

## ORGANIZATIONAL MEETING MINUTES

### WASHINGTON COUNTY BOARD OF ELECTION

June 16, 2015

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

**Present:**

**Board**

Bruce Field  
Tammy Downin  
Eileen Wiggins  
Wayne Keefer  
James Schultheis  
Roger Schlossberg

**Staff**

Kaye E. Robucci, Election Director, I  
Sherrie A. Bonebrake, Election Administrative Assistance II

Kaye Robucci called the Organizational Meeting to order at 2:00 PM. She explained that we would be following an agenda that was approved by SBE. She thanked the past Board for the work and dedication to the Election process. Roger Schlossberg was conference called into the meeting.

A. Swearing-In Members and Election of Officers:

1. All Board Members were sworn-in prior to June 9, 2015 by the Clerk of the Circuit Court. Board members sworn-in were Bruce Field, Tammy Downin, Eileen Wiggins, Wayne Keefer, and James Schultheis. The members signed their appointment certificates.
2. Appointment of Parliamentarian- Kaye Robucci appointed Roger Schlossberg as the Parliamentarian.
3. Election of President

a. Nominations

Kaye Robucci opened nominations for Board President. Wayne Keefer nominated Bruce Field for President of the Board, and Tammy Downin seconded, no others were nominated. Nominations were closed.

b. Balloting

Voting proceeded with the raising of the hand - five votes were recorded for Bruce Field as Board President. Mr. Field was elected.

B. Remainder of Organizational Meeting.

1. Election of Vice-President

a. Nominations

Bruce Field, Board President, asked for nominations from the Board for Vice-President. James Schultheis nominated Tammy Downin as Vice-President and Wayne Keefer seconded, no others were nominated. Nominations were closed.

b. Balloting

Voting proceeded with the raising of the hand – five votes were recorded for Tammy Downin as Vice-President. Ms. Downin was elected.

2. Election of Board Secretary

a. Nominations

Bruce Field, Board President, asked for nominations from the Board for Secretary. Tammy Downin nominated James Schultheis as Secretary and Eileen Wiggins seconded, no others were nominated. Nominations were closed.

b. Balloting

Voting proceeded with the raising of the hand - five votes were recorded for James Schultheis as Secretary. Mr. Schultheis was elected.

3. Election of Assistant Secretary

a. Nominations

Bruce Field, Board President, asked for nominations from the Board for Assistant Secretary. James Schultheis nominated Wayne Keefer as Assistant Secretary and Eileen Wiggins seconded, no others were nominated. Nominations were closed.

b. Balloting

Voting proceeded with the raising of the hand – five votes were recorded for Wayne Keefer as Assistant Secretary. Mr. Keefer was elected.

4. Enactment of Bylaws

The Director presented to each Board Member, existing Washington County Election Board Bylaws. Roger Schlossberg stated the Board's authority to amended Bylaws by action. James Schulteis made a motion to adopt the existing Bylaws; seconded by Tammy Downin. Unanimous approval.

Kaye Robucci thanked Roger Schlossberg for acting as parliamentarian and the conference call ended at 2:10 PM.

5. Retention of Board Attorney

a. Nominations

Bruce Field, asked for nominations from the Board for the position of Board Attorney. Motion was made by James Schultheis and seconded by Tammy Downin to retain Mr. Schlossberg. The Board discussed the position of Board Attorney and their duties.

b. Balloting

Voting proceeded with the raising of the hand - five votes were recorded for the retention of Mr. Schlossberg as Board Attorney.

**Adjournment of Organizational Meeting:**

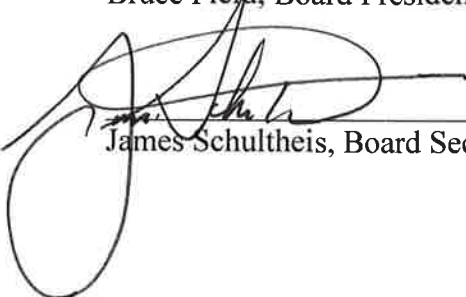
There being no further business to come before the Board at this time. Tammy Downin made a motion, seconded by Wayne Keefer adjourn at 2:15, and move into the regularly scheduled monthly Board Meeting.

Compiled by Sherrie A. Bonebrake  
Election Administrative Assistant II

Respectfully Submitted,

  
\_\_\_\_\_  
Bruce Field, Board President

6/18/15  
Date

  
\_\_\_\_\_  
James Schultheis, Board Secretary

6/18/15  
Date