00 during dinner when the election results will be announced and MAEO awards presented.

### **AWARDS CEREMONY**

Catherine Mundle, Harford County and Katie Brown, Baltimore County of the Awards Committee presented the retirement recognitions and announced the Shining Star recipients. Alisha Alexander was inducted into the Hall of Fame. The 2019 Robert J. Antonetti, Sr. Outstanding Achievement Award was presented to Katherine Berry, Director, Carroll County. This 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 goes above and beyond to support MAEO and the local Maryland jurisdictions.

The entire Board and Awards Committee thanked Ms. Berry for her service and dedication to MAEO, and congratulated her on the achievement.

### **ELECTION RESULTS**

Alisha Alexander, Vice President (Prince George's County) announced the election results. All questions on the ballot were approved by a majority of the Membership. The Bylaws will be amended to reflect the changes.

### **ADJOURNMENT**

Vice President Alexander thanked everyone for attending the conference, extended appreciation to the Hosts, Allegany County and Garrett County and everyone who helped make this conference such a success. She also provided closing remarks and hotel check out information.

### **NEXT MEETING**

The next meeting will be held on May 24, 2019 at 10:00 am in Conference Room 3 of the Clarion Resort Fontainebleau Resort Hotel in Ocean City, Maryland.

There being no further business, the 2019 Annual Meeting of the Membership was adjourned at 6:43 pm.

Respectfully submitted,



Ruie Marie Lavoie  
Secretary

Approved on this 25<sup>th</sup> day of August, 2019.



# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

## MAEO 2019 ANNUAL MEETING OF THE MEMBERSHIP ATTENDANCE

MAY 23, 2019 – 9:00 AM

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

**BOARD:**

DAVID GARREIS, PRESIDENT ✓  
ALISHA ALEXANDER, VICE PRESIDENT ✓  
RUIE LAVOIE, SECRETARY ✓  
DANNA ARCHIE-WILLIAMS, TREASURER ✓

BEN FREY, BOARD MEMBER ✓  
KIMBERLY PHILLIPS, BOARD MEMBER ✓  
ARMSTEAD B JONES, SR, BOARD MEMBER ✓  
ABIGAIL GOLDMAN, BOARD MEMBER ✓  
JOSHUA RAMOS, BOARD MEMBER ✓



# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

## MAEO 2019 BUSINESS MEETING

### ATTENDANCE

MAY 21, 2019 – 5:00 PM

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

**BOARD:**

DAVID GARREIS, PRESIDENT ✓  
ALISHA ALEXANDER, VICE PRESIDENT ✓  
RUIE LAVOIE, SECRETARY ✓  
DANNA ARCHIE-WILLIAMS, TREASURER ✓

BEN FREY, BOARD MEMBER ✓  
KIMBERLY PHILLIPS, BOARD MEMBER ✓  
ARMSTEAD B JONES, SR, BOARD MEMBER ✓  
ABIGAIL GOLDMAN, BOARD MEMBER ✓  
JOSHUA RAMOS, BOARD MEMBER ✓



# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

## MAEO 2019 ANNUAL MEETING OF THE MEMBERSHIP ATTENDANCE

MAY 22, 2019 – 9:00 AM

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

**BOARD:**

DAVID GARREIS, PRESIDENT  
ALISHA ALEXANDER, VICE PRESIDENT  
RUIE LAVOIE, SECRETARY  
DANNA ARCHIE-WILLIAMS, TREASURER

BEN FREY, BOARD MEMBER  
KIMBERLY PHILLIPS, BOARD MEMBER  
ARMSTEAD B JONES, SR, BOARD MEMBER  
ABIGAIL GOLDMAN, BOARD MEMBER  
JOSHUA RAMOS, BOARD MEMBER



# Maryland Association of Election Officials

## 2019 Annual Meeting of the Membership

Clarion Resort Fontainebleau Hotel  
10100 Coastal Hwy, Ocean City, Maryland 21842  
Phone: 410.524.3535

### AGENDA

Updated: 4/29/2019 8:42:36 AM

#### Tuesday, May 21, 2019

##### **Terrace Lobby and Convention Center Lobby**

Vendor Set-Up

2:00 pm

##### **Conference Room 3**

**MAEO Board of Directors' Meeting**

3:00 pm — 5:00 pm

##### **Conference Room 6**

**Conference Registration** – Hosts: Allegany, Garrett and Washington Counties  
Door Prize Drop-Off (Each County/SBE to donate 2 door prizes)  
MAEO Feud Signup

4:00 pm

##### **Hotel Check-In**

5:00 pm

##### **Crystal Ballroom**

##### **MAEO Business Meeting**

Call to Order and Introductions – David Garreis, President (Anne Arundel County)  
Roll Call, Establish Quorum – Ruie Marie Lavoie, MAEO Secretary (Cecil County)  
Welcome Address – Thomas Hicks, Commissioner, US Elections Assistance Commission  
Approval of Minutes – Ruie Marie Lavoie  
Guest Speaker: Celebrating 100<sup>th</sup> Anniversary of Woman's Suffrage – The Honorable Mary Washington, Maryland State Senate  
Theme Winner Announcement – Catherine "Maggie" Mundle, Awards Committee Chair (Harford County)  
General Information and Housekeeping – David Garreis  
Adjournment

