

City of Takoma Park
Board of Elections Virtual/Remote Meeting
April 13, 2023 – 7:30 p.m.
Agenda

1. Call to order
2. Agenda Approval
3. Approval of minutes from March 9 meeting
[DRAFT Minutes of March 2023 meeting](#)
4. Update: Candidate finance reports—
 - John has been reviewing finance reports and requested that his work be validated or corroborated. AT our last meeting we agreed to do that, and were awaiting word from John as to how to proceed.
 - In the meantime, Jessie has received annual reports from a number of candidates (forwarded to us via email on April 7)

At this meeting we will discuss and agree on next steps related to both.

5. Update: Community survey: Jessie has survey results and will be distributing them to board members prior to the meeting.

At this meeting we will discuss survey results and agree next steps

6. BOE Sub-Committees
 - At the March meeting , we agreed to establish a number of Board sub-committees, in the interest of Board efficiency. Following is a preliminary description of each:
 - The *Staffing Committee* would work with the City Clerk to figure out the staffing requirements on a day-to-day basis leading up to and during elections.
 - The *Voter Registration Committee* would work to increase voter registration in the city by doing outreach with the City Council, with the Youth Council, and with city organizations.
 - The *Audit Committee* will oversee the auditing of election processes to assure their transparency, and the accuracy of their results.
 - The *Finance Committee* will, among other things, update reporting forms to a more usable format and working with Jessie (and others, as necessary) on the automation of financial reporting
 - The *Internal Procedures Committee* will examine internal election procedure and recommend amendment and improvement as appropriate.

- *The Violations and Complaints Committee* will follow up on and recommendation disposition of any complaints of identified violations of election procedure.
- Board members agreed to serve on the subcommittees as follows:

Audit procedures	Joe Matt
Campaign finance	John, Tim
Voter registration/voter education	Ben, Tim
Violation/ complaint procedures	Matt
Code amendments	Matt

At this meeting we will finalize membership and agree on who will serve as convenor of each subcommittee

7. AOB