

## January 25, 2017 Presentation to Mayor and Council

As you are aware, the Montgomery County Board of Elections voted on Monday to authorize negotiation of an MOU between the State Board of Elections, County Board of Elections, and City of Takoma Park to enable the Takoma Park municipal election to take place at the precincts where Takoma Park residents will vote on November 6, 2018.

1. Our next step is to develop the MOU. A broad outline of the MOU is that
  - City of Takoma Park election sites would be located within the same building as the County election sites in the Takoma Park precincts, but not in the same room. Voters will check in to vote in one election, vote, exit the room, then check in and vote in the second election.
  - A greeter will be stationed inside the entrance to each precinct. The County and City will share the cost of the greeter.
    - **As outlined in the MC Election Judges Manual, line management (greeters(?)), consists of:**
      - **Greet voters.**
      - **Confirm the polling place location; redirect any voter at the wrong location.**
      - **Help voters with disabilities and elderly voters, when asked.**
      - **Encourage voters to read and mark their sample ballot while in line.**
      - **Direct voters in line from the facility entrance to the voting room.**
      - **Provide general information to voters on procedures, the voting process, and anticipated wait times.**
      - **Advise voters to turn off electronic devices before entering the voting room.**
    - **Some issues: not sure if MOU or staff level:**
      - Clear indication of who the greeter takes direction from (County Chief Judge or TP Chief Judge).
      - Added guidance regarding TP specific issues (IRV, same day registration, TP-only voters)
      - Added guidance regarding line management – direct voters to TP or County first? direct voters based on length of lines?
      - Added guidance regarding voters in line at 8:00 pm.
  - Everything other than the greeter will be separate: check in, ballot distribution, voting, etc. Takoma Park will be responsible for its own election equipment, promotion, ballots, and so on
  - The County and city will separately recruit, hire, and train election workers for the polling places.

Other details, to be agreed to at the administrative level, include:

- Determining the best check in options for the Takoma Park election – whether to continue to use the e-pollbooks from County/State; procure or develop a Takoma Park alternative check in technology; or use paper precinct registers. (This is a coordination regarding recent registrations, timing for updating the e-pollbook, as well as updating voting histories after-the-fact.)
- Whether it is possible to include notice on County sample ballot mailings letting people know about the municipal election.
- How the County election call center will likely handle municipal calls and refer them to the City as necessary.
  - **Issue: Set up call center at Community Center on Election Day.**
- Additionally, the City needs to determine whether to supplement the two regular booths and one wheelchair accessible voting booth the County has offered to provide at each voting site.
  - **Issue: What set-up do we need at each precinct?**
- And, the City needs to explore accessible voting technologies.

2. The City Charter needs to be amended to:

- Establish a one year term for candidates elected in 2017;
- Provide for a TP election in 2018 and then every even numbered year;
- Reschedule the candidate nomination meeting; and
- Change the date for registering as a write-in candidate.

3. We then need to

- Review the Municipal Code for any changes necessary due to changing the election date.
- Plan and execute the 2017 election.
  - **Issue: We need to develop procedures for color-coded ballots if we plan to use them. Some thoughts:**
    - **7 colors – white for mayor, distinctive colors for 6 Wards.**
    - **Hand-out two separate ballots to each voter; hand-out stapled ballot to each voter.**

- **1 or 6 ballot boxes.**
  - **Stub control (numbering stubs to have ward ballot match mayor ballot number).**
  - **Document detail opening and closing procedures.**
  - **Expand pollbook guidance**
  - **Distinguish between early voting and election day procedures (where necessary)**
  - **Determine locations for early voting – Community Center, NH Recreation Center, Wilkinson Hall, other?**
- Propose early voting process for 2018. Because of the logistical difficulty of having a presence at every Montgomery County early voting site, the City will conduct its own early voting.
  - Plan and execute the 2018 election.
    - **Issue: Propose early voting process**
    - **Issue: Everything else – budget, staffing, set-up, coordination**

And finally, Everyone agrees with the need to split Precinct 13-68, which votes at the Takoma Park Recreation Center. The City is assisting the County with locating an alternative site.