



AGENDA

Washington County Board of Elections September 12, 2023

Board Meeting to be held on Tuesday, September 12, 2023 at **2:30PM**. 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:

Recess for Closed Session: (To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction)

Reconvene in Open Session (approximately 3:00PM)

Request for Additions/Changes to Agenda:

Minutes of the August 8, 2023 Regular Board Meetings:

Correspondence:

Reports:

- I. Election Director
- II. Attorney

Unfinished Business:

- I. Early Voting
- II. Polling Place Plan
- III. By-Laws
- IV. Board Counsel Contract

New Business:

- I. Appointment of Board Counsel

Members Remarks:

Scheduling of Next Meeting:

Distributed Information:

Future Events:

September 12th, 7:00PM – Public Hearing on Early Voting Centers

September 14th – Regional Voter Registration Training, held at Washington County Election Center

September 19th – National Voter Registration Day at Hagerstown Community College

September 19th – Early Voting Center Vote Session

September 21st – United Way Day of Caring – Office will be closed

October 19th – SBE Biennial Meeting

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/wos-mwme-xgi

Join by phone

1 224-990-0114

PIN: 827 885 023#

2023 Biennial Meeting of Maryland Election Officials
Thursday, October 19, 2023
Agenda



Doubletree Hotel
210 Holiday Court
Annapolis, MD 21401
410-224-3150

- 8:00 – 9:30 a.m. Breakfast/Conference Registration
- 9:30 – 10:00 a.m. **Welcome**
Jared DeMarinis, State Administrator
Opening Remarks -Delegate Adrienne A. Jones, Speaker of the House
- 10:00 – 11:30 a.m. **Plenary Session**
Artificial Intelligence Panel

List Maintenance Concepts
- 11:30 – 11:45 a.m. **Break**
- 11:45 – 12:00 p.m. *Transforming Workplaces, Equity and Inclusion*
Tom Hicks, Election Assistance Commissioner, EAC
- 12:00 – 1:15 p.m. Buffet Lunch and Service Awards
- 12:00 – 3:00 p.m. **LBE Counsel Breakout**
Counsel will eat during breakout.
Dan Kobrin, Assistant Attorney General, State of Maryland
- 1:15 – 2:45 p.m. **Afternoon Breakout Session 1**

Board Members
Sexual Harassment and Prevention Training
Ebony Sherbert-Parran, Deputy Director of Campaign and Candidacy, SBE
Marina Rodriguez, Administrator, SBE

Election Directors & Deputies-
How to Communicate with the Press

2023 Biennial Meeting of Maryland Election Officials
Thursday, October 19, 2023
Agenda

Local Board Staff

Five Steps to Safer Elections

Guy Mickley, Director, Howard County Board of Elections

Tina Barton, Senior Election Expert, The Elections Group

Sheriff Justin Smith, Larimer County, Colorado and Member, Committee of Safe and Secure Elections

2:45 – 3:00 p.m.

Break

3:00 – 4:30 p.m.

Afternoon Breakout Session 2

Board Members –

Board Member 101-What does it mean to be a board member and your role

Election Directors and Deputies and Staff

Effective communications to encourage participation:

Using information design and plain language to express important election messages clearly

4:30 – 4:45 p.m.

Closing Remarks



Barry Jackson -SBE- <barry.jackson@maryland.gov>

SEWCH&CSC,KEEDYSVILLE MD

1 message

Keedysville Community Center <keedysvillecommunitycenter@gmail.com>

Fri, Sep 1, 2023 at 4:29
PM

To: Barry Jackson -SBE- <barry.jackson@maryland.gov>

Mr. Jackson,

This year 4 of our ac units have broken and 2 additional units have undergone expensive repairs. 7 sinks required replacement, and 2 toilets. Due to our limited funds, unexpected expenses this year, and the blatant refusal of the Town of Keedysville to accept an offer to coordinate programming with our Center for the betterment of the community, we are unable to participate in the election process. In the past we have provided space indoors, parking, signed for the acceptance/return of and safe keeping of election equipment prior to and following the elections.

Each year it has posed an issue with parking and the absence/refusal to manage the parking area.

In addition, the growing numbers of voters in the Keedysville Community has exceeded the capacity of the Keedysville Community Center.

