



AGENDA

Washington County Board of Elections August 8, 2023

Board Meeting to be held on Tuesday, August 8, 2023 at **3PM**. Meeting will be held in person but may also be attended virtually. Call in information is provided below.

Call Meeting to Order:

Record Those Present:

Request for Additions/Changes to Agenda:

Minutes of the July 11, 2023 Regular Board Meetings:

Correspondence:

Reports:

- I. Election Director
- II. Attorney

Unfinished Business:

- I. Early Voting
- II. Polling Place Plan

New Business:

- I. By-Laws
- II. Board Counsel Contract

Members Remarks:

Scheduling of Next Meeting:

Distributed Information:

Future Events:

Executive Session:

Part of the meeting may be closed in accordance with Open Meeting Act Procedures.

Public Participation: Members of the public may address the Board. Pursuant to §3.2B of the Board's bylaws, public participation at a meeting must be pre-scheduled and pre-approved by the President. To request approval to speak at a board meeting, contact Barry Jackson at 240.313.2054 or by Email at barry.jackson@maryland.gov no later than 5 pm the day before the meeting.

Call In Instructions for the Meeting:

Meeting ID

meet.google.com/yxd-rtqb-pvj

Join by phone

1 260-799-1036

PIN: 855 991 467#

Director's Report – July 11, 2023

A. Personnel –

1. Teresa Morningstar hired as Deputy Director, beginning July 26, 2023.
2. Received list of candidates for new Voter Outreach Program Specialist position. Interviews on Wednesday, August 16, 2023.
3. Currently accepting applications for the Program Supervisor position, which closes on August 14, 2023.
4. Tammi Derr's position will not be posted until other positions have been filled.
5. Performance Evaluations (PEP) were timely submitted to SBE by July 31, 2023.
6. Election Judge Pay - In their August 8, 2023 meeting, the County Commissioners unanimously approved a \$300 per day rate for chief election judges.

B. Meetings:

1. Director's Meetings:

a) Highlights of July 20th meeting:

- (1) SBE requesting that LBEs track costs of responding to PIA requests.
- (2) SBE is updating language on public service requests (PSR) to reflect new regulation limiting requests to "electoral purposes." SBE is also working on an online PSR request service.
- (3) SBE created a new Online Look Up (OLUP) for currently registered voters who wish to make changes to their registration.
- (4) Melissia Dorsey reported draft forms for submission of polling place plans will be distributed on July 21st.
- (5) BMD language being updated again.
- (6) LBEs are to send completed bylaws, delegation of duties and certificates showing completion of the State's Open Meeting Act training to Mary Ann Mogavero.
- (7) Regional Voter Registration Training – Washington County will host on September 14th.
- (8) Pollbook project – testing ongoing at SBE warehouse.
- (9) Transportation contract awarded to Interstate, same as last election. Staffing contract awarded to Abacus.

b) Next Meeting, August 17, 2023

C. Trainings: N/A

D. Legislative Update: N/A

E. Voter Registration Activities and Statistics:

1. Registration Statistics for July 2023 were distributed to the Board.

F. Candidate Filings:

1. Filing for 2024 Presidential Election began on January 19, 2023. No filings so far.
- G. Voting System Activities:
1. Working on a solution for reorganizing and staging voting equipment.
- H. Projects:
1. Curtis Surratt reorganizing and inventorying election judge supplies.
 2. Finish cleaning out black transfer carts and put everything away, box up voted and unvoted ballots for storage, post-election maintenance (PEM) on voting booths.

Article - Election Law

§2-102.

(a) The State Board shall manage and supervise elections in the State and ensure compliance with the requirements of this article and any applicable federal law by all persons involved in the elections process.

(b) In exercising its authority under this article and in order to ensure compliance with this article and with any requirements of federal law, the State Board shall:

- (1) supervise the conduct of elections in the State;- 17 -
- (2) direct, support, monitor, and evaluate the activities of each local board;
- (3) have a staff sufficient to perform its functions;
- (4) adopt regulations to implement its powers and duties;
- (5) receive, or in its discretion audit, campaign finance reports, account books and records kept under § 13-221 of this article, independent expenditure reports filed and records kept under § 13-306 of this article, electioneering communication reports filed and records kept under § 13-307 of this article, and statements filed and records kept under § 14-105 of this article;
- (6) appoint a State Administrator in accordance with § 2-103 of this subtitle;
- (7) maximize the use of technology in election administration, including the development of a plan for a comprehensive computerized elections management system;
- (8) canvass and certify the results of elections as prescribed by law;
- (9) make available to the general public, in a timely and efficient manner, information on the electoral process, including a publication that includes the text of this article, relevant portions of the Maryland Constitution, and

information gathered and maintained regarding elections;

(10) subject to § 2–106 of this subtitle and § 13–341 of this article, receive, maintain, and serve as a depository for elections documents, materials, records, statistics, reports, certificates, proclamations, and other information prescribed by law or regulation;

(11) prescribe all forms required under this article; and

(12) serve as the official designated office in accordance with the Uniformed and Overseas Citizens Absentee Voting Act for providing information regarding voter registration and absentee ballot procedures for absent uniformed services voters and overseas voters with respect to elections for federal office.

§2–202.

(a) Except for the City of Baltimore, the provisions of this section do not apply to a municipal corporation in the State in which the municipal or charter elections are regulated by the public local laws of the State or the charter of the municipal corporation.

(b) Each local board, in accordance with the provisions of this article and regulations adopted by the State Board, shall:

(1) oversee the conduct of all elections held in its county and ensure that the elections process is conducted in an open, convenient, and impartial manner;

(2) pursuant to the State Personnel and Pensions Article, or its county merit system, whichever is applicable, appoint an election director to manage the operations and supervise the staff of the local board;

(3) maintain an office and be open for business as provided in this article, and, subject to § 9–106 of this article, provide the supplies and equipment necessary for the proper and efficient conduct of voter registration and election, including:

- (i) supplies and equipment required by the State Board; and
- (ii) office and polling place equipment expenses;
- (4) adopt any regulation it considers necessary to perform its duties under this article, which regulation shall become effective when it is filed with and approved by the State Board;
- (5) serve as the local board of canvassers and certify the results of each election conducted by the local board;
- (6) establish and alter the boundaries and number of precincts in accordance with § 2–303 of this title, and provide a suitable polling place for each precinct, and assign voters to precincts;
- (7) provide to the general public timely information and notice, by publication or mail, concerning voter registration and elections;
- (8) make determinations and hear and decide challenges and appeals as provided by law;
- (9) (i) aid in the prosecution of an offense under this article; and
(ii) when the board finds there is probable cause to believe an offense has been committed, refer the matter to the appropriate prosecutorial authority;
- (10) maintain and dispose of its records in accordance with the plan adopted by the State Board under § 2–106 of this title; and
- (11) administer voter registration and absentee voting for nursing homes and assisted living facilities in accordance with procedures established by the State Administrator, subject to the approval of the State Board.

§10–301.1.

- (a) Except as provided under Title 9, Subtitle 3 of this article, during any regularly scheduled primary or general election a voter may vote:
 - (1) in the voter’s assigned precinct on election day; or

(2) at an early voting center in the voter's county of residence on any early voting day in accordance with this section.

(b) (1) Each county shall have at least one early voting center established in the county as prescribed in this subsection.

(2) A county with fewer than 50,000 registered voters shall have one early voting center established in the county.

(3) A county with at least 50,000 registered voters but fewer than 100,000 registered voters shall have two early voting centers established in the county.

(4) A county with at least 100,000 registered voters but fewer than 200,000 registered voters shall have three early voting centers established in the county.

(5) A county with at least 200,000 registered voters but fewer than 300,000 registered voters shall have five early voting centers established in the county.

(6) A county with at least 300,000 registered voters but fewer than 400,000 registered voters shall have seven early voting centers established in the county.

(7) A county with at least 400,000 registered voters but fewer than 500,000 registered voters shall have nine early voting centers established in the county.

(8) A county with at least 500,000 registered voters but fewer than 600,000 registered voters shall have 11 early voting centers established in the county.

(9) A county with at least 600,000 registered voters shall have 13 early voting centers established in the county.

(10) In addition to the early voting centers required in this subsection, each county may establish one additional early voting center if:

(i) first, the local board and the governing body of the county

agree to establish an additional early voting center; and

(ii) then, the State Board approves the establishment of the additional early voting center.

(c) (1) No later than 6 months before a primary election, the local board in each county shall, subject to the approval of the State Board, designate each early voting center in that county.

(2) A local board shall take into account the following factors when determining the location of an early voting center:

(i) accessibility of the early voting center to historically disenfranchised communities, including cultural groups, ethnic groups, and minority groups;

(ii) proximity of the early voting center to dense concentrations of voters;

(iii) accessibility of the early voting center by public transportation;

(iv) ensuring equitable distribution of early voting centers throughout the county; and

(v) maximizing voter participation, including through the use of community centers and public gathering places as locations for early voting centers.

(d) Each early voting center shall be open for voting as follows:

(1) beginning the second Thursday before a primary or general election through the Thursday before the election; and

(2) during the hours between 7 a.m. and 8 p.m. each early voting day.

(e) Each early voting center shall satisfy the requirements of § 10–101 of this title.

(f) Beginning 30 days prior to each early voting period the State Board and each local board shall undertake steps to inform the public about early voting and the

location of early voting centers in each county, including:

(1) a series of public service media announcements;

(2) mailings to all registered voters in each county; and

(3) other measures as appropriate.

(g) Except as expressly provided in this section, any provision of this article that applies to voting on election day also applies to early voting.

(h) The State Board shall adopt regulations and guidelines in accordance with the requirements of this section for the conduct of early voting.

§10–101.

(a) (1) Each local board shall designate a polling place that meets the requirements of this subsection for each precinct in the county as established by the local board in accordance with Title 2 of this article.

(2) Each polling place shall:

(i) provide an environment that is suitable to the proper conduct of an election;

(ii) be located as conveniently as practicable for the majority of registered voters assigned to that polling place;

(iii) except as authorized in paragraph (4) of this subsection, be in a public building;

(iv) be in the precinct that it serves unless no suitable location for a polling place can be found within that precinct, in which case the board may establish the polling place in an adjacent precinct; and

(v) whenever practicable, be selected and arranged to avoid architectural and other barriers that impede access or voting by elderly and physically disabled voters.

(3) (i) The public official responsible for the use of any public building requested by a local board for a polling place shall make available to the

local board, without charge, the space that is needed in the building for the proper conduct of an election.

(ii) Light, heat, and custodial and janitorial services for the space shall be provided to the local board without charge.

(iii) 1. Subject to subsubparagraph 2 of this subparagraph, electioneering shall be allowed on the premises of the public building up to the electioneering boundary established under § 16–206(b) of this article.

2. Campaign signs shall be allowed on the premises of the public building, at a minimum, from:

A. 5 p.m. the day immediately preceding election day until 8 a.m. on the day immediately following election day; and

B. 5 p.m. the day before an early voting period begins under § 10–301.1 of this title until 8 a.m. the day after the early voting period ends.

(4) (i) If suitable space in a public building is not available, a local board may pay a reasonable fee for the use of space in a privately owned building.

(ii) A polling place may not be located in a privately owned building unless the owner of the building agrees to:

1. allow electioneering on the premises up to the electioneering boundary established under § 16–206(b) of this article; and

2. allow campaign signs on the premises, at a minimum, from:

A. 5 p.m. the day immediately preceding election day until 8 a.m. on the day immediately following election day; and

B. 5 p.m. the day before an early voting period begins under § 10–301.1 of this title until 8 a.m. the day after the early voting period ends.

(5) If a polling place is located in a building owned or leased by a volunteer fire company or rescue squad, the volunteer fire company or rescue squad may require the local board to pay for the use of the space that is needed in the

building for the proper conduct of any election.

(b) (1) (i) In Baltimore City, public buildings shall be used for polling places to the greatest extent feasible.

(ii) For rental of privately owned polling places in Baltimore City, the local board shall pay an amount as determined in the ordinance of estimates, provided that the amount is uniform on a citywide basis.

(2) In Charles County, the local board may use private firehouses, private halls, and other buildings for polling places.

(3) In Montgomery County, the County Board of Education shall make available the space and custodial service as needed for the proper conduct of elections upon application by the local board.

(c) (1) The State Board shall adopt regulations governing the use of a building or part of a building that is owned, occupied, or partially occupied by an establishment that holds an alcoholic beverages license as a polling place.

(2) The regulations adopted under paragraph (1) of this subsection shall require a local board to prioritize the placement of polling locations in buildings that are not owned, occupied, or partially occupied by an establishment that holds an alcoholic beverages license.

Title 33

STATE BOARD OF ELECTIONS

Subtitle 17 EARLY VOTING

33.17.02 Early Voting Center

Authority: Election Law Article, §§2-102(b)(4), 2-202(b), and 10-301.1, Annotated Code of Maryland

.02 Selecting Early Voting Centers.

A. Considerations for Early Voting Centers. A local board shall consider the following factors when determining the location of an early voting center:

(1) Accessibility of the early voting center to historically disenfranchised communities, including cultural groups, ethnic groups, and minority groups;

(2) Proximity of the early voting center to dense concentrations of voters such that:

(a) If a county [has] is required by Regulation .01 of this chapter to have one or two early voting centers, 50 percent of the registered voters in the county live within 10 miles of one of the proposed early voting center; or

(b) If a county [has] is required by Regulation .01 of this chapter to have three or more early voting centers, 80 percent of the registered voters live within 5 miles of one of the early voting centers;

(3) Accessibility of the early voting center by public transportation;

(4) Ensuring equitable distribution of early voting centers throughout the county;

(5) Maximizing voter participation, including through the use of community centers and public gathering places as locations for early voting centers;

(6) Whether the early voting center can accommodate long lines of voters, including taking into consideration how voters waiting in line are protected against inclement weather; and

(7) Whether the early voting center has parking facilities sufficient for early voting, taking into consideration the normal business activities of the proposed early voting center.

B. Requirements for Early Voting Centers. A local board shall propose early voting center locations that:

(1) Allow a local board to install the required telecommunication needs;

(2) Are of sufficient size and layout to conduct early voting, including adequate access to electricity;

(3) Are accessible or can be made accessible for voters with disabilities;

(4) Can store voting equipment and supplies in a secure location during non-early voting hours;

(5) Have sufficient and reliable heating and air-conditioning capabilities; and

(6) Can accommodate a no electioneering zone as required by Election Law Article, §16-206, Annotated Code of Maryland, exit polling as required by COMAR 33.07.08, and electioneering outside of the no-electioneering zone.

C. Form for Proposed Early Voting Center.

(1) The State Board shall:

(a) Prescribe a form for a local board to use to provide information about a proposed early voting center; and

(b) Provide each local board with the form at least 1 year before a primary election.

(2) Form Submission for Early Voting Center.

(a) At least 7 months before a primary election, a local board shall submit a form for each proposed early voting center.

