



AGENDA

Washington County Board of Elections November 13, 2025

Board Meeting to be held on **Thursday, November 13, 2025** at 3:00PM. Meeting will be held in person but may also be attended virtually. Call in information is provided below.

Pursuant to Maryland Code Ann., Election Law Article, § 2-208, all meetings of the Washington County Board of Elections are livestreamed and recorded, and those recordings will be posted online and archived as required by law. Livestream broadcasts and recordings may consist of video, audio or any combination thereof. By participating in any meeting, you consent to be recorded.

Call Meeting to Order/Pledge of Allegiance:

Declaration of Quorum Present:

Record Those Present:

Executive Session:

The meeting will be closed in accordance with Open Meeting Act Procedures, for the purpose of: (7) consult with counsel to obtain legal advice.

Approval of Draft Agenda:

Approval of Draft Minutes of September 9, 2025 public hearing:

Approval of Draft Minutes of October 14, 2025 regular session:

Correspondence:

Reports:

- I. Election Director
- II. Attorney

Unfinished Business:

- I. 2026 Election Plan
 - A. Early Voting – discussion of request made by County Commissioners
- II. Holiday Dinner

New Business:

I. None

Members Remarks:

Guest Remarks:

Scheduling of Next Meeting:

Distributed Information:

Board Packet

Future Events:

November 18 – County Commissioners Meeting

November 24, 2025 – LBE Election Plans due to SBE

December 11, 2025 – Holiday Dinner

Adjournment of Regular Session:

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:

Join with Google Meet

meet.google.com/txu-fghf-xkh

Dial-in: (US) +1 321-684-7602

PIN: 838 075 319#

Director's Report – November 13, 2025

A. Personnel –

1. Sarah McAleavy (Training Coordinator) started yesterday (November 12, 2025).
2. Received list of candidates for IT/Warehouse Clerk position. We are reviewing them to call for interviews.
3. Outreach Coordinator posting closes on November 17, 2025.

B. Meetings:

1. SBE/LBE Collaboration Meeting:
 - a) Next Meeting: November 20, 2025.
2. MAEO Meeting in PG County – November 18, 2025
3. Certified Maryland Election Administrator Program Committee met in Frederick County on October 20, 2025 and again in Carroll County on November 6, 2025.
4. Barry Jackson sat on the Candidacy Filing panel discussion, led by Leadership Washington County on November 4, 2025.

C. Legislative Update: N/A.

D. Voter Registration Activities and Statistics:

1. Registration Statistics for October 2025 were distributed to the Board.

E. Candidate Filings: Candidate Filing for 2026 Gubernatorial Election began February 25, 2025. There have been 16 filings so far:

1. 3 for County Commissioner
2. 1 for Clerk of the Circuit Court
3. 1 for Register of Wills
4. 4 for Democratic Central Committee
5. 2 for Republican Central Committee
6. 2 for Sheriff
7. 2 for States Attorney
8. 1 for Board of Education

F. Voting System Activities:

1. All voting equipment ready for Logic and Accuracy Testing
2. We're returning some obsolete equipment to SBE

G. Projects:

1. New Website
2. "I Voted" Sticker Contest
3. Election Management Software and Services
4. Election Operations Center

2026 Primary Election Dates for Board

November 24, 2025	Election Plan Due to SBE
March 23, 2026	Alternate Early Voting Center due to SBE
May 27, 2026	Supply Verification is Due
June 1, 2026	Canvass Begins
June 8, 2026	Possible Canvass
June 11-18, 2026	Early Voting
June 19, 2026	Possible Canvass
June 20, 2026	Chief Judge Pick Up 7-1
June 23, 2026	Primary Election
June 25, 2026	1 st Post Election Canvass
July 1, 2026	Provisional Canvass
July 6, 2026	Final Canvass
July 22, 2026	Deadline for Risk Limiting Audit

2026 General Election Dates for Board

October 7, 2026	Supply Verification is Due
October 13, 2026	Canvass Begins
October 19, 2026	Possible Canvass
October 22-29, 2026	Early Voting
October 30, 2026	Possible Canvass
October 31, 2026	Chief Judge Pick Up 7-1
November 3, 2026	General Election
November 5, 2026	1 st Post Election Canvass
November 12, 2026	Provisional Canvass
November 13, 2026	Final Canvass
December 2, 2026	Deadline for Risk Limiting Audit