We are saddened to no longer participate in this great service, however the capacity required for this event exceeds our size inside and out, posing a safety risk, our shrinking budget to make necessary improvements, and lack of support from the Town of Keedysville.

Thank you,

Elizabeth Garcia, SEWCH&CSC



Barry Jackson -SBE- <barry.jackson@maryland.gov>

Re: Ballot Drop Box Agreement

1 message

Town of Sharpsburg <townofsharpsburg@comcast.net>
To: Barry Jackson -SBE- <barry.jackson@maryland.gov>
Cc: "russ05weaver@gmail.com" <russ05weaver@gmail.com>

Tue, Sep 12, 2023 at 8:41 AM

Good morning Mr. Jackson;

I wanted to inform you that the Sharpsburg Mayor and Council discussed your request to place a ballot drop box in front of town hall at their meeting last night and the Council voted no.

Should you have any questions, please let me know.

Regards,



Debbie Smith -Town Clerk
Town of Sharpsburg
Phone: 301-432-4428
townofsharpsburg@comcast.net
106 E. Main Street/PO Box 368
Sharpsburg, MD 21782

On 08/22/2023 11:55 AM EDT Barry Jackson -SBE- <barry.jackson@maryland.gov> wrote:

Debbie,

Nice speaking with you today. Attached is the draft agreement for installing a ballot drop box in front of Town Hall. I will come down to visit in the next couple of weeks to determine the right spot to install the drop box. Please let me know if you have any questions or concerns about the agreement. My contact information is below.

Barry Jackson, CERA
Election Director
Washington County Board of Elections
17718 Virginia Avenue
Hagerstown, MD 21740
240-313-2054



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Director's Report – September 12, 2023

A. Personnel –

1. Cory Green hired as Election Program Supervisor I, beginning September 20, 2023.
2. Election Program Specialist I (Election Judge Coordinator) posting closed on September 6, 2023. Waiting for of candidates from SBE.
3. Election Program Assistant I (Cory's old position) will post on or about September 20, 2023.

B. Meetings:

1. Director's Meetings:

a) Highlights of August 17th meeting:

- (1) SBE gave guidance on dealing with PIA requests from the Justice Society.
- (2) SBE asked all LBEs to turn in their By-Laws as soon as possible.
- (3) Call Center
- (4) BMD Language
- (5) Reminder that Early Voting documentation is due to SBE by October 16, 2023
- (6) Reminder that Drop Box documentation is due to SBE by November 13, 2023
- (7) Pollbook project is in a "no go" status. Software update in August. Final decision in early September.
- (8) RICO Case: SBE filing a brief on August 30, 2023.

b) Next Meeting, September 21, 2023

C. Trainings: Voter Registration

D. Legislative Update: N/A

E. Voter Registration Activities and Statistics:

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

F. Candidate Filings:

1. Filing for 2024 Presidential Election began on January 19, 2023. One filing so far! (Bill McIntire for Mayor)

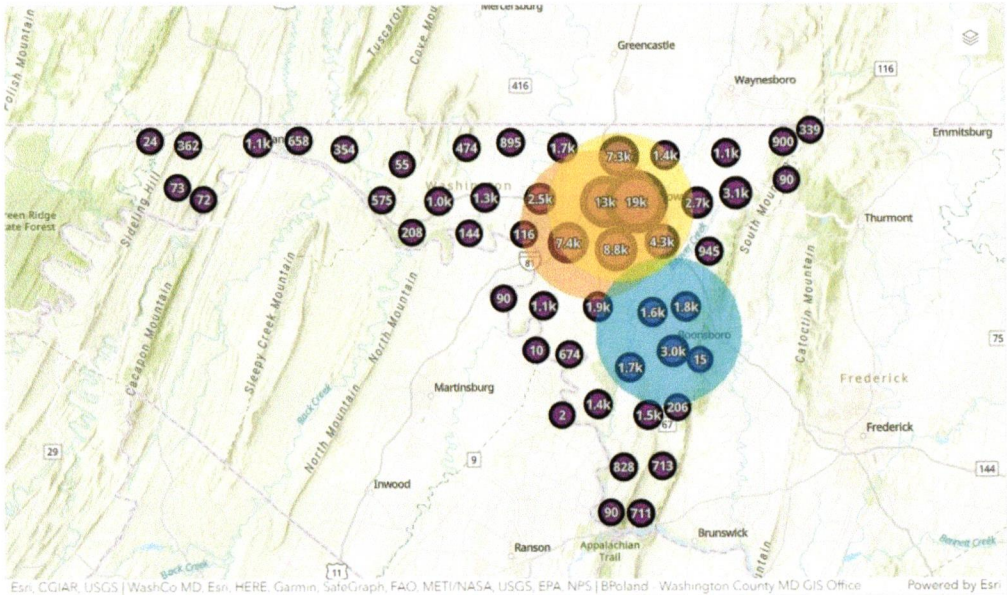
G. Voting System Activities:

