

Takoma Park Board of Elections agenda  
Thursday, September 10, 2020, 7:00 p.m., online

- 1 Call to order
- 2 Agenda approval
- 3 Approval of minutes (August 26)
- 4 Reports (Jessie, Irma)
  - a) Candidacy filings
  - b) Caucus registrations
  - c) Post office box
  - d) Pre-paid postage permit
  - e) Election worker recruiting
  - f) Vendors and contracts
    - Ballot marking/scanning/tabulation. Ballot format received by vendor?
    - Poll books. Contract signed? Sample voter registration file sent to vendor?
    - Mailing. Contract signed? Sample voter registration file sent to vendor?
  - g) Clearance for use of 7500 Maple for election work
  - h) Drop box and drop box signage status
  - i) Intern
  - j) Other matters
- 5 Cancel scheduled 11/12/2020, 7:00 meeting (conflicts with city council meeting). Schedule certification meeting.
- 6 Questions regarding campaign finance and candidates (Jessie)
- 7 2020 election
  - a) Non-ballot mailing elements (oath envelope, return envelope, instructions, assistance form)
  - b) Reconsider ballot delivery goal date
  - c) Intake, canvass, and election-day scheduling (including deciding on an election-day presence at two county sites)
  - d) Ballots without postmarks (Matt)
  - e) Extent of video coverage. County does canvass only. What of intake, canvass, and scanning will we cover?
  - f) Election worker code of conduct (Matt)
  - g) Election worker safety (Matt)
  - h) Intake guide (Matt)
  - i) Canvass guide (Arthur David)
  - j) Canvass chief guide (Arthur David)
  - k) Election-day worker guide (Brian)
  - l) Voter intent guide (Arthur David)
- 8 Other business
- 9 Adjourn

**Administrative Function Session** – after the Board of Elections meeting is adjourned, the Board will hold an administrative function session to engage in the administration of the Election Ordinance to determine if a certain election complaint is founded.

Next meeting: Thursday, September 24, 2020, 7:00 p.m., 7500 Maple Avenue (or online if 7500 Maple is still closed).

Deferred

Bylaws. Defer until completion of council revamp of committee structure.

Drop gender question from registration form. Defer until after election.

### Upcoming

Weekday	Date	Event
Tue	9/15	Nominating caucus
Sat	10/10	Zoom session for intake and canvass, 10:00 a.m.
Sat	10/24	Election-day worker training, 10:00 a.m.
Tue	10/26	First day of county general election early voting
Thu	10/29	Election-day worker training, 7:00 p.m.
Mon	11/2	Last day of county general election early voting
Tue	11/3	Election day
Wed	11/11	Veterans Day
Thu	11/12	Council meets to receive certified results

54 days until Election Day, 11/3/2020 (as of 9/10/2020)