

STATE BOARD OF ELECTIONS

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

Robert L. Walker, Chairman
Bobbie S. Mack, Vice Chairman
Rachel T. McGuckian
David J. McManus, Jr.
Charles E. Thomann



Linda H. Lamone
Administrator

Ross Goldstein
Deputy Administrator

Agenda
State Board Meeting
June 28, 2012
2:00 PM
State Board Office
151 West Street, Suite 200
Annapolis, Maryland 21401

1. Declaration of Quorum Present
2. Approval of Prior Meeting Minutes
3. Additions to the Agenda
4. Administrator's Report
5. Assistant Attorney General's Report
6. Approval of Regulations
7. Approval of Forms
8. Waivers of Campaign Finance Late Fees
9. Request for Precinct Changes
10. Old Business
11. New Business
12. Confirm Next Meeting Date
13. Adjournment

Public Participation

The members of the public may address the Board on any item on this agenda. Pursuant to §3.2B of the Board's bylaws, public participation at a meeting must be pre-scheduled and pre-approved by the Chairman. To obtain approval to speak at a board meeting, please contact Ross Goldstein at 410-269-2877 or by email rgoldstein@elections.state.md.us no later than 5:00 pm the day before the meeting.

1. Meetings and Important Dates

Maryland Association of Election Officials Annual Conference

MAEO held its annual conference on June 4th and 5th. MAEO elected a new president and board. Gail Hatfield of Calvert County was elected to serve as president of MAEO and we congratulate her and look forward to continuing SBE's collaborative relationship with MAEO. The conference included a local board attorney breakout sessions facilitated by Jeff Darsie and Nikki Trella, a local board member session conducted by Ross Goldstein, and a Presidential Primary Election Lessons Learned session conducted by Keith Ross. The sessions were all productive and well received. In addition two Election Preparedness and Professional Development (EPPD) Program classes were presented during one full day of conference. One class conducted by Rick Urps focused on adult learning and teaching techniques as they relates to training election judges, and the other class conducted by Guy Mickley focused on preparing for legislative reapportionment.

Electronic Registration Information Center (ERIC)

The first meeting of the ERIC board was June 25th – 26th in Denver Colorado. Stacey Johnson and I attended the first meeting where I was elected to serve as the treasurer for the organization.

2. Election Reform & Management

Online Voter Services Project Update

Work on SBE's voter services website is on-going. The voter look-up and polling place locator will "go live" on July 1, 2012. SBE and representatives of various local boards of elections tested these websites and provided feedback and suggestions. SBE's agreement with University of Maryland College Park ends on June 30th, and SBE would like to thank the Center for American Politics and Citizenship at College Park for their efforts over the last several years to improve voters' access to important election information and electronically deliver absentee ballots.

Online voter registration is on track to be ready in July 2012. Chere' Evans received the final information from MVA and is finishing up its development. SBE will continue testing, and the local boards will be asked to test the system next week.

Development on the online absentee ballot delivery system is also progressing. Nikki Trella created a working group of local boards of elections to draft canvassing procedures for ballots that are delivered electronically. Ms. Trella and Ms. Evans provided an online demonstration on the new ballot delivery system, and the canvassing procedures are moving along and will be complete in mid-July. All local boards will be participating in a mock canvass at the end of July. During this mock canvass, they will use the online ballot marking wizard to make selections and print ballots, generate scannable ballots, compare the ballot generated from the barcode against the ballot printed from the wizard, and feed the ballot into an optical scan voting unit.

The security consultant is continuing his work. He recently conducted a security scan and submitted a draft System Security Plan. The project team is in the process of reviewing the draft plan and will address each item as appropriate. Deque Systems, the vendor selected to conduct an accessibility review, has begun its work. They are reviewing each web page of the voter look-up, polling place locator, online voter registration, online ballot delivery system, and election results pages. We expect that their review will be completed by mid-July. Barcode scanners and ballot paper have also been procured.

Federal Voting Assistance Program (FVAP): Post-Election Report for Grant Recipients

Janet Smith and Ms. Trella compiled and submitted the 2012 Post-Primary Election Report. As an FVAP grant recipient, SBE is required to submit this report after each election during the grant period. The report included various data related to military and overseas voters and historical data on ballot transit time. The 2012 Post-General Election Report will include more comparative analysis as the programs funded by the grant will be in effect.

2012 Primary Election Audit

SBE will be conducting its post-election audit of the local boards of elections. SBE staff members are reviewing documents submitted by the local boards of elections, and the goal is to have the audit reports complete by August 2012.

3. Voter Registration

Referendum Petitions

The Civil Marriage referendum petition exceeded the minimum initial one-third requirement of the Maryland Constitution for placing the Act on the November 2012 ballot. Additional petition signatures were submitted to the Secretary of State's office on Monday, June 25th.

The Congressional Districting referendum petition also met the initial one-third requirement. The sponsor plans on submitting the second two-thirds on the deadline, June 30, 2012.

4. Candidacy and Campaign Finance

Commission to Study Campaign Finance Laws:

The Commission listened to testimony on June 12th and 13th regarding multiple topics including increasing the contribution limits, public financing, legislative slates, and limited liability companies. The Commission held a discussion meeting on June 18th on contribution limits. The next meeting is set for July 16th.

MD CRIS (Campaign Reporting and Information System)

At SBE's direction, PCC Technology Group is in the process of updating MD CRIS to accommodate the new legislative changes from the past session. The biggest addition is Employer/Occupation. Once the change is approved and released into production, it will be automatically updated for every user. In the past, this change would have required mailing out a new ELECTrack CD containing a patch to all filers.

Seminars/Trainings

Jared DeMarinis held a campaign finance and MD CRIS training class on June 12th for the Democratic Senate Caucus treasurers at the request of the Caucus. It was attended by over 15 people. On June 19th, Jared conducted a training class for the public on MD CRIS. It was attended by over 20 people. The Maryland Republican Party has reached out to Jared to schedule trainings for its members over the next month.

5. Voting Systems

Electronic Pollbook Software Update.

SBE received the latest software on Friday, and the team is presently testing this version, and will continue to do so for another week or two. If the software is satisfactory then ES&S will be notified and a final build will be supplied to SBE, and provided to the LBEs for them to update their inventory of pollbooks. There are 6,500 pollbooks in the state and it is anticipated that this would take approximately 6 weeks. SBE has been working with ES&S to define best practices for the update and to review relevant documentation.

Election Night Reporting

SBE has been migrating the Election Night Reporting system to a new server, and has been testing the configuration and performance of this server. This included a test involving all the LBEs on Monday, June 18th, with the LBEs transferring 2008 general election results to SBE. This test was generally a success. It should be noted that there will be further testing closer to the November election, with test results of the actual 2012 contests and questions.

Municipal Elections

The voting system was used in municipal elections in Frostburg and Cambridge (primary). The Cambridge General Election general is July, 8th and will again utilize the voting system. SBE supplied the pollbook databases and the LBEs programmed the voting units.

Meeting

Paul Aumayr attended a conference for State Certification Testing of Voting Systems at Ball State University, Indiana on June 14th and 15th. The conference brought in representatives from many States, including California, Georgia, Arizona, Colorado, Indiana and Ohio as well as the EAC and the Voting System Testing Laboratories.

6. Project Management (PM) and Information Technology (IT)

PM – Project Oversight

Keith Ross continues to work on the development and refinement of project management templates and other resources to be used by the agency and, when requested, the local boards. In addition, Keith is in the process of developing a Master Project Tracking list that will help SBE prioritize existing projects and forecast future projects. Keith is also in the peer review phase of the contract monitoring procedures for SBE project managers. The tasks include executing internal audits of timesheets, deliverables, and the associated invoices. Finally, Keith is continuing to facilitate the monthly SBE Information Technology Strategy Board (ITSB) whose purpose is to address SBE's technology issues in the short and long term.

PM - Inventory

Inventory Management Project. Staff is in the second phase of the 2012 physical inventory with a focus on reconciling the equipment and furniture reports from SBE and the local boards. Staff is performing a number of new tasks that will allow more accurate tracking of the over 36,000 pieces of equipment. The entire 2012 inventory is expected to be completed in July. At the same time staff is in the process of evaluating election based asset/inventory systems from several different vendors in the hopes of identifying a system that will meet our long term needs.

PM - Call Center

Staff continued to work with CR Dynamics, the call center vendor, in preparation for the General Election and the support that will be provided. A major focus has been streamlining the questions and answers that will be handled by the call center.

Google Apps

Staff continued work on the requirements and planning for the SBE Google Apps on-going transition of individuals. The plans are to transition 2 additional SBE staff members in addition to the staff of 3 local boards (Caroline, Queen Anne's, and Worcester). The three local boards currently have Yahoo and Verizon email accounts. After this transition, there will be 9 SBE staff members and a total of 11 local board staff members using Google Apps. The remainder of SBE staff is expected to transition sometime after the General Election. In the longer term the option of transition to Google Apps will be offered to the other local boards.

IT - MDCRIS File Format

Kurt Snyder has been working with PCC (MD CRIS Vendor) to confirm that the published file format description is consistent with the actual file format that is allowed to be imported into the CRIS campaign finance system. There have been several differences between the published reference document and the allowable import file which were discovered during testing. Kurt also discovered that the error file as returned by the system for records that are rejected on import is slightly different from the published file format. PCC Staff members are working to correct problems discovered, and to advise on the proper file format description and the specification of test records.

IT - Disposal of Equipment at the Warehouse

Hard drives in equipment at the warehouse have been removed. Some of the items have been sold on the State's auction site and the winners of some of the bids are scheduled to retrieve associated equipment from the warehouse. Equipment is being disposed according to DGS' guidelines for disposal of such sensitive items.

Other IT Related Events

- Successfully applied Microsoft Security updates for the month of June 2012 on SBE Server Systems
- Renewed various computer hardware support warranties.
- Renewed several software support warranties.
- Janey Hegarty has been busy with CJIS background checks procedures for new hires across the State.
- Natasha Walker completed several website updates as requested.
- Four (4) new workstations for Dorchester County have been delivered to the County.
- Daniel assisted Montgomery County with their inventory verification process for 5 days.

ASSISTANT ATTORNEY GENERAL'S REPORT

June 28, 2012

1. The Supreme Court this week summarily affirmed the decision of the Fourth Circuit panel in *Fletcher v. Lamone*, 567 U.S. ___, 2012 U.S. Lexis 4811 (June 25, 2012), upholding the constitutionality of Maryland's "No Representation Without Population Act." The law adjusts census data for redistricting purposes by counting prisoners as residents of their last known legal address, rather than as residents of their place of incarceration. Maryland's law is the first measure of its kind to be considered by the Court.

2. The Maryland Court of Appeals on June 13 affirmed the Circuit Court's decision that the Maryland DREAM Act does not make an appropriation and therefore is not excepted from referendum under § 2, Article XVI of the Maryland Constitution. *Doe, et al. v. Maryland State Board of Elections*, No. 131 (September Term, 2011). The Court's order was issued per curiam (without an opinion) the day after oral argument. The result of the ruling is that the question whether to approve or reject the DREAM Act will be on the ballot for the 2012 general election.

3. On June 25, the ^{Handy} Court of Appeals ruled in favor of the Frederick County Board of Elections in a challenge to the board's rejection of a charter board nominating petition as insufficient. *Ellis C. Burruss, et al. v Board of County Comm'rs of Frederick County*, Appeal No. 99 (September Term, 2011). Among the issues addressed in the Court's ruling was the constitutionality of Maryland's petition signature standards as applied to a charter board nominating petition. The Court found that the law imposed only a minimal burden on petition signers and was constitutional as a reasonable, nondiscriminatory measure to prevent fraud and identify petition signers.

State of Maryland 
State Board of Elections Meeting – May 24, 2012

Attendees: Robert Walker, Chair (*by phone*)
Bobbie Mack, Vice Chair
Rachel McGuckian, Member (*by phone*)
David McManus, Member
Chuck Thomann, Member
Linda H. Lamone, Administrator
Ross Goldstein, Deputy Administrator
Jeffrey Darsie, Assistant Attorney General
Donna Duncan, Election Management Director
Nikki Trella, Election Reform Director
Jared DeMarinis, Candidacy and Campaign Finance Director
Paul Aumayr, Director, Voting Systems
Keith Ross, Assistant Deputy for Project Management

Also Present: Barbara Sanders, League of Women Voters of Maryland
Stan Boyd, SaveOurVotes
Sara Harris, Montgomery County Board of Elections
Anthony Gutierrez, Wicomico County Board of Elections
Jeri Cook, Wicomico County Board of Elections

DECLARATION OF QUORUM PRESENT

Vice Chairman Bobbie Mack called the meeting to order at 2:00 pm and declared that a quorum was present.