1. Working on a solution for reorganizing and staging voting equipment.
2. Kube Electric installing additional power for voting equipment.
3. Pollbook Project is a "no go." Will begin reloading pollbook software on current pollbooks.

H. Projects:

1. Cleaning voting booths and black transfer carts.

Election Center-Library-Boonsboro



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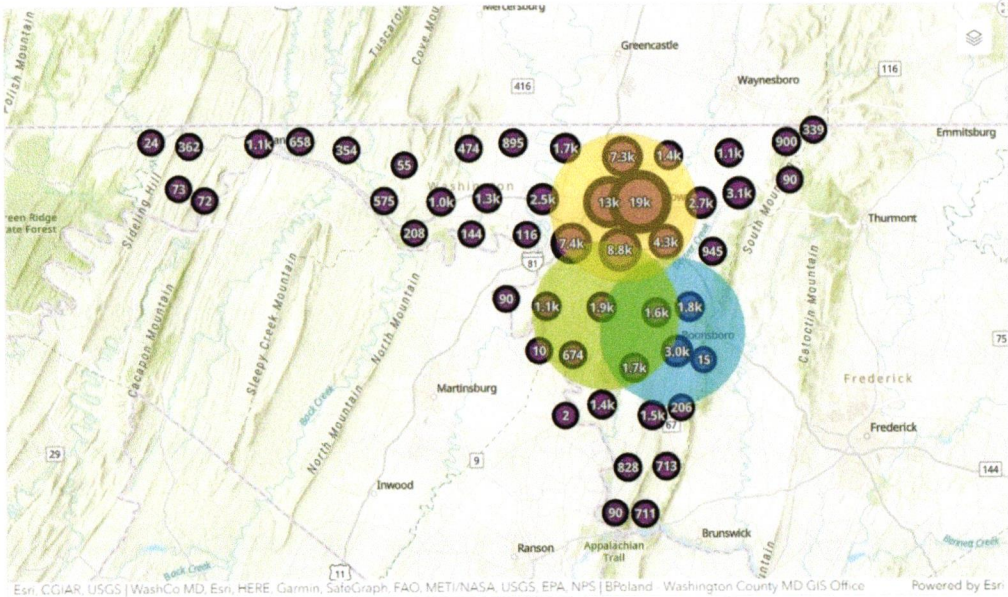
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10 Mile Buffer

- Washington County Election Center
- Boonsboro American Legion
- Big Pool Community Center
- Hancock Town Hall
- Washington County Free Library
- District 12 Community Volunteer Fire Company
- Clear Spring American Legion

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Library-Boonsboro-Fairplay



5 Mile Buffer

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73%

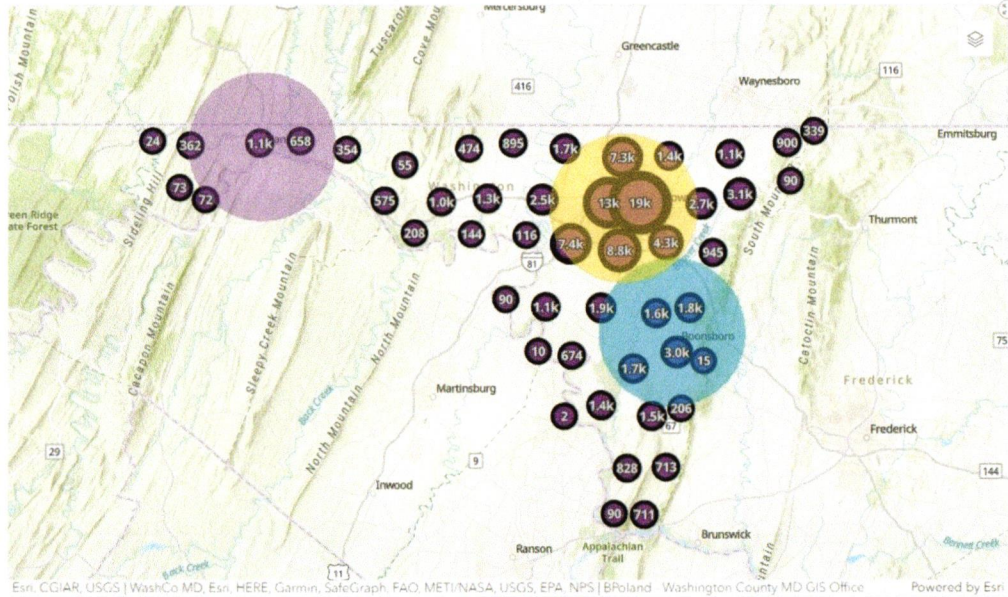
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Library-Boonsboro-Hancock



