

## **Takoma Park Board of Elections Agenda**

**Thursday, January 13, 2022, 7:00 p.m., online**

- 1. Call to order**
- 2. Agenda approval**
- 3. Approval of minutes from November 18, 2021**
- 4. Board business**
  - a. Appointment of Chairperson and Vice Chairperson positions
  - b. Swearing in of Board Members (Mayor Kate Stewart)
- 5. Review of election calendar (Jessie)**
  - a. Set target deadlines for the hiring of (a) vendor for pollbooks and (b) interns and election workers
  - b. Review proposal to change finance reporting requirements (Matt)
- 6. Mail vendor (Jessie)**
  - a. Will Ft. Orange do mail ballot tracking?
- 7. Code revisions (Matt)**
  - a. Recommendations for revisions to attribution lines and disclaimers
  - b. Clarifying Sec 5.10.010
  - c. Exempting apparel and other appropriate materials from authority line requirement of Sec 5.12.010
- 8. Building systems for information, documentation, support (Matt)**
  - a. Online FAQ/guidance for campaign finance
  - b. Online FAQ/guidance for campaign advertising (attribution lines, disclaimers)
  - c. Webinars/training sessions for candidates about how to run for office
- 9. Online system for uploading campaign finance reports (Matt)**
  - a. Simplify report forms, csv format?
- 10. Complaint handling procedures**
  - a. Writing internal administrative regulations for how the Board handles election-related complaints (Matt)
- 11. Deferred Items**
- 12. Other business**
- 13. Adjourn**

**Next meeting:** Thursday, February 10th, 2022, 7:00 p.m. online

### **Deferred**

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