6:00 pm – 8:00 pm

##### **Terrace Lobby and Convention Center Lobby**

##### **Reception and Trade Show**

Appetizers, Hors d'oeuvres and Soft Bar

##### **Vendor Introductions**

Gail Hatfield, Vendor Coordinator (Calvert County)

**Vendor Scavenger Hunt** – Instructions in Attendee Folders

*Dinner & Entertainment on Your Own* – Information in Attendee Folders



Wednesday, May 22, 2019, continued

- 9:25 am **2019 MAEO Election Information – Proposed Bylaw Changes**  
Stephanie Taylor, Election Committee Chair (Harford County)
- 9:30 am **General Information and Reminders**  
David Garreis, President
- 9:45 am – 10:45 am **Crystal Ballroom**  
**Be Recount Ready**  
Andrew Bailey, Board Counsel, Baltimore County  
Katie A. Brown, Director, Baltimore County  
Guy Mickley, Director, Howard County  
Kaye Robucci, Director, Washington County  
Moderator: Tucker Cavanaugh, Deputy Director of Government Reform and Strategic Initiatives at Baltimore County
- 10:45 am – 11:00 am **Terrace Lobby and Convention Center Lobby**  
**Vendor Scavenger Hunt**
- Terrace Lobby**  
**BREAK** Coffee, Tea and Water
- 11:00 am – 12:00 pm **Crystal Ballroom**  
**Same Day Registration (SDR) and Address Change**  
Amber McReynolds Kiesey, Former Election Director, County/City of Denver, Colorado and Policy Advocate, National Vote at Home Institute  
Moderator: Armstead B. Jones, Sr., Director, Baltimore City
- 12:00 pm **Grand Ballroom – Please arrive promptly at 12 Noon**  
**Lunch Buffet – Pizza Shop**  
Must Display MAEO Name Badge  
**Sit at Table Number Printed on Back of Name Badge\*\*\***  
Door Prizes – Must be present to win
- Terrace Lobby and Convention Center Lobby**  
**Vendor Scavenger Hunt**
- 12:30 pm – 1:25 pm **Grand Ballroom**  
**Team MAEO: Preparedness Challenge**  
Moderator: Christine Jones, Director, Queen Anne's County
- Breakout Sessions: 6 Sessions, Each Offered Twice at Different Times**
- 1:30 pm – 2:25 pm **Conference Room 4 & 5**  
**Complying with Maryland's Open Meeting Act**  
Ann MacNeille, Esq. Attorney General's Office  
Mike Molinaro, Esq. Board Attorney, Howard County  
Andrea Trento, Esq., Assistant Attorney General for State Board of Elections  
Moderator: Nikki Charlson, Esq., Deputy Administrator, State Board of Elections



Wednesday, May 22, 2019, continued

2:30 pm – 3:30 pm

**Crystal Ballroom, Hall 2A**

**Hands Only CPR Certification Training – “Stayin Alive”**

Dr. Gregory Wm. Branch, M.D., MBA, CPE, FACP

Director of Health and Human Services and Health Officer for Baltimore County

Elyn Garrett-Jones, Public Information Officer for Baltimore County

Moderator: Cathy Quesenberry, Administrative Assistant, Queen Anne’s County

**Conference Room 1**

**#SocialMedia4Elections: Mastering the Art of Social Media and Communication**

Sarah Mohan, Social Media & Outreach Program Manager (Harford County)

Moderator: The Honorable Kathy Szeliga, Maryland House of Delegates

**Crystal Ballroom, Hall 1 - Directors, Deputy Directors, Administrators, Supervisors**  
**5 Stages of Rock Solid Leadership in Elections**

Liz Weber, CMC, CSP, Weber Business Services, LLC

Moderator: The Honorable Mary Washington, Maryland State Senate

**Crystal Ballroom, Hall 2B**

**Personnel Power Hour**

Katherine Berry, Personnel Committee Chair (Carroll County)

Christina Lohr, Human Resources Officer, State Board of Elections

Moderator: Danna Archie-Williams, Supervisor, Baltimore County

3:30 pm – 3:45 pm

**Grand Ballroom Lobby**

**BREAK – OC Boardwalk**

**Terrace Lobby and Convention Center Lobby**

**Vendor Scavenger Hunt**

3:45 pm – 4:15 pm

**Crystal Ballroom**

**How Secure is Maryland’s Election System?**

Nikki Charlson, Esq., Deputy Administrator, State Board of Elections

4:15 pm – 5:00 pm

**Crystal Ballroom**

**Innovations in Elections – Be 2020 Ready**

Moderator: Steve Fratz, Director, Garrett County

**Cross Training: Same Day Registration and Provisional Election Judges**

Katherine Berry, Director, Carroll County

Ruie Lavoie, Director, Cecil County

**Best Practice: Early Voting and Election Day Reporting System**

Richard Jerscheid, Information System Specialist, Anne Arundel County

**Best Practice: Part-Time Election Judges**

Jessica Jones, Lead Election Judge Recruiter, Montgomery County

**Best Practice: Accessing Your Data’s Potential**

Zachary Howe, Election Information Systems Specialist, Frederick County



Thursday, May 23, 2019, continued

9:30 am – 10:30 am **Crystal Ballroom** – Directors, Deputy Directors, Administration and Staff  
**Table Top Exercise (TTX) – Ready for Anything – Introduction**