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72%

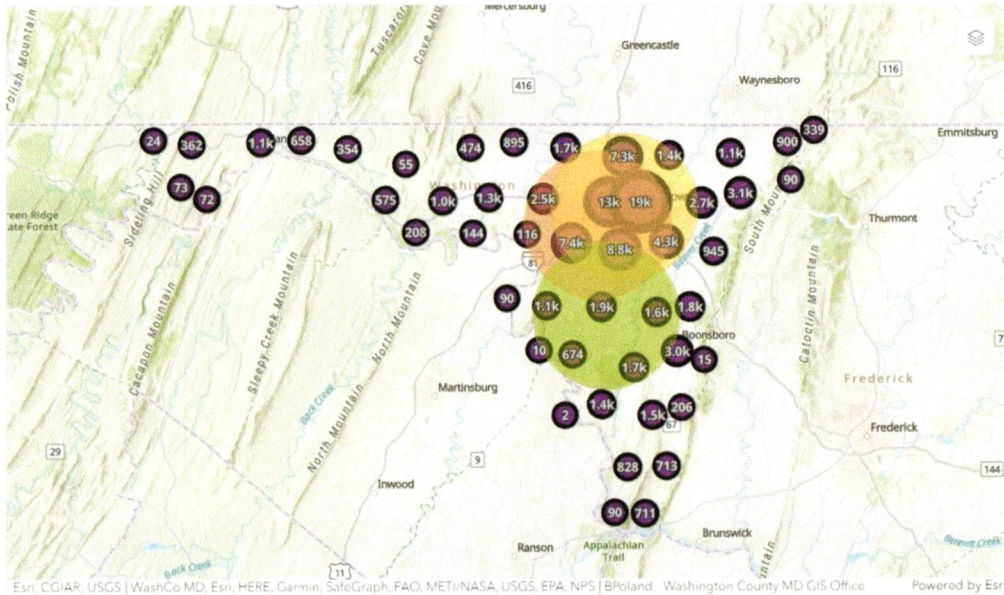
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Election Center-Library-Fairplay



71%

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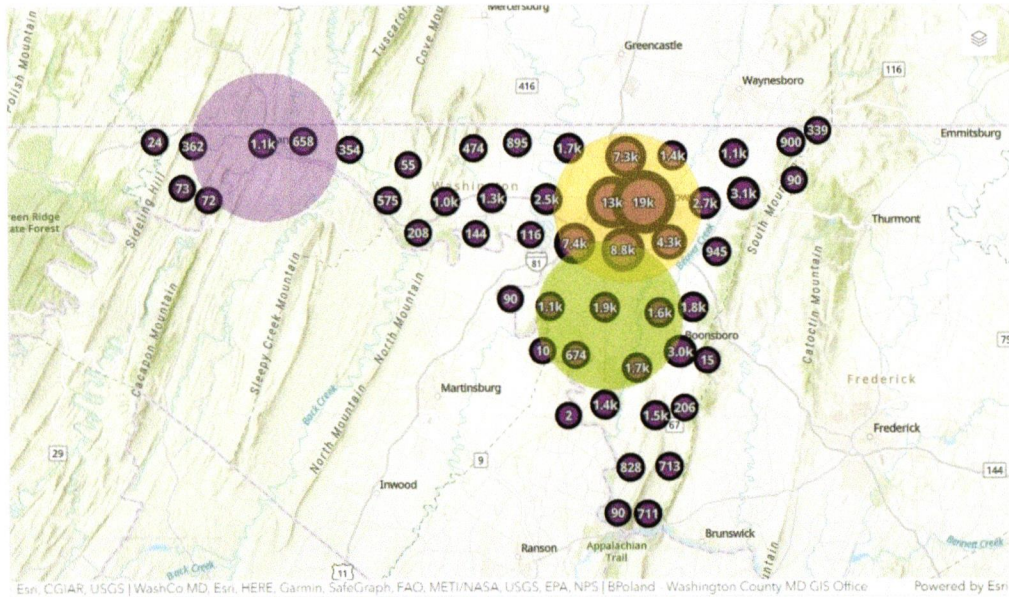
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Library-Hancock-Fairplay



