

**City of Takoma Park, Maryland**  
**Board of Elections**

Thursday, December 14, 2016  
7:30pm - Third Floor Council Conference Room  
Takoma Park Community Center - Sam Abbott Citizens' Center

**MINUTES**

**Present:** Marilyn Abbott, Brian Ernst, Arthur David Olson, Beatriz York, Jessie Carpenter, Stephanie Welch

**Minutes Taker:** Brian Ernst

1. **Call to Order:** 7:33pm
2. **Review and Approval of Agenda:** Added synchronization update to the Agenda along with an update on the Recreation Center.
3. **Approval of Minutes (October 6, 2016):** Approved
4. **Board Business:** Stephanie Welch attended the meeting as a prospective board member.
5. **Report on Ocean City election:**
  - a. Comments from Arthur David: There were significant lessons on election administration in addition to the general observation on how synchronization proceeded. Arthur David noted that Ocean City has quite a few different procedures, speaking to the flexibility of different election procedures. Arthur David also observed that as people went through each line and procedure for the state election and the city election, they actively compared the differences in each process.
  - b. Discussion: The Board has always paralleled the state process for continuity of experience for the voter, though it is possible to change if we would prefer different methods.
  - c. In response to the different "I Voted" sticker in Ocean City, a board member suggested a contest for Takoma Park to design its own version of the sticker.
  - d. Other observations: There were fewer workers in Ocean City, largely due to the fact that their processes after check-in were simpler and thus didn't require the same amount of workers. For example, the voting machines had the ballots inside and the ballots stayed in the machine, eliminating the need for people to collect their ballot and then deposit it after voting. For county elections, Arthur David noted that the procedures were the same as in Montgomery County and that the scanners used made closing the election at the end of the day a rapid process.
  - e. The board agreed to send Arthur David's report to the Council for their information.

6. **Update on Takoma Park recreation center polling location:** The city council is planning to send a letter to Montgomery County about the challenges with the location during the primary and general election. Jessie is working on a draft letter and suggestions of alternate locations.
7. **Preparing for 2017 elections:**
  - a. Early preparations (check-in, vote counting, reconciliation, absentee ballots, early voting, etc): Marilyn will re-circulate the procedures from 2015, and then will add a paper on the issues the board faces and needs to codify for 2017 (e.g. procedures on poll closing, ballot counting, etc). Jessie is going to talk with Ken about finance disclosures for campaigns.
8. **Synchronization update:**
  - a. Nominating caucus: The board discussed moving forward with a charter change on the nominating caucus, regardless of the synchronization process. The board will wait on this action until the results of Jessie's meeting with the County Board of Elections in January.
  - b. County Board phone call: Jessie updated the board on a phone conversation with the County Board Elections. Jessie and potentially Marilyn will have a follow up meeting with the Director of the County Board of Elections in January to clarify the timeline and viability of co-location. The board will be looking to update the city council with more information after this meeting.
  - c. The Board discussed alternate options for voting procedures in case co-location is not possible.
9. **Other Business:** Arthur David demonstrated color-coded ballots, which could be used in the 2017 elections. Jessie informed the Board that Hyattsville adopted non-citizen voting this year, and that Mt. Rainier is also considering it and would like to meet with the TKPK Board.
10. **Confirm Members' Availability for Next Meeting:** January, Tuesday 17th.
11. **Adjournment:** 8:58pm.