(b) If a local board is required to have more than one early voting center, the local board shall:

(i) Complete a form for each proposed early voting center; and

(ii) Submit the forms for each proposed early voting centers at the same time.

D. Contents of Form. The form shall include questions related to whether the proposed early voting center meets the considerations and requirements defined in §§A and B of this Regulation.

E. Additional Information. For each proposed early voting center, a local board shall submit with the form required in §[A] C of this [regulation] Regulation:

(1) A diagram of the facility, including the proposed layout of the voting equipment and electrical and telecommunications connections in the voting area and the proposed locations of the election judges;

(2) The State of Maryland's Accessibility Survey form[; and]

(3) Digital photographs of the outside of and entrance to the proposed early voting center[.]; and

(4) The security plan required by Regulation .04 of this chapter.

F. Inability to Identify Proposed Early Voting Center. If the proposed early voting center does not meet all of the criteria listed on the form required in §[A] C of this [regulation] Regulation, a local board shall provide on the form:

(1) A list of other facilities that were considered, and why those facilities are not being proposed as early voting centers; and

(2) A description of the factors that mitigate the fact that the proposed early voting center does not meet all of the criteria listed on the form required in §[A] C of this [regulation] Regulation.

G. Use of Local Board Office. If a local board proposes to use the offices of the local board as an early voting center, the local board shall:

- (1) Have a clearly marked space for early voting that is distinct and separate from absentee voting that occurs at the office; and
- (2) Post signs and include in all election-specific materials the business hours of the local board and the early voting hours.

H. Approval of Early Voting Centers.

(1) Upon receipt of a form for a proposed early voting center, the State Administrator shall review and make a recommendation to the State Board as to whether to accept or reject the proposed early voting center.

(2) The State Board shall:

(a) Vote on a local board's proposed early voting center within 30 days of receipt of the form required in §[A]C of this [regulation] Regulation;

(b) Give deference to a proposed early voting center for which a local board [can make the acknowledgments]

considered the factors required in §A of this Regulation and the requirements [required in] of §B of this [regulation]Regulation; and

(c) Within 2 days after its vote on a proposed early voting center, notify the local board of this outcome of the State Board's vote.

(3) Upon approval by the State Board, a local board shall include in its disaster recovery plan the name, address, and contact information for the early voting center.

I. Alternate Early Voting Centers.

(1) A local board shall identify an alternate early voting center for use if an approved early voting center becomes unavailable.

(2) A local board shall give preference to the offices of the local board or a government facility when considering the location of an alternate early voting center.

(3) A local board shall identify:

(a) One alternate early voting center if the local board is required to establish one, two, or three early voting

centers; or

(b) Two alternate early voting centers if the local board is required to establish [five] four or more early voting

centers.

(4) A local board shall:

(a) At least 3 months before a primary election, complete and submit to the State Administrator the form

required by §[A] C of this [regulation] Regulation for each proposed alternate early voting center; and

(b) Upon approval by the State Administrator of the alternate early voting center:

(i) Submit the form to the appropriate local government agencies; and

(ii) Include in its disaster recovery plan the name, address, and contact information for each alternate early voting center, a plan for notifying the public if the alternate center is needed, and a plan for transitioning operations to an alternate center.

.03 Agreement for Early Voting Center.

A. Agreement Required. A local board shall enter into a legally binding agreement with an authorized representative of the facility where early voting will be conducted.

B. Required Provisions. The agreement shall contain the following provisions:

(1) The dates and times when a local board requires access to the facility;

(2) The amount of compensation, if any, a local board is required to pay to use the facility as an early voting center;

(3) Authorization to install and test equipment and telecommunications connections before early voting, and remove equipment and connections after early voting;

(4) Authorization to install temporary measures to improve access to the early voting center for voters with disabilities;

(5) Require the facility to provide a local board with its policies and procedures for inclement weather and other emergency situations;

(6) Whether the facility or the local board is responsible for providing appropriate services in case of inclement weather or other emergency situations;

(7) If agreed to by the facility's authorized representative, a copy of the facility's disaster recovery plan;

(8) Authorization to establish a no electioneering zone during early voting; and

(9) Authorization to allow exit polling within the no electioneering zone.

C. Filing with State Administrator. Within 30 days of executing the agreement, a local board shall file a copy of the signed agreement with the State Administrator.

.04 Security Plans for Early Voting Center.

A. Security Plan Required. [At least 8 weeks before early voting begins] With the form required by Regulation .02C

of this chapter, an election director shall submit an early voting security plan for approval to the State Administrator.

B. Contents of Plan.

(1) The early voting security plan shall describe in detail how a local board will keep voting equipment, electronic

pollbooks, ballots, and other election equipment and supplies secure during early voting and non-early voting hours.

(2) The plan shall include:

(a) A description of each entrance, including windows, to the area where equipment and supplies will be secured during

non-early voting hours and how the entrance is secured;

(b) The names and titles of all individuals who have a key or keys to the room where equipment and supplies will be

secured during non-early voting hours;

(c) A description of existing building security, such as alarms and closed circuit or Internet accessible cameras, and

armed and unarmed guards at the facility; and

(d) Any additional security measures that will be taken during early voting and non-early voting hours.

(3) At the request of the State Administrator or when it is considered necessary, an election director shall:

(a) Review and update the early voting security plan; and

(b) If updated, within 2 days of updating the plan, submit a copy of the updated plan to the State Administrator.

C. Review and Acceptance of Plan.

(1) The State Administrator shall review a local board's early voting security plan and may require a local board to make changes to the plan, including implementing additional security measures.

(2) Within 30 days of receipt of [a] an early voting security plan, the State Administrator shall review and provide feedback to a local board.

(3) A local board shall update its plan according to the feedback provided by the State Administrator

Actual Date	Adjusted Date	Date	Time ^{1,2}	Event Name	Description	Computation	Legal Authority ³
		Monday, January 2, 2023		New Year's Day	State holiday. SBE and local boards will be closed.		State Personnel & Pensions Act., § 9-201
		Wednesday, January 11, 2023		General Assembly Convenes	Lasts 90 days.	2nd Wednesday in January.	MD Const. Art. III, § 14
		Monday, January 16, 2023		Martin Luther King Jr.'s Birthday	State holiday. SBE and local boards will be closed.		State Personnel & Pensions Act., § 9-201
		Wednesday, January 18, 2023	11:59 pm	Annual Campaign Finance Report	Deadline to file annual campaign finance report for all political committees.	3rd Wednesday in January.	EL § 19-309(b)(2)
		Thursday, February 9, 2023	COB	Begin Candidate Filing	First day candidates for the 2024 election can file a Certificate of Candidacy.	1 year before the deadline to file a Certificate of Candidacy.	SBE Policy
		Monday, February 20, 2023		President's Day	State holiday. SBE and local boards will be closed.		State Personnel & Pensions Act., § 9-201
		Monday, April 10, 2023		General Assembly Ends	Lasts 90 days.	89 days after General Assembly convenes.	MD Const. Art. III, § 15
Monday, May 1, 2023		Monday, May 1, 2023	COB	Request for Advance Determination of Sufficiency for 2023 Referendum Petition	Deadline for petition sponsor to submit to SBE a request for advance determination of sufficiency of a referendum petition format.	At least 30 days before the deadline to file a petition.	EL § 6-210(a)(1)
Saturday, May 6, 2023		Monday, May 8, 2023	COB	Determination of Referendum Petition Format Sufficiency	Deadline for SBE to determine sufficiency of a referendum petition.	Within 5 days of receiving the request for advance determination.	EL § 6-210(a)(2)
		Wednesday, May 10, 2023	COB	Notification of Outcome of Advance Determination of a Referendum Petition Format	Deadline for SBE to notify petition sponsor of the approval or deficiency of referendum petition format.	Within 2 business days after determining sufficiency of referendum petition format.	EL § 6-210(b)
Sunday, May 14, 2023		Monday, May 15, 2023		Early Voting Center Approval Form	Deadline for SBE to provide the local boards with the form for a proposed early voting center.	At least one year before a primary election.	COMAR 33.17.02.02
		Monday, May 29, 2023		Memorial Day	State holiday. SBE and local boards will be closed.		State Personnel & Pensions Act., § 9-201
		Wednesday, May 31, 2023	11:59 pm	Filing Referendum Petition on Acts of the 2023 General Assembly	Deadline for petition sponsor to file petition with Secretary of State including at least one-third of the referendum petition signatures and a petition fund report.	Petitions are filed with the Secretary of State before the 1st day of June.	MD Const. Art. XVI, § 3(b)
Wednesday, May 31, 2023	Wednesday, May 31, 2023	Wednesday, May 31, 2023	11:59 pm	Title 14 Contribution Report	Deadline for disclosure of contributions by persons doing business with Maryland government and/or employing a lobbyist.	Report due every May 31 and November 30.	EL § 14-104(b)(2)(iii)(2)
		Monday, June 19, 2023		Juneteenth	State holiday. SBE and local boards will be closed.		State Personnel & Pensions Act., § 9-201
Tuesday, June 20, 2023		Tuesday, June 20, 2023	COB	Verification and Counting of Referendum Petition	Deadline for the local boards to verify and count the first submission of the required signatures on the referendum petition.	Within 20 days after the filing of a petition.	State Personnel & Pensions Act., § 9-201
		Wednesday, June 21, 2023	COB	Certification of Referendum Petition	Deadline for SBE to certify the results of the first submission of the required signatures.	Within 1 business day after verification and counting is completed; deadline is extended if final judicial decision is pending (1 business day after final judicial decision).	EL § 6-210(d)
		Friday, June 30, 2023	11:59 pm	Filing Referendum Petition on Acts of the 2023 General Assembly	Deadline for petition sponsor to submit to Secretary of State the balance of referendum petition signatures and a petition fund report.	Petitions are filed with the Secretary of State by the 30th day of June.	MD Const. Art. XVI, § 3(b)
Saturday, July 1, 2023	Monday, July 3, 2023	Monday, July 3, 2023	COB	Judicial Review of Referendum Petition Certification - First Signature Submission	Deadline for petition sponsor to seek judicial review of referendum petition certification of the first submission of the required signatures.	10th day following SBE's determination on the certification of the first submission of signatures.	EL § 6-210(e)
Thursday, July 20, 2023		Tuesday, July 4, 2023		Independence Day	State holiday. SBE and local boards will be closed.		State Personnel & Pensions Act., § 9-201
		Thursday, July 20, 2023	COB	Verification and Counting of Referendum Petition	Deadline for the local boards to verify and count the balance of the signatures on the referendum petition.	Within 20 days after the filing of the balance of the petition signatures.	EL § 6-210(c)
		Monday, July 24, 2023	COB	Certification of Referendum Petition	Deadline for SBE to certify the results of the full referendum petition verification.	Within 1 business day after verification and counting of the balance of petition signatures is completed; deadline is extended if judicial review is pending (1 business day after final judicial decision).	EL § 6-210(d)
Thursday, August 3, 2023		Thursday, August 3, 2023	COB	Judicial Review of Referendum Petition Certification - Balance of Signatures Submission	Deadline for petition sponsor to seek judicial review of referendum petition certification.	10th day following SBE's determination on the certification of the balance of signatures.	EL § 6-210(e)
		Monday, September 4, 2023		Labor Day	State holiday. SBE and local boards will be closed.		State Personnel & Pensions Act., § 9-201
		Tuesday, September 12, 2023		Determination of Number of Registered Voters (Early Voting Centers)	Deadline for the State Administrator to determine the number of active registered voters for use when determining the number of early voting centers in each jurisdiction.	Tuesday that is 8 months before a primary election.	COMAR 33.17.02.01A(1)
		Sunday, September 17, 2023		Constitution Day and Citizenship Day	Commemorate the signing of the U.S. Constitution and require public schools to celebrate the day and instill in students knowledge of history, importance, and the meaning of the U.S. Constitution and Maryland Constitution.	Anniversary of signing of the U.S. Constitution on September 17, 1787.	Education Art., § 7-116
Sunday, September 17, 2023		Monday, September 18, 2023		Notice of Number of Early Voting Centers	Deadline for the State Administrator to provide the local boards with the number of early voting centers in each jurisdiction.	Within 5 days of determination of number of registered voters.	COMAR 33.17.02.01B
		Monday, October 9, 2023		Columbus Day	State holiday. SBE and local boards will be closed.		State Personnel & Pensions Act., § 9-201
Saturday, October 14, 2023	Monday, October 16, 2023	Monday, October 16, 2023		Early Voting Center Approval Form	Deadline for the local boards to submit to SBE a form for each proposed early voting center.	At least 7 months before a primary election.	COMAR 33.17.02.02C(2)(a)
		Friday, November 10, 2023		Veteran's Day	State holiday. SBE and local boards will be closed.		State Personnel & Pensions Act., § 9-201

Tuesday, November 14, 2023	Tuesday, November 14, 2023	Tuesday, November 14, 2023	Poling Place Plan	Deadline for the local boards to submit to SBE a polling place plan.	At least 6 months before an election.	EL § 2-303.1(a)
Tuesday, November 14, 2023	Tuesday, November 14, 2023	COB	Determination of Eligible Primary Election Voters	Deadline for the chairs of the principal political parties to notify SBE whether they will allow voters not affiliated with their political party to vote in the primary election.	6 months prior to a primary election.	EL § 8-202(c)
Thursday, November 23, 2023	Thursday, November 23, 2023		Thanksgiving	State holiday. SBE and local boards will be closed.		State Personnel & Pensions Art., § 9-201
Friday, November 24, 2023	Friday, November 24, 2023		American Indian Heritage Day	State holiday. SBE and local boards will be closed.		State Personnel & Pensions Art., § 9-201
Thursday, November 30, 2023	Thursday, November 30, 2023	11:59 pm	Title 14 Contribution Report	Deadline for disclosure of contributions by persons doing business with Maryland government and/or employing a lobbyist.	Report due every May 31 and November 30.	EL § 14-104(b)(2)(ii)(2)
Monday, December 25, 2023	Monday, December 25, 2023		Christmas	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201
Monday, January 1, 2024	Monday, January 1, 2024		New Year's Day	State holiday. SBE and local boards will be closed.		State Personnel & Pensions Art., § 9-201
Monday, January 1, 2024	Monday, January 1, 2024		Determination of Number of Registered Voters (Nomination Petition)	Deadline for SBE to determine the number of registered voters required to satisfy the requirement for a nomination by petition.	January 1st of the year of a primary election for which the nomination is sought.	EL § 5-703(e)(3)
Wednesday, January 10, 2024	Wednesday, January 10, 2024	**	Request for Advance Determination of Sufficiency for U.S. Presidential Primary Election Candidacy Petition Format	Deadline for U.S. Presidential candidate to submit to SBE a request for advance determination of sufficiency of the candidacy petition format. Petition is only required for Presidential primary election candidates not recognized by the Secretary of State for automatic ballot placement.	At least 30 days before the deadline to file the petition but not more than 2 years and one month before the deadline to file petition.	EL § 6-210(a)(1), § 8-502(d)
Wednesday, January 10, 2024	Wednesday, January 10, 2024		General Assembly Convenes	Lasts 90 days.	2nd Wednesday in January.	MD Const. Art. III, § 14
Monday, January 15, 2024	Monday, January 15, 2024		Martin Luther King Jr.'s Birthday	State holiday. SBE and local boards will be closed.		State Personnel & Pensions Art., § 9-201
Wednesday, January 17, 2024	Wednesday, January 17, 2024		Notice to Voters on Permanent Mail-in Ballot List	Deadline for SBE to send a pre-election notice to voters on the permanent mail-in ballot list with certain information about their ballot for the primary election.	Not less than 75 days before the day on which a local board begins to send mail-in ballots.	EL § 9-311.1(g)
Wednesday, January 17, 2024	Thursday, January 18, 2024	**	Advance Determination of U.S. Presidential Candidacy Petition Format Sufficiency	Deadline for SBE to determine sufficiency of a U.S. Presidential candidacy petition format.	Within 5 business days of receiving the request of advance determination.	EL § 6-210(a)(2)
Wednesday, January 17, 2024	Wednesday, January 17, 2024	11:59 pm	Annual Campaign Finance Report	Deadline to file annual campaign finance report for all political committees.	3rd Wednesday in January.	EL § 13-309(b)(2)
Monday, January 22, 2024	Monday, January 22, 2024	**	Notification of Outcome of Advance Determination of U.S. Presidential Candidacy Petition Format	Deadline for SBE to notify candidate of the approval or deficiency of candidacy petition format.	Within 2 business days after determining sufficiency of candidacy petition format.	EL § 6-210(b)
Monday, January 22, 2024	Monday, January 22, 2024	COB	Certification of Republican and Democratic Presidential Candidates	Deadline for the Secretary of State to certify to SBE the names of the candidates for U.S. President for the primary election.	No later than 113 days before a primary election.	EL § 8-502(c)(1)
Monday, January 22, 2024	Friday, February 9, 2024	9 pm	Candidate Filing Deadline	Deadline to file a Certificate of Candidacy .	95 days before the primary election.	EL § 5-303(a)(2)
Monday, January 22, 2024	Friday, February 9, 2024	9 pm	Filing U.S. Presidential Candidacy Petition	Deadline for U.S. Presidential candidates not recognized by the Secretary of State to file with SBE a Certificate of Candidacy and petition.	Not later than 95 days before the day of the election.	EL § 8-502(d)