APPROVAL OF THE PRIOR BOARD MEETING MINUTES

The minutes of the March 29, 2012 board meeting were presented for approval. The minutes were approved unanimously.

APPROVAL OF REGULATIONS

First, Nikki Trella presented for final adoption proposed changes to various regulations in Title 33 of COMAR. The proposed changes were published in the April 6, 2012, edition of the *Maryland Register* (Vol. 39, Issue 7). Ms. Trella noted that there was one non-substantive, technical change made to the proposed regulations. Mr. Darsie reviewed the change and agreed that it was a purely technical correction. Mr. McManus moved to approve the regulations for final adoption, and the motion was seconded by Mr. Thomann. The motion was unanimously approved.

Next, Ross Goldstein presented proposed regulations that all relate to post-election verification and audit requirements. Mr. Goldstein referenced his May 18th memorandum to the Board that provides an in-depth analysis of the regulations. Generally, the proposed regulations consolidate all of the post-election verification and audit requirements into one chapter and streamline the process in order to ensure all verification and audit procedures can be completed prior to local board certification of election results. Specifically, Mr. Goldstein noted the following changes.

1. Verification – Currently COMAR 33.10.02.38 requires each local board of elections (LBE) to conduct a voting system verification after election day and prior to the certification of election results. Each LBE is required to randomly select at least 10% of the precincts for verification. The verification process is conducted either manually or on a server running the election management system (GEMS) different from the one used for the official tabulation. If the verification is conducted manually, the LBE adds the vote totals from the totals tapes for each voting unit and compares them to the totals generated by GEMS. For the automated process, the results are loaded into a different GEMS server and those results are compared to the results generated by the first GEMS server. The same verification process is required under COMAR 33.10.11.38 for optical scan results. The proposed regulations move the verification provisions to the new Post-Election Verification and Audit chapter in Subtitle 8. The proposed regulations also make the following changes:
 - The option of using the automated process is removed since it would not detect an election management system software issue. Accordingly, only the manual verification process is permitted.

- The percentage of precincts to be verified is reduced from 10% to 5%. However, the minimum number of precincts is increased from two to three. The reduction is necessary to ensure the process can be completed prior to the certification of election results by the local boards of elections. Further, reducing the number of precincts verified does not reduce the effectiveness of the verification process. The verification is testing the accuracy of the central server in its aggregation of election results. Since the server will use the same logic for every precinct, the number of precincts tested is not significant. Finally, the post-election verification is not the only test conducted on the voting system. Pre-election logic and accuracy testing provides the verification testing for 100% of the precincts in the election.
- The verification process for the optical scan voting system is conducted by manually tallying the totals reports for the optical scan units used for the first absentee canvass and comparing the tally to the report from the election management system.

If a discrepancy is discovered, the discrepancy must be resolved, and the resolution must be approved by the State Administrator, prior to the certification of the election.

2. Audit – Currently COMAR 33.08.01.10 requires a post-election audit. The audit, which must begin the day after the election, requires the election director to review signed voter authority cards, precinct register data, voted ballots, and official returns. Prior to certification, the audit must be completed for the same precincts for which the system verification is conducted; the audit ultimately must be completed for all precincts. The purpose of the post-election audit is to confirm the accuracy of the election judges' statements. Specifically, the focus of the audit is to confirm that the number of ballots cast equals the number of voters that checked-in to vote. The proposed regulations also make the following changes:
 - The manual audit process will only be conducted on the 5% of the precincts selected for the verification. The manual process requires the election director to count signed voter authority cards and compare the number counted against the number of ballots cast as reported in GEMS.
 - An automated audit process is established in addition to the manual process. First, the State Administrator will produce a report for 100% of the precincts that compares the number of voters checked-in to vote by the electronic pollbooks against the number of ballots cast on the voting system. Then, using this report, the election director will be required to conduct the manual audit process on any precinct in which a discrepancy, greater than five, exists between the number of voter check-ins and ballots cast. Accordingly, while the number of manual audits decreases, the total scope of what is being audited remains the same and is required to be completed prior to certification of the election results by the local board of canvassers.
 - The proposed regulations specify that if the number of signed voter authority cards does not match the number of ballots cast, the election director is required to review other election materials from the precinct (such as the chief judge's log, provisional materials, etc.) in order to determine the cause of the discrepancy. If the discrepancy cannot be explained, but is less than the vote margin of any contest on the ballot in that precinct, the local board shall accept the audit results and certify the election. If the discrepancy is greater than the vote margin of any contest on the ballot in that precinct, the local board of canvassers may not certify the election until any corrective actions required by the State Administrator are completed.
 - The audit requirements are also established for absentee and provisional ballots. Prior to the audit, the State Administrator is required to establish the number of absentee and provisional ballots to be audited. The election director then randomly selects the required number of absentee and provisional ballots and makes a determination whether they were properly accepted or rejected based on the applicable criteria. If the audit demonstrates that a ballot was improperly rejected, the canvassing board is required to accept and count the ballot prior to the certification of the election. If the audit demonstrates that ballots were improperly accepted, but in a quantity that is less than the vote margin of any contest on the ballot in that county, the local board shall accept the audit results and certify the election. If the discrepancy is greater than the vote margin of any contest on the ballot in that county, the local board of canvassers may not certify the election until any corrective actions required by the State Administrator are completed.
3. Ballot Accounting – Currently, COMAR 33.08.05.02 - .04 requires the election director to make a full accounting of all optical scan (absentee and provisional) ballots following the tabulation of all votes. The proposed regulations repeal this requirement. Given the comprehensive auditing that is conducted prior to certification of election results, the ballot accounting requirements in the above referenced regulations add no additional security or accountability to the process. If there was no comprehensive audit, ballot accounting may be an important indicator of a problem. For example, missing ballots may lead to concerns of improperly cast ballots. However, the audit process provides meaningful assurance that every ballot was cast by a qualified voter. In responding to a question from Ms. Mack, Mr. Goldstein noted that having the post-election audit procedures focus on accounting for voted ballots was a better use of time and resources than counting and reporting unused or spoiled ballots.

Finally, Mr. Goldstein noted that he had discussed the regulations with three election directors representing a small, medium and large county, and they were all in agreement with the proposed changes. And, in response to a question by Mr. McManus, Mr. Goldstein also noted that he expected that there would be additional comments during the required 30-day publication and comment period.

Mr. McManus moved to approve the proposed regulations, and the motion was seconded by Mr. Thomann. The motion was unanimously approved.

REVISIONS TO ABSENTEE INSTRUCTIONS

Ms. Trella presented proposed changes to the 2012 Absentee Voting Instructions. In the primary election, three local boards used the services of a vendor to automate the printing, inserting, and mailing absentee voting packets. To accommodate the automated process, minor changes to the return envelope were made. Specifically, instead of a stamped "ID Required" notice on the envelope, it is printed, and there is no longer a need for an adhesive strip. Accordingly, the instructions have been revised to reflect these changes, since all 24 LBEs will use the automated vendor services for the general election. Mr. Thomann made a motion to approve the revised instructions, and Ms. McGuckian seconded the motion. The motion was unanimously approved.

REVISIONS TO NURSING HOME AND ASSISTED LIVING FACILITIES MANUAL

Ms. Trella presented proposed revisions to the *Licensed Nursing Homes and Assisted Living Facilities; Absentee Ballot and Voter Registration Procedures*. The revisions to the manual modify the procedures for assisting an individual who is unable to sign his or her name and adopt the same procedures as those provided in COMAR 33.07.05.01 for assisting a voter in an early voting center or polling place who is unable to sign his or her name. Mr. McManus made a motion to approve the revised *Procedures*, and Mr. Thomann seconded the motion. The motion was unanimously approved.

WAIVERS OF CAMPAIGN FINANCE LATE FEES

Mr. DeMarinis presented the following recommendations of the State Administrator for approval of waivers of late fees. Mr. DeMarinis noted that the majority of the late fees were a result of committees not being familiar with the new campaign finance filing system.

- | | |
|--|---|
| 1. AFL-CIO, O.P.E.I.U., Local 2, Political Education Program PAC | 31. Marraffa, Henry Friends Of |
| 2. Alexander, Jan M. Committee to Retain Judge | 32. Marrow, Shawn Citizens for |
| 3. Anne Arundel County Democratic Central Committee | 33. Mawhinney, Tina Citizens for |
| 4. Bailey, Sherrie R. Committee To Retain Judge | 34. McConkey, Kelly Friends of |
| 5. Barr, John F. Friends Of | 35. Metz, Jeffrey T. Friends Of |
| 6. Bartenfelder, Joe Friends For | 36. Mitchell, Keiffer For The 44 th |
| 7. Blake, Chris Campaign Committee For 44 th | 37. Moody, Gaylord People for |
| 8. Bramble, Phil Committee to Elect | 38. Nawrocki, Ryan For Maryland |
| 9. Brittingham, Barry Friends of | 39. New Day MD PAC |
| 10. Brobst, S. Ann Citizens To Retain Judge | 40. Patterson, Edith Committee To Elect |
| 11. Buist, Art Friends Of | 41. Pedersen, Pam Citizens for |
| 12. Bunting, Madison Jim Citizens for | 42. Pena-Faustino, (Maria) 4 Maryland |
| 13. Canavan, Kelly Citizens for | 43. PNC Financial Services Group, Inc. PAC – Maryland |
| 14. Caroline County Republican Central Committee | 44. Police PAC of Montgomery County, FOP Lodge 35 |
| 15. Citizens Getting It Right With Paul Trapani | 45. Proctor, Jim Friends Of Committee |
| 16. Coalition For Change PAC | 46. Reed, Jeff Friends of |
| 17. Crandell, Todd Friends of | 47. Reed, Michael Wilson Committee to Elect Judge |
| 18. Davis, Dereck Friends Of | 48. Root, Edward L. Friends of |
| 19. Dean, Ingrid Marie Friends of | 49. Shern, Julius Citizens for |
| 20. DiMaggio, Ginger 4 Edu | 50. Simmons, Luiz Friends Of |
| 21. Educators for Progress in District 10 | 51. Slater, Dan For Cecil |
| 22. Environmental Defense PAC | 52. St. Mary's County Republican Central Committee |
| 23. Fifth District Pac | 53. Stallings, Demetria Sugar Friends of |
| 24. Friends Of Jeannie Haddaway-Riccio | 54. Stull, Paul S. Friends To Elect |
| 25. Insurance and Financial Advisors PAC-MD | 55. Taylor, (Sherine) People For |
| 26. Ivey, Jolene Friends Of | 56. Tinelli, Vito Friends For |
| 27. Kanstoroom, Steve Friends Of | 57. Wade, Donald Friends of |
| 28. Kratovil, Frank M. Jr. Friends Of | 58. Waller, Greg Friends of |
| 29. Levy, Murray Friends Of | 59. Williams, Bryan Committee to Elect |
| 30. Luciano, Chris for Maryland | 60. Women for Democracy of America PAC |

Mr. Thomann made a motion to approve the Administrator's recommendations, and Ms. McGuckian seconded the motion. The motion was unanimously approved.

REQUEST FOR CONFIDENTIALITY OF PERSONAL INFORMATION

COMAR 33.04.02 permits certain categories of individuals to request that their residence address and telephone numbers as contained in election records be kept confidential. Mr. DeMarinis presented two requests on behalf of individuals who fall under the law enforcement category of individuals entitled to request confidentiality (specifically each individual is a judge). Mr. McManus made a motion to grant the confidentiality requests, and Mr. Thomann seconded the motion. The motion was unanimously approved.

ADMINISTRATOR'S REPORT

Ross Goldstein presented the Administrator's Report.

1. Announcements

SBE is pleased to welcome Brandon Mulvey. Mr. Mulvey has joined the voting system team as an IT technical Specialist. Brandon has a degree in Computer Science from Emory University and has a broad technical background. Brandon's most recent position was that of a technical support supervisor for Gateway Communications Inc. Brandon's experience has already made a welcome contribution to the teams activities.