**Conference Room 1 & 2** – By Invitation Only  
**Election Preparedness and Professional Development Program**  
**How to Conduct a Table Top Exercise – Phase 1**

9:30 am – 10:30 am **Conference Room 4 & 5** – Board Member and Attorney Breakout Session  
**Must Haves in Polling Place Surveys & Electioneering Do's and Don'ts**  
Cortnee Bryant, Deputy Director of Election Reform, State Board of Elections  
Jared DeMarinis, Director, Candidacy & Campaign Finance Division, State Board of Elections  
Moderator: Bruce Harris, Board Secretary, Baltimore County

10:30 am – 11:45 am **Terrace Lobby and Convention Center Lobby**  
**Vendor Scavenger Hunt**

**Terrace Lobby**  
**BREAK** Coffee, Tea and Water

10:45 am – 12:15 pm **Crystal Ballroom** – Directors, Deputy Directors, Administration and Staff  
**Table Top Exercise (TTX) – Ready for Anything – Phase 1 and 2**

**Conference Room 1, 2** – By Invitation Only  
**Election Preparedness and Professional Development Program**  
**How to Conduct a Table Top Exercise – Phase 2**

10:45 am – 12:15 pm **Conference Room 4 & 5** – Board Member and Attorney Breakout Session  
**Jurisdictions, Large and Small; Differences and Similarities in Administration**  
Wendy Adkins, Director, St. Mary's County  
Tracy Dickerson, Director, Charles County  
Alysoun McLaughlin, Deputy Director, Montgomery County

12:15 pm – 1:30 pm **Conference Room 3**  
**MAEO Election Canvass**  
Stephanie Taylor, Election Committee Chair (Harford County)

12:15 pm – 1:30 pm **Grand Ballroom**  
**Lunch Buffet – Harvest Table**  
Must Display MAEO Name Badge

**Terrace Lobby and Convention Center Lobby**  
**Vendor Scavenger Hunt**

1:30 pm – 3:30 pm **Crystal Ballroom** – Directors, Deputy Directors, Administration and Staff  
**Table Top Exercise (TTX) – Ready for Anything – Phase 3 and 4**

**Conference Room 1 & 2** – By Invitation Only  
**Election Preparedness and Professional Development Program**  
**How to Conduct a Table Top Exercise – Phase 3 and 4**



**Thursday, May 23, 2019, continued**

7:30 pm – 11:00 pm **Grand Ballroom**  
**MAEO FEUD Playoffs**  
Host: Guy Mickley, Director, Howard County  
**Futuristic Theme Dance – Dress to Impress and Win!**  
DJ: The Sound Booth  
Music, Dancing, Karaoke, Photo Booth, Prizes and Light Snacks

**Friday, May 24, 2019**

*Breakfast on Your Own*

10:00 am **Conference Room 3**  
**MAEO Board of Directors' Meeting**

11:00 am Hotel Checkout – Safe Travels



**Board of Directors**

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

**Host Counties**

Allegany County Board of Elections  
Garrett County Board of Election  
Washington County Board of Elections

**Conference Planners**

Ruie Marie Lavoie, Chair (Cecil County)  
Abigail Goldman, Vice Chair (Baltimore City)



# MARYLAND ASSOCIATION of ELECTION OFFICIALS

## 2019 Annual Conference At-A-Glance Agenda

### MAEO: Future Ready

#### Tuesday, May 21, 2019

2:00 PM	MAEO Board of Directors' Meeting		Conference Room 3
3:00 PM - 5:00 PM	Registration and Door Prize Drop-off	MAEO Feud Signup	Conference Room 6
4:00 PM	Hotel Check-in		Lobby
5:00 PM	MAEO Business Meeting		Crystal Ballroom
6:00 PM - 8:00 PM	Reception and Trade Show	Appetizers & Hors d'oeuvres	Terrace Lobby