*This calendar includes dates affected by legislation enacted through the 2023 Legislative Session.

** This activity may be performed before the date in this calendar. The date in this calendar is based on the deadline set by law. Please verify date with the appropriate board of elections.

1 Under Maryland law, if a deadline is a Saturday, Sunday or State holiday, the deadline is moved to the next regular business day. See EL § 1-301.

2 COB means close of business. For SBE, the close of business is 5 pm. Because the close of business varies by county, please contact the appropriate local board of elections or circuit court to find out when the office closes.

3 Most citations refer to the Election Law (EL) Article of the Annotated Code of Maryland. COMAR refers to the Code of Maryland Regulations. USC refers to the United States Code.

Event	Date	Time	Category	Description	Legal Reference
Appointment of Election Judges	Tuesday, February 13, 2024			Start of term of office for election judges.	EL § 10-203(c)
Poling Place Change	Tuesday, February 13, 2024	COB		Deadline for the local boards to create or change a precinct boundary or polling place.	EL § 2-303(b)
Alternate Early Voting Center	Wednesday, February 14, 2024			Deadline for the local boards to submit to SBE a form for each proposed alternate early voting center.	COMAR 33.17.02.02(4)(a)
Greeter Election Judge Exemption Request	Wednesday, February 14, 2024			Deadline for the local boards to request an exemption to assign greeter election judges at each early voting center.	COMAR 33.19.03.01D(2)
Request to Waive Mail-in Ballot Mailing Deadline	Wednesday, February 14, 2024			Deadline for SBE to submit a request to the Federal Voting Assistance Program for a waiver of the deadline to mail ballots to certain voters.	52 USC § 20302(g)(3)(A)
NVRA Confirmation Mailing Deadline	Wednesday, February 14, 2024			Deadline for the local boards to send to voters confirmation mailings to make voters inactive, or to remove voters from the voter list (except at the request of the voter, due to the death of the voter, due to the incarceration following felony conviction of a voter, or due to the mental incapacity of a voter).	52 USC § 20507(c)(2)(A)
President's Day	Monday, February 19, 2024			State holiday. SBE and local boards will be closed.	State Personnel & Pensions Act, § 5-201
Withdrawal of Candidacy	Tuesday, February 20, 2024	COB		Deadline for a candidate to withdraw candidacy before primary election.	EL § 5-502(a)
Financial Disclosure Statement	Tuesday, February 20, 2024			Deadline for candidates that filed a Certificate of Candidacy in the year to file a new financial disclosure statement. Failure to file may result in the candidate's removal from the ballot.	GP § 5-605(d)(2)(ii)
Death or Disqualification of Candidate	Tuesday, February 20, 2024			Last day to remove a candidate's name from the ballot due to the candidate's death or disqualification.	EL § 5-504(b)
Greeter Election Judge Exemption Determination	Wednesday, February 21, 2024			Deadline for the State Administrator to respond to a local board's request for an exemption to assign greeter election judges at each early voting center.	COMAR 33.19.03.01D(3)
Fill Vacancy	Friday, February 23, 2024	**		Deadline to fill vacancy due to death or disqualification of unopposed candidate.	EL § 5-901(e)(2)
Fill Vacancy	Friday, February 23, 2024			Deadline to fill vacancy if: (1) no candidate for a political party files a Certificate of Candidacy; or (2) an unopposed candidate withdraws.	EL § 5-901(e)(1)
Replacement Delegate	Monday, February 26, 2024	COB		Deadline for a Presidential candidate to file with SBE a designation for a replacement delegate.	EL § 8-501(b)(2)(iii)
Challenge Residency of Candidate	Monday, February 26, 2024	COB		Deadline for a registered voter to file in circuit court a petition challenging the residency of a candidate.	EL § 5-305(c)
Verification and Counting of U.S. Presidential Candidacy Petition	Thursday, February 29, 2024	COB		Deadline for the local boards to verify and count the signatures on the U.S. Presidential candidacy petition.	EL § 6-210(c)
Certification of U.S. Presidential Candidacy Petition	Friday, March 1, 2024	COB		Deadline for SBE to certify the results of the U.S. Presidential candidacy petition verification.	EL § 6-210(d)
Judicial Review of U.S. Presidential Candidacy Petition Certification	Wednesday, March 6, 2024			Deadline to seek judicial review of candidacy petition certification.	EL § 6-210(e)(2)(ii)
Security Plan for Early Voting Centers	Thursday, March 7, 2024			Deadline for the local boards to submit to the State Administrator an early voting security plan.	COMAR 33.17.02.04A
Certification of Ballot	Monday, March 11, 2024	**		Deadline for SBE to prepare and certify content and arrangement of ballots for the primary election.	EL § 9-207(a)(1)
Display of Ballot	Monday, March 11, 2024	**		Deadline for SBE to display on its website the content and arrangement of each certified ballot.	EL § 9-207(a)(1)
Judicial Review of any Ballot Printing Errors	Wednesday, March 13, 2024	COB		Deadline for a registered voter to seek judicial review if an error is discovered after the ballots have been printed and the local boards fail to correct the error.	EL § 9-209(c)
Judicial Review of Content and Arrangement of Ballot	Wednesday, March 13, 2024	**		Deadline for a registered voter to seek judicial review of the content and arrangement or to correct any other error on the ballot.	EL § 9-209(a)
Printing of Ballots	Thursday, March 14, 2024	**		SBE may begin printing ballots and correct noted errors.	EL § 9-207(e)
Voting Information to Correctional Facilities	Monday, March 25, 2024			Deadline for SBE to provide correctional facilities with voting information for distribution to eligible individuals.	COMAR 33.01.07.02B(2)(b)
Transmitting Mail-in Ballots	Monday, April 1, 2024			Deadline for election officials to transmit ballots to domestic, civilian voters who requested a ballot at least 60 days before the election.	EL § 9-306(c)
Public Education for Early Voting	Tuesday, April 2, 2024	**		SBE and local boards start public education about early voting.	EL § 10-301.1(f)
Review of Early Voting Security Plan	Monday, April 8, 2024			Deadline for the State Administrator to review and provide feedback on a local board's early voting security plan.	COMAR 33-17.02.04C(2)
General Assembly Ends	Monday, April 8, 2024			Lasts 90 days.	M.D. Const. Art. III, § 15
Pre-Primary Campaign Finance Report 1	Tuesday, April 9, 2024	11:59 pm		Deadline to file first pre-primary report for political committees participating in the presidential election.	EL § 13-309(e)(2)
Notice of Canvass	Friday, April 12, 2024			Deadline for the local boards to provide notice of the mail-in and provisional canvasses.	COMAR 33.08.01.05-1

Date	Day	Time	Event	Details	Legal Reference
Wednesday, April 17, 2024			Early Voting & Election Day Supply Verification	Deadline for the local boards to verify voting supplies according to the supply verification plan.	No later than 15 days before early voting starts.
Monday, April 22, 2024			Start of Mail-in Ballot Canvass or Early Processing of Mail-in Ballots	First day that local boards can begin processing mail-in ballots.	Day that is 8 business days before the first day of early voting. EL § 11-302(b)
Tuesday, April 23, 2024		5 pm in office 11:59 pm online	Advanced Deadline to Register to Vote & Update Registration Information (Including Party Affiliation)	Advanced deadline to register to vote, update registration, or change party affiliation before the primary election.	21st day preceding an election. EL § 3-302(a)
Tuesday, April 23, 2024		5:00 pm	Polling Place Reassignment	Deadline for elderly voters or voters with disabilities to submit a request to the local boards for reassignment to an accessible polling place.	No later than the close of advanced registration before an election. EL § 10-102(b)(1)
Tuesday, April 23, 2024		5:00 PM	Voter Registration Lists	Deadline to request a voter registration list (New requests will not be taken until registration reopens).	On or before the advanced registration deadline. COMAR 33.03.02.05(B)(1)
Thursday, April 25, 2024			Notice of Election	Deadline for the local boards to provide notice of the election.	At least one week before any early voting period before an election. EL § 8-102(a)(1)
Tuesday, April 30, 2024	**	COB	Logic and Accuracy Testing - Early Voting (Public Demonstration & Notice)	Deadline for the local boards to complete logic and accuracy testing of the voting units being used for early voting. (Note: A public demonstration of the test must be conducted before any voting units are delivered to an early voting center. Notice of the public demonstration must be provided at least 10 days before the demonstration).	At least 14 days before an election. COMAR 33.10.01.14.16
Wednesday, May 1, 2024		COB	Request for Advance Determination of Sufficiency for 2024 Referendum Petition Format	Deadline for petition sponsor to submit to SBE a request for advance determination of sufficiency of a referendum petition format.	At least 30 days before the deadline to file a petition. EL § 6-210(a)(1)
Wednesday, May 1, 2024		5 pm	Campaign Signs	Beginning of period when campaign signs must be allowed at early voting centers.	The day before early voting starts. EL § 10-101(a)(3)(iii)(2)(B)
Thursday, May 2, 2024		7 am to 8 pm	Early Voting Begins	Early voting for the primary election begins.	2nd Thursday before an election through the Thursday before an election. EL § 10-301.1
Friday, May 3, 2024		COB	Voter Registration Lists	Deadline for SBE and the local boards to prepare a voter registration list that includes registrants through the advanced registration deadline.	Within 10 days of the advanced voter registration deadline. COMAR 33.03.02.05C(2)
Friday, May 3, 2024		11:59 pm	Pre-Primary Campaign Finance Report 2	Deadline to file second pre-primary report for political committees participating in the presidential election.	2nd Friday before a primary election. EL § 13-309(a)(3)
Monday, May 6, 2024	**	COB	Logic and Accuracy Testing - Election Day	Deadline for the local boards to complete logic and accuracy testing of the election management system and voting units being used for election day voting and absentee and provisional voting. (Note: A public demonstration of the test must be conducted before any voting units are delivered to an early voting center.)	At least 10 days before an election. COMAR 33.10.02.14.16
Monday, May 6, 2024	**	COB	Determination of Referendum Petition Format Sufficiency	Deadline for SBE to determine sufficiency of a referendum petition format.	Within 5 days of receiving the request for advance determination. EL § 6-210(a)(2)
Tuesday, May 7, 2024		8 pm (mail) or 11:59 pm (fax/email)	Ballot Request Deadline: Ballot Delivered by Mail or Fax	Deadline for a registered voter to request a mailed or faxed mail-in ballot.	Tuesday before an election. EL § 9-305(d)(1); COMAR 33.11.02.02E
Wednesday, May 8, 2024	**	COB	Notification of Outcome of Advance Determination of a Referendum Petition Format	Deadline for SBE to notify petition sponsor of the approval or deficiency of referendum petition format.	Within 2 business days after determining sufficiency of referendum petition format. EL § 6-210(b)
Thursday, May 9, 2024		7 am to 8 pm	Early Voting Ends	Early voting for the primary election ends.	2nd Thursday before an election through the Thursday before an election. EL § 10-301.1
Friday, May 10, 2024		8 am	Campaign Signs	End of period when campaign signs must be allowed at early voting centers.	The day after early voting ends. EL § 10-101(a)(3)(iii)(2)
Friday, May 10, 2024		5 pm (mail) or 11:59 pm (email/fax)	Ballot Request Deadline: Ballot Delivered via Internet	Deadline for a registered voter to request an electronic mail-in ballot.	Friday before an election. EL § 9-305(d)(2)
Monday, May 13, 2024		5 pm	Campaign Signs	Beginning of period when campaign signs must be allowed at polling places.	The day immediately preceding election day. EL § 10-101(a)(3)(iii)(2)
Tuesday, May 14, 2024		7 am to 8 pm	Primary Election	Presidential Primary Election Day.	
Tuesday, May 14, 2024		8 pm	Ballot Request Deadline: Voter Picks Up Ballot	Deadline for a registered voter or voter's agent to request a mail-in ballot in person at a local board.	No later than the close of the polls on election day. EL § 9-305(b)(3); COMAR 33.11.02.04A
Tuesday, May 14, 2024		8 pm	Extended Voter Registration Deadline	Extended deadline for receipt of voter registration applications sent by mail for voting in the primary election.	An application received by mail after the close of registration is timely if it is properly postmarked. EL § 3-302(c); COMAR 33.05.04.01C, D
Tuesday, May 14, 2024		8 pm	Mail-in Ballot Deadline: Ballot Box, Polling Place, or Local Board Office	Deadline for the local boards to receive a ballot placed in ballot drop box or election judges to receive a ballot at a voting location.	A ballot is timely if it is: (1) placed in ballot drop box by 9 pm on election day; (2) given to an election judge at a polling place on election day; or (3) received at a local board office by 8 pm on election day. COMAR 33.11.03.08B(1), (2) & (3)
Tuesday, May 14, 2024		8 pm	Precincts for Post-Election Verification & Audits	Deadline for local boards to select randomly the precincts for post-election verification and audits.	After 8 pm on election day. COMAR 33.08.05.04
Wednesday, May 15, 2024	**	8 am	Campaign Signs	End of period when campaign signs must be allowed at polling places.	The day immediately after election day. EL § 10-101(a)(3)(iii)(2)
Friday, May 17, 2024			Precincts for Post-Election Verification & Audits	Deadline for the local boards to submit to the State Administrator a list of the precincts selected for the post-election verification and audits.	Within 3 days of selecting the precincts. COMAR 33.08.05.04
Wednesday, May 22, 2024		10 am	Provisional Ballot Canvass	Local boards of canvassers are required to begin the canvass of provisional ballots.	10 am on the 2nd Wednesday after an election. COMAR 33.16.05.02