2. Meetings and Important Dates

MAEO Meeting

Ms. Lamone, along with several SBE staff members and Jeffrey Darsie will be attending the 2012 annual meeting of the Maryland Association of Election Officials (MAEO). The conference will be held on June 4th and 5th in Garrett County. Staff has been asked to lead or take part in the Attorney Breakout Sessions, Local Board Member Session, and a Presidential Primary Election Lessons Learned session. In addition two Election Preparedness and Professional Development (EPPD) Program classes will be presented during one full day of the MAEO Conference. One class will focus on adult learning and teaching techniques as it relates to training election judges, and the other class will be about preparing for legislative reapportionment.

Maryland Archives – Records Management

Keith Ross and Vincent Omenka attended a two day training session in Baltimore presented by Maryland Archives on the subject of Agency Records Management and Emergency Planning. The training session was useful and the attendees came away with several ideas for improving the agency's records management and emergency planning. We will share appropriate information with the local boards of elections.

3. Election Reform & Management

Polling Place Accessibility

Rick Urps reports that 99.3% (1,576 of 1,587) of polling places in Maryland are compliant with applicable Americans with Disabilities Act (ADA) standards for accessibility, and 100% of early voting centers are fully accessible. SBE continues to work with the local boards to mitigate existing accessibility issues.

Polling Place Evaluation Program – 2012 Primary Election

Rick Urps is reviewing the Polling Place Evaluation Program forms completed by the local boards during the primary election. The forms provide valuable information about the operations of individual polling places and early voting centers during the election. The local boards are instructed to use the information from the forms to identify and address those issues. Rick sends a summary report to the local boards and when necessary, requests a corrective action plan.

2012 Primary Election Voting Statistics

Turnout statistics from the 2012 Primary Election will be included in the board meeting folder. More detailed data will be shared with the local boards of elections and will be used to generate the post-election data report required by the Federal Voting Assistance Program.

Grants to Improve Access by Voters with Disabilities

Under the Help America Vote Act, states can receive funding to improve access to the electoral process by individuals with disabilities. SBE has received funds for this purpose in every year in which the federal budget included funds for this purpose. The federal FY2012 budget did not include any funds for this grant program, so Rick Urps continues to spend prior years' funds. If federal funds are not provided in future fiscal years, the remaining balance should be sufficient for the next couple of years.

For the primary election, SBE used federal funds to pay for the installation ADA-compliant temporary wheelchair ramps for polling places in six counties and Baltimore City. SBE also purchased parking cones and signs to create handicapped parking spots or drop-off zones closer to the polling places, small suitcase-size temporary wheelchair ramps to assist where curbs or small stairs may be an obstacle, and purchased the services of sign-language interpreting services so that citizens who are deaf can serve as election judges.

Online Voter Services Project Update

Work on SBE's voter services website is on-going. The voter look-up, polling place locator, and online voter registration are on track to be ready in July 2012. Test scripts have been developed, and working with a contractor, Cheré Evans recently moved the websites to a test server so testing can begin shortly. Development on the online absentee ballot delivery system is also progressing. The project team will form a working group to develop canvassing procedures for duplicating and verifying electronically delivered absentee ballots. The project team also scheduled a mock canvass for the local boards to test the working group's procedures this summer.

A security consultant began work this month and is currently reviewing documentation and system architecture. We expect to receive his recommendations as he identifies them, with a final report due this summer. After a competitive procurement, Whitney Faust recently issued an award to DeQue Systems to review the voter services website and election results web pages for accessibility. This review will begin in July.

4. **Voter Registration**

New Party Recognition

On May 15, 2012, Americans Elect became a recognized party in Maryland. While it is not expected that the party will have a Presidential candidate on the 2012 ballot, they are hopeful to have candidates for local contests in 2014.

Voter Registration Applications

Customarily voter registration applications are printed once per year after the legislative session. SBE will be going to print in the coming weeks and the only change will be political parties. LBEs have been instructed to continue to use the last of their supplies as the anticipated delivery date is mid July.

Referendum Petitions

A conference call was held Monday, May 21st with the sponsors of the Civil Marriage petition effort. The Civil Marriage petition pages are expected to be delivered to the Secretary of State's office on Tuesday, May 29th. The Congressional re-districting petition will be delivered by 11:59 p.m. on Friday, May 31st.

Electronic Registration Information Center

Maryland was the first state to sign the membership agreement entering into the partnership to share information for voter registration purposes. Delaware followed suit. Once a third state signs the agreement Pew will turn over control of ERIC to the initial board which will be comprised of the those first three founding states. The transfer is likely to take place next week. The first meeting of the board is to take place June 25th – 26th in Denver Colorado. Stacey Johnson and Chere' Evans have played an integral part in structuring the technical requirements.

Maryland has been chosen to participate in an ERIC voter registration test mailing project. This is a pilot program Pew is funding to identify the most effective method of getting people to register to vote. The mailing will consist of 8 different types of letter/postcards with various messages ranging from utilizing online registration, election websites and obtaining paper applications.

5. **Candidacy and Campaign Finance**

Commission to Study Campaign Finance Law

The General Assembly's *Commission to Study Campaign Finance Law* held its first meeting of 2012 to lay out its agenda for the upcoming year. The Commission is going to hold two all day meetings for testimony on June 12th and 13th followed by a discussion meeting on June 25th. Other Commission meeting dates have not yet been determined. The following are the major topics of consideration that the Commission will review: contribution limits; contributions by business entities other than corporations; independent expenditures; public financing; slates; enforcement of election laws; campaign finance reporting schedule; and disclosure of small contributions.

Complaints

Below is a summary of the complaints received by this office and actions taken:

- *Cecil County Republican Central Committee* – The complaint alleges numerous anonymous contributions were received by the committee. An audit letter was sent to the committee requesting an amended filing. The committee has 30 days to respond.
- *Steve England* – This complaint alleges that Mr. England distributed campaign literature without an authority line. After review, Mr. DeMarinis concluded that no violation occurred because it was a parody on authorized campaign material and sent personally to only a few people.
- *Friends of E.J. Pipkin* – The complaint alleges an improper expenditure. After the review, no violation occurred. The political committee may engage in an election that the candidate does not appear on the ballot if the expenditure is in the furtherance of the candidate's candidacy.

6. **Voting Systems**

Post-Election Maintenance

The voting units and electronic pollbooks used for the 2012 Primary Election were released on April 26th, and since then, the LBEs have been performing the post-election maintenance on the voting units. Post-election maintenance is conducted after every election on all pieces of equipment used in the election. Any equipment requiring repair is dealt with at this time to ensure readiness for the 2012 Presidential General Election in November.

Post-Election Analysis

SBE has been collecting and reviewing logs and records of Election Day issues. There were no major issues with the voting units.

Pollbook Software

Over the last month, the voting systems team has been working closely with ES&S for a new release of electronic pollbook software. ES&S has been implementing changes to the software as requested by SBE. SBE has been testing the beta versions and last week conducted a large scale test with multiple LBEs and with the assistance of the regional managers. The results are promising.

7. **Project Management (PM) and Information Technology (IT)**

Program\Project Management Office

Keith Ross continues to work on the development and refinement of project management toolbox templates and other resources for the agency. Mr. Ross is also in the process of developing a *Project Tracking Master List* that will help SBE prioritize existing projects and forecast future projects;

Projects

Mr. Ross continues to work on the Inventory Management Project. Currently SBE staff and LBE staff are in the midst of completing the 2012 physical inventories at both the local boards and at SBE. The entire 2012 inventory is expected to be completed by the end of June.

Mr. Ross is also continuing to work with the call center vendor, CR Dynamics, in preparation for the general election and the support that will be provided. A lessons learned session was conducted with CR Dynamics, LBEs, and SBE. The session was very productive and identified several process improvements.

64bit Oracle Test Environment

SBE has setup a 64bit test Oracle server to serve as a test infrastructure to SBE's 64bit Oracle production server environment. This test Oracle server will be utilized to test new releases of applications before they are allowed to be implemented in the production environment.

Removal of old servers from SBE for Disposal

Unused old servers were removed from the server racks in the server room and transferred to the warehouse for disposal. Hard drives in the servers were removed and were disposed according to DGS' guidelines for disposal of such sensitive items.

Other IT Related Events

- Assisted Worcester County with obtaining and installing a DYMO label printer;
- Successfully applied Microsoft Security updates for the months of April and May 2012 on SBE Server Systems;

- Renewed various computer hardware and software support warranties; and
- Four new workstations have been ordered for Dorchester County (to be delivered in the next few weeks).

8. Legislation

The following are bills of particular interest that were introduced this year:

SB 597 – Elections – Baltimore City – Election Dates – This bill changes the Baltimore City Mayoral Election from the year after the Gubernatorial Election to the same year and to be held concurrently with the Presidential Primary and General Elections. **Passed** – Note that the bill only change the primary election date, the City Charter will still have to be amended and approved by the voters.

SB 1078 Election Law – Absentee Ballots – Internet or Facsimile Transmission – This bill does three things. First, the bill amends §9-306 to require a local board of elections to **mail** an absentee ballot to a voter unless the voter is a military or overseas voter or a voter with a disability. In which case the local board may send the ballot via the Internet. Second, the bill amends §9-308 to require the State Board of Elections (SBE) to provide an ballot marking tool. A ballot marking tool will allow the voter to mark the ballot on his or her own computer using an interface that is similar to voting on the touchscreen voting unit. Once the voter is done, the ballot is printed out with the voter's selections. The voter must mail it back to the local board of elections. Section 9-308 is also amended to state that the online ballot marking tool is not subject to State voting system certification requirements unless certification is required by the U.S. Election Assistance Commission (currently the Commission has ruled that certification is not required for ballot marking tools). Finally, the bill amends §9-310 by creating an exception from the requirement to enclose a specially printed envelope with an absentee ballot. For electronically transmitted absentee ballots, the bill specifies that the local board is required provide the voter with an envelope template, the oath, and instructions for completing and mailing the ballot. As you know, SBE has received public input from a few individuals regarding the online absentee ballot delivery system and the planned implementation of a ballot marking tool within the online absentee ballot delivery system. This bill makes meaningful concessions to the critics of the system by significantly scaling back the use of the online absentee ballot delivery system. **Failed**

HB 138 Carroll County – Polling Places – Electioneering Boundaries – This bill restores the 100 foot the no-electioneering zone boundary in Carroll County. Last year the boundary had been changed to 25 feet.

HB 694/SB 763 – Election Law- Payroll Deductions and Member Contributions – Address of Contributor – This bill requires an employer that collects voluntary political contributions through payroll deduction to transfer the address in addition to other information required by statute of each contributor to the treasurer of the political committee receiving the contribution. Currently, only the name, date, and amount are forwarded to the treasurer. **Passed**

HB 725 – Montgomery County – County Council Special Elections – Voting by Mail – This bill permits the Montgomery County Council to conduct by mail a special election to fill a vacancy in a County Council seat. **Passed**

HB 791/SB 1011 – Election Law – Declaration of Intent- Establishment of Campaign finance Entity – This bill requires candidates that file a Declaration of Intent to have established or cause to be established at the time of filing an authorized candidate campaign committee. Currently, the establishment of the political committee is required prior to or at the time of filing a Certificate of Candidacy. **Failed**

HB 1007/SB 919 – Election Law- Campaign Finance Entities – Retention of Records – This bill limits the length of time that a political committee has to retain its account books and associated records to the earlier of 10 years after the creation of an account book entry or related record or 2 years after the political committee files a final report. Currently, a political committee has to keep every record from its establishment until 2 years after it files its final report. **Passed**

HB 1103/SB 918 – Election Law – Campaign Contributors- Occupation and Employer – This bill requires that the treasurer report the employer and occupation information of every contributor making contributions in the amount of \$500 or more in the aggregate in the election cycle to a single political committee. **Passed**

HB 1275/SB 982 – Election Law – Petition Fund Reports – Available Online – This bill requires that State Board post online the petition fund reports filed. **Failed**

HB 1285/SB 1033 – Election Law – Campaign Finance – Requirements – This bill requires that the responsible officers keep their contact information current with the State Board 21 days prior to a campaign finance report. It also allows the responsible officers the option to receive notices by email instead of by first class mail from SBE. Finally, the bill requires campaign contribution receipts be issued within 60 days of receiving the contributions. **Passed**

Ballot Questions

A list of ballot questions was provided in the meeting folder.

ASSISTANT ATTORNEY GENERAL'S REPORT

Mr. Darsie reported on the following four items.