D. Notice Required to Voters.

- (1) Whenever a local board changes the location of a polling place, the local board shall notify all voters who are affected by the change.
- (2) Except as provided in §D(3)(b) of this regulation, the local board shall mail this notice to the affected voters before the next election.
- (3) How and When — Emergencies.
 - (a) If an emergency prevents compliance with §B of this regulation, the local board shall:
 - (i) Take whatever steps it considers reasonable to notify affected voters of the change; and
 - (ii) Inform the State Administrator of the change and the steps being taken to notify voters.
 - (b) The notice required by this section:
 - (i) Shall include a prominent notice posted at the former polling place; and
 - (ii) May include television, radio, and newspaper announcements and advertisements and postings on the Internet

Title 33 STATE BOARD OF ELECTIONS

Subtitle 17 EARLY VOTING

Chapter 02 Early Voting Centers

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] *Factors for Location of Early Voting Centers.* A local board shall [consider] use 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 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 a [one of the] proposed early voting center; or
 - (b) If a county 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 a [one of the] *proposed* early voting centers;
- (3) Accessibility of the early voting center by public transportation;
- (4) [Ensuring equitable distribution of early voting centers throughout the county] *If a county is required by Regulation .01 of this chapter to have four or more early voting centers, ensuring equitable geographic distribution of early voting centers throughout the county;*
- (5) [Maximizing voter participation, including through the use of] *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] 9 months 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 center at the same time.
 - (c) *A local board shall submit early voting center proposal forms together with all other information required for the election plan in COMAR 33.01.08.01.*

D. Contents of Form. The form shall include questions related to whether the proposed early voting center meets the [considerations] factors 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 §C of this 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;
- (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 §C of this 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 §C of this 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 §C of this regulation; *and*
 - (b) Give deference to a proposed early voting center for which a local board considered the factors required in §A of this regulation and the requirements of §B of this 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.]

H. Optional Early Voting Centers.

- (1) *In addition to the early voting centers required in this subsection, each county may establish one additional early voting center if:*
 - (a) *First, the local board and the governing body of the county agree to establish an additional early voting center; and*
 - (b) *Then, the State Board approves the establishment of the additional early voting center.*
- (2) *In approving an additional early voting center, the governing body of the county must acknowledge the following in writing:*
 - (a) *The approval of the additional center is for the next Statewide election cycle, unless the governing body specifies approval for all future elections; and*
 - (b) *Once approved for the next Statewide election cycle, that approval cannot be rescinded.*
- (3) *In approving an additional early voting center, the State Board shall consider the requirements of §B of this regulation, but need not consider the factors in §A of this regulation.*

I. Use of a Public Building. If a local board proposes to use a public building as an early voting center, the local board shall give written notice of intent to the public official with responsibility for the public building.

[I.] J. 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 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 §C of this 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.

Explanation: SB259 of the 2025 MGA legislative session created a new requirement for local boards to submit an election plan. The election plan combines already existing submissions for ballot drop box locations, early voting center locations, and polling place locations. This regulation implements that legislation by creating a new regulation for election plan submission. In addition, regulations affecting ballot drop box, early voting and polling place plans are updated to reflect changes in the new legislation. To clarify, the radius within which a voter must live from both a ballot drop box and early voting center refers to any one of the boxes or centers in the county, not one single box or center. Bill text is available here:

<https://mgaleg.maryland.gov/2025RS/bills/sb/sb0259E.pdf>

Title 33 STATE BOARD OF ELECTIONS

Subtitle 07 ELECTION DAY ACTIVITIES

Chapter 11 Election Judges

Authority: Election Law Article, §§2-102(b)(4), 2-202(b), 10-202, 10-201.1 10–203, and 10–205,
Annotated Code of Maryland

.03 Documentation Required from Election Judges.

A. Election judge applications.

Monthly Statistical Report

Last Transaction Date From: 10/01/2025 To: 10/31/2025

ADDITIONS TO COUNTY REGISTRATION

METHOD	DEM	REP	GRN	WCP	UNA	OTHERS	TOTAL	EXACT DUPE
By Mail	0	1	0	0	1	0	2	1
Electronic Volunteer	0	1	0	0	0	0	1	0
In Person	0	1	0	0	0	0	1	0
Jury Notice	3	0	0	0	1	0	4	1
Motor Vehicle Administration	117	108	0	1	148	5	379	1
Online Voter Registration	6	2	0	0	3	0	11	0
Social Security Administration	3	2	0	0	2	0	7	0
State Designated Agencies	9	3	0	0	7	0	19	0
USPS Sticker	3	0	0	0	1	0	4	1
Voter Notification Card	0	0	0	0	0	0	0	2
TOTAL	141	118	0	1	163	5	428	6