					Friday, May 24, 2024	10 am	Mail-in Ballot Deadline: Delivery by Mail	Deadline for the local boards to receive mail-in ballots by mail.	10 am on the 2nd Friday after an election provided there is a proper postmark or date on voter's oath.	COMAR 33.11.03.08B(4)(a)
					Friday, May 24, 2024	10 am	Second Canvass of Mail-in Ballots	Local boards of canvassers conduct second canvass of mail-in ballots received after the completion of the first canvass.	10 am on the 2nd Friday after an election.	COMAR 33.11.04.03A(2)
					Friday, May 24, 2024		Post-Election Audit	Deadline for the local boards to conduct the post-election verification and audits.	Before certifying the results of an election.	COMAR 33.08.05.02A
Friday, May 24, 2024					Friday, May 24, 2024		Verification of Vote Count	Deadline for the local boards of canvassers to verify the primary election vote count.	Within 10 days after an election and before certifying the results of an election.	EL § 11-308(a)
					Friday, May 24, 2024		Certification of the Election	Deadline for the local boards of canvassers to certify the results of primary election.	After the verification of vote count is completed.	EL § 11-308(b)
Friday, May 24, 2024					Friday, May 24, 2024		Transmittal of Results	Local boards of canvassers must transmit certified copies of election results to the Governor, SBE, and appropriate Clerk of the Circuit Court.	2nd Friday after an election or if canvass is completed after that day, within 48 hours after completion.	EL § 11-401(c)
					Monday, May 27, 2024		Memorial Day	State holiday. SBE and local boards will be closed.		State Personnel & Pensions Art., § 9-201
Saturday, May 25, 2024					Tuesday, May 28, 2024		Voter Registration Reopens	Voter registration reopens.	11th day after an election.	EL § 9-302(a)
Monday, May 27, 2024					Tuesday, May 28, 2024		Petition for Recount - Local Offices	Deadline to file a petition for a recount of the votes cast for a local office on the ballot.	Within 3 days after the results of an election have been certified by the local board.	EL § 12-101(d)
Friday, May 31, 2024					Friday, May 31, 2024	11:59 pm	Title 14 Contribution Report	Deadline for disclosure of contributions by persons doing business with Maryland government and/or employing a lobbyist.	Report due every May 31 and November 30.	EL § 14-104(b)(2)(ii)(2)
					Friday, May 31, 2024	11:59 pm	Filing Referendum Petition on Acts of the 2024 General Assembly	Deadline for petition sponsor to file petition with Secretary of State including at least one-third of the referendum petition signatures and a petition fund report.	Petitions are filed with the Secretary of State before the 1st day of June.	MD Const. Art. XVI, § 3(b)
					Tuesday, June 18, 2024	**	Statewide Certification of Results	Deadline for the Board of State Canvassers to convene to certify election results.	Convene within 35 days of the election.	EL § 11-503(a)(1)(i)
					Wednesday, June 19, 2024	**	June 19th	State holiday. SBE and local boards will be closed.		State Personnel & Pensions Art., § 9-201
Thursday, June 20, 2024					Thursday, June 20, 2024	COB	Verification and Counting of Referendum Petition	Deadline for the local boards to verify and count the first submission of the required signatures on the referendum petition.	Within 20 days after the filing of a petition.	EL § 9-210(c)
					Friday, June 21, 2024	COB	Certification of Referendum Petition	Deadline for SBE to certify the results of the first submission of the required signatures.	Within 1 business day after verification and counting is completed; deadline is extended if judicial review is pending.	EL § 9-210(d)
					Friday, June 21, 2024	COB	Petition for Recount - State Offices	Deadline to file a petition for a recount of the votes cast for a State office on the ballot.	Within 3 days after the results of an election have been certified.	EL § 12-101(d)
					Sunday, June 30, 2024	11:59 pm	Filing Referendum Petition on Acts of the 2024 General Assembly	Deadline for petition sponsor to submit to Secretary of State the balance of referendum petition signatures.	Petitions are filed with the Secretary of State by the 30th day of June.	MD Const. Art. XVI, § 3(b)
Monday, July 1, 2024					Monday, July 1, 2024	5 pm	Declaration of Intent	Deadline for a candidate who seeks nomination by a recognized non-principal party to file a Declaration of Intent to seek nomination.	First Monday in July.	EL § 5-703-1(c)(3)(i)
Monday, July 1, 2024					Monday, July 1, 2024	5 pm	Declaration of Intent	Deadline for an unaffiliated candidate or a candidate who is affiliated with a non-recognized political party who intends to seek nomination by petition to file a Declaration of Intent to seek nomination.	First Monday in July.	EL § 5-703(c)(3)(i)
Saturday, June 29, 2024					Monday, July 1, 2024	COB	Request for Advance Determination of Sufficiency for Charter Amendment Petition Format	Deadline for petition sponsor to submit to the appropriate local board a request for advance determination on the sufficiency of a charter amendment petition format.	At least 30 days before the deadline to file the petition but not more than 2 years and one month before the deadline to file petition.	EL § 6-210(a)(1)
					Thursday, July 4, 2024		Independence Day	State holiday. SBE and local boards will be closed.		State Personnel & Pensions Art., § 9-201
Saturday, July 6, 2024					Monday, July 8, 2024	COB	Determination of Charter Amendment Petition Format Sufficiency	Deadline for the local boards to determine sufficiency of a charter amendment petition format.	Within 5 days of reviewing request of advance determination.	EL § 6-210(a)(2)
Saturday, July 6, 2024					Monday, July 8, 2024	COB	Request for Advance Determination of Sufficiency for Candidacy or New Party Petition Format	Deadline for candidate or petition sponsor to submit to SBE or the appropriate local board a request for advance determination of sufficiency of a candidacy or new party petition format.	At least 30 days before the deadline to file the petition but not more than 2 years and one month before the deadline to file petition.	EL § 6-210(a)(1)
					Wednesday, July 10, 2024		Notice to Voters on Permanent Mail-in Ballot List	Deadline for SBE to send a pre-election notice to voters on the permanent mail-in ballot list with certain information about their ballot for the primary election.	Not less than 75 days before the day on which a local board begins to send mail-in ballots.	EL § 9-311.1(g)
					Wednesday, July 10, 2024	**	Notification of Outcome of Advance Determination for Charter Amendment Petition Format	Deadline for the local boards to notify petition sponsor of the approval or deficiency of charter amendment petition format.	Within 2 business days after determining sufficiency of charter amendment petition format.	EL § 6-210(b)
Saturday, July 13, 2024					Monday, July 15, 2024	COB	Determination of Candidacy or New Party Petition Format Sufficiency	Deadline for SBE or the appropriate local board to determine sufficiency of a candidacy or new party petition.	Within 5 days of reviewing request of advance determination.	EL § 6-210(a)(2)
					Wednesday, July 17, 2024	**	Notification of Outcome of Advance Determination of a Candidacy or New Party Petition Format	Deadline for SBE or the appropriate local board to notify candidate or petition sponsor of the approval or deficiency of candidacy or new party petition format.	Within 2 business days after determining sufficiency of a candidacy or new party petition format.	EL § 6-210(b)
Saturday, July 20, 2024					Monday, July 22, 2024	COB	Verification and Counting of Referendum Petition	Deadline for the local boards to verify and count the balance of the signatures on the referendum petition.	Within 20 days after the filing of the balance of the petition signatures.	EL § 6-210(c)
					Tuesday, July 23, 2024		Certification of General Assembly Ballot Questions	Deadline for SBE to prepare and certify to the local boards ballot questions referred by the General Assembly to voters of one county or part of one county.	105th day before a general election.	EL § 7-103(c)(2)

			Tuesday, July 23, 2024	**	COB	Certification of Referendum Petition	Deadline for SBE to certify the results of the full referendum petition verification.	Within 1 business day after verification and counting is completed; deadline is extended if judicial review is pending.	EL § 6-210(d)
			Monday, July 29, 2024		COB	Filing Charter Amendment Petition	Deadline for petition sponsor to file with local government authority a charter amendment petition.	99th day before an election.	EL § 7-104(b)
			TBD			Democratic National Convention	Delegates to the Democratic National Convention officially vote for their nominees for President and Vice President.	Dates established by Democratic National Committee.	
			TBD			Republican National Convention	Delegates to the Republican National Convention officially vote for their nominees for President and Vice President.	Dates established by Republican National Committee.	
			Friday, August 2, 2024			Certification of Statewide Ballot Questions and Questions Relating to an Enactment of the General Assembly Petitioned to Referendum	Deadline for Secretary of State to certify to SBE statewide ballot questions and questions relating to Acts of the General Assembly (except for questions referred to the voters of one county or a part of one county) petitioned to referendum.	95th day before a general election.	EL § 7-103(c)(1)
			Friday, August 2, 2024			Certification of Ballot Question Language	Deadline for municipal attorney to certify the ballot question language for ballot questions for voters of that municipality.	95th day before a general election.	EL § 7-103(c)(4)
			Friday, August 2, 2024			Certification of Local Ballot Questions	Deadline for County Attorney or Baltimore City Solicitor to certify to SBE each question to be voted on in the county or part of the county.	95th day before a general election.	EL § 7-103(c)(3)(i)
			Friday, August 2, 2024	**		Alternate Certification of Local Ballot Questions	Deadline for Clerk of the Circuit Court to prepare and certify to SBE local ballot questions if the County Attorney or Baltimore City Solicitor does not do so.	1st Friday in August.	EL § 7-103(c)(3)(ii)
Friday, August 2, 2024			Friday, August 2, 2024		COB	Judicial Review of Referendum Petition Certification - First Signature Submission	Deadline for petition sponsor to seek judicial review of referendum petition certification of the first submission of the required signatures.	10th day following SBE's determination on the certification of the first submission of signatures or 69th day before the general election (August 28, 2024), whichever is earlier.	EL § 6-210(e)
Friday, August 2, 2024			Friday, August 2, 2024	**	COB	Judicial Review of Referendum Petition Certification - Balance of Signatures Submission	Deadline for petition sponsor to seek judicial review of referendum petition certification.	10th day following SBE's determination on the certification of the balance of signatures or 69th day before a general election (August 28, 2024), whichever is earlier.	EL § 6-210(e)
			Monday, August 5, 2024		COB	Filing New Party Petition	Deadline for petition sponsor to file with SBE a new political party petition.	1st Monday in August.	EL § 4-102(c)(2)(ii)
			Monday, August 5, 2024		5 pm	Filing Candidacy Petition & Certificate of Candidacy	Deadlines for general election petition candidate to file with SBE or the appropriate local board the Certificate of Candidacy and candidacy petition.	1st Monday in August.	EL § 5-703(d) & (f)
			Monday, August 5, 2024		5 pm	Filing Certificates of Nomination and Candidacy	Deadline for candidates seeking nomination from a non-principal political party to file with SBE or the appropriate local board the Certificate of Nomination and Certificate of Candidacy.	1st Monday in August.	EL § 5-703.(d) & (e)
			Monday, August 5, 2024			Filing of Appellate Judges	Deadline for Clerk of the Supreme Court of Maryland and Clerk of the Appellate Court of Maryland to provide notice to SBE of the names of judges to be placed on the ballot.	1st Monday in August.	EL § 5-301(f)
Monday, August 5, 2024			Monday, August 5, 2024			Greeter Election Judge Exemption Request	Deadline for the local boards to request an exemption to assign greeter election judges at each early voting center.	No later than 3 months before an election.	COMAR 33.19.03.01D(2)
			Tuesday, August 6, 2024		COB	Declination of Nomination	Deadline for declination of nomination by a filed candidate before general election.	First Tuesday in August.	EL § 5-801(b)(2)(ii)
			Wednesday, August 7, 2024			Request to Waive Mail-in Ballot Mailing Deadline	Deadline for SBE to submit a request to the Federal Voting Assistance Program for a waiver of the deadline to transmit ballots to certain voters.	At least 90 days before an election.	52 USC § 20302(g)(3)(A)
			Wednesday, August 7, 2024			NVRA Confirmation Mailing Deadline	Deadline for the local boards to send to voters confirmation mailings to verify addresses and make voters inactive.	No later than 90 days before an election.	52 USC § 20507(c)(2)(A)
			Friday, August 9, 2024		COB	Vacancy by Declination of Nomination	For all offices except Governor and Lt. Governor, deadline for the appropriate central committee(s) to fill a vacancy caused by a candidate filing a declination of nomination.	88th day before a general election.	EL §§ 5-1002(b)(1), 5-1003(b)(4), & 5-1004(b)
			Monday, August 12, 2024	**		Greeter Election Judge Exemption Determination	Deadline for the State Administrator to respond to a local board's request for an exemption to assign greeter election judges at each early voting center.	Within 5 business days of a local board's request.	COMAR 33.19.03.01D(3)
			Monday, August 12, 2024			Death or Disqualification of Candidate	Last day to remove a candidate's name from the ballot due to the candidate's death or disqualification.	85th day before an election.	EL § 5-801(d)
			Friday, August 16, 2024			Vacancy by Death or Disqualification	For all offices except Governor and Lt. Governor, deadline for the appropriate central committee(s) to fill a vacancy caused by the death or disqualification of a filed candidate.	81st day before a general election.	EL §§ 5-1002(b)(1), 5-1003(b)(5), & 5-1004(b)
Sunday, August 18, 2024			Monday, August 19, 2024	**	COB	Verification and Counting of Charter Amendment Petition	Deadline for the local boards to verify and count the signatures on a charter amendment petition.	Within 20 days after the filing of a petition.	EL § 6-210(c)
Tuesday, August 20, 2024			Tuesday, August 20, 2024	**	COB	Certification of Charter Amendment Petition	Deadline for the local boards to certify the results of the charter amendment petition verification.	Within 1 business day after verification and counting is completed; deadline is extended if judicial review is pending.	EL § 6-210(d)