1. The Court of Appeals ruled in favor of the State Board of Elections' petition verification guidelines by vacating a circuit court decision that had declared those guidelines to be contrary to State law. The court clarified that the same verification standards apply to all petitions. The effect of the decision is to restore SBE's 2011 determination that the new party petitions submitted by the Green and Libertarian parties were insufficient, so that neither organization is currently an officially recognized Maryland political party with the right to nominate candidates for the 2012 General Election ballot. To be reestablished as a political party both will have to add to their current number of qualifying signatures by August 6, 2012.
2. The DREAM Act referendum case (*Doe v. Maryland State Board of Elections*) is scheduled for argument before the Court of Special Appeals on June 12th. The question on appeal is whether the DREAM Act makes an appropriation that would except it from referendum under §2, Article XVI of the Maryland Constitution. In response to a question by Mr. McManus, Mr. Darsie clarified that the State's position is that the Act does not make an appropriation and is therefore referable.
3. Four lawsuits have been filed to contest the State's legislative reapportionment plan. A special master has been assigned and a status conference was held on May 23rd to agree on discovery and a schedule for the litigation. Hearings before the special master will probably occur during the first full week of September.
4. A lawsuit has been filed in the Circuit Court for Carroll County alleging, among other things, that the Secretary of State and members and officials of the State Board of Elections acted contrary to law by certifying President Obama as a presidential candidate for the 2012 Democratic Party Primary Election and the 2012 General Election without determining his citizenship status or other qualifications for the office of President of the United States. A hearing on the State's motion to dismiss or, in the alternative, to change venue, has been set for August 17th.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

SCHEDULING OF NEXT MEETING

The next meeting is scheduled for June 28th at 2:00p.m.

ADJOURNMENT

Ms. Mack adjourned open session of the meeting at 3:00 pm.

CLOSED MEETING

Ms. Mack called for a motion to close the board meeting under State Government Article, §10-508(a)(13) to discuss information regarding pending budget reductions and estimates subject to the Governor's executive privilege. Mr. Thomann made a motion to close the meeting, and Mr. McManus seconded the motion. The motion passed unanimously.

During the closed session, members were briefed by Ross Goldstein, Deputy Administrator, on specific aspects budget reduction issues and the impact on certain contracts and activities of SBE. In addition to the board members, Ms. Lamone, Mr. Goldstein and Mr. Darsie were present. No actions were taken.

Absentee Ballot Application for the 2012 Presidential General Election

Please read the instructions before completing this form, and **print** your information. **By submitting this form, you are requesting an absentee ballot for the 2012 General Election.**

Part 1 – Voter Information

Last Name _____ First _____ Middle _____

Street Address _____ Apt _____

City _____ State _____ Zip _____

Date of Birth _____ Party Affiliation _____

Phone Number _____ Email address _____
(Used only if needed to process this request.) (Warning: spam filters might prevent receiving official election mail.)

Part 2 – Address Information for Absentee Ballot

- I want my absentee ballot:
- mailed to the address printed in Part 1. Go to Part 3.
 - mailed to a different address. Complete Parts 2 and 3.
 - posted to the State Board of Elections' website for me to print and return by mail. **To use this option, you must be a military voter, dependant of a military voter, or a voter who lives outside of the United States.** See Instructions (2nd bullet under #2) and go to Part 3. You must provide an email address.

I want my absentee ballot mailed to:

Street Address _____ Apt _____

City _____ State _____ Zip _____

Check here if this is your new legal residence. If it is, did you change residences before or after October 16, 2012? If your new legal residence is in Maryland, your voter registration record will be updated with your new address. **Do not** check here if you are away from your Maryland residence for school, work or travel.

Part 3 – Signature

X _____ Date _____

Part 4 – Certificate of Assistance (complete only if someone helped you complete this form – see instructions)

Under penalty of perjury, I hereby certify that the voter named above needed help completing this form because of a **disability or inability to read or write** and authorized me to complete this application. If the voter was unable to sign Part 3 of this application because of a disability or inability to read or write, I printed the voter's name in Part 3 and written my initials.

Signature of Assistant _____ Date _____

Printed Name of Assistant _____

Absentee Ballot Application Instructions for the 2012 Presidential General Election

Can I vote by absentee ballot? Yes, if you are a registered voter in Maryland.

How do I get an absentee ballot?

1. Complete and **sign** the absentee ballot application and return it to your county board of elections by **Tuesday, October 30, 2012**. It must be **received** by 8:00 pm if you mail or deliver the application or 11:59 pm if you fax or email it. If you mail it, it must be received – not just mailed – by October 30, 2012.
2. If your county board of elections receives your completed application by the deadline, your county board of elections will issue you an absentee ballot. Ballots are typically available about 3 weeks before an election.
 - o If you want your absentee ballot mailed to you, it will be mailed to the address you selected in Part 2.
 - o If you want to print your ballot from the State Board of Elections' website, you **must** be a military voter, dependant of a military voter, or a voter who lives outside of the United States. If you live in the United States and are **not** in the military or a dependant of a military member, do **not** check this option.

If you are in the military, a dependant of a military voter, or a voter who lives outside of the United States and want to receive your ballot this way, you **must** provide your email address in Part 1. If you do not, your ballot will be mailed to you. When your absentee ballot is ready, you will receive an email from absentee@elections.state.md.us telling you how to access your ballot. You may wish to add this email address to your address book to ensure that the email is not blocked by spam filters or marked as junk.

Can someone help me with this form? Yes, if you have a disability or are unable to read or write. Any person can help you, except a candidate on your ballot, your employer or an agent of your employer, or an officer or agent of your union. The person can help you with Parts 1, 2, and 3 and must complete Part 4. If you cannot sign this form, the person helping you should print your name in Part 3 and write his or her initials after your name.

Can someone pick up my absentee ballot and bring it to me? Yes, if you complete the *Designation of Agent* form (available at your county board of elections or at www.elections.state.md.us – "Absentee Voting"). The person you name must be at least 18 years old and not a candidate on your ballot. This person must sign, under penalty of perjury, that he or she gave you your ballot and if you wish, returned your voted ballot to the local board of elections.

Large type application is available upon request.

County Boards of Elections

Allegany County

701 Kelly Road, Suite 213
Cumberland, MD 21502-2887
301-777-5931/301-777-2430 (fax)

Anne Arundel County

P.O. Box 490
Glen Burnie, MD 21060-0490
410-222-6600
410-222-6833/410-222-6824 (fax)

Baltimore City

Benton Office Building, Room 129
417 E. Fayette Street
Baltimore, MD 21202-3432
410-396-5550/410-727-1775 (fax)

Baltimore County

106 Bloomsbury Avenue
Catonsville, MD 21228
410-887-5700/410-832-8493 (fax)

Calvert County

P.O. Box 798
Prince Frederick, MD 20678-0798
410-535-2214/301-855-1376
410-535-5009 (fax)

Caroline County

Health & Public Services Building
403 S. Seventh Street, Suite 247
Denton, MD 21629-1378
410-479-8145/410-479-5736 (fax)

Carroll County

300 South Center Street, Rm. 212
Westminster, MD 21157-5248
410-386-2080/410-876-3925 (fax)

Cecil County

200 Chesapeake Blvd, Suite 1900
Elkton, MD 21921-6395
410-998-5310/410-996-5066 (fax)

Charles County

P.O. Box 908
La Plata, MD 20646-0908
301-934-8972/301-870-3167
301-934-6487 (fax)

Dorchester County

501 Court Lane, Room 105
P.O. Box 414
Cambridge, MD 21613-0414
410-228-2560/410-228-9635 (fax)

Frederick County

Winchester Hall
12 E. Church Street
Frederick, MD 21701-5447
301-600-8683/301-600-2344 (fax)

Garrett County

2008 Maryland Highway, Suite 1
Min. Lake Park, MD 21550-6349
301-334-6985/301-334-6988 (fax)

Harford County

133 Industry Lane
Forest Hill, MD 21050
410-638-3565/410-638-3310 (fax)

Howard County

9770 Patuxent Woods Drive, Suite 200
Columbia, MD 21046
410-313-5820/410-313-5833 (fax)

Kent County

135 Dixon Drive
Chesertown, MD 21620-1141
410-778-0038/410-778-0265 (fax)

Montgomery County

P.O. Box 10159
Rockville, MD 20849-0159
240-777-8550/240-777-8560 (fax)
TDD 800-735-2258

Prince George's County

16201 Trade Zone Ave., Suite 108
Upper Marlboro, MD 20774
301-430-8020/301-430-8081 (fax)
TDD 301-627-3352

Queen Anne's County

132 North Commerce Street
P.O. Box 274
Centreville, MD 21617-0274
410-758-0832/410-758-1119 (fax)

St. Mary's County

P.O. Box 197
Leonardtown, MD 20650-0197
301-475-7844 ext. 1100
301-475-4077 (fax)

Somerset County

P.O. Box 96
Princess Anne, MD 21853-0096
410-851-0767/410-851-5130 (fax)

Talbot County

P.O. Box 353
Easton, MD 21601-0353
410-770-8099/410-770-8078 (fax)

Washington County

35 W. Washington Street, Rm. 101
Hagerstown, MD 21740-4833
240-313-2050/240-313-2051 (fax)

Wicomico County

P.O. Box 4091
Salisbury, MD 21803-4091
410-548-4830/410-548-4849 (fax)

Worcester County

100 Bell Street
Snow Hill, MD 21863-1300
410-632-1320/410-832-3031 (fax)

Absentee Ballot Application for the 2012 Presidential General Election

Please read the instructions before completing this form, and print your information. By submitting this form, you are requesting an absentee ballot for the 2012 General Election.

Part 1 - Voter Information

Last Name First Middle Street Address Apt City State Zip Date of Birth Party Affiliation Phone Number Email address

Part 2 - Address Information for Absentee Ballot

- I want my absentee ballot: Check only one o mailed to the address printed in Part 1. Go to Part 3. o mailed to a different address. Complete Parts 2 and 3. o posted to the State Board of Elections' website for me to print and return by mail. To use this option, you must be: (check one) o A military voter, dependant of a military voter, or a voter who lives outside of the United States or o A voter with a disability who could use the accessible online ballot marking tool to assist you with voting independently. See instructions (2nd bullet under #2) and go to Part 3. You must provide an email address.

I want my absentee ballot mailed to:

Street Address Apt City State Zip

o Check here if this is your new legal residence. If it is, did you change residences o before or o after October 16, 2012? If your new legal residence is in Maryland, your voter registration record will be updated with your new address. Do not check here if you are away from your Maryland residence for school, work or travel.

Part 3 - Signature

X _____ Date _____

Part 4 - Certificate of Assistance (complete only if someone helped you complete this form - see instructions)

Under penalty of perjury, I hereby certify that the voter named above needed help completing this form because of a disability or inability to read or write and authorized me to complete this application. If the voter was unable to sign Part 3 of this application because of a disability or inability to read or write, I printed the voter's name in Part 3 and written my initials.

Signature of Assistant _____ Date _____

Printed Name of Assistant _____

State of Maryland

Absentee Ballot Application Instructions for the 2012 Presidential General Election

Can I vote by absentee ballot? Yes, if you are a registered voter in Maryland.

How do I get an absentee ballot?

1. Complete and **sign** the absentee ballot application and return it to your county board of elections by **Tuesday, October 30, 2012**. It must be **received** by 8:00 pm if you mail or deliver the application or 11:59 pm if you fax or email it. If you mail it, it must be received – not just mailed – by October 30, 2012.
2. If your county board of elections receives your completed application by the deadline, your county board of elections will issue you an absentee ballot. Ballots are typically available about 3 weeks before an election.
 - o If you want your absentee ballot mailed to you, it will be mailed to the address you selected in Part 2.
 - o To print your ballot from the State Board of Elections' website, you **must** be a military voter, dependant of a military voter, voter who lives outside of the United States, or voter with a disability who could use the accessible online ballot marking tool to assist you with voting independently. If you are a civilian (not in the military or a dependant of a military member) living in the United States or you can vote independently without assistance, you **cannot** print your ballot from the website

If you are eligible to print your ballot from the website, you **must** provide your email address in Part 1. If you do not, your ballot will be mailed to you. When your absentee ballot is ready, you will receive an email from absentee@elections.state.md.us telling you how to access your ballot. You may wish to add this email address to your address book to ensure that the email is not blocked by spam filters or marked as junk.

Can someone help me with this form? Yes, if you have a disability or are unable to read or write. Any person can help you, except a candidate on your ballot, your employer or an agent of your employer, or an officer or agent of your union. The person can help you with Parts 1, 2, and 3 and must complete Part 4. If you cannot sign this form, the person helping you should print your name in Part 3 and write his or her initials after your name.