SUBTRACTIONS FROM COUNTY ACTIVE STATUS

REASON	DEM	REP	GRN	WCP	UNA	OTHERS	TOTAL
Confirmation Mail Process-NVRA	57	78	0	2	63	4	204
Death Notice	35	58	0	0	7	0	100
Moved Out of State	15	9	0	0	6	0	30
Non-Citizen	1	1	0	0	2	0	4
Returned VNC	1	2	0	0	5	0	8
Voter Request	1	3	0	0	1	1	6
Duplicate/Merged	0	1	0	0	0	0	1
County Transfer Out	29	29	0	0	25	2	85
TOTAL	139	181	0	2	109	7	438

AFFILIATION CHANGES

CHANGE	DEM	REP	GRN	WCP	UNA	OTHERS	TOTAL
From	77	39	0	0	35	17	168
To	30	44	1	3	74	16	168
TOTAL	-47	5	1	3	39	-1	0

Monthly Statistical Report

Last Transaction Date From: 10/01/2025 To: 10/31/2025

CURRENT ACTIVE REGISTRATION

ACTIVITY	DEM	REP	GRN	WCP	UNA	OTHERS	TOTAL
BEGINNING OF REPORT	30610	45430	147	118	25423	1658	103386
ADDITIONS (+)	141	118	0	1	163	5	428
REINSTATED (+)	10	9	0	1	10	1	31
CANCELLED (-)	-53	-74	0	0	-21	-1	-149
COUNTY TRANSFER OUT (-)	-29	-29	0	0	-25	-2	-85
AFFILIATION CHANGES (+ OR -)	-47	5	1	3	39	-1	0
* INACTIVATED (-)	-57	-78	0	-2	-63	-4	-204
* REACTIVATED (+)	16	13	0	0	17	2	48
END OF REPORT TOTALS	30591	45394	148	121	25543	1658	103455

Monthly Statistical Report

Last Transaction Date From: 10/01/2025 To: 10/31/2025

INACTIVE REGISTRATION SUBTRACTIONS FROM COUNTY INACTIVE STATUS

REASON	DEM	REP	GRN	WCP	UNA	OTHERS	TOTAL
Death Notice	0	1	0	0	1	0	2
Motor Vehicle Administration	16	12	0	0	13	3	44
Moved Out of State	16	14	0	0	4	3	37
NVRA by Mail	1	0	0	0	0	0	1
Online Voter Registration	0	0	0	0	1	0	1
State Designated Agencies	0	1	0	1	0	0	2
Duplicate/Merged	0	0	0	0	0	0	0
County Transfer Out	2	1	2	1	5	0	11
TOTAL	35	29	2	2	24	6	98

CURRENT INACTIVE REGISTRATION

ACTIVITY	DEM	REP	GRN	WCP	UNA	OTHERS	TOTAL
BEGINNING OF REPORT	2400	2657	18	17	2324	202	7618
* INACTIVATED (+)	57	78	0	2	63	4	204
*REACTIVATED (-)	-17	-13	0	-1	-14	-3	-48
COUNTY TRANSFER OUT (-)	-2	-1	-2	-1	-5	0	-11
AFFILIATION CHANGES (+ OR -)	0	0	0	0	0	0	0
CANCELLED FROM INACTIVE (-)	-16	-15	0	0	-5	-3	-39
PENDING FROM INACTIVE (-)	0	0	0	0	0	0	0
TOTAL INACTIVE	2422	2706	16	17	2363	200	7724

TOTAL REGISTRATION RECORDS ACTIVE AND INACTIVE REGISTRATION

ACTIVITY	DEM	REP	GRN	WCP	UNA	OTHERS	TOTAL
ACTIVE REGISTRATION	30591	45394	148	121	25543	1658	103455
INACTIVE REGISTRATION	2422	2706	16	17	2363	200	7724
TOTAL RECORDS	33013	48100	164	138	27906	1858	111179

Address Changes Within Jurisdiction

358

Address Changes Statewide

21956

Confirmation Mailings Sent

215

Monthly Statistical Report

Last Transaction Date From: 10/01/2025 To: 10/31/2025

Name Changes

306

Confirmation Responses

8

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.