Sunday, August 25, 2024					Monday, August 26, 2024	**	COB	Verification and Counting of Candidacy or New Party Petition	Deadline for the local boards to verify and count the signatures on a candidacy or new party petition.	Within 20 days after the filing of a petition.	EL § 6-210(c)
Monday, August 26, 2024					Tuesday, August 27, 2024		11:59 pm	Pre-General Campaign Finance Report 1	Deadline to file the first pre-general report for political committees participating in the presidential election.	Last Tuesday in August, immediately preceding a general election.	EL § 13-309(a)(4)
Tuesday, August 27, 2024					Tuesday, August 27, 2024	**	COB	Certification of Candidacy or New Party Petition	Deadline for SBE or the appropriate local board to certify the results of the candidacy or new party petition verification.	Within 1 business day after verification and counting is completed; deadline is extended if judicial review is pending.	EL § 6-210(d)
Wednesday, August 28, 2024					Wednesday, August 28, 2024	**	COB	Judicial Review of Candidacy Petition Certification	Deadline for candidate to seek judicial review of candidacy petition certification.	10th day following determination on the certification of the petition or 69th day before a general election (August 28, 2024), whichever is earlier.	EL § 6-210(e)(2)
Wednesday, August 28, 2024					Wednesday, August 28, 2024	**	COB	Judicial Review of Charter Amendment Petition Certification	Deadline for petition sponsor to seek judicial review of charter amendment petition certification.	10th day following determination on the certification of the petition or 69th day before a general election (August 28, 2024), whichever is earlier.	EL § 6-210(e)(2)
Monday, September 2, 2024					Monday, September 2, 2024			Labor Day	State holiday. SBE and local boards will be closed.		State Personnel & Pensions Art., § 9-201
Monday, September 2, 2024					Tuesday, September 3, 2024	**		Certification of Ballot	Deadline for SBE to prepare and certify content and arrangement of ballots for the general election.	At least 64 days before an election.	EL § 9-207(a)(2)
Monday, September 2, 2024					Tuesday, September 3, 2024	**		Display of Ballot	Deadline for SBE to display on its website the content and arrangement of each certified ballot.	At least 64 days before an election.	EL § 9-207(c)
					Wednesday, September 4, 2024			Judicial Review of any Ballot Printing Errors	Deadline for a registered voter to seek judicial review if an error is discovered after the ballots have been publicly displayed and the local board fails to correct the error.	Not later than the 62nd day preceding an election.	EL § 9-209(c)
					Thursday, September 5, 2024	**	COB	Judicial Review of Content and Arrangement of Ballot	Deadline for a registered voter to seek judicial review of the content and arrangement or to correct any other error on the ballot.	Within 2 days of certifying the ballot.	EL § 9-209(a)
Friday, September 6, 2024					Friday, September 6, 2024	**		Printing of Ballots	SBE may begin printing ballots and correct noted errors.	After 3 days of public display of ballot.	EL § 9-207(e)
					Friday, September 6, 2024			Number of Ballots for Manual Audit	Deadline to determine the number of early voting, mail-in, and provisional ballots each local board must count for the manual audit.	No later than 80 days before election day.	COMAR 33.08.05.09C(1)
Friday, September 6, 2024					Friday, September 6, 2024	**	COB	Judicial Review of New Party Petition Certification	Deadline for petition sponsor to seek judicial review of new party petition certification.	10th day after determination on the certification of the petition.	EL § 6-210(e)(1)
					Sunday, September 15, 2024			Voting Information to Correctional Facilities	Deadline to SBE to provide correctional facilities with voting information for distribution to eligible individuals.	No later than 30 days before the advanced COMAR 33.01.07.02B(2)(b) deadline to register to vote.	EL § 1-303.2(c)(1)
					Tuesday, September 17, 2024			Constitution Day and Citizenship Day	Commemorate the signing of the U.S. Constitution and require public schools to celebrate the day and instill in students knowledge of history, importance, and meaning of the U.S. Constitution and Maryland Constitution.	Anniversary of signing of the U.S. Constitution on September 17, 1787.	Education Art., § 7-116
					Monday, September 23, 2024			Transmitting Mail-in Ballots	Deadline for election officials to transmit ballots to domestic, civilian voters who requested a ballot at least 80 days before the election.	No later than 43 days before an election.	EL § 9-306(c)
					Tuesday, September 24, 2024			Public Education for Early Voting	SBE and the local boards start public education about early voting.	30 days before early voting for an election.	EL § 10-301.1(f)
Saturday, October 5, 2024					Monday, October 7, 2024			Notice of Canvass	Deadline for the local boards to provide notice of the absentee and provisional canvasses.	At least 10 days before the first absentee canvass.	COMAR 33.08.01.05-1(E)
					Wednesday, October 9, 2024			Early Voting & Election Day Supply Verification	Deadline for the local boards to verify voting supplies according to the supply verification plan.	No later than 15 days before early voting starts.	SBE policy
					Friday, October 11, 2024		11:59 pm	Ballot Issue Report	Deadline for ballot issue committees to file pre-general report.	4th Friday before a general election.	EL § 13-309(a)(5)
					Monday, October 14, 2024			Columbus Day	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201
Monday, October 14, 2024					Tuesday, October 15, 2024			Start of Mail-in Ballot Canvass or Early Processing of Mail-in Ballots	First day that local boards can begin processing mail-in ballots.	Day that is 8 business days before the first day of early voting.	EL § 11-302(b)
					Tuesday, October 15, 2024		5 pm in office 11:59 pm on-line	Advanced Deadline to Register to Vote & Update Registration Information (Including Party Affiliation)	Advanced deadline to register to vote, update registration, or change party affiliation before the primary election.	21st day preceding an election.	EL § 9-302(a)
					Tuesday, October 15, 2024		5 pm	Polling Place Reassignment	Deadline for elderly voters or voters with disabilities to submit a request to the local boards for reassignment to an accessible polling place.	No later than the close of advanced registration before an election.	EL § 10-102(b)(1)
					Tuesday, October 15, 2024		COB	Voter Registration Lists	Deadline to request a voter registration list (new requests will not be taken until registration reopens).	On or before the advanced registration deadline.	COMAR 33.03.02.02(5)(B)
					Wednesday, October 16, 2024			Notice of Election	Deadline for the local boards to provide notice of the election.	At least one week before any early voting period before an election.	EL § 9-102
					Thursday, October 17, 2024	**	5 pm	Write-in Candidate	Deadline for write-in candidates to file a Certificate of Candidacy. Only filed write-in candidates will have their votes reported on the official canvass.	Earlier of 7th day preceding the start of early voting (October 17, 2024) or within 7 days after expenditure of \$51 to promote candidacy.	EL § 5-303(c)
					Monday, October 21, 2024			Select Contest and Early Voting Centers for Manual Audit	Deadline for the State Board to randomly select the contest and early voting centers for the manual audit.	Within 3 days of the start of early voting.	COMAR 33.08.05.09C(2)(a)
					Tuesday, October 22, 2024	**	COB	Logic and Accuracy Testing - Early Voting (Public Demonstration & Notice)	Deadline for the local boards to complete logic and accuracy testing of the voting units being used for early voting. (Note: A public demonstration of the test must be conducted before any voting units are delivered to an early voting center.)	At least 14 days before an election.	COMAR 33.10.02.14-16
					Wednesday, October 23, 2024		5 pm	Campaign Signs	Beginning of period when campaign signs must be allowed at early voting centers.	The day before early voting starts.	EL § 10-101(a)(3)(iii)(2)

Date	Day	Time	Activity	Details	Legal Reference
	Thursday, October 24, 2024	7 am to 8 pm	Early Voting Begins	Early voting for the general election begins.	EL § 10-301.1
	Friday, October 25, 2024	COB	Voter Registration Lists	Deadline for SBE and the local boards to prepare a voter registration list that includes registrants through the registration deadline.	COMAR 33.03.02.05C(2)
	Friday, October 25, 2024	11:59 pm	Pre-General Campaign Finance Report 2	Deadline to file the pre-general election campaign finance report for political committees participating in the presidential election.	EL § 13-309(a)(6)
Saturday, October 26, 2024	Monday, October 28, 2024	COB	Logic and Accuracy Testing - Election Day	Deadline for the local boards to complete logic and accuracy testing of the election management system and voting units being used for election day voting and absentee and provisional voting. (Note: A public demonstration of the test must be conducted before any voting units are delivered to an early voting center.)	COMAR 33.10.01.14,16
	Tuesday, October 29, 2024	8 pm (mail) or 11:59 pm (fax/email)	Ballot Request Deadline: Ballot Delivered by Mail or Fax	Deadline for a registered voter to request a mailed or faxed mail-in ballot.	EL § 9-305(g)(1); COMAR 33.11.02.02E
	Thursday, October 31, 2024	7 am to 8 pm	Early Voting Ends	Early voting for the general election ends.	EL § 10-301.1
	Friday, November 1, 2024	8 am	Campaign Signs	End of period when campaign signs must be allowed at early voting centers.	EL § 10-101(a)(3)(iii)(2)
	Friday, November 1, 2024	5 pm (mail) or 11:59 pm (email/fax)	Ballot Request Deadline: Ballot Delivered via Internet	Deadline for a registered voter to request an electronic mail-in ballot.	EL § 9-305(g)(2)
	Monday, November 4, 2024	5 pm	Campaign Signs	Beginning of period when campaign signs must be allowed at polling places.	EL § 10-101(a)(3)(iii)(2)
	Tuesday, November 5, 2024	7 am to 8 pm	General Election	Presidential General Election Day.	MD Const. Art. XV, § 7; EL § 10-301
	Tuesday, November 5, 2024	8 pm	Ballot Request Deadline: Voter Picks Up Ballot	Deadline for a registered voter or voter's agent to request a mail-in ballot in person at a local board.	EL § 9-305(b)(3); COMAR 33.11.02.04A
	Tuesday, November 5, 2024	8 pm	Extended Voter Registration Deadline	Extended deadline for receipt of voter registration applications sent by mail for voting in general election.	EL § 9-302(g); COMAR 33.05.04.01C, D
	Tuesday, November 5, 2024	8 pm	Mail-in Ballot Deadline: Ballot Box, Polling Place, or Local Board Office	Deadline for the local boards to receive a ballot placed in ballot drop box or election judges to receive a ballot at a voting location.	COMAR 33.11.03.08B(1), (2) & (3)
	Tuesday, November 5, 2024	8 pm	Precincts for Post-Election Verification & Audits	Deadline for local boards to select randomly the precincts for post-election verification and audits.	COMAR 33.08.05.04
	Wednesday, November 6, 2024	8 am	Campaign Signs	End of period when campaign signs must be allowed at polling places.	EL § 10-101(a)(3)(iii)(2)
Friday, November 8, 2024	Friday, November 8, 2024		Precincts for Post-Election Verification & Audits	Deadline for the local boards to submit to the State Administrator a list of the precincts selected for the post-election verification and audits.	COMAR 33.08.05.04
	Monday, November 11, 2024		Veteran's Day	State holiday. SBE and most local boards will be closed.	State Personnel & Pensions Act., § 9-201
	Wednesday, November 13, 2024	10 am	Provisional Ballot Canvass	Local boards of canvassers are required to begin the canvass of provisional ballots.	COMAR 33.16.05.02
	Friday, November 15, 2024	10 am	Mail-in Ballot Deadline: Delivery by Mail	Deadline for the local boards to receive absentee ballots by mail.	COMAR 33.11.03.08B(4)(a)
	Friday, November 15, 2024		Counting of Mail-in Ballots Ends	Local boards of canvassers finish counting mail-in ballots unless the local boards have more ballots to count.	COMAR 33.08.05.02A
	Friday, November 15, 2024		Verification of Vote Count	Deadline for the local boards of canvassers to verify the general election vote count.	EL § 11-308(e)
	Friday, November 15, 2024		Post-Election Audit	Deadline for the local boards to complete various post-election audits on randomly selected precincts and any other identified precincts.	SBE policy
	Friday, November 15, 2024		Certification of the Election	Deadline for the local boards of canvassers to certify the results of the general election.	EL § 11-308(b)
	Friday, November 15, 2024		Transmittal of Results	Local boards of canvassers must transmit certified copies of election results to the Governor, SBE, and appropriate Clerks of the Circuit Court.	EL § 11-401(c)
Monday, November 18, 2024	Monday, November 18, 2024	COB	Petition for Recount - Local Questions	Deadline to file a petition for a recount of the votes cast for a local question on the ballot.	EL § 12-103(d)
Monday, November 18, 2024	Monday, November 18, 2024	COB	Petition for Recount - Local Offices	Deadline to file a petition for a recount of the votes cast for a local office on the ballot.	EL § 12-101(d)
Saturday, November 16, 2024	Monday, November 18, 2024		Voter Registration Reopens	Voter registration reopens.	EL § 9-302(a)
	Tuesday, November 19, 2024	11:59 pm	Post-General Campaign Finance Report	Deadline to file the post-general election campaign finance report.	EL § 13-309(a)(7)
	Wednesday, November 20, 2024		Select Election Day Precincts for Manual Audit	Deadline for the State Board to randomly select the election day precincts for the manual audit.	COMAR 33.08.05.08C(2)(c)
	Thursday, November 28, 2024		Thanksgiving	State holiday. SBE and local boards will be closed.	State Personnel & Pensions Act., § 9-201
	Friday, November 29, 2024		American Indian Heritage Day	State holiday. SBE and local boards will be closed.	State Personnel & Pensions Act., § 9-201

Saturday, November 30, 2024	Monday, December 2, 2024	11:59 pm	Title 14 Contribution Report	Deadline for disclosure of contributions by persons doing business with Maryland government and/or employing a lobbyist.	Report due every May 31 and November 30.	EL § 14-104(b)(2)(ii)(2)
	Wednesday, December 4, 2024		Certification of the Campaign Finance Reports	SBE shall certify to the official receiving the Commissions of Election that all campaign finance reports due have been filed.	Prior to the delivery of the Commissions of Election. (For local offices, needs to be by first Wednesday in December, when most local executives are sworn.)	EL § 13-333(b)
	Tuesday, December 10, 2024	COB	Statewide Certification of Results	Deadline for the State Board of Canvassers to convene to certify election results.	Within 35 days after a general election.	EL § 11-503(a)(1)(ii)
	Wednesday, December 11, 2024		Delivery of Election Results	SBE shall deliver to the winners of the general election a certified statement under its seal.	Prompt delivery.	EL § 11-603(b)
	Friday, December 13, 2024	COB	Petition for Recount - State Questions	Deadline to file a petition for a recount of the votes cast for a State question on the ballot.	Within 3 days after the results of an election have been certified.	EL § 12-103(d)
	Friday, December 13, 2024	COB	Petition for Recount - State Offices	Deadline to file a petition for a recount of the votes cast for a State office on the ballot.	Within 3 days after the results of an election have been certified.	EL § 12-101(d)
	Tuesday, December 17, 2024		Meeting of the Presidential Electors	Official casting of votes by members of the Electoral College.	1st Tuesday after the 2nd Wednesday in December.	Executive proclamation by President Biden
	Wednesday, December 25, 2024		Christmas	State holiday. SBE and local boards will be closed.		State Personnel & Pensions Art., § 9-201
	Wednesday, January 1, 2025		New Year's Day	State holiday. SBE and local boards will be closed.		State Personnel & Pensions Art., § 9-201
Wednesday, March 5, 2025	Wednesday, March 5, 2025		Completion of Manual Audit	Deadline for the local boards to complete manual audit of sample of paper ballots cast in the general election.	Within 120 days after the general election.	EL § 11-309(c)(2)
Wednesday, March 19, 2025	Wednesday, March 19, 2025	**	Posting of Manual Audit Report	Deadline for SBE to post report of manual audit.	Within 14 days after completion of manual audit.	EL § 11-309(c)(4)