70%
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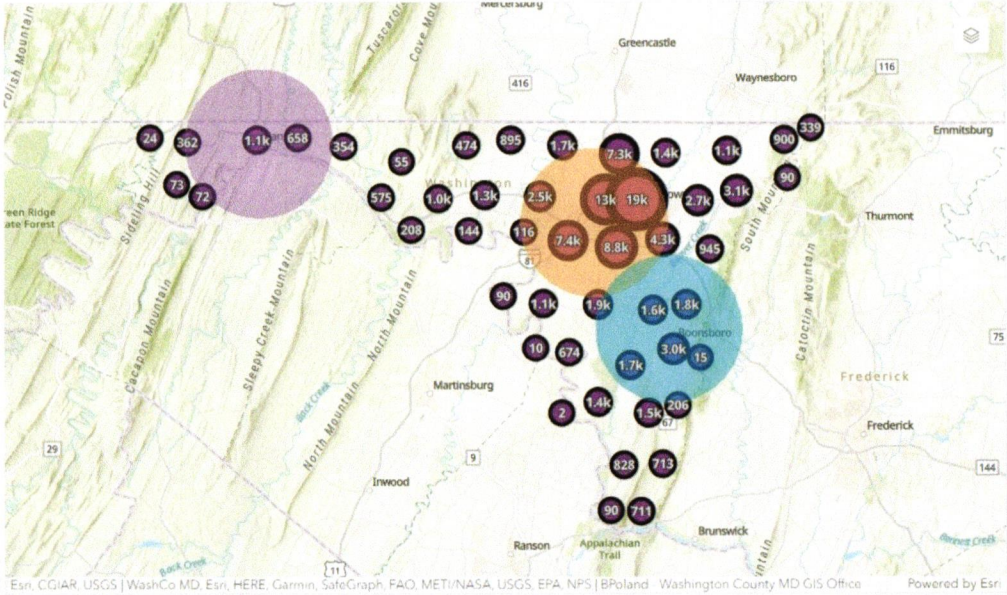
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Election Center-Boonsboro-Hancock










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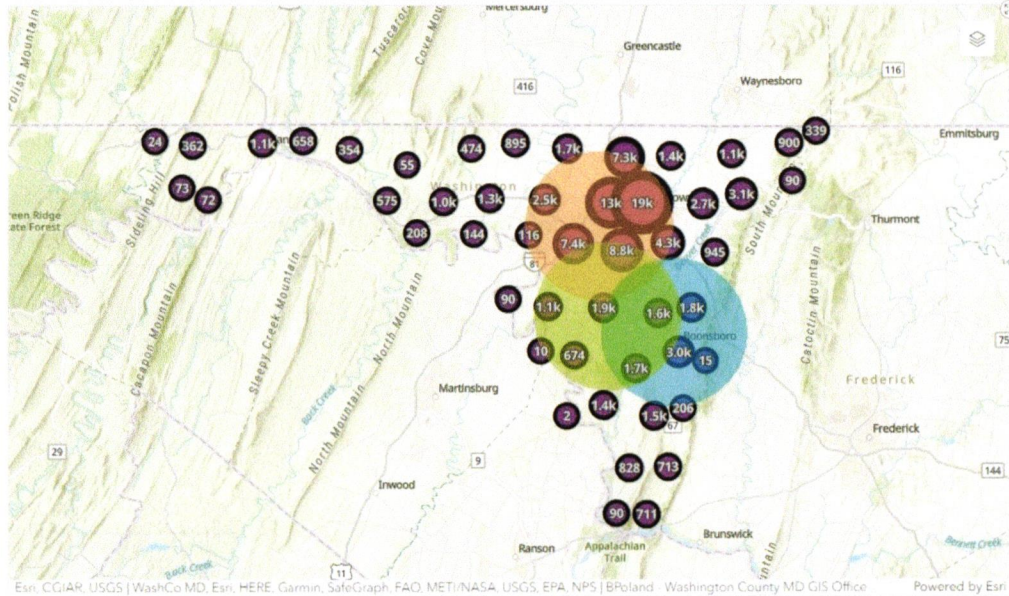
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Election Center-Boonsboro-Fairplay



