

**City of Takoma Park, Maryland**  
**Board of Elections**  
**Official Meeting Minutes**

Thursday, October 6, 2016

7:30pm - Third Floor Council Conference Room  
Takoma Park Community Center - Sam Abbott Citizens' Center

1. Call to Order: 7:41
2. Review and Approval of Agenda
3. Approval of Minutes (September 8, 2016). Approved.
4. Board Business. The board has two open positions.
5. Review of presentations and meetings in September
  - a. City Council meetings in September: On September 12, the board attended the city council meeting and presented on the board's progress on synchronization. On September 14, the council voted to reaffirm their intent to change the date of city elections. On September 21, the council voted formally to move forward with the process.
  - b. Meeting with Montgomery County Board of Elections on September 19. Takoma Park BOE members attended the County Board of Elections meeting on September 19. The County expressed some concern on any cost implications that synchronization might have, but will continue to work with Takoma Park on the synchronization process. Takoma Park is on the County Board's agenda for January to discuss the co-location of Takoma Park with the county elections in 2018.
  - c. Voter registration tables: The board staffed a registration table for the Voter Registration Day at the community center on Tuesday September 27, and then also a table during the Takoma Park street festival on October 2. There were only a few new registrations, but the board was able to answer a number of questions from current voters on the dates for early voting, the process of registration, and the upcoming elections.
  - d. Action items from the meetings - The board is looking into questions from the city council, such as nonpartisan nature of elections with synchronization, mail in ballots and how some districts and states conduct all mail-in ballots for elections. The board will look into further cost estimates and staffing levels for 2018.
6. Preparing for 2017 and 2018 elections
  - a. *Observers for Ocean City's elections in November.* Ocean City confirmed they have two slots for observers during the November 8 elections. Arthur David is planning to attend. One open slot is still available.

- b. *Logistics and outreach for volunteers.* The board considered the qualifications for election judges. Though most judges are city residents, county residents are also acceptable. The board discussed using students, and what kind of jobs students could take on, and if there is a minimum age for volunteers. The group CHEER offered to help with languages, particularly Amharic, and also general outreach. The board can also work with other civic groups in this area, such as the Adventist Church. The board discussed developing criteria for selecting election judges, which could be distinct from other voter assistants.
  - c. *Procedures on election day.* The board discussed having shifts for election day. Several board members are serving as election judges for the state and federal elections in November and will monitor the success of the shift schedules. Marilyn noted that the board could develop cheat sheets assisting people with procedural issues on election day in addition to the pre-election training. There is also a need to provide more training on pollbooks, looking people up, and dealing with problems. The board considered opening absentee ballots in public and methods for expediting the absentee ballots.
  - d. *Promotional materials and ideas.* The board will plan to use bus stop ads again and considered the logistical challenges of early voting in the park. For the park voting, the board decided that a more robust backup plan is needed in case of inclement weather.
7. Other Business: None
8. Confirm Members' Availability for Next Meeting: November 10th or November 17th.
9. Adjournment: 9:02