BYLAWS OF THE WASHINGTON COUNTY BOARD OF ELECTIONS

TABLE OF CONTENTS

ARTICLE 1-ADOPTION OF BYLAWS GENERALLY	2
Section 1.1 - Definitions	2
Section 1.2 - Purpose	2
Section 1.3 - Adoption and Amendment of Bylaws	2
ARTICLE 2-ORGANIZATION OF THE BOARD	2
Section 2.1 - New Members	2
Section 2.2 - Officers	3
Section 2.3 - Board of Canvassers	3
Section 3.1 - Time and Location	4
Section 3.2 - Rules of Order	4
Section 3.3 - Meeting Agenda and Minutes	6
ARTICLE 4 - RULES OF CONDUCT	7
Section 4.1 - Attendance	7
Section 4.2 - Political Activity	7
Section 4.3 - Ethics	8
Section 4.4 - Resignation and Vacancies	8
Section 4.5 - Level of Effort	9
Section 4.6 - Fiduciary Duty to the Board	9
Section 4.7 - Non-Disclosure/Confidentiality	9
ARTICLE 5 - ROLES AND RESPONSIBILITIES	9
Section 5.1 - The Board	9
Section 5.2 - The Election Director and Staff	9
Section 5.3 - Counsel to the Board	9
Section 5.4 - Personnel Management	10
ARTICLE 6 - MISCELLANEOUS	10
Section 6.1 - Membership in MAEO	10
Section 6.2 - Training and Continuing Education	10
Section 6.3 - Public Information Act	10
Section 6.4 - Litigation	11
Section 6.5 - Reimbursement for Travel and Expenses	11
SIGNATURES	11
APPENDIX 1	12

BYLAWS OF THE WASHINGTON COUNTY BOARD OF ELECTIONS

ARTICLE 1 - ADOPTION OF BYLAWS GENERALLY

Section 1.1 - Definitions

- A. "Absence" means a duly appointed member is not present at or able to take part in a meeting either in person or remotely.
- B. "Board" means the local board of elections for Washington County.
- C. "Member" includes a regular member of the Board.
- D. "Board term" means the four-year term beginning the first Monday in June in the year immediately following a gubernatorial election.
- E. "Vacancy" means the position of a duly appointed member who was removed, died, or resigned from the Board.
- F. "Non-Partisan"
- G. "Conflict of Interest"
- H. "Special Meeting"

Section 1.2 - Purpose

These bylaws, adopted by the members of the Washington County Board of Elections, provide the rules of governance for the Board during the conduct of all duties assigned under State and federal laws, regulations, and guidelines and policies of the State Board of Elections (SBE). Further, these bylaws set a standard of personal conduct for members of the Board requiring them to conduct themselves in accordance with high ethical standards to assure the public that members act independently of partisan pressures and conflicting interests and make decisions that are not influenced by personal views regarding any political party.

Section 1.3 - Adoption and Amendment of Bylaws

- A. Initial Bylaws Approval. Bylaws shall be reviewed and approved by a majority vote of the full Board at the first meeting of each new Board term or as soon as practical thereafter.
- B. Effective. These bylaws are effective and binding on all members as evidenced by each member's signature on this document.
- C. New Member. When a new member is appointed to fill a vacancy during a Board term, the new member must sign the bylaws.
- D. Amendments. To amend the bylaws:
 - 1. Each proposed amendment must be presented to the Board at a regularly scheduled meeting of the Board for the Board's review, discussion, and any revisions.
 - 2. At the next regularly scheduled meeting of the Board, a motion to adopt the amendment, including any revisions made when the proposed amendment was initially presented, must be adopted by at least three members of the Board.
- E. Forward to SBE. A copy of the approved bylaws and any amendments shall be sent to SBE for review and approval.
- F. Effective date. Any amendment to the bylaws shall take effect on the date at which SBE approves the amended bylaws.

ARTICLE 2 - ORGANIZATION OF THE BOARD

Section 2.1 - New Members

New members must be sworn in by the Clerk for the Circuit Court for Washington County or the Clerk's duly appointed designee within 30 days of receiving the commission of appointment from the Governor.

BYLAWS OF THE WASHINGTON COUNTY BOARD OF ELECTIONS

Section 2.2 - Officers

- A. Election of Officers. The Board shall elect, by a majority vote that includes at least one member of each party, a member to serve as President, as Vice President, as Secretary, and one or more members to serve as Assistant-Secretaries.
1. President and Vice President shall be of different parties.
 2. Secretary and Assistant-Secretaries may be of any party.
- B. Timing of Election. The election of officers shall occur within:
1. The first 20 days of a new Board term; or
 2. In the event of a vacancy in any office during any board term due to death, resignation, removal or ineligibility, the remaining members of the board shall elect a member to serve in such office for the balance of said board term and shall occur within the first 30 days after the vacancy or at the next regularly scheduled Board meeting, whichever is sooner.
- C. Duties - President. The duties of the President include:
1. Presiding at meetings and setting agendas with the assistance of the Election Director;
 2. Along with the Election Director, serving as the Board's spokesperson for media inquiries or appointing an appropriate designee to serve as the contact for media inquiries;
 3. Acting as the Board's primary point of contact for the Election Director; and
 4. Ensuring that all public business is conducted in compliance with the Open Meetings Act.
- D. Duties - Vice President. The Vice President shall perform the duties of the President if the President is unable to carry out the assigned duties until a new President can be elected or the President is able to resume full duties.
- E. Duties - Secretary or Assistant-Secretaries. The Secretary (or in the absence of the secretary, one of the assistant-secretaries) shall be responsible for, *inter alia*, ensuring that official documents of the Board are accurately compiled and transmitted to SBE.

Section 2.3 - Board of Canvassers

- A. Membership. As required by § 11-301(a) of the Election Law Article, the members shall serve as the Board of Canvassers following each election.
- B. Applicability. These bylaws remain in effect while the members are serving as the Board of Canvassers.
- C. Officers. The Board shall elect, by a majority vote of the members, a President and a Secretary of the Board of Canvassers.
- D. Oath. Before convening for the first time as the Board of Canvassers, he members shall take an oath, administered and recorded by the Clerk of the Circuit Court for Washington County or the Clerk's duly appointed designee, to canvass and declare the votes cast truthfully and to perform other duties required by law. The Clerk of the Circuit Court or his or her designee shall administer the oath:
1. Before the first mail-in canvass if the Board of Canvassers will convene before early voting to canvass mail-in ballots;
 2. Before the start of early voting if there is early voting; or
 3. By 5 pm on election day if there is no early voting.
- E. Requirements. In order to take action as a Board of Canvassers, there shall be:
1. A quorum, as defined in § 3.2A below; and
 2. A member of the minority party present.
- F. Rules. The Board shall follow at all canvassing sessions the rules of order established under § 3.2 below and rules for minutes established under § 3.3 below.
- G. Governing Authority. The Board shall conduct the canvass pursuant to State law, regulations, and instructions issued by SBE.

BYLAWS OF THE WASHINGTON COUNTY BOARD OF ELECTIONS

ARTICLE 3 - MEETINGS

Section 3.1 - Time and Location

- A. Regular Meetings. Unless circumstances dictate otherwise, the Board shall meet every month at 3:00 pm on the 2nd Tuesday.
- B. Location. Unless circumstances dictate otherwise, meetings will be held in the election office.
- C. Notice. Except as provided in § E below, public notice and agenda of regular meetings shall be given at least one week prior to the meeting.
- D. Cancellation of Regular Meeting. The President may cancel a regular meeting of the Board if he or she determines that there is no new business that needs to be shared with or acted upon by the Board.
 - 1. Notice of cancellation for lack of new business or the inability of a quorum of members to attend shall be given at least one week prior to the meeting if those circumstances are known at that time.
 - 2. Notice of cancellation for lack of a quorum or circumstances arising during the week before the meeting shall be given as soon as practicable after the reason is known.
- E. Special Meetings. The President may call a special meeting. Except for meetings convened to address issues that arise during an election, including early voting, election day, and canvassing, the Board shall not take any votes at a special meeting unless three days prior notice has been given to all members, staff and the public.

Section 3.2 - Rules of Order

- A. Quorum
 - 1. Quorum for meetings when the Board is not constituted as the Board of Canvassers.
 - a. There shall be a quorum to hold a meeting.
 - b. A quorum of the Board shall consist of a majority of the membership and at least one member of each political party.
 - c. If there is a vacancy, a quorum shall consist of a majority of members currently serving on the Board and at least one member of each political party.
 - d. Members may appear remotely for meetings. Members appearing remotely will be considered present for purposes of reaching a quorum.
 - e. There shall be no effect on the quorum when a member abstains or declines to vote or if a member is disqualified from participating under § 4.3 below.
 - 2. Quorum for meetings when the Board is constituted as the Board of Canvassers.
 - a. There shall be a quorum to hold a meeting.
 - b. A quorum of the Board of Canvassers shall consist of a majority of the membership and at least one member of each political party.
 - c. If there is a vacancy, a quorum shall consist of a majority of members currently serving on the Board and at least one member of each political party.
 - d. Members may appear remotely for meetings. Members appearing remotely will be considered present for purposes of reaching a quorum.
 - e. There shall be no effect on the quorum when a member abstains or declines to vote or if a member is disqualified from participating under § 4.3 below.
- B. Participation in Meetings
 - 1. Any member may make and second motions.
 - 2. Any regular member can vote on motions.
 - 3. Participation at meetings should be in person. Any request by a member to attend a meeting via phone or video conferencing must be made to the President.
 - 4. Public participation at a meeting shall be pre-scheduled and pre-approved by the President. The President, at his or her discretion, may allow public participation even if the request was not pre-scheduled and pre-approved.

BYLAWS OF THE WASHINGTON COUNTY BOARD OF ELECTIONS

C. Open Meetings Act Compliance

1. The Board shall follow the requirements of the Open Meetings Act as specified under Title 3 of the General Provisions Article.¹
2. For the purposes of the Open Meetings Act:

¹ For information and guidance on the Open Meetings Act, see the Compliance Checklist and other resources on the open meetings page of the Attorney General's website. See www.marylandattorneygeneral.gov/Pages/OpenGov/Openmeetings/default.aspx.

BYLAWS OF THE WASHINGTON COUNTY BOARD OF ELECTIONS

- a. There is a quorum when a majority of the members meet in person, by phone, or other means (including email) and discuss a matter that is not an administrative function.
 - b. Three members constitute a quorum, regardless of their respective political affiliations.
3. At least one member (preferably two members) shall be trained in the Open Meetings Act².
 - a. Any member who is trained on the Open Meetings Act shall provide the Election Director with a certificate of completion.
 4. A Board cannot meet in closed session if none of the members has been trained on the Open Meetings Act.
 5. In the absence of the trained member, a Board may not meet in closed session until the presiding officer has completed the Compliance Checklist (see footnote 1).
 6. A quorum may not consider public business without giving required advance notice to the public of an open meeting.

Section 3.3 - Meeting Agenda and Minutes

A. Agenda. Each regular Board meeting shall include, at a minimum, the following agenda items:

1. Declaration of Quorum Present
2. Additions to the Agenda
3. Approval of Prior Meeting Minutes
4. Election Director's Report (if needed)
5. Board Attorney's Report
6. Unfinished Business (including specifically identifying any policies affecting voting rights to be considered at the Board meeting)
7. New Business (including specifically identifying any policies affecting voting rights to be considered at the Board meeting)
8. Confirmation of Next Meeting
9. Closed Session (if needed)
10. Adjournment

B. Additional Topics.

1. The President, at his or her discretion, may add, before the meeting, additional topics to the agenda.
2. If the new topic is identified at least one day before the meeting, the agenda should be updated to reflect the new topic and re-posted.

C. Duties of Election Director. The Election Director or the Director's designee shall:

1. Before each meeting (and, where policies affective voting rights will be considered, at least 48 hours before the meeting), make the agenda available to the public;
2. At each meeting, provide a written report of the office's activities since the last meeting, including information on personnel changes, meetings attended, significant correspondence received, voter registration activities, voting system activities, candidate filings, precinct and polling issues, and other projects or initiatives undertaken by the office;
3. At each meeting, provide a verbal summary of the office's activities since the last meeting;
4. Except as provided in § D(2) below, prepare minutes for both open and closed meetings; and
5. Transmit to SBE approved meeting minutes within five days of approval.

²This training is available at https://www.igsr.umd.edu/VLC/OMA/class_oma_title.php.

BYLAWS OF THE WASHINGTON COUNTY BOARD OF ELECTIONS

D. Minutes.

1. Minutes shall be prepared in accordance with SBE's *Guidelines for Conducting Meetings and Writing Minutes*.³
2. If the Election Director or staff does not attend a closed meeting, the Board attorney or one of the members shall prepare the minutes from the closed meeting.
3. Full minutes of open meetings and summaries of closed meetings shall be presented for approval at the next Board meeting or approved via email and ratified at the next Board meeting.
4. Full minutes of closed meetings shall be presented for approval at the next closed meeting held by the Board or approved via email and ratified at the next Board meeting as long as ratification at an open meeting does not jeopardize the need to preserve the discussion of the closed meeting. Minutes for subsequent board meeting shall indicate if closed meeting was only for the approval of minutes.
5. After approval, minutes of a closed meeting shall be stored in a secure location that only the Board President and Election Director can access.

ARTICLE 4-RULES OF CONDUCT

Section 4.1 - Attendance

- A. Minimum Attendance. As provided under §8-501 of the State Government Article, a member who fails to attend at least 50% of the meetings during any consecutive 12-month period shall be considered to have resigned.
- B. Attendance Report. Within 30 days of the conclusion of the 12-month period during which a member failed to attend at least 50% of the meeting, the President or, if the President failed to attend meetings, the other members shall forward to the Governor and the State Administrator:
 1. The name of the member considered to have resigned; and
 2. A statement describing the member's history of attendance during the period.

Section 4.2 - Political Activity

- A. Statutory Requirements. Each member shall abide by the restrictions to political activities provided under §2-301 of the Election Law Article. See Appendix 1.
- B. Additional Requirements.
 1. A member shall place his or her public duties ahead of partisan, political considerations.
 2. A member shall not take an active part in the campaign management of a candidate or any matter that is subject to an election under the Election Law Article.
 3. A member may attend campaign fundraisers held by candidates, political parties, or ballot issue committees provided the member discloses this fact to the Board and does not publicly indicate that he or she is a member of the Board.
 4. A member may make campaign contributions to candidates or issues on the ballot in an election for which the member will be serving on the local Board of Canvassers provided the member discloses the contributions to the Board.
 5. A member may publicly display support or opposition to candidates or issues on the ballot in any election (including yard signs, bumper stickers, etc.) for which the member will be serving on the local Board of Canvassers provided the member discloses the displays to the Board.
 6. A member may wear campaign paraphernalia showing support or opposition for or against candidates or issues on the ballot in any election for which the member will be serving on the local Board of Canvassers provided:

³This document is available on SBE's Online Library under "LBE Resources" and "Reference Materials."