Can someone pick up my absentee ballot and bring it to me? Yes, if you complete the *Designation of Agent* form (available at your county board of elections or at www.elections.state.md.us – "Absentee Voting"). The person you name must be at least 18 years old and not a candidate on your ballot. This person must sign, under penalty of perjury, that he or she gave you your ballot and if you wish, returned your voted ballot to the local board of elections.

Large type application is available upon request.

County Boards of Elections

Allegany County

701 Kelly Road, Suite 213
Cumberland, MD 21502-2887
301-777-5931/301-777-2430 (fax)

Anne Arundel County

P.O. Box 490
Glen Burnie, MD 21060-0490
410-222-6600
410-222-6833/410-222-6824 (fax)

Baltimore City

Benton Office Building, Room 129
417 E. Fayette Street
Baltimore, MD 21202-3432
410-396-5550/410-727-1775 (fax)

Baltimore County

106 Bloomsbury Avenue
Catonsville, MD 21228
410-887-5700/410-832-8493 (fax)

Calvert County

P.O. Box 798
Prince Frederick, MD 20678-0798
410-535-2214/301-855-1276
410-535-5009 (fax)

Caroline County

Health & Public Services Building
403 S. Seventh Street, Suite 247
Denton, MD 21629-1378
410-479-8145/410-479-5736 (fax)

Carroll County

300 South Center Street, Rm. 212
Westminster, MD 21157-5248
410-388-2080/410-876-3925 (fax)

Cecil County

200 Chesapeake Blvd, Suite 1900
Elkton, MD 21921-6395
410-996-5310/410-996-5066 (fax)

Charles County

P.O. Box 908
La Plata, MD 20646-0908
301-934-8972/301-870-3167
301-934-6487 (fax)

Dorchester County

501 Court Lane, Room 105
P.O. Box 414
Cambridge, MD 21613-0414
410-228-2560/410-228-9635 (fax)

Frederick County

Winchester Hall
12 E. Church Street
Frederick, MD 21701-5447
301-600-8683/301-600-2344 (fax)

Garrett County

2008 Maryland Highway, Suite 1
Min. Lake Park, MD 21550-6349
301-334-6985/301-334-6988 (fax)

Harford County

133 Industry Lane
Forest Hill, MD 21060
410-638-3565/410-638-3310 (fax)

Howard County

9770 Patuxent Woods Drive, Suite 200
Columbia, MD 21046
410-313-5820/410-313-5833 (fax)

Kent County

135 Dixon Drive
Chestertown, MD 21620-1141
410-778-0038/410-778-0265 (fax)

Montgomery County

P.O. Box 10159
Rockville, MD 20849-0159
240-777-8550/240-777-8560 (fax)
TDD 800-735-2258

Prince George's County

16201 Trade Zone Ave., Suite 108
Upper Marlboro, MD 20774
301-430-8020/301-430-8081 (fax)
TDD 301-627-3352

Queen Anne's County

132 North Commerce Street
P.O. Box 274
Centerville, MD 21617-0274
410-758-0832/410-758-1119 (fax)

St. Mary's County

P.O. Box 197
Leonardtown, MD 20650-0197
301-475-7844 ext. 1100
301-475-4077 (fax)

Somerset County

P.O. Box 96
Princess Anne, MD 21853-0096
410-651-0767/410-651-5130 (fax)

Talbot County

P.O. Box 353
Easton, MD 21601-0353
410-770-8099/410-770-8078 (fax)

Washington County

35 W. Washington Street, Rm. 101
Hagerstown, MD 21740-4833
240-313-2050/240-313-2051 (fax)

Wicomico County

P.O. Box 4091
Salisbury, MD 21803-4091
410-548-4830/410-548-4849 (fax)

Worcester County

100 Bell Street
Snow Hill, MD 21863-1300
410-632-1320/410-632-3031 (fax)

STATE BOARD OF ELECTIONS
P.O. BOX 6486, ANNAPOLIS, MD 21401-0486 PHONE (410) 269-2840

Robert L. Walker, Chairman
Bobbie S. Mack, Vice Chairman
Rachel T. McGucklan
David J. McManus, Jr.
Charles E. Thomann



Linda H. Lamone
Administrator

Ross Goldstein
Deputy Administrator

Memorandum

To: State Board Members
From: Jared DeMarinis
Date: June 28, 2012
Re: Proposed Changes to Regulations

At the next board meeting, I will propose several additions and changes to the following COMAR provisions:

1. 33.13.02.02 (*Campaign Finance Report- Required Contents*)
2. 33.04.02.01 (*Inspection and Copying of Public Records- Confidentiality of Certain Information*)

Proposed Changes – Campaign Finance Report- Required Contents- 33.13.02.02

The General Assembly passed legislation requiring employer/occupation information for all contributors who give \$500 or more in the aggregate to a single committee. The legislation also requires SBE to provide a method and standard response for political committees to comply with the law when an individual refuses to supply the required information. The proposed regulations set forth a process that a political committee must undertake to deposit a contribution if an individual refuses to comply with the law. Furthermore, the proposed regulations give guidance on the correct format and terms to be entered when supplying employer/occupation information.

Additionally, the proposed regulations update the information required on all of the recently approved contribution and expenditure methods and correctly identify limited liability companies.

Proposed Changes – Campaign Finance Report- Required Contents- 33.13.02.02 and Inspection and Copying of Public Records- Confidentiality of Certain Information- 33.04.02.01

It has been discussed during last legislative session and at the Commission on Campaign Finance Reform to protect personal residential address information for at-risk individuals. The proposed regulations establish an alternate address approved by SBE that may be reported in lieu of the actual residential address on campaign finance reports. Only individuals who qualify for Confidentiality of the Voter Registration record may apply. This has been a request of many police officer organizations that have payroll deductions into their PACs in the past.

Memo to State Board members
Page 2 of 2
March 20, 2012

If you have any questions about this proposed text before the board meeting, please do not hesitate to contact me.

Title 33 STATE BOARD OF ELECTIONS
Subtitle 13 CAMPAIGN FINANCING
Chapter 02 Campaign Finance Report

Authority: Election Law Article, §§2-102(b)(4), [and] §13-304(b), and §13-221(3), Annotated Code of Maryland

.02 Required Contents. (6/25)

A. Except as provided in §B of this regulation, for contributions received, the campaign finance report filed by a campaign finance entity shall include:

(1) – (3) (text unchanged)

(4) The address of the contributor, provided that:

(a) If the contributor is an individual[, the address where the individual resides or receives residential mail; or];

(i) The address where the individual resides or receives residential mail; or

(ii) An alternate address approved by the State Board if the State Board has granted the individual's request for confidentiality under COMAR 33.04.02.

(b) If the contributor is a business entity, including a corporation, limited liability [corporation] *company*, union, or other legal entity, the address where that business entity is registered or does business;

(5) [Whether the contribution transaction was cash, check, credit card, or payroll deduction] *The method of the contribution transaction and any other information on the transaction method authorized by the State Administrator;*

(6) – (7) (text unchanged)

(8) For a political party central committee or a political action committee associated with a business entity, whether the contribution was an administrative contribution; [and]

(9) If an in-kind contribution, a description of the in-kind contribution[.]; *and*

(10) The contributor's employer and occupation information as specified under §E of this regulation.

B. (text unchanged)

C. Expenditures Made. For expenditures made, the campaign finance report filed by a campaign finance entity shall include:

(1) (text unchanged)

(2) [The check number] *The method of the expenditure transaction including any information on the transaction method required by the State Administrator;*

(3) – (8) (text unchanged)

D. (text unchanged)

E. *Employer and Occupation.*

(1) During an election cycle, if an individual makes contributions in a cumulative amount of more than \$500 to a political committee, that individual shall provide the treasurer of the political committee specific and accurate information regarding the individual's primary employer and occupation.

(2) When providing employer and occupation information, the contributor shall use specific, non-generic, terms and descriptions, such as in cases where an individual does not work outside the home. "Retired," "Homemaker," "Unemployed," or "Student" rather than not applicable.

(2) A political committee may deposit and use contributions from an individual who is required to provide employer and occupation information, provided the committee:

(a) Requested the information upon receiving or soliciting a contribution; and

(b) Sent a written compliance request letter addressed to the contributor within 30 days of receipt of any contribution from an individual that brings the total received to \$500 or more during an election cycle.

(3) For each instance that the employer and occupation information could not be obtained, the political committee shall:

(a) Keep records reflecting all attempts made by the political committee to obtain the required information; and

(b) State on the campaign finance report that:

(i) A written compliance letter was sent by the treasurer of the political committee;

(ii) The date the compliance letter was sent by the treasurer of the political committee; and

(iii) The contributor failed to respond or provide the required information.

Title 33 STATE BOARD OF ELECTIONS
Subtitle 04 INSPECTION AND COPYING OF PUBLIC RECORDS
Chapter 02 Confidentiality of Certain Information

Authority: Election Law Article, §§2-102(b)(4) and 3-506(a)(2); State Government Article, §§10-613(b) and 10-615(2)(i); Annotated Code of Maryland.

.01 Purpose.

This chapter sets out the procedures for when and how residence addresses, telephone numbers, and email addresses, as contained in registration records, *campaign finance reports*, certificates of candidacy, or statements of organization to form a campaign finance entity, may be designated as confidential and precluded from disclosure under State Public Information Act, State Government Article, Title 10, Subtitle 6, Part III, Annotated Code of Maryland, or COMAR 33.04.03.

STATE BOARD OF ELECTIONS

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

Robert L. Walker, Chairman
Bobbie S. Mack, Vice Chairman
Rachel T. McGuckian
David J. McManus, Jr.
Charles E. Thomann



Linda H. Lamone
Administrator
Ross Goldstein
Deputy Administrator

Memorandum

To: State Board Members
From: Nikki Trelła
Date: June 18, 2012
Re: Final Adoption of Regulations

At the upcoming board meeting, I will present for final adoption proposed changes to various regulations in Title 33 of COMAR. These proposed changes were adopted at the March 29th meeting and amend:

1. 33.07.07.01 & .02 (Challengers and Watchers)
2. 33.08.04.02 and .05 - .06 (Canvassing - Central Count Procedures)
3. 33.13.06 (Campaign Accounts)

You may wish to reference my memo dated March 20, 2012, for more information about these proposed changes.

The proposed changes were published in the May 4, 2012, edition of the *Maryland Register* (Vol. 39, Issue 9). The public comment period closed on June 4, 2012, and no public comments were received.

If you have any questions before the next meeting, please contact me. I will, of course, be available at the board meeting to answer any questions.

Handwritten note:
done
6/18/12

Ann M. Balcerzak, Esq. - President
Donna K. Thomas - Vice President
Raymond M. Rankin - Member
Donna L. Rice - Substitute
Charles M. Coles, Jr. - Substitute
Michael S. Molinaro, Esq. - Counsel



Guy C. Mickley - Director
Charlotte B. Davis - Deputy Director

Website: www.howardcountymd.gov/boe
Facebook: www.facebook.com/hocoboe
Twitter: @HoCoBrdofElections

BOARD OF ELECTIONS

May 21, 2012

RECEIVED

MAY 29 2012

Ross Goldstein, Esquire
Maryland State Board of Elections
151 West Street, Suite 200
Annapolis, Maryland 21401

STATE BOARD OF ELECTIONS

Subject: HCBE Bylaws - Adopted 11/28/2011

Dear Attorney Goldstein:

Attached for your information and records are two (2) copies of the Howard County Board of Elections Bylaws that were adopted, witnessed and signed at the November 28, 2011 Open Meeting of the Board. One copy is highlighted for an easy review of the changes cited below.

The significant changes were:

- Address Section 3.1.B.
- Rescheduling of Open Session 3.1.F.
- Section 5.3 Division of Duties – I through R assigned to Director.
- Section 5.6.D – Personnel Management.
- Open Meetings Act Manual, 11th ed., March 2008 reference.
- Conducting semi-annual evaluation.
- Numerous grammatical corrections were also made.