#### Wednesday, May 22, 2019

All Day	Vendor Display and Scavenger Hunt	Instruction in Folders	Terrace Lobby
7:00 AM - 8:30 AM	Breakfast Buffet ( <i>Ticket Required</i> )		Horizons Restaurant
7:30 AM - 8:45 AM	Conference Registration	Door Prize Drop-off	Conference Room 6
9:00 AM - 9:30 AM	Annual Meeting of the Membership		Crystal Ballroom
9:45 AM - 10:45 AM	Be Recount Ready		Crystal Ballroom
10:45 AM - 11:00 AM	Break	Coffee, Tea, & Water	Terrace Lobby
11:00 AM - 12:00 PM	Same Day Registration (SDR) & Address Change		Crystal Ballroom
12:00 PM	Lunch Buffet ( <i>Please arrive promptly at 12 pm</i> )	Pizza Shop	Grand Ballroom
12:30 PM - 1:25 PM	Team MAEO: Preparedness Challenge	Sit at Assigned Table Number	Grand Ballroom
1:30 PM - 2:25 PM	Breakout Sessions 1	See Breakout Schedules Below	Various Locations
2:30 PM - 3:30 PM	Breakout Sessions 2		
3:30 PM - 3:45 PM	Break	OC Boardwalk	Grand Ballroom Lobby
3:45 PM - 4:15 PM	How Secure is Maryland's Election System		Crystal Ballroom
4:15 PM - 5:00 PM	Innovations in Elections - Be 2020 Ready		Crystal Ballroom
4:15 PM - 5:00 PM	Build Depth & Plan for Succession, 8 Easy Steps	Directors and Deputy Directors	Conference Room 1 & 2
5:00 PM - 5:30 PM	Annual Meeting of the Membership		Crystal Ballroom

#### Breakout Session 1

1:30 PM - 2:25 PM	Complying with MD's Open Meeting Act		Conference Room 4 & 5
1:30 PM - 2:25 PM	Legislation Update - What's New in 2020 Elections		Conference Room 2
1:30 PM - 2:25 PM	Hands Only CPR Certification Training		Crystal Ballroom, Hall 2A
1:30 PM - 2:25 PM	#SocialMedia4Elections-Mastering Social Media		Conference Room 1
1:30 PM - 2:25 PM	5 Stages of Rock Solid Leadership in Elections		Crystal Ballroom, Hall 1
1:30 PM - 2:25 PM	Personnel Power Hour		Crystal Ballroom, Hall 2B

#### Breakout Session 2

2:25 PM - 3:30 PM	Complying with MD's Open Meeting Act		Conference Room 4 & 5
2:25 PM - 3:30 PM	Legislation Update - What's New in 2020 Elections		Conference Room 2
2:25 PM - 3:30 PM	Hands Only CPR Certification Training		Crystal Ballroom, Hall 2A
2:25 PM - 3:30 PM	#SocialMedia4Elections-Mastering Social Media		Conference Room 1
2:25 PM - 3:30 PM	5 Stages of Rock Solid Leadership in Elections		Crystal Ballroom, Hall 1
2:25 PM - 3:30 PM	Personnel Power Hour		Crystal Ballroom, Hall 2B

#### Dinner & Entertainment

5:30 PM - 7:00 PM	Dinner Buffet/MAEO Awards	OC Boardwalk	Grand Ballroom
7:00 PM - 10:30 PM	MAEO FEUD Game Show, DJ & Dancing		Grand Ballroom

# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

## REPORT OF THE TREASURER

For the Period

February 27, 2018 to May 2, 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	\$	10,411.50
2019 Vendor Fees	\$	38,000.00
2019 Conference Fees	\$	64,950.00
2019 Conference Fees-Guest	\$	5,260.00
2019 Conference Patron Ads	\$	150.00

**Total Receivables:** **\$ 161,311.50**

**Audit Balance & Total Receivables:** **\$ 214,770.21**

### 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 May 2, 2019



2019  
Maryland Association  
of  
Election Officials  
Committee Reports







# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

## AUDIT COMMITTEE REPORT

MAY 2019

The Audit Committee met on Thursday May 2, 2019 in a conference room at Baltimore County Board of Elections.

The committee reviewed all disbursements, deposits and bank statements since the last audit conducted in March of 2018. As part of the audit, members of the committee confirmed that payments were received for membership dues and conference registrations from most counties.

The committee found the books to be in good order.

Respectfully submitted,

Chair- Gail Hatfield

Member- Katie Brown



# Maryland Association of Election Officials

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The Conference committee has definitely been hard working in 2019. The committee is comprised of great people and hard workers which include Teresa Womble, Kimberly Phillips, Lenice Austin, Mary-Frances Vavra Alcoser, Ben Frey, are the entertainment – Theme Dance, and Guy Mickley is the Host of the “Family Feud”. Everyone is playing a part in getting this wonderful conference together.

This year we have the most vendors joining our conference than we have ever had. On Tuesday night after the business meeting, we will be having our very first Vendor Trade Show and Reception. We are asking that all conference attendees attend. The committee has incorporated them in a Vendor scavenger hunt ending on Thursday night with a fantastic prize.

We also tried a new item in offering low cost ads in the conference booklet. We were successful to get several vendors who are small and cannot attend the conference in person.

On Wednesday we are having the first ever “MAEO FEUD” game show and it is going to be a blast! On Thursday, the “MAEO FEUD” finalists will face off before a fun night of music and dancing. This year’s dance theme is “Futuristic” so come dressed to impress! This year’s prizes are the best ever at a conference! We will be having a cash bar both Wednesday and Thursday evenings, along with a DJ and karaoke.

In early 2019, the committee created and sent out a survey to the membership to see where they are interested and when they want the 2020 convention to be held due to the timing of the primary election in April.