BYLAWS OF THE WASHINGTON COUNTY BOARD OF ELECTIONS

- a. The member discloses this fact to the Board; and
 - b. Does not wear the campaign paraphernalia while performing Board functions or while wearing a Board name badge.
7. Party Activity
- a. A member may attend central committee meetings and consult with party members.
 - b. A member shall not serve on an executive committee of the party or assume a role within the party that has decision-making authority.
8. Petitions
- a. A member may sign a petition.
 - b. A member shall not circulate petitions.

Section 4.3 - Ethics

- A. Compliance. Each member shall comply with the State's ethics laws,⁴ including:
1. Timely, electronic filing of the Financial Disclosure Statements required under Title 5, Subtitle 6 of the General Provisions Article;⁵ and
 2. Adhering to the prohibition against the solicitation or acceptance of gifts or honoraria⁶ as required under § 5-505 of the General Provisions Article.
- B. Conflict of Interest.
1. A member shall recuse himself or herself and shall not participate in a matter if the member:
 - a. Has a relative with an interest in the matter and the member knows of the interest;
 - b. Is part of a business entity which has an interest in the matter;
 - c. Is negotiating employment or has arranged prospective employment with a business entity which has an interest in the matter;
 - d. Has a direct financial interest in the matter;
 - e. Has provided support through a contribution, volunteering, or a candidate or petition that is the subject of the matter; or
 - f. Otherwise believes that participation would create a conflict of interest
 2. A member may seek the advice of the Board's counsel as to the presence of a conflict of interest or other good cause for disqualification.
 3. If a member does not voluntarily recuse himself or herself, the other members may disqualify that member upon a unanimous determination that the member has a conflict of interest that should disqualify that member from acting on a particular matter. This disqualification and the reason for it shall be included in the meeting minutes.
 4. If a member recuses himself or is disqualified from participating in a matter before the Board, the recusal or disqualification and the reason(s) for it shall be included in the meeting minutes.

Section 4.4 - Resignation and Vacancies

- A. Resignation. A member who chooses to resign shall:
1. Write a letter to the Governor informing the Governor of the member's decision to resign;

⁴ See the *Maryland Public Ethics Law Summary* provided by the State Ethics Commission to assist election officials and employees in meeting their obligations to voters, candidates, and political parties. This document is available on SBE's Online Library under "LBE Resources" and "Reference Materials."

⁵ Chapter 31 of the 2017 Laws of Maryland (House Bill 879) requires electronic filing by members of the local boards of elections. Electronic filing is available at <https://efds.ethics.maryland.gov/>. Paper filing is no longer accepted.

⁶ See *Ethics and Standards for Election Officials and Employees* for detailed standards of conduct. This document is available on SBE's Online Library under "LBE Resources" and "Reference Materials."

BYLAWS OF THE WASHINGTON COUNTY BOARD OF ELECTIONS

2. Inform the county central committee of the party with which he or she is affiliated of the resignation; and
 3. Inform the Election Director, the President, and the State Administrator of the resignation.
- B. Filling Vacancy. If a member dies, resigns, is removed, or becomes ineligible, the Governor shall appoint an eligible person from the same political party as that member in accordance with § 2-201(h) of the Election Law Article.

Section 4.5 - Level of Effort

Each member shall expend the time and effort necessary to attend meetings and election activities to ensure that they fully understand their duties as members, and their role as members of the Board of Canvassers. Members shall familiarize themselves with important concepts in the administration of Maryland elections, such as the process to register to vote, the purpose of provisional voting, general information about the voting process, the absentee ballot process, and important election deadlines.

Section 4.6 - Fiduciary Duty to the Board

- A. Each member has a fiduciary duty of care and loyalty to the Board.
- B. Each member shall put the interests of the Board ahead of partisan interests, personal interests, or loyalties to other organizations in an effort to ensure the successful execution of the duties of the Board.

Section 4.7 - Non-Disclosure/Confidentiality

- A. A member shall not share confidential or sensitive information with outside entities and individuals who are not Board members or employees of the Washington County Board of Elections.
- B. A member who conducts Board business with a personal email account shall cooperate with Board staff in connection with any response to a request pursuant to the Public Information Act.

ARTICLE 5 - ROLES AND RESPONSIBILITIES

Section 5.1 - The Board

The Board shall:

- A. Carry out all duties assigned to it under the Election Law Article and the regulations, policies, and procedures established by SBE7;
- B. Not be involved in day-to-day activities of the election office; and
- C. Account to the public for the services of the agency and expenditures of its funds.

Section 5.2 - The Election Director and Staff

- A. The Election Director shall carry out all duties assigned to him or her under the Election Law Article, regulations, policies and procedures established by SBE, and duties assigned or delegated by the Board.
- B. The Election Director is responsible for duties listed in the *Assignment of Local Board of Elections' Duties to Members of the Local Board, Election Director, and Staff*

Section 5.3 - Counsel to the Board

- A. Appointment. As required under § 2-205 of the Election Law Article, the Board shall retain as counsel an individual who is a registered voter of the county and admitted to practice law in Maryland.

⁷ These duties are shown in the *Assignment of Local Board of Elections' Duties to Members of the Local Board, the Election Director and Staff*.

BYLAWS OF THE WASHINGTON COUNTY BOARD OF ELECTIONS

- B. Duties. In addition to the retainer contract, the individual appointed as counsel or in the counsel's absence, substitute counsel, shall:
1. Attend Board meetings and canvass sessions as requested by the Board;
 2. Attend the biennial conference hosted by SBE;
 3. Participate in pre-election conference calls hosted by SBE;
 4. Review major policy guidelines and instructions from SBE;
 5. Generally be available to provide advice when needed;
 6. Take the oath to serve as counsel to the Board of Canvassers; and
 7. Be present for any decision by the Board of Canvassers on the legality or acceptability of any provisional ballot application or of any vote on any ballot.

Section 5.4 - Personnel Management

- A. Duties - Board. As required under §2-202(b)(2) of the Election Law Article, the Board shall:
1. Hire and supervise the Election Director;
 2. Perform a semi-annual performance evaluation of the Election Director; and
 3. Comply with the State Personnel and Pensions Article and any applicable regulations or the county merit system requirements in all matters concerning appointment, leave, performance evaluation, discipline, or termination.
- B. Duties - President. The President, in consultation with the Board, shall act as the head of the principal unit for the purposes of appeals and grievances filed under the State Personnel and Pensions Article.
- C. Duties - Election Director. The Election Director shall:
1. Hire, supervise, and discipline the staff;
 2. Perform or ensure the performance of semi-annual performance evaluations of staff;
 3. Comply with the State Personnel and Pensions Article and any applicable regulations or merit system requirements in all matters concerning leave, performance evaluation, discipline, or termination; and

ARTICLE 6 - MISCELLANEOUS

Section 6.1 - Membership in MAEO

Each member of the Board, the Election Director, the Deputy Director, Counsel and other staff shall be members, at Board expense, of the Maryland Association of Election Officials (MAEO).

Section 6.2 - Training and Continuing Education

The Board shall encourage and support the efforts of the Election Director and staff to obtain training and continuing education courses to assist the director and staff in the performance of their jobs.

Section 6.3 - Public Information Act^a

When a request submitted under the Public Information Act is received, the Board shall ensure that:

- A. The State Administrator is notified of the request; and
- B. The request is completed in a timely manner.
- C. The Board shall appoint a PIA official custodian from its members, pursuant to Maryland's Public Information Act Title 4, §4-201(C).

^a For information and guidance on the Public Information Act, see information posted on the Office of the Attorney General's website at <http://www.marylandattorneygeneral.gov/Pages/OpenGov/pia.aspx>.

BYLAWS OF THE WASHINGTON COUNTY BOARD OF ELECTIONS

APPENDIX 1

Election Law Article, Annotated Code of Maryland

§2-301.

- (a) This section applies to:
- (1) a member of the State Board;
 - (2) a regular member of a local board;
 - (3) the State Administrator;
 - (4) an employee of the State Board or of a local board, including the election director of a board;
 - (5) counsel appointed under § 2-205 of this title; and
 - (6) an election judge.
- (b) (1) An individual subject to this section may not, while holding the position:
- (i) hold or be a candidate for any elective public or political party office or any other office created under the Constitution or laws of this State;
 - (ii) use the individual's official authority for the purpose of influencing or affecting the result of an election; or
 - (iii) except as provided in paragraph (2) of this subsection, as to any candidate or any matter that is subject to an election under this article:
 1. be a campaign manager;
 2. be a treasurer or subtreasurer for a campaign finance entity; or
 3. take any other active part in political management or a political campaign.
- (2) Notwithstanding paragraph (1)(iii) of this subsection, an election judge may engage in the activities of a political campaign, except:
- (i) while performing official duties on election day; and
 - (ii) by serving as a campaign manager for a candidate or as the treasurer for a campaign finance entity.

**WASHINGTON COUNTY BOARD OF ELECTIONS
LEGAL SERVICES AGREEMENT
WITH BOARD COUNSEL**

THIS AGREEMENT, dated as of the ____ day of _____ 20 __, by and between THE WASHINGTON COUNTY BOARD OF ELECTIONS, hereinafter referred to as the "BOARD" and _____, hereinafter referred to as "Counsel".

WHEREAS, the Board, in accordance with the provisions of the Election Law Article, Section 2-205, Annotated Code of Maryland, on _____, appointed as its counsel, _____; and,

WHEREAS, the Board and Counsel desire to reduce the terms of their agreement for services to the Board to writing.

IT IS NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, it is agreed as follows:

1. Counsel agrees to serve as legal advisor to the Board, attend regular and special Board meetings, as needed and upon request, and meetings conducted in accordance with the provisions of the Election Law Article, Section 2-104, Annotated Code of Maryland, and give legal advice to the Board and Board Director.
2. Counsel shall continue to be admitted to the practice of law in the State of Maryland and be a registered voter of Washington County, MD during the time of this Agreement.
3. This Agreement shall become effective upon execution of this agreement, and be effective until June 6, 2027.
4. Counsel agrees to perform all services and other obligations as set forth below:

- a) Become familiar with Registration and Election Laws of the State of Maryland and the United States so as to provide the Board and election office staff with sound legal advice.
- b) Provide routine legal advice to the Board and its staff as necessary.
- c) Attend monthly Board meetings and any Special Board meetings as necessary and requested by the Board.
- d) Participate in the Pre-Election Board Attorney conference calls hosted by the State Board of Elections, Attorney General's Office or other state offices.
- e) Be available from 6:00 a.m. on Election Day until excused by the Board.
- f) Attend ballot cavasses and audits as provided by COMAR 33.08.01.02-1 B, et. seq.
- g) Pursuant to Election Law Article, Section 2-104(b)(1), attend the biennial meeting of the State Board of Elections unless specifically excused by the State Administrator. The Board agrees to pay the cost of customary travel, lodging and meals for these and other out-of-town meetings.
- h) Be a member of the Maryland Association of Election Officials. Membership fee will be paid by the Board.

5. During the term of this Agreement, Counsel agrees not to:

- a. Hold or be a candidate for any elective public or political party office or any other office created under the Constitution or laws of Maryland.
 - b. Use his official authority for the purpose of influencing or affecting the results of an election.
 - c. Take an active part in political management or a political campaign related to any candidate or any matter that is subject to an election under the Election Law Article.
6. For purposes of this Agreement, Counsel shall not be deemed an employee of either the State or the County for purpose of either merit system or fringe benefits, such as life insurance, health insurance, sick leave or annual leave.
7. This Agreement may be terminated by either party upon thirty (30) days written notice. In that event, the Board shall be liable only for payment for services performed in accordance with the Agreement and furnished prior to the effective date of such termination.
8. In consideration for providing legal representation to the Board, the Board and Counsel agree that the Board will pay Counsel:
 - a. A salary of \$4,000.00 per annum, or such greater amount as will meet or exceed the minimum amount authorized by the Election Law Article, Section 2-205(b)(ii), Annotated Code of Maryland, as amended from time to time. The salary will be adjusted to equal the budget allotment of Washington County, if higher than the minimum.
 - b. An additional payment of \$500 for election related activities for each primary and general election.
9. Counsel shall notify the Board in writing and obtain written approval from the Board prior to undertaking any services which fall outside the scope of paragraph 4 above. The Board and Counsel agree that in cases involving recount, human resources matters and any and all other legal services other than litigation services provided to the Board or its staff beyond the scope of services outlined in paragraph 4, the Board will pay Counsel at the rate of \$275.00 per hour (in on-tenth of an hour increments),

plus direct costs. In cases involving litigation, the Board agrees to pay Counsel at the rate of \$300.00 per hour, in one-tenth hour increments, plus direct costs.

10. Billing statements detailing the actual services, if any, rendered outside the scope of paragraph 4 above shall be submitted each month to the Board within 30 days following each month of the current contract period.
11. It is agreed that, the term of this contract may be extended, and/or other terms thereof modified, upon the further written agreement of the parties.
12. The performance of any aspect of the work or services under the Agreement may be terminated by the Board immediately upon written notice to Counsel delivered by certified mail, return receipt requested, or by hand-delivery, with either method of delivery effective upon actual receipt, should the Board determine such action to be in its best interest. In such event, the Board shall be liable for payment only for work performed or furnished prior to the effective date of such termination.
13. Counsel shall not assign or transfer any interest or claim under this contract, and no subcontract shall be made by Counsel with any third party for furnishing any of the work or services covered hereby without the prior written approval of the Board.
14. This Agreement contains the entire understanding between the parties, and any additions, or modifications hereto shall only be made in writing, executed by both parties hereto.