Sincerely,

Vivian L. Dixon,
Board Secretary

cc: Guy C. Mickley
Charlotte B. Davis
Board Members
Michael S. Molinaro, Esq.
Ebony Parran
File

HOWARD COUNTY MARYLAND
BOARD OF ELECTIONS BYLAWS

RECEIVED

MAY 29 2012

STATE BOARD OF ELECTIONS

Article 1 - Adoption of Bylaws Generally 1
 Section 1.1 - Definitions..... 1
 Section 1.2 - Purpose..... 1
 Section 1.3 - Enactment 1
Article 2 - Organization of the Board 1
 Section 2.1 - New Members 1
 Section 2.2 - Officers 1
 Section 2.3 - Board of Canvassers 1
Article 3 - Meetings 1
 Section 3.1 - Time and Location 1
 Section 3.2 - Rules of Order 1
 Section 3.3 - Meeting Agenda 1
Article 4 - Rules of Conduct 1
 Section 4.1 - Attendance 1
 Section 4.2 - Political Activity 1
 Section 4.3 - Ethics..... 1
 Section 4.4 - Resignation and Vacancies 1
 Section 4.5 - Level of Effort 1
 Section 4.6 - Fiduciary Duty to the Board 1
Article 5 - Roles and Responsibilities..... 1
 Section 5.1 - The Board 1
 Section 5.2 - The Election Director and Staff 1
 Section 5.3 - Division of Duties - Examples..... 1
 Section 5.4 - Delegation of Duties to the Election Director 1
 Section 5.5 - Counsel to the Board 1
 Section 5.6 - Personnel Management 1
Article 6 - Miscellaneous 1
 Section 6.1 - Membership to MAEO 1
 Section 6.2 - Training and Continuing Education 1
 Section 6.3 - Public Information Act 1
 Section 6.4 - Reimbursement for Travel and Expenses 1
Signatures 1
Appendix 1 1

Article 1 - Adoption of Bylaws Generally

Section 1.1 - Definitions

- A. "Absence" means a duly appointed member is not present at or able to take part in a meeting.
- B. "Member" means a regular and substitute member of the board unless a specific reference to a regular or substitute member is provided.
- C. "Board term" means the four-year term of the board beginning the first Monday in June in the year immediately following a gubernatorial election.
- D. "Vacancy" means a duly appointed member was removed, died, or resigned from the board.

Section 1.2 - Purpose

These bylaws, adopted by the members of the Howard County Board of Elections, provide the rules of governance for the board during the conduct of all duties assigned under State and federal laws, regulations, and guidelines and policies of the State Board of Elections (SBE). Further, these bylaws set a standard of personal conduct for members of the board requiring them to conduct themselves in accordance with high ethical standards in order to ensure the public that members are independent of partisan pressures and conflicting interests.

Section 1.3 - Enactment

- A. These bylaws shall be approved by a majority vote of the full board of regular members.
- B. These bylaws are effective and binding on all board members and substitute members as evidenced by each member and substitute member signing this document.
- C. When a new member is appointed to fill a vacancy during a board term, the new member must sign the bylaws.
- D. In order to amend the bylaws, a member must make a motion and present the amendment during a regularly scheduled meeting of the board. The motion to amend the bylaws must be approved by a majority vote of the full board (including substitute members) at the next regularly scheduled meeting of the board.
- E. At the first meeting of each new board term, the bylaws shall be reviewed, amended, and re-enacted consistent with subsection A. above.
- F. A copy of the approved bylaws and any amendments shall be sent to SBE.

Article 2 - Organization of the Board

Section 2.1 - New Members

The Clerk of the Howard County Circuit Court must swear in new members within 30 days of receiving the commission of appointment from the Governor.

Section 2.2 - Officers

- A. As required by § 2-202 of the Election Law Article, within the first 20 days of a new board term, the board shall elect by a majority vote of the regular members a regular member to serve as president. The duties of the president include:
 - 1. Running the board meetings and setting agendas;
 - 2. Serving as the board's sole spokesperson for media inquiries; and
 - 3. Acting as the board's primary point of contact for the election director.
- B. The board shall elect by a majority vote of the regular members a regular member to serve as a vice president. The vice president shall fulfill the duties of the president if the president is unable to carry out the assigned duties.
- C. The board may choose to employ a competent person to serve as secretary. In the absence of such an employee, the board shall elect a member to serve as secretary. The board secretary shall be responsible for ensuring that board minutes are accurately compiled and transmitted to the State Board of Elections.

Bylaws of the Howard County Board of Elections

Section 2.3 - Board of Canvassers

- A. As required by § 11-301(a) of the Election Law Article, the members, shall serve as the board of canvassers following each election.
- B. These bylaws remain in effect while the members are serving as the board of canvassers.
- C. A president and a secretary shall be elected by a majority vote of the regular members. A substitute Member may not serve as president or secretary unless the substitute is serving as a regular member.
- D. No later than 5:00 p.m. on the day of the election, the members of the board of canvassers shall take, an oath administered and recorded by the Clerk of the Howard County Circuit Court, to canvass, and declare, the votes were cast truthfully and to perform other duties required by law.
- E. In order to take action as a board of canvassers:
 - 1. A quorum, as provided for under section 3.2A, shall be present; and
 - 2. A member of the minority party shall be present.
- F. The rules of order established under section 3.2 below shall be followed at all canvassing sessions. The Rules for minutes established under section 3.3E shall be followed for all canvass sessions.
- G. The canvass shall be conducted pursuant to State law, regulations, and instructions issued by SBE.

Article 3 - Meetings

Section 3.1 - Time and Location

- A. Regular meetings. The Howard County Board of Elections shall meet every month on the 4th Monday at 4:00PM.
- B. Location. Unless circumstances dictate otherwise, board meetings will be held at 9770 Patuxent Woods Drive, Suite 200, Columbia, Maryland 21046, in the Boardroom.
- C. Public Notice. Except as provided in E of this section, public notice of regular meetings must be provided at least one week prior to the meeting.
- D. Cancellation of a regular meeting. The president may cancel a regular meeting of the board upon a determination that there is no new business that needs to be acted upon by the board. Notice of cancellation must be given at least one week prior to the meeting.
- E. Special Meetings. The president of the board may call a special meeting. However, no votes may be taken at a special meeting unless three days prior notice has been given to all members, staff and the public.
- F. If Howard County Schools are closed and/or all evening activities are canceled, the Howard County Board of Elections' Board will not hold their fourth (4th) Monday Open Session Meeting. The Board will notify the Public of rescheduled date, time and location.

Section 3.2 - Rules of Order A.

Quorum

- 1. A quorum must be present in order to hold a meeting.
- 2. A quorum of the board of elections shall consist of a majority of the regular membership.
- 3. In the event of a vacancy on the board, a quorum shall consist of a majority of regular members currently serving on the board.
- 4. There shall be no effect on the quorum when a member of the board abstains or declines to vote or if a member is disqualified from participating under section 4.3 of these by-laws.

B. Participation

- 1. A substitute member of the board shall exercise the powers and duties of an absent member, except as limited by law.
- 2. Any member, including substitute members, may make and second motions.
- 3. Only members may vote on motions.
- 4. Whenever a member is absent, the substitute member of the same party shall assume a member's roll for all, or the part of the meeting when the member is absent.

- C. Public Comments will be accepted during open meeting following the acceptance of minutes.

Bylaws of the Howard County Board of Elections

Comments may relate to an agenda item or other election related item. An individual or representative of a group must sign up prior to the start of a meeting and indicate the item or matter they wish to comment upon. An individual may speak for no more than three (3) minutes. An individual representing a group may speak for not more than five (5) minutes. Written comments are accepted prior to the meeting or during the public comment portion. The public comment portion of the meeting shall not exceed fifteen (15) minutes.

- D. The board, with the advice of counsel, shall follow the requirements of the Open Meetings Act as specified under Title 10, Subtitle 5 of the State Government Article¹.
- E. For matters not addressed by these Bylaws, the board shall follow the procedures in Robert's Rules of Order.

Section 3.3 - Meeting Agenda

A. Each board meeting shall include, at a minimum, the following agenda items:

1. Declaration of Quorum Present
2. Approval of Prior Meeting Minutes
3. Public Comment
4. Additions to the Agenda
5. President's Report
6. Election Director's Report
7. Board Attorney's Report
8. Old Business
9. New Business
10. Confirmation of Next Meeting
11. Closed Session (if needed)
12. Adjournment

- B. Additional items may be added to the agenda in advance of the meeting at the discretion of the president.
- C. The board secretary shall provide an agenda to the board members and publicly post one, agenda at least 5 days (business), prior the meeting.
- D. The election director shall present to the board, a summary of office activities since the last meeting. The report shall include, when applicable, personnel changes, significant meetings, received correspondence, voter registration activities, and voting system activities; candidate, precinct or polling issues, coupled with any initiatives or projects of interest.
- E. The board secretary, pursuant to SBE's Guidelines for Conducting Meetings and Writing Minutes shall prepare minutes for both open and closed meetings.² If the board secretary does not attend the closed meeting, the President shall appoint a person to be responsible for preparing the closed meeting minutes.
 1. The complete open meetings minutes and a summary of the closed meeting shall be presented for approval at the subsequent board meeting.
 2. Complete closed meeting minutes shall be held until the next closed meeting for presentation to the board. After approval, the closed meeting minutes shall remain in a sealed envelope in a secure location that only the election director and board secretary can access.
 3. The board secretary shall transmit approved meeting minutes to SBE within 5 days of approval.

¹For information and guidance on the Open Meetings Act, see the Attorney General's *Open Meetings Act Manual* (11th ed., March 2008)

<http://www.oag.state.us/Opengov/Openmeetings/support.htm>

² The guidelines are available on the SBE online library in the local board folder - www.elections.state.md.us/online library.

Article 4 - Rules of Conduct

Section 4.1 - Attendance

- A. As provided under § 8-501 of the State Government Article, a member of the board who fails to attend at least 50% of the meetings of the board during any consecutive 12-month period, shall be considered to have resigned.
- B. Not later than January 15th of the year following the end of the 12-month period, the president shall forward to the Governor and the State Administrator:
 1. The name of the member considered to have resigned; and
 2. A statement describing the member's history of attendance during the period.
- C. In the case where the president fails to attend meetings, the referral to the Governor and State Administrator, shall be made jointly by the other two members.

Section 4.2 - Political Activity

- A. Statutory requirements. The members shall abide by the restrictions to political activities provided under § 2-301 of the Election Law Article. See Appendix 1.
- B. Additional requirements.
 1. Members shall place their public duties ahead of partisan, political considerations.
 2. A member may not take an active part in the campaign management of a candidate or any matter that is subject to an election under the Election Law Article.
 3. A member may attend campaign fundraisers held by candidates, political parties, or a ballot issues committees provided the member discloses this fact to the board³ and does not publicly indicate that he or she is a member of the board.
 4. A member may make campaign contributions to candidates or issues on the ballot in an election for which the member will be serving on the local board of canvassers provided the member discloses the contributions to the board.
 5. A member may publicly display (including yard signs, bumper stickers, etc) support or opposition to candidate or issues on the ballot in any election for which the member will be serving on the board of canvassers provided the member disclosed the displays to the board.
 6. Members may wear campaign paraphernalia that shows support or opposition for or against a Candidates, and or issues, on the ballot in any election for which the member will be serving on the Board of canvassers provided:
 - a. The member discloses this fact to the board; and
 - b. Does not wear campaign paraphernalia while performing board functions or while wearing a Board Badge.
 7. Party Activity
 - a. Members may attend party central committee meetings and may consult with party members.
 - b. Members may not serve on an executive committee of the party or assume any position where decision making authority exists.
 8. Petitions
 - a. Member may sign a petition.
 - b. Member may not circulate petitions.

Section 4.3 - Ethics

- A. Members shall follow the provisions of the Maryland Ethics Laws⁴ including:

³ This notice shall provide the other board members with information to determine whether a conflict exists that will require recusal.

⁴ See the *Maryland Public Ethics Law Summary* provided by the State Ethics Commission to assist election Officials and employees in meeting their obligations to: voters, candidates, and political parties is available on State Board of Election's online library.



KEVIN KAMENETZ
County Executive

KATIE A. BROWN, Director
Board of Elections

May 30, 2012

Ms. Linda H. Lamone
State Administrator of Elections
Maryland State Board of Elections
151 West Street, Suite 200
Annapolis, Maryland 21401

**RE: Proposed Boundary Line Change
Baltimore County Election District 02, Precinct 08 and 25**

Dear Ms. ^{Linda}Lamone:

I write to you today to obtain approval from the State Board of Elections to change the boundary line for Election District 2, Precinct 25 and 08. The last re-districting process split The Villages of Woodholme Retirement Community (286 homes) in two voting precincts. At this time, 228 homes vote in Precinct 25 and the remaining 58 homes vote in Precinct 08.