The majority of the membership said that they wanted to return to Ocean City and in June of 2020. So in that light we are returning to the Clarion in June 2020.

Submitted by

Ruie Lavoie and Abigail Goldman  
Conference committee co-chairpersons.



# Maryland Association of Election Officials

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## Absentee Voting/Modernizing Absentee Opening Procedures Committee Annual Report

May 7, 2019

Let us begin our Annual Report with the news that the Modernizing Absentee Opening Procedures Committee (MABOP) has been converted to the Absentee Voting Committee per MAEO Board vote this year. MABOP remains as a sub-committee of the Absentee Voting Committee and continues its tireless work toward law and regulation changes that will allow local boards of election to open absentee ballots prior to Absentee Canvass 1. MABOP will remain a sub-committee until there is resolution to our dialogs with Maryland State Board of Elections (SBE). By unanimous nomination, and with confirmation of the MAEO Board, Tiffany Ferrell of Howard County Board of Elections was appointed chair of the Absentee Voting Committee.

### MABOP's Undertakings 2018 - 2019:

- Committee meetings monthly to discuss goals and direction for modernizing our current absentee canvass procedures.
- Met with SBE to determine what allowances could be made on both sides to make our request suitable to advance.
- Drafted and submitted to the MAEO Board a MAEO Board Resolution to be presented to SBE backing the efforts of MABOP to allow LBEs to begin opening absentee ballots at a point prior to Absentee Canvass 1.
- Submitted draft legislation for consideration of the MAEO Board and SBE in hopes to get endorsement to present during 2020 legislative session.
- Drafted Absentee Ballot Opening Procedures for the consideration of the MAEO Board and SBE.

The Absentee Voting Committee is in its infancy as we have only met twice since the conversion. Many committee members attended in person or by teleconference SBE's Lessons Learned session, which provided a platform for all who work in absentee to speak directly to SBE about some of the changes we would like to see. Look at some of the strides our committee has already taken in hopes to improve Absentee for all:

- Submitted request to have Absentee Ballot ID numbers changed to include ballot style and to be made to look like something other than an Voter ID number.
- Submitted request to have the Voter Services website corrected concerning how the site guides military absentee voters to an online application. (Local military, spouses and dependents versus out of state and abroad.)
- Submitted request for JAD to have an Absentee Label with the same information that is generated on the label when doing an in-person absentee made available in the print menu of MDVOTERS Voter Registration module to avoid creating new ballots or voiding ballots unnecessarily.

### Some of the goals for the Absentee Committee going forward include:

- Reaching out to all LBEs to request participation from jurisdictions not currently represented within the committee.
- Trying to get unique identifiers added to the return envelopes sent out by the mailing house to help us track ballots' movement as they make their way back to us.
- Following up with SBE about a more accurate reflection of the date a ballot is sent to the voter.
- Collaboration with the State Regulations Committee on changes the Absentee Voting Committee chooses to pursue.

As evidenced by this report, our committee is working diligently to make meaningful changes in the realm of Absentee Voting. We welcome new members and new ideas to our team. It is our hope to continue to advocate on behalf of local boards of election and to make changes that allow us to do our jobs more efficiently in the future.

Respectfully submitted,

Tiffany M. Ferrell  
Absentee Voting Committee Chair



# Maryland Association of Election Officials

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## Educational Grant/Continuing Education Committee Report

May 21, 2019

Welcome to the 2019 MAEO Conference in Ocean City, Maryland. The Educational Grant/ Continuing Education Committee continue to work with the membership in an effort to enhance the educational opportunities for MAEO members. Please take the opportunity to strengthen your professional and personal education by attending the many sessions that are offered during this MAEO Conference.

The Educational Grant/Continuing Education Committee continues to work with the membership in an effect to enhance the educational opportunities for active MAEO members.

Any MAEO member seeking financial assistance should submit an application for a supplemental grant, which is available at [www.maeo.net](http://www.maeo.net), no later than eight weeks before the class. Depending upon your qualifications, a full or partial grant may be awarded, up to a maximum of \$400 towards the class fee or up to \$200 towards transportation costs (only one grant per member per year).

So far this year we have assisted eleven MAEO member's with a full or partial grant and one individual with a travel grant. The committee is excited about the opportunities the membership is benefitting from. Please visit the MAEO website and take a moment to look over the revised Grant application. As a MAEO member you can apply for a Grant to help cover the cost of a class, conference, travel or special workshops that would benefit your growth in election administration.

Thanks to the MAEO Board for its continued encouragement and support in this program. Please visit the MAEO website and take a moment to look over the revised Grant application.

*Respectfully submitted,  
Armstead Jones, CERA  
Chairman*



# Maryland Association of Election Officials

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## Election Judge/Early Voting Committee Report

The Election Judge/Early Voting Committee held meetings to discuss various topics that affect the local boards. The Committee held discussions on election judge recruitment, training, polling place evaluations, election judge payroll, recent legislation, and electioneering. In addition, the committee has continued its long-term online library project. The Election Judge/Early Voting Committee held its Lesson's Learned from the Primary Election on September 13, 2018 and the General Election Lesson's Learned on March 5, 2019. Both sessions provided a great opportunity for committee members to exchange ideas/information and learn best practices.