WASHINGTON COUNTY, MARYLAND
BOARD OF ELECTIONS

WITNESS/ATTEST:

By: _____

Tammy Downin, President

COUNSEL

Monthly Statistical Report

Last Transaction Date From: 07/01/2023 To: 07/31/2023

ADDITIONS TO COUNTY REGISTRATION

METHOD	DEM	REP	LIB	UNA	OTHERS	TOTAL	EXACT	DUPES
By Mail	1	3	0	2	0	6	6	4
Confirmation Notice	0	0	0	0	0	0	0	1
ERIC Report	45	14	1	23	2	85	85	0
In Person	0	1	0	0	0	1	1	0
Jury Notice	1	2	0	1	0	4	4	0
Motor Vehicle Administration	160	160	3	183	9	515	515	5
Online Voter Registration	6	1	0	6	0	13	13	0
Other Means	0	0	0	1	0	1	1	0
Social Security Administration	1	0	0	0	0	1	1	0
Social Services Agencies	0	0	0	2	0	2	2	0
State Designated Agencies	2	1	0	2	0	5	5	1
USPS Sticker	1	0	0	0	0	1	1	49
Volunteers	1	0	0	0	0	1	1	0
Voter Notification Card	0	0	0	0	0	0	0	2
TOTAL	218	182	4	220	11	635	635	62

SUBTRACTIONS FROM COUNTY ACTIVE STATUS

REASON	DEM	REP	LIB	UNA	OTHERS	TOTAL
Confirmation Mail Process-NVRA	18	26	1	19	0	64
Death Notice	40	51	0	15	1	107
Death Notices Other than DHMH	2	3	0	0	1	6
Moved Out of State	3	6	0	4	0	13
Non-Citizen	1	0	0	1	0	2
Returned VNC	2	0	0	1	0	3
Voter Request	1	0	0	1	0	2
Duplicate/Merged	0	0	0	0	0	0
County Transfer Out	-72	-29	0	-38	-3	-142
TOTAL	139	115	1	79	5	339

AFFILIATION CHANGES

Monthly Statistical Report

Last Transaction Date From: 07/01/2023 To: 07/31/2023

CHANGE	DEM	REP	LIB	UNA	OTHERS	TOTAL
From	54	30	2	32	14	132
To	22	47	3	47	13	132
TOTAL	-32	17	1	15	-1	0

CURRENT ACTIVE REGISTRATION

ACTIVITY	DEM	REP	LIB	UNA	OTHERS	TOTAL
BEGINNING OF REPORT	31213	44076	635	22702	1130	99756
ADDITIONS (+)	218	182	4	220	11	635
REINSTATED (+)	2	9	0	7	0	18
CANCELLED (-)	-47	-57	0	-22	-1	-127
COUNTY TRANSFER OUT (-)	-72	-29	0	-38	-3	-142
AFFILIATION CHANGES (+ OR -)	-32	17	1	15	-1	0
* INACTIVATED (-)	-20	-29	-1	-19	-1	-70
* REACTIVATED (+)	23	22	0	18	2	65
END OF REPORT TOTALS	31285	44191	639	22883	1137	100135

Last Transaction Date From: 07/01/2023 To: 07/31/2023

**INACTIVE REGISTRATION
 SUBTRACTIONS FROM COUNTY INACTIVE STATUS**

REASON	DEM	REP	LIB	UNA	OTHERS	TOTAL
By Mail	0	2	0	0	0	2
Death Notice	3	3	0	1	0	7
Jury Notice	1	2	0	1	0	4
Motor Vehicle Administration	24	18	0	13	2	57
Moved Out of State	9	10	1	4	0	24
State Designated Agencies	0	0	0	1	0	1
USPS Sticker	0	0	0	1	0	1
Duplicate/Merged	0	0	0	0	0	0
County Transfer Out	-4	-3	0	-3	0	-10
TOTAL	41	38	1	24	2	106

CURRENT INACTIVE REGISTRATION

ACTIVITY	DEM	REP	LIB	UNA	OTHERS	TOTAL
BEGINNING OF REPORT	3343	3468	100	2848	151	9910
* INACTIVATED (+)	20	29	1	19	1	70
*REACTIVATED (-)	-25	-22	0	-16	-2	-65
COUNTY TRANSFER OUT (-)	-4	-3	0	-3	0	-10
AFFILIATION CHANGES (+ OR -)	0	0	0	0	0	0
CANCELLED FROM INACTIVE (-)	-12	-13	-1	-5	0	-31
PENDING FROM INACTIVE (-)	0	0	0	0	0	0
TOTAL INACTIVE	3322	3459	100	2843	150	9874

**TOTAL REGISTRATION RECORDS
 ACTIVE AND INACTIVE REGISTRATION**

ACTIVITY	DEM	REP	LIB	UNA	OTHERS	TOTAL
ACTIVE REGISTRATION	31285	44191	639	22883	1137	100135
INACTIVE REGISTRATION	3322	3459	100	2843	150	9874
TOTAL RECORDS	34607	47650	739	25726	1287	110009

Board of Elections: Washington
User Name: Jackson, Barry E

Monthly Statistical Report

Date: 08/07/2023
Report No.: VR-013

Last Transaction Date From: 07/01/2023 To: 07/31/2023

Address Changes Within Jurisdiction	730	
Address Changes Statewide	35013	Confirmation Mailings Sent
Name Changes	295	Confirmation Responses
Number of current Statewide voter registration application on hand		Number of NVRA Agency voter registration Applications on hand
Signature of person who prepared the report		Date report completed
Other = Those individuals designating affiliation with a party that is not established under Maryland Law.		Unaffiliated = those individuals declining to affiliate with a party.

Precincts Within Districts Voter Count

Districts : LEGISLATIVE DISTRICT - LEGISLATIVE DISTRICT 01C LEGISLATIVE DISTRICT - LEGISLATIVE DISTRICT 02A LEGISLATIVE DISTRICT - LEGISLATIVE DISTRICT 02B
 Status : Active Status Reason: All Exclude Hidden Precincts and Splits

District	Dist/Prec & Polling Place	Polling Place Address	DEM	REP	LIB	UNA	OTHERS	TOTAL
District Type : LEGISLATIVE DISTRICT								
LEGISLATIVE DISTRICT 01C								
02001-WILLIAMSPORT HIGH SCHOOL		5 SOUTH CLIFTON DRIVE, WILLIAMSPORT, MD 21795	857	1558	35	691	37	3178
04000-CLEAR SPRING HIGH SCHOOL		12630 BROADFORDING ROAD, CLEAR SPRING, MD 21722	420	1472	6	391	21	2310
05000-HANCOCK MIDDLE SENIOR HIGH SCHOOL		289 WEST MAIN STREET, HANCOCK, MD 21750	364	1447	12	474	13	2310
10006-ROCKLAND WOODS ELEMENTARY SCHOOL		18201 ROCKLAND DRIVE, HAGERSTOWN, MD 21740	111	81	1	38	1	232
13001-MAUGANSVILLE ELEM. SCHOOL		18023 MAUGANS AVENUE, MAUGANSVILLE, MD 21767	1121	2260	16	944	49	4390
15000-BIG POOL COMMUNITY HALL		11411 TEDRICK DRIVE, BIG POOL, MD 21711	250	917	11	287	7	1472
23000-HERITAGE ACADEMY		12215 WALNUT POINT WEST, HAGERSTOWN, MD 21740	675	2171	27	690	31	3594
24001-WACOHU GRANGE HALL		16412 NATIONAL PIKE, HAGERSTOWN, MD 21740	137	260	7	126	11	541
26001-WASHINGTON COUNTY ELECTION CENTER		17718 VIRGINIA AVENUE, HAGERSTOWN, MD 21740	1322	2047	29	972	54	4424
26002-LINCOLNSHIRE ELEM. SCHOOL		17545 LINCOLNSHIRE ROAD, HAGERSTOWN, MD 21740	954	1345	21	670	29	3019
27003-PARAMOUNT ELEM. SCHOOL		19410 LONGMEADOW ROAD, HAGERSTOWN, MD 21742	7	12	0	2	0	21
District Total :			6218	13570	165	5285	253	25491
LEGISLATIVE DISTRICT 02A								
01000-SHARPSBURG ELEM. SCHOOL		17525 SHEPHERDSTOWN PIKE, SHARPSBURG, MD 21782	596	1247	18	524	28	2413
02002-WILLIAMSPORT HIGH SCHOOL		5 SOUTH CLIFTON DRIVE, WILLIAMSPORT, MD 21795	34	45	1	33	0	113
06000-BOONSBORO HIGH SCHOOL		10 CAMPUS AVENUE, BOONSBORO, MD 21713	1251	2362	25	1060	31	4729

Precincts Within Districts Voter Count

Districts : LEGISLATIVE DISTRICT - LEGISLATIVE DISTRICT 01C LEGISLATIVE DISTRICT - LEGISLATIVE DISTRICT 02A LEGISLATIVE DISTRICT - LEGISLATIVE DISTRICT 02B
 Status : Active Status Reason: All Exclude Hidden Precincts and Splits

District	Dist/Prec & Polling Place	Polling Place Address	DEM	REP	LTB	UNA	OTHERS	TOTAL
District Type : LEGISLATIVE DISTRICT								
LEGISLATIVE DISTRICT 02A								
07001-SMITHSBURG ELEM. SCHOOL		67 NORTH MAIN STREET, SMITHSBURG, MD 21783	526	1338	18	526	22	2430
07002-SMITHSBURG MIDDLE SCHOOL		68 NORTH MAIN STREET, SMITHSBURG, MD 21783	531	1035	18	518	21	2123
08000-PLEASANT VALLEY BAPTIST CHURCH		3346 GAPLAND RD, ROHRERSVILLE, MD 21779	496	1026	6	388	15	1931
09000-LETTERSBURG RURITAN COMMUNITY CENTER		21427 LEITER STREET, HAGERSTOWN, MD 21742	535	1093	15	427	21	2091
10001-SOUTH HAGERSTOWN HS GYM		1101 S POTOMAC STREET, HAGERSTOWN, MD 21740	1247	1634	16	886	35	3818
10002-ROCKLAND WOODS ELEMENTARY SCHOOL		18201 ROCKLAND DRIVE, HAGERSTOWN, MD 21740	1288	1272	21	821	42	3444
10003-EASTERN ELEM. SCHOOL		1320 YALE DRIVE, HAGERSTOWN, MD 21742	463	611	8	315	18	1415
11001-PLEASANT VALLEY ELEM. SCHOOL		1707 ROHRERSVILLE ROAD, KNOXVILLE, MD 21758	265	420	2	207	9	903
11002-POTOMAC VALLEY FIRE HALL		2202 DARGAN SCHOOL ROAD, SHARPSBURG, MD 21782	119	243	0	96	7	465
12000-COMMUNITY VFC OF DISTRICT 12 BANQUET CENTER		18002 TILGHMANTON ROAD, FAIRPLAY, MD 21733	457	1052	19	448	22	1998
13002-MAUGANSVILLE ELEM. SCHOOL		18023 MAUGANS AVENUE, MAUGANSVILLE, MD 21767	2	1	0	1	0	4
14001-RINGGOLD RURITAN CLUB		14247 WINDY HAVEN ROAD, SMITHSBURG, MD 21783	186	479	4	162	5	836
14002-FORT RITCHIE COMMUNITY CENTER		14421 LAKE ROYER DRIVE, CASCADE, MD 21719	222	469	9	213	12	925
16000-GREENBRIER ELEM. SCHOOL		21222 SAN MAR ROAD, BOONSBORO, MD 21713	739	1469	19	632	30	2889
18001-BETHEL UNITED METHODIST CHURCH		21006 TWIN SPRINGS DRIVE, SMITHSBURG, MD 21783	476	1162	18	466	16	2138

Precincts Within Districts Voter Count

Districts : LEGISLATIVE DISTRICT - LEGISLATIVE DISTRICT 01C LEGISLATIVE DISTRICT - LEGISLATIVE DISTRICT 02A LEGISLATIVE DISTRICT - LEGISLATIVE DISTRICT 02B
 Status : Active Status Reason: All Exclude Hidden Precincts and Splits

District	Dist/Prec & Polling Place	Polling Place Address	DEM	REP	LIB	UNA	OTHERS	TOTAL
District Type : LEGISLATIVE DISTRICT								
LEGISLATIVE DISTRICT 02A								
18002-MARANATHA BRETHREN CHURCH		19835 SCOTT HILL DRIVE, HAGERSTOWN, MD 21742	721	1089	15	523	26	2374
18003-HAGERSTOWN COMMUNITY COLLEGE ARCC BLDG		11400 ROBINWOOD DRIVE, HAGERSTOWN, MD 21742	1463	1105	22	895	41	3526
19000-LITTLE ANTIETAM COMMUNITY CENTER		40 MOUNT VERNON DRIVE, KEEDYSVILLE, MD 21756	523	1006	12	394	15	1950
20000-DOWNSVILLE RURITAN CLUB		8629 DOWNSVILLE PIKE, WILLIAMSPORT, MD 21795	318	904	9	332	10	1573
27001-FOUNTAINDALE ELEM. SCHOOL		901 NORTHERN AVENUE, HAGERSTOWN, MD 21742	864	1120	24	539	18	2565
27002-PARAMOUNT ELEM. SCHOOL		19410 LONGMEADOW ROAD, HAGERSTOWN, MD 21742	1015	1241	20	726	42	3044
District Total :			14337	23423	319	11132	486	49697

LEGISLATIVE DISTRICT 02B

03001-POTOMAC TOWERS		11 WEST BALTIMORE STREET, HAGERSTOWN, MD 21740	347	172	3	183	17	722
03002-GIRLS' INC.		626 WASHINGTON AVENUE, HAGERSTOWN, MD 21740	1649	1122	32	1144	84	4031
10005-EASTERN ELEM. SCHOOL		1320 YALE DRIVE, HAGERSTOWN, MD 21742	11	14	0	13	0	38
17000-BESTER ELEMENTARY SCHOOL - GYM		385 MILL STREET, HAGERSTOWN, MD 21740	1597	1308	20	1015	63	4003
18004-MARANATHA BRETHREN CHURCH		19835 SCOTT HILL DRIVE, HAGERSTOWN, MD 21742	0	6	1	1	0	8
21000-NORTH HAGERSTOWN HIGH SCHOOL		1200 PENNSYLVANIA AVENUE, HAGERSTOWN, MD 21742	2363	1781	36	1299	60	5539
22001-TRINITY LUTHERAN CHURCH		15 RANDOLPH AVE., HAGERSTOWN, MD 21740	901	445	14	586	38	1984

Precincts Within Districts Voter Count

Districts : LEGISLATIVE DISTRICT - LEGISLATIVE DISTRICT 01C LEGISLATIVE DISTRICT - LEGISLATIVE DISTRICT 02A LEGISLATIVE DISTRICT - LEGISLATIVE DISTRICT 02B
 Status : Active Status Reason: All Exclude Hidden Precincts and Splits

District	Dist/Prec & Polling Place	Polling Place Address	DEM	REP	LIB	UNA	OTHERS	TOTAL
District Type : LEGISLATIVE DISTRICT								
LEGISLATIVE DISTRICT 02B								
22002-PANGBORN ELEMENTARY SCHOOL		195 PANGBORN BOULEVARD, HAGERSTOWN, MD 21740	884	572	9	483	34	1982
25001-BETHEL GARDENS COMMUNITY CENTER		356 HENRY AVENUE, HAGERSTOWN, MD 21740	557	136	6	235	14	948
25002-WESTERN HEIGHTS MIDDLE SCHOOL		1300 MARSHALL STREET, HAGERSTOWN, MD 21740	1121	786	26	767	44	2744
25003-SALEM AVE ELEM. SCHOOL		1323 SALEM AVENUE, HAGERSTOWN, MD 21740	1182	708	8	644	37	2579
District Total :			10612	7050	155	6370	391	24578
LEGISLATIVE DISTRICT TOTAL :			31167	44043	639	22787	1130	99766