For your review, I have enclosed several letters detailing and in support of the requested change. Also enclosed, please find a map of the current boundary lines along with a map and description of the proposed line change. As you can see, the proposed change would be beneficial and allow all homeowners living in the Woodholme retirement community to vote at the same location. The 58 residents who are currently assigned to District/Precinct 02-25 have to leave their community to vote. The proposed boundary line change would merge these 58 homes into Precinct 25, and all residents of this community will vote at a location within their community.

It is my hope we are able to implement this change prior to the General Election. Please let me know as soon as possible if the proposed line change for these precincts is acceptable. Thank you very much for your time and attention to this important issue. Should you have questions or require additional information, please do not hesitate to contact me. I look forward to hearing from you.

Respectfully,

Katie A. Brown
Director

KAB/ah

Enclosures:

cc: Baltimore County Election Board
County Executive Kevin Kamenetz
Senator Bobby A. Zirkin
Delegate Jon S. Cardin
Delegate Dan K. Morhaim
Delegate Dana M. Stein

BOBBY A. ZIRKIN
STATE SENATE
Miller Senate Office Building
11 Bladen Street, Suite 2 West
Annapolis, MD 21401
410-841-3131
Bobby.Zirkin@senate.state.md.us



DAN K. MORHAIM
THE MARYLAND HOUSE OF DELEGATES
6 Bladen Street, Room 363
Annapolis, MD 21401
410-841-3054
Dan.Morhaim@house.state.md.us

JON S. CARDIN
THE MARYLAND HOUSE OF DELEGATES
6 Bladen Street, Room 304
Annapolis, MD 21401
410-841-3833
Jon.Cardin@house.state.md.us

THE MARYLAND GENERAL ASSEMBLY
11TH LEGISLATIVE DISTRICT

DANA M. STEIN
THE MARYLAND HOUSE OF DELEGATES
6 Bladen Street, Room 304
Annapolis, MD 21401
410-841-3527
Dana.Stein@house.state.md.us

August 25, 2011

Governor's Redistricting Advisory Committee
C/o MD Department of Planning
Attention Linda C. Janey, Assistant Secretary
301 West Preston Street, Room 1101
Baltimore, Maryland 21201

RECEIVED
2011 AUG 30 P 12:26
BALTIMORE COUNTY BOARD OF ELECTIONS

Dear Committee:

We write to you today on behalf of The Villages at Woodholme, a retirement community located in District 11. This community has approached the Delegation for help in reconciling a voting precinct problem they have had since the last re-districting process.

The existing districting has split the community into two voting precincts. A majority, 228 homes, are in precinct 02-025. The remaining 58 homes are in precinct 02-008. This division of the community creates difficulties in that they have different polling locations, different county trash collection and emergency services, and different representation.

In deference to community cohesion we would like to see the 58 homes in precinct 02-008 placed with the majority of their community in precinct 02-025. It is our belief that these changes would make for good policy. We realize that this may be handled by the Baltimore County Board of Elections, but we wanted to make the committee aware of this request.

Thank you for your consideration of this community issue.

Sincerely,

Sen. Bobby Zirkin

Del. Jon Cardin

Del. Dan Morhaim

Del. Dana Stein

Cc:
County Executive Kevin Kamenetz
Councilwoman Vicki Almond
Baltimore County Board of Elections



County Council of Baltimore County
Court House, Towson, Maryland 21204

Vicki Almond
Councilwoman, Second District
Council2@baltimorecountymd.gov

Council Office: 410-887-3385
Fax: 410-887-5791

March 30, 2011

The Honorable Adrienne A. Jones
Lowe House Office Building
6 Bladen Street
Annapolis, MD 21401
Room 312

Delegate Jones:

Councilwoman Vicki Almond received requests for a change in precinct designation for certain residents in the "Villages at Woodholme" which is located at the end of Mt. Wilson Lane in Pikesville, MD 21208, on land formerly owned by North Oaks.

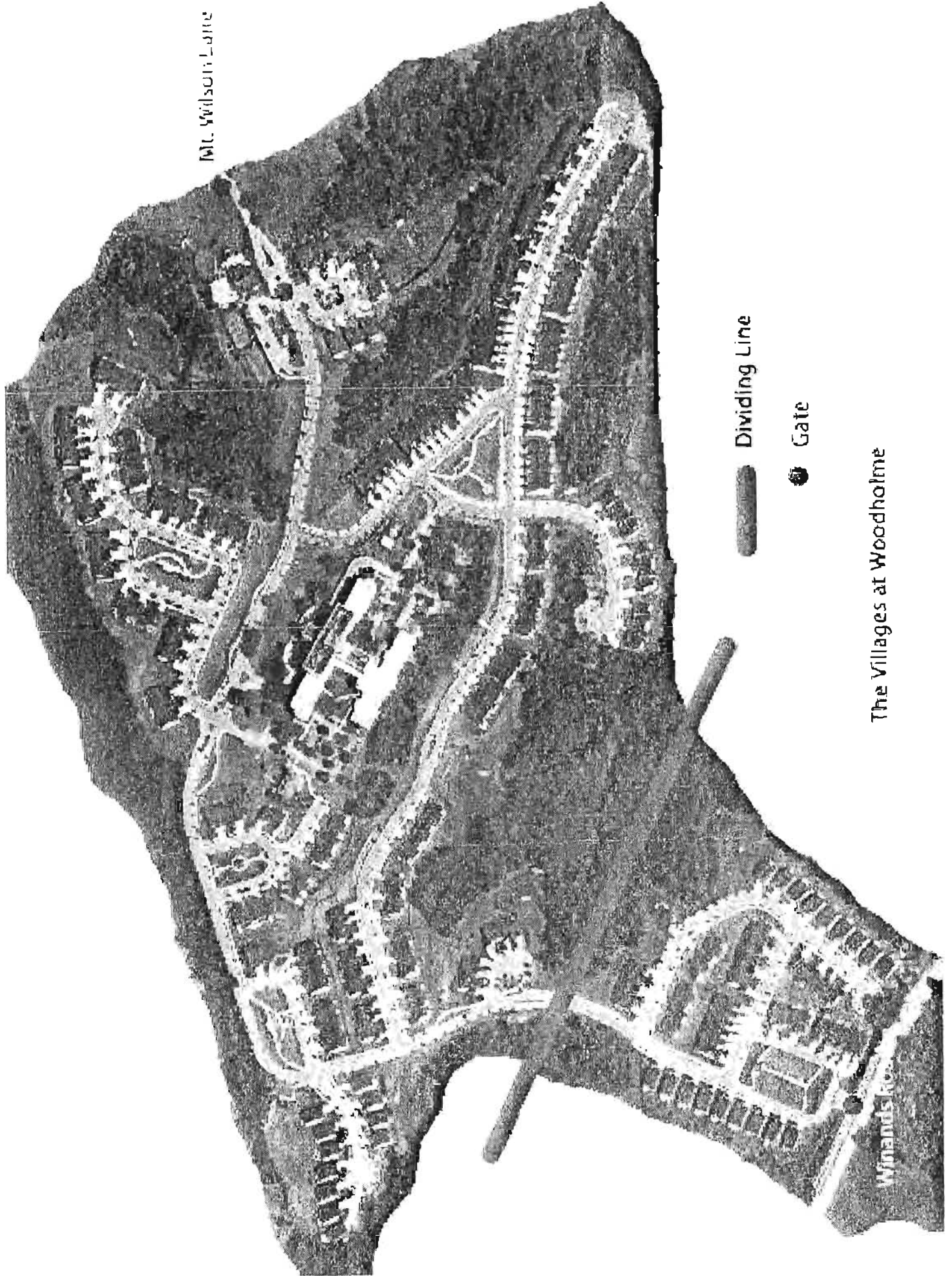
The request is for the 58 homes on Winands Road, which are currently located in precinct 002-008, to have the same services (voting, trash collection, etc.) as the other 228 homes in the community, which are located in precinct 002-025. The residents and management in the community claim that this inconsistency is causing great difficulty in setting uniform rules, guidelines, and causing confusion with in-house assistance from the Board and management people.

It is our hope that all residents in this community can be placed in precinct 002-025 rather than some living in 002-008, while the vast majority of the community residents live in precinct 002-025.

Sincerely,

Vicki Almond

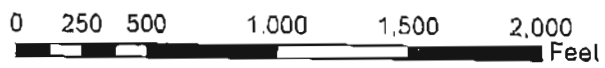
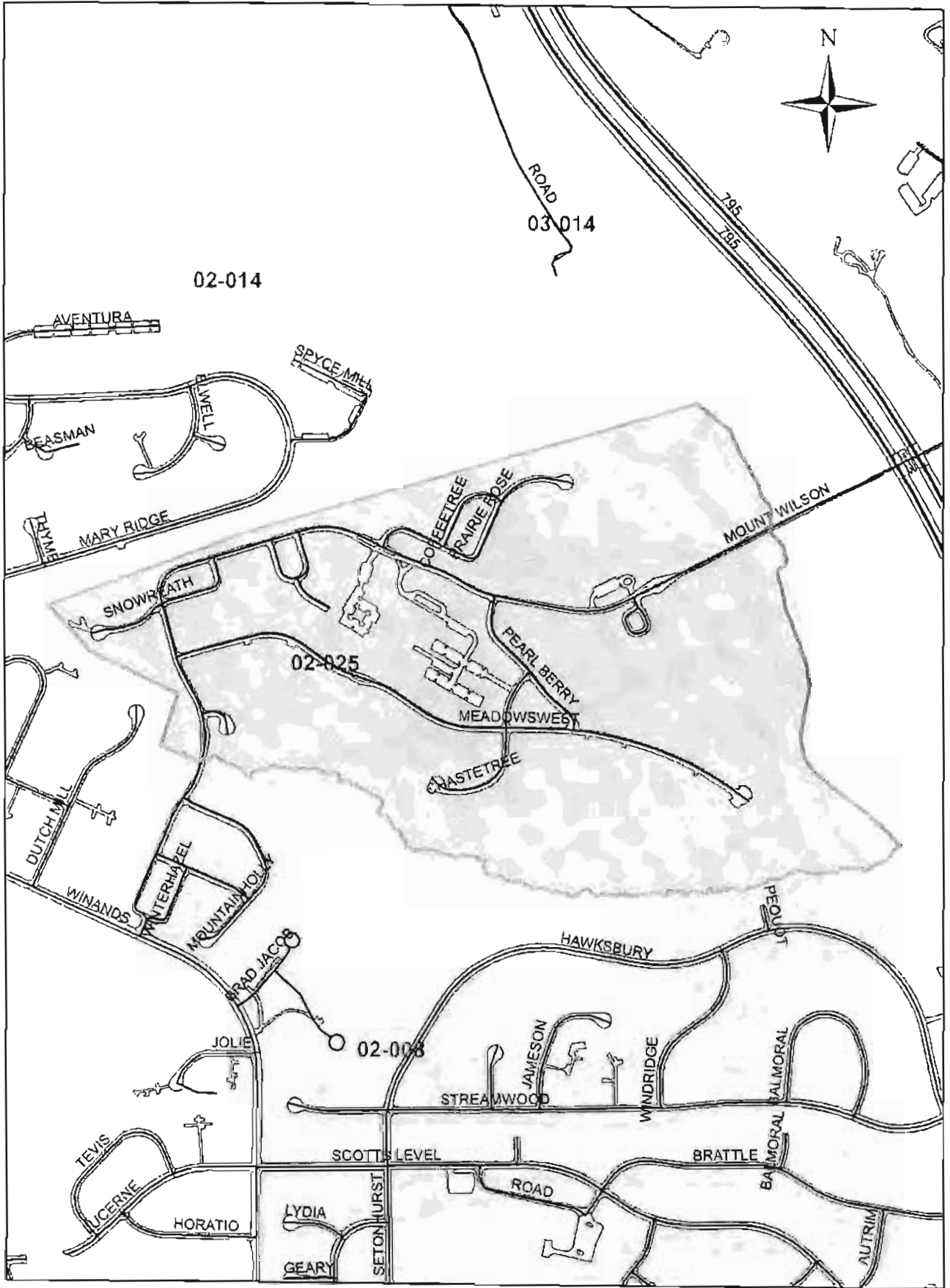
Mc. Wilson Latta



