

City of Takoma Park, Maryland
Board of Elections

Tuesday, January 17, 2017

7:30pm - Lilac Room

Takoma Park Community Center - Sam Abbott Citizens' Center

MINUTES

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

Minutes Taker: Brian Ernst

1. **Call to Order:** 7:33pm
2. **Review and Approval of Agenda:** Approved.
3. **Approval of Minutes (December 14, 2016):** Approved.
4. **Board Business:** Stephanie Welch's appointment to the board is still pending approval from the city council, though it is expected prior to the next board meeting. There is still one open position on the board.
5. **Report on meeting with Montgomery County Board of Elections staff:**
 - a. Takoma Park and synchronization is on the county board of elections' meeting agenda for January 23rd. We do not have an indication of what the county board will discuss as we are listed as other business.
 - b. Jessie shared her notes from the meeting with the staff, which included:
 - i. Takoma Park would have to find separate space in the polling locations for its concurrent elections. There is also a pending issue of finding a polling place for the current joint recreation center location.
 - ii. Though the state board likely does not need to approve the concurrent election setup, the administrative staff should review and approve the plan.
 - iii. The county recommended one shared staff person at the polling places - a greeter to help direct people to the correct lines. There is a question of the timing for the lines, and if the greeter would need to specify which to go in first and how the cut-off for voting would work. In state elections, as long as you are in line by poll close, you are allowed to vote. How this would work with two lines will need to be considered.
6. **Synchronization update for the City Council:**
 - a. Jessie will notify the council that the county board will be considering Takoma Park co-location in case they want to attend the meeting.
 - b. Report to the council: The board is on the city council agenda for January 25th, two days after the meeting with the county BOE. The board discussed items that

we would like to report to the city council, including: the January meeting with county elections staff, in which we learned that the state will likely not hold up the process; results from the county BOE meeting on January 23rd; updates on planning for the 2017 elections; date changes for the nominating caucus; and the board's work on promotional materials.

- c. Arthur David and Beatriz noted that the board would need to evaluate financial implications again.

7. Preparing for 2017 elections:

- a. Review and comment on election manual from 2015. Marilyn distributed the previous election manual and training materials for the board to review. Among items for consideration, the board discussed:
 - i. Developing procedures for early voting, which operates differently from election day. The board also discussed continuing with three days at the community center, one day at the recreation center and a possible third location.
 - ii. Creating more specific instructions on the pollbook use.
 - iii. Updating the manual with guidance for how shifts would work in 2017, since we are considering it as an option. We could work it around one of the midday poll counts.
 - iv. Adding procedures for same day registration and provisional ballots
 - v. Updating the hand count procedures
 - vi. Fixing an error in the voter intent guidance.
- b. Other items: Jessie will be sending a 2017 budget to the city manager in February.

8. Other Business: None.

9. Confirm Members' Availability for Next Meeting: February 21st at 7:30pm

10. Adjournment: 8:46pm.