The Election Judge/Early Voting Committee established two subcommittees to address ongoing issues that have come up during meetings:

- The Online Library Subcommittee is tasked with creating a uniform layout and making the online library more user friendly.
- The MDVOTERS Election Judge Module Subcommittee will tackle issues identified by various local boards with the Election Judges Module to make the application more user friendly and resolve issues reported by various local boards.

The committee plans to hold sessions focusing on Same Day Registration (SDR) on Election Day once policies and procedures have been established.

I would like to extend a heartfelt "Thank You" to our committee members for your hard work and dedication. I am proud of our accomplishments over this past year. If any MAEO member would like to join our efforts or become involved with our committee, please email me at [dmbanks@co.pg.md.us](mailto:dmbanks@co.pg.md.us).

Respectfully Submitted,

Daneen Banks, Chair



# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

## **Election Technology Committee** **Annual Report**

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The Election Technology Committee held a meeting to discuss the following:

**2018 Gubernatorial General (Recap)**

**New Pollbooks**

**New Pollbook Printers**

**Software Upgrade for BMDs (Possibility of using them for 2020 EV)**

**Removal of Guide Rails on the Black Transfer Carts**

**Transition to Windows 10**

There was a question discussed regarding the possibility of exploring better solutions for the deployment of replacement equipment during Early Voting and on Election Day.

There was a concern regarding if the implementation of SDR processes on Election Day would call for additional judges and additional pollbook for each site.

Deep concerns about the connectivity during Early Voting/Election Day polling places. Begin testing sites now rather than later.

Great amount of feedback from representatives from all the LBE's and SBE.

Respectfully submitted:

Garrick "Gee" Hendricks, Chair



# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

## MAEO LEGISLATIVE COMMITTEE REPORT MAEO ANNUAL MEETING CLARION RESORT FONTAINEBLEAU HOTEL, OCEAN CITY, MARYLAND MAY 22, 2019

The MAEO Legislative Committee (“the Committee”) tracked over 100 election-related bills during the 2019 General Assembly session, and provided extensive written or personal input on a number of pieces of legislation. The governor has not signed a number of elections bills yet, so this report is complete as of May 8, 2019.

Among those bills that passed the legislature and have been signed by the Governor as of this date are:

**HB 172 – Election Law – Voter Registration Deadlines** – changes the in-person voter registration deadline to 5 p.m. 21 days before an election.

**HB 174 – Election Law – Absentee Ballot Requests – Last Four Digits of Social Security Number** – allows an applicant for an absentee ballot who is an absent uniformed services voter or overseas voter as defined in the federal Uniformed and Overseas Citizens Absentee Voting Act or a voter with a disability and who does not have a Maryland driver’s license or Maryland identification card, to use the last four digits of the applicant’s Social Security number on the application.

**HB 176 – Election Law – Candidates – Revisions** – altering the filing date for candidates from new political parties for the general election; allowing the State Administrator to designate temporary satellite locations for filing certificates of candidacy; and mandating national parties to file their nominated candidates for president and vice-president with the State Board within 5 days after the conclusion of a national convention.

**HB 177 – Election Law – Judicial Proceedings Involving Local Boards of Election – Notice** – removing the requirement that local boards notify the State Board of any judicial proceeding by certified mail; the State Board must still be notified and receive a copy of the complaint.

**HB 590 – Howard County Board of Education – Election of Members** – requiring that 5 members of the Howard County Board of Education be elected by councilmanic districts, and 2 members be elected at large.

**HB 673 – Frederick County – Ethics and Campaign Activity – County Board and Commission Members and Board of License Commissioners** – prohibiting an appointed member of the Frederick County Board of Zoning Appeals, the Frederick County Ethics Commission, the Frederick County Planning Commission, or the Board of License Commissioners of Frederick County from engaging in campaign finance activities.

**HB 830 – County Public Campaign Financing – Administration** – requiring counties that approve public campaign financing of local candidates administer the local campaign finance fund.

**SB 230 – Election Law – Canvassing of Absentee Ballots – Reporting Unofficial Results** – requiring that, at the end of each day of canvassing, the unofficial results be released.

**SB 336 – Somerset County – Commissioners – Residency Requirements** – requiring that a candidate for commissioner reside in their district for at least 6 months prior to the filing deadline, and reside in that district for their term in office.

MAEO Legislative Co-Chairs Stuart Harvey and Katherine Berry both submitted testimony and testified on behalf of MAEO to both the Senate Education, Health and Environmental Affairs Committee (“EHEA”) and the House Ways and Means Committee on various bills.

The Committee looks forward to continuing to work with the General Assembly members, SBE and other organizations during the 2020 session and beyond towards improving elections in Maryland.

Respectfully submitted,

Stuart Harvey  
Co-Chair, MAEO Legislative Committee



# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

## Connect 24

### The MAEO Newsletter

Our experiment rolls on. **Connect 24** was launched in January 2017. Each issue (11 so far!) has sought to improve on the last. The motto at the top of the newsletter is taken very seriously – We strive to *Communicate*. We ask members to *Participate*. As part of the Maryland election community, we seek to *Collaborate* with all of MAEO.