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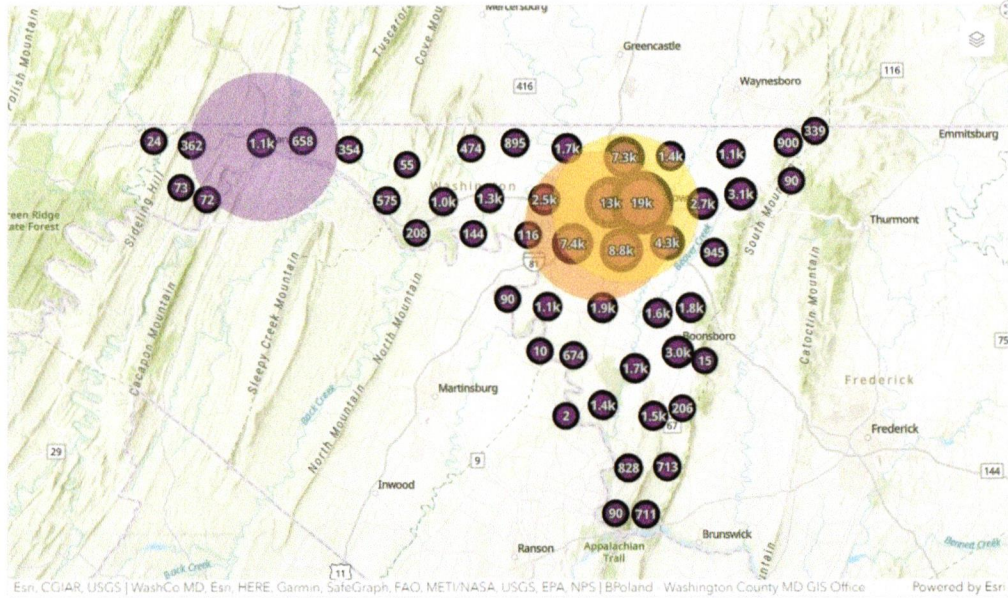
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Election Center-Library-Hancock



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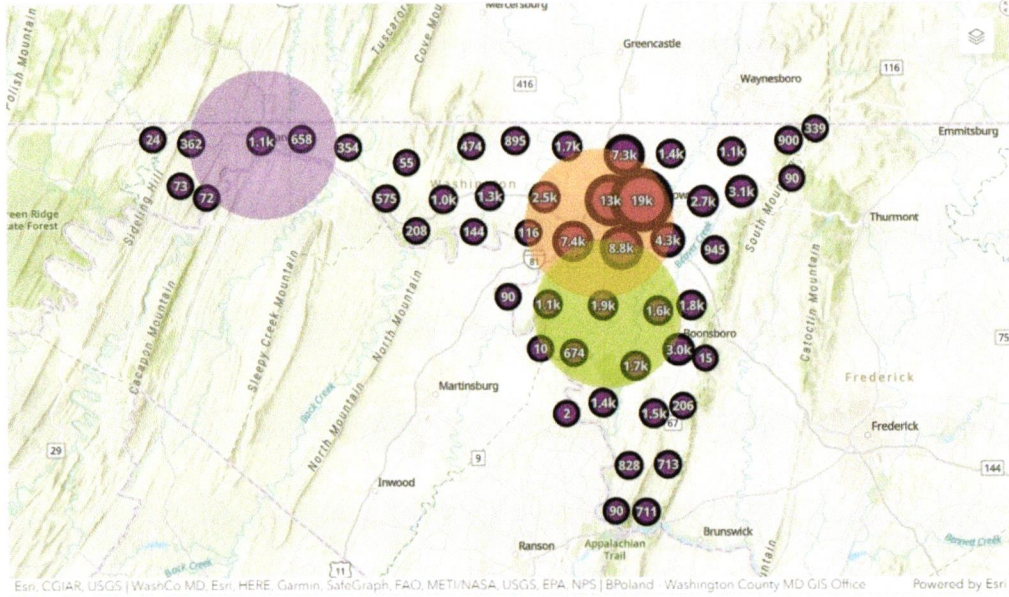
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Election Center-Hancock-Fairplay