The Villages at Woodholme

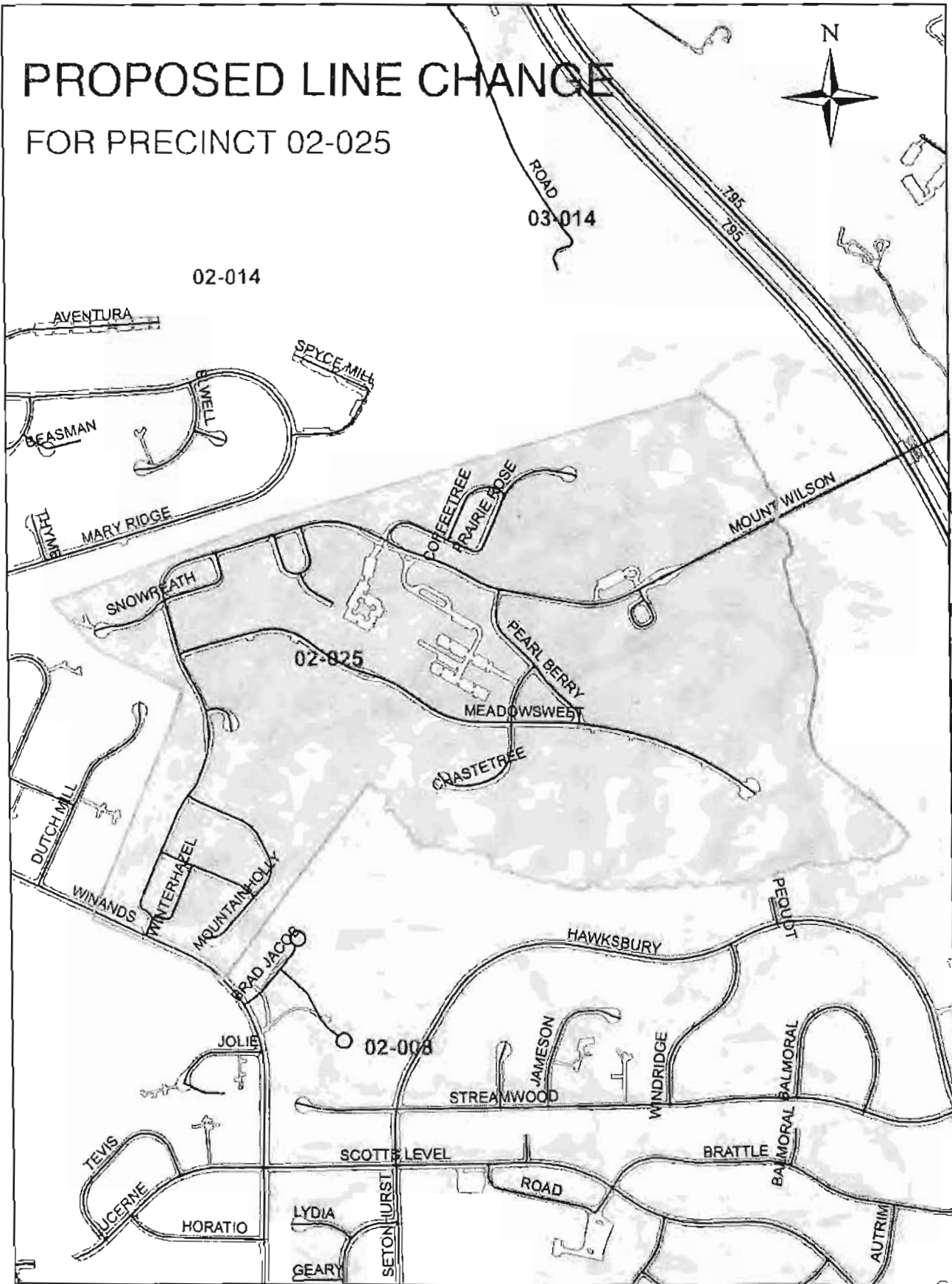
Winands Rd.

Election District 2
Precinct 25



Election District 2 Precinct 25

PROPOSED LINE CHANGE FOR PRECINCT 02-025



ELECTION DISTRICT 02 – PRECINCT 25

Beginning at Mt Wilson Lane and the Gwynns Falls proceed southeasterly through the Gwynns Falls to an unnamed stream; follow the unnamed stream westerly to the boundary line of The Villages of Woodholme; proceed southwesterly through center of boundary line of The Villages of Woodholme to Winands Road; proceed northwesterly along center line of Winands Road to the congressional line going northerly, westerly, then northeasterly to the Gwynns Falls; proceed south along the Gwynns Falls to the beginning.

Polling Place: North Oaks Retirement Com.

725 Mt Wilson Rd

Baltimore, MD 21208

11 Leg. 3 Cong. 2 Council.

ELECTION DISTRICT 02 - PRECINCT 08

Beginning at Winands Road and the boundary line of The Villages of Woodholme proceed north through center line of boundary line of The Villages of Woodholme to a unnamed stream; follow unnamed stream easterly to the Gwynns Falls; follow the Gwynns Falls to Old Court Rd; proceed west through the center of Old Court Rd to Winands Rd; proceed north and west through the center of Winands Rd to the beginning.

Polling Place: Winand Elementary School - Gymnasium

8301 Scotts Level Road

Baltimore, MD 21208

11-02-02

DALE E. LIVINGSTON
ACTING ELECTION DIRECTOR

SHAWN LARSON
ACTING DEPUTY DIRECTOR



ELECTION BOARD

Maureen Neal, President
Edward D. Yoder
B. Dan Riley
Kevin K. Keena
Maria A. Terry
Carolyn W. Evans, Board Counsel

HARFORD COUNTY BOARD OF ELECTIONS

May 31, 2012

Ms. Linda Lamone
Administrator
State Board of Elections
PO Box 6486
Annapolis, Maryland 21401-0486

RECEIVED

JUN 05 2012

STATE BOARD OF ELECTIONS

Dear Ms. Lamone,

I am writing to request an emergency relocation of one of our precincts. Attached is a letter from Mr. Frederick W. Moran, Business Manager of Harford Day School. I spoke with Mr. Moran on May 9, 2012 when he informed me that his school would not be able to hold elections there in the future, including this upcoming General Election.

As stated in his enclosed letter, there was strong objection from the student's parents, to the use of the school as a polling place and they also will not close the school on Election Day which will make it logistically impossible to use this facility as a polling location.

I understand the problems that moving a precinct in the middle of an election cycle can cause. In an effort to mitigate these problems I am asking your permission to move the voters from Harford Day School - precinct 3-15 to Southampton Middle School, which is already one of our precinct locations - precinct 3-18. Southampton is approximately one and a half miles down the road from Harford Day School. I visited Southampton Middle School and spoke with the principal who is agreeable to accommodate another precinct. Since Southampton is already one of our precinct locations, we can assure its ADA compliance as well as adequate parking and room for additional large numbers of voters. Our Board of Directors met last evening, May 30, 2012, and after discussion has approved this move.

I appreciate your consideration of my request and look forward to your decision.

Sincerely,

A handwritten signature in cursive script that reads "Dale E. Livingston".

Dale E. Livingston
Acting Director

Cc: Maureen Neal, Harford County Board of Elections Chair
Encl.



May 15, 2012

Ms. Dale Livingston
Acting Director, Harford County Board of Elections.
133 Industry Lane
Forest Hill, MD 21050

Dear Ms Livingston,

This is a follow up to our recent phone call regarding use of Harford Day School as a polling site for future elections.

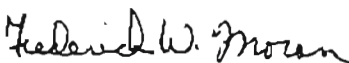
As I mentioned to you, we will not be able to host elections at Harford Day School in the future. We found out during the recent Primary Election that many of our families strongly objected to the elections being held at HDS and some even kept their children at home that day. This reaction caught us completely off guard. We had anticipated that this would be a good teaching experience and a good community relations opportunity. Unfortunately, we were very wrong.

The concept of closing school on November 6th is not an option for us as our schedule for next year is fixed at this time and we have the required number of school days scheduled.

We are sincerely sorry that this did not work out for both of us.

If you have any questions concerning this, please call me immediately at (410) 809-2410.

Regards,


Frederick W. Moran
Business Manager

715 Moores Mill Road
Bel Air, Maryland 21014

410-838-4848

410-879-2350

410-836-5981 fax

www.harfordday.org



TALBOT COUNTY ELECTION BOARD

142 North Harrison Street
P.O. Box 353
Easton, MD 21601

Phone 410-770-8099 ♦ Fax 410-770-8078

June 13, 2012

State Board of Elections

Linda Lamone, Administrator

151 West Street

Annapolis, MD 21401

Dear Ms. Lamone,

The Talbot County Board of Elections would like to ask for permission to change three polling places back to their original locations. These polling places are Royal Oak Methodist Church - District 2 Precinct 3, Bozman Church - District 2 Precinct 2 and Tilghman - District 5 Precinct 2. There has been a lot of discussion after the primary and with all the projected lines and general turnout, it is the best solution for all of the voters.

The changes were a decision based upon the budget requirements for the past year. After serious consideration of all the public responses, the Talbot County Council has agreed to put the money back in our budget for the upcoming general election.

Sincerely,

Patricia L. Mitchell, Director

Talbot County



WASHINGTON COUNTY
BOARD OF ELECTIONS
35 West Washington Street, Room 101
Hagerstown, Maryland 21740-4833
Telephone: 240-313-2050
FAX: 240-313-2051
TTY: 240-313-2050

June 27, 12

State Board of Elections
151 West Street,
Suite 200
Annapolis, MD 21401

Via Email to rgoldstein@elections.state.md.us

Attn: Ross Goldstein, Deputy State Administrator

Re: Proposed Change of Polling Place - Precinct 18-1

Dear Ross:

As previously discussed with you, an emergency situation has arisen with respect to the continued use of the Chewsville Community Center as a polling place for Precinct 18-1 in Washington County, Maryland. By this correspondence, the Washington County Board of Elections provides advice to the State Board of Elections (SBE) of its action during its Special Meeting on June 26, 2012 to change the polling place for said precinct and to seek approval from the SBE to implement that change.

For many years, the Chewsville Community Center has served as the polling place for Precinct 18-1. Although that location served the citizens of Washington County well for years past, the Community Center recently has become an unsatisfactory location. In recent years, as the District has experienced considerable growth and its population has increased, the cramped facilities of the Community Center (including its limited gravel parking area) have drawn regular complaints. While some complaints always are inevitable, the Board regularly has been obliged over the last several years to consider the continued suitability of the Community Center as a polling place. Unfortunately, events during the recent Primary Election have required the Board to consider this subject anew on an urgent basis and to conclude that the polling place should be changed forthwith.

During the recent Primary Election, the management of the Community Center determined, consistent with its prior practice, that the Community Center would not be available during the evening prior to Election Day for pre-election set-up. Although the denial of Election-eve access generally is problematic and avoided wherever possible, the prior lack of an acceptable alternative site in Precinct 18-1 historically has compelled the Board to defer to the Community Center on this point. However, the experience during the recent Primary Election vividly illustrate the potential for mischief and risk of electoral disaster in that



practice when the Community Center's management arrived the next morning to unlock the doors some thirty (30) minutes late forcing polls workers to wait outside and generally wreaking havoc on the polling place. Although the poll workers were able through herculean efforts to open the polls on time with limited facilities, it was several hours before all conditions were normalized at that polling place.

In consideration of the above conditions, the Board resolved to renew its efforts to find an alternative polling place location for the subject precinct. As a result of those efforts, the Board visited and inspected the facilities graciously offered by Bethel United Methodist Church located in Chewsville, Maryland. Those facilities are included within the recently-expanded church complex which boasts modern barrier-free construction, ample parking and a commodious meeting room which will be more than adequate for the purposes intended by the Board.

On June 26, 2012, the Board convened a Special Meeting to consider the subject and unanimously voted to change, effective for the upcoming General Election, the polling place for Precinct 18-1 from the Chewsville Community Center to the Bethel United Methodist Church. As the date for discretionary changes of polling places by the Board passed some months ago [as provided in Election Law Code §2-303(b)], however, the Board seeks extraordinary approval from SBE for that change due to emergency circumstances as permitted by Election Law Code §2-303(f).

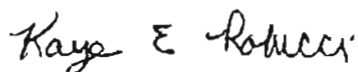
Please note that the Board also directed that if the proposed change is permitted, appropriate signage shall be erected at the Chewsville Community Center to redirect errant voters to the new polling place location.

On behalf of the Board, please accept this correspondence also as an expression of the Board's appreciation for your agreement to cause this emergency request to be presented before the SBE at its next meeting scheduled for Thursday, June 28, 2012.

Of course, if you require any additional information or documentation with regard to this matter, please do not hesitate to contact the undersigned.

With my continued appreciation for your assistance and good counsel, I remain

Sincerely,



Kaye Robucci
Election Director

Cc: Board Members
Roger Schlossberg, Esquire