As of this writing, we have a very (VERY) dedicated crew of 6 volunteers. These are people who already have a lot on their plate, and yet they choose to pile on one more responsibility. We meet by phone about 6 weeks out from every issue and throw in ideas for articles. We assess the previous issues. We look for ways to encourage more buy-in from our readers. We wonder (sometimes) why we don't get more feedback and brainstorm on ways to reverse that.

Over the last couple of years, we *have* had suggestions for articles and regular features, and those are taken seriously. The Around the State feature was an early suggestion that took some time to understand, work out, and implement. What a pleasure it is to see a few lines from many different election offices. What a greater pleasure it would be to receive articles from LBEs that have never submitted anything.

This will always be an experiment. There are no written-out rules on how to proceed, although we always try to let common sense be the boss. **Connect 24** is an improvisation every issue. But each and every one of you is welcome to sit in and improvise with us.

*Shawn Larson-Baltimore City*  
*Craig Booth-Baltimore County*  
*Jessica Noranbrock-Dorchester County*  
*Vanessa Graham-Harford County*  
*Cathy Quesenberry-Queen Anne's County*  
*Ben Frey-Somerset County*





# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

May 6, 2019

## Personnel Committee Report

The Personnel Committee has been very active over the past 2 years. The Committee had finalized the new job descriptions and prepared them for implementation.

In the Fall of 2018, Election Directors were instructed to look at the new job descriptions and place all employees into the job description that most closely described each employee, then provided a subsequent recommendation on where the employee would fall on the State's standard salary scale according to the grade of the new job description.

In December 2018, the Personnel Committee met and agreed to move forward with a uniform salary adjustment of 17% for all LBE state employees. This was determined by taking an average of the salary adjustments requested by Election Directors when all employees were placed into new job descriptions.

In early January 2019, the Personnel Committee met with Linda Lamone, Administrator and Nikki Charlson, Deputy Administrator to discuss the salary proposal and job description proposal. After this meeting, we needed to gather further data regarding the amount of increases in salaries that LBE employees have seen over the years and the amount of employees who would be transitioning from non-exempt employees to exempt employees.

In January 2019, the Personnel Committee Chair began working with the SBE HR Department to explore how a similar project could be done for SBE as well. DBM is SBE's salary setting authority, which differs from LBE's who rely on the Board of the SBE to be the salary setting authority. SBE will have to pursue a completely different process in order to have a successful outcome like the LBE's.

Also in January 2019, the Personnel Committee completed new job descriptions for the Election Director and Deputy Director positions which SBE sent to DBM for implementation which was successful. The biggest change to this was the requirement of a Bachelor's Degree or equivalent experience. No salary change for the position was made at that time, though.

At the March 2019 State Board Meeting, the Personnel Committee presented a request to the State Board for an FY20 9% and FY21 8% salary adjustment and the ability to move all current LBE employees into the new job classification series that had previously been produced by the Personnel Committee. The State Board sent a letter to each county government budget authority requesting feedback and approval of this as a courtesy. The State Board has salary setting authority over the LBEs; however, they also recognize the budget constraints of the county governments, so this is one of the reasons they took this path.

At the April 2019 State Board Meeting, the State Board discussed the feedback they received from most of the jurisdictions. The MD Rural Coalition which is a partner to MACo wrote a letter to oppose on behalf of 11 of the 20 state employed local board of election counties. 5 counties wrote a letter in support and 4 counties did not respond. The State Board Chairman spoke with the representative of the MD Rural Coalition and took the position to negotiate a smaller salary increase and over a longer period of time than 2 fiscal years.

**Personnel Committee report continued:**

The Personnel Committee came up with 2 alternative options and the Chair submitted it to the State Board. The State Board opted to use option 2 which includes the FY20 3% Governor's COLA, FY21 3% adjustment in addition to anything that is included in the Governor's budget, FY22 3% adjustment in addition to anything that is included in the Governor's budget, and FY23 3% adjustment in addition to anything that is included in the Governor's budget. The State Board Chairman sent another letter to all counties requesting feedback on this proposal.

A final decision on the salary setting portion of this project is expected on May 16, 2019 at the State Board Meeting. After that time, the Personnel Committee will need to work with the HR Department at SBE to finalize the proposed new job classifications and all Election Directors will work with HR to move all employees into a new job title and classification. When this occurs, some employees will become exempt employees of the state instead of non-exempt and may be required to complete State Ethics disclosures. All employees are invited to attend the "Personnel Power Hour" at the MAEO Conference to learn more about what that means.

Finally, I would like to thank everyone for their continued conversations regarding this project. I recognize that there were many hours put into this over the past 2.5 years and I am hopeful for a positive outcome.

Respectfully Submitted,  
Katherine Berry  
Committee Chair December, 2018-April, 2019

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



State Regulations Review Committee Report to the MAEO Board  
May 2019

**Committee Members**

Jessica Newby, Montgomery County, Chair  
Katherine Berry, Carroll County, Member  
Marc Welch, Frederick County, Member  
Dawn Sinclair, Howard County, Member  
Daneen Banks, Prince George's County, Member  
Tiffany Ferrell, Howard County, Member  
Towanna Simms, Baltimore County, Member

**Date, Time, and Location of Committee Meetings**

January 16, 2019, 12:00p.m., Anne Arundel County Board of Elections  
March 6, 2019, 10:00 a.m., Montgomery County Board of Elections  
April 5, 2019, 11:30 a.m., Howard County Board of Elections  
May 3, 2019, 10:00 a.m., Carroll County Board of Elections

**Narrative**

The State Regulations Committee has been meeting regularly to make regulation change recommendations, review and provide comment on regulations pending before the state board and to draft recommended regulations for new legislation.

**Action Items Completed**

- Review of proposed regulations before State Board of Elections
  - Committee reviewed regulations and provided comment
  - State Board Staff followed up and provided additional information on regulations

**Action Items In-Process/Pending**

- Ballot stub regulation revisions
  - Drafted recommended revisions to regulation
  - Developing alternative ballot accounting process proposal
  - Plan and convene informational meeting for LBE Directors/Deputies
  - Send committee recommendations to State Board Staff

**Future Actions Items**

- Develop and propose regulation recommendations for legislation passed in 2019

Respectfully Submitted,  
Jessica Newby, Chair



## **MAEO OUTREACH COMMITTEE**

The MAEO Outreach Committee is a new committee created by Board Member Joshua Ramos. The goal of the MAEO Outreach Committee is to create a group of individuals from local LBE's who will help coordinate, (between the different counties) a wide range of perspectives and ideas of different programs to help educate the public on the benefits of Election information.

Here are some of the accomplishments from the Outreach Committee:

Outreach has drafted a Letter to the State Superintendent (for Maryland schools) for accessibility into class rooms to increase higher voter registration in all high schools.

Outreach has drafted a letter to the parents informing them of the documentation students will need in order to register to vote.

Outreach is compiling election judge applications from all 24 LBE's. All LBE's will have access for their Outreaches for distribution in the event future election judges live in different counties. (Contact Crystal McGinn in Queen Anne's County to submit your election judge application)

Outreach has drafted a letter for Voter Registration Volunteers (VRA) informing them of the party affiliation changes and the new party Bread and Roses.

Outreach conducted an instruction on scholarship information availability through local State and Delegate officials.

Outreach is compiling a list of social media accounts from local LBE's. (Any LBE wanting to create a social media account can contact Shawn Larson in Baltimore City)

Outreach is working with Radio One on One Vote Matter events.

Outreach created a Google Calendar to share with all LBE's for future Outreach events and promotions.

Outreach is excited and wanting to implement the "Mastering The Art of Social Media and Communications" power point by Sarah Mohan from Harford County Board of Elections. The goal is for all LBE's to have access and use this power point, depending on their social media practices.

Outreach continues to seek out representatives from each LBE.



# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

## VOTER REGISTRATION COMMITTEE

The Voter Registration Committee is busy working with the State Board of Elections on the following:

- Hands on Quick Reference Training PowerPoint for MDVOTERS
- MDVOTERS training manual for all LBEs
- Frequently Asked Questions (FAQ) for State Designated Agency Electronic Batches

Respectfully Submitted by Kimberly Phillips



## Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

### 2019 MAEO Website Report – Hassan Aslam

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The MAEO website was encrypted and secured in April 2018 to protect the website from outside threats and safe guarding the website from malicious attacks. The encryption certificate was purchased and installed on the webserver successfully.

The website was updated with all meeting dates and meeting minutes and updated with new information including the 2019 Conference.

The local boards page information was updated with new information such as director's name, address, telephone, URL address for LBE website and fax numbers.

The board member page was updated with new information as well. If you have any questions or want to provide feedback please contact Hassan Aslam at [hassan.aslam@maryland.gov](mailto:hassan.aslam@maryland.gov)

# Maryland Association of Election Officials Constitution and Bylaws Committee Report 2019

**Members:** Alisha Alexander, Chair, Prince George's County  
Margaret Jurgensen, Montgomery County  
Jayne Lister, Queen Anne's County  
Richard Siejack, Harford County

The *Constitution and Bylaws Committee* would like to thank you for attending the 2019 MAEO Conference. Your participation is integral to the success of this organization.

The members of the *Committee* reviewed the full document (Articles I through XIV) and proposed several technical amendments that were included on the 2019 MAEO ballot. In addition, the Committee received proposed amendments from members of the Elections Committee that are also included on the ballot.

MAEO's bylaws are important because they provide detailed guidelines on how the association should be governed. Because of this, the members of the Committee will, in the future, propose to have the bylaws reviewed by an individual that has professional expertise in drafting organizational guidelines. This will ensure that there are no ambiguities in the language. We also encourage the membership to review the bylaws and submit any amendments to the committee that they believe would improve the way the organization is run.

Thank you.

Alisha Alexander, Chair