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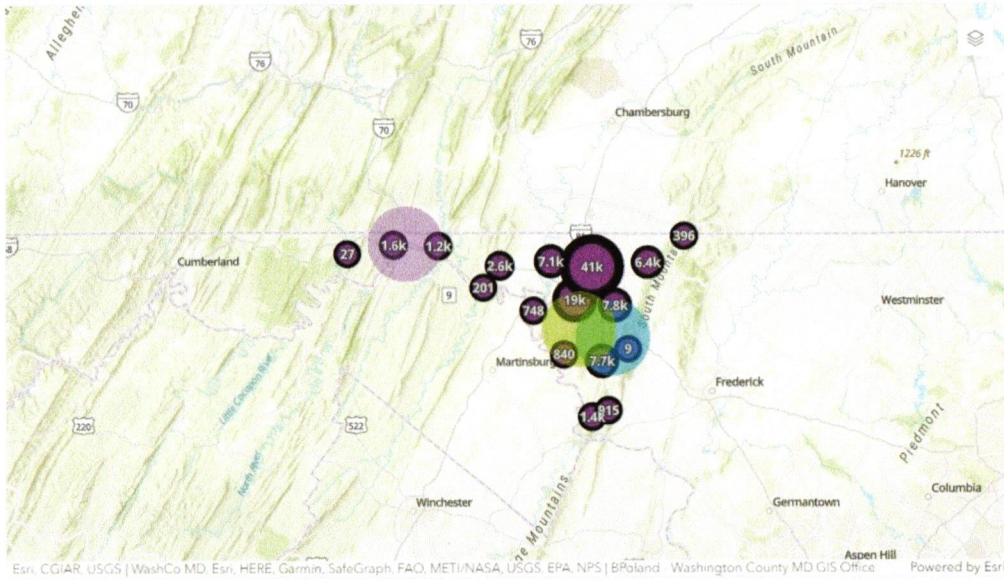
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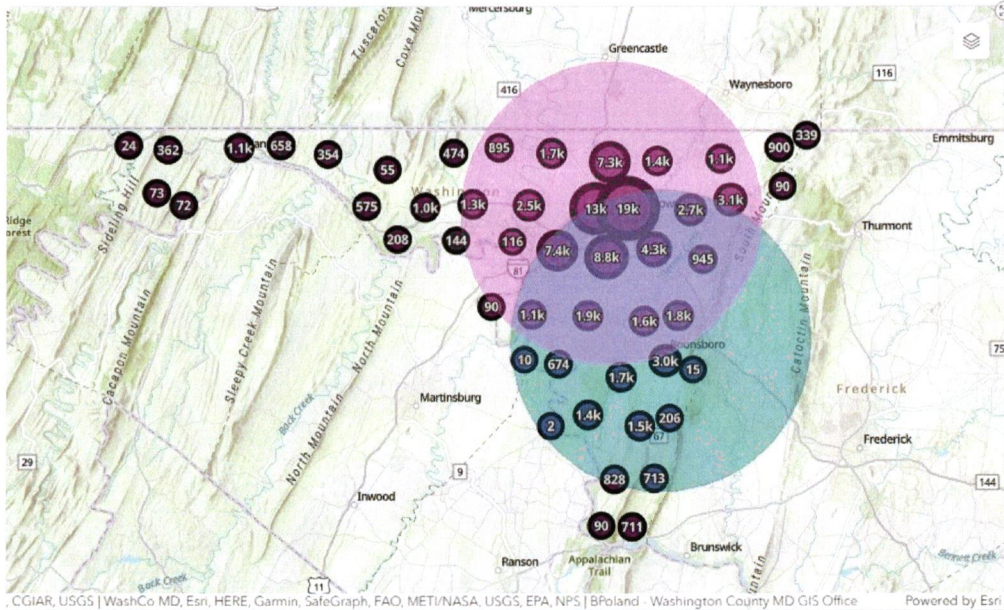
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10 Mile Buffer

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Library-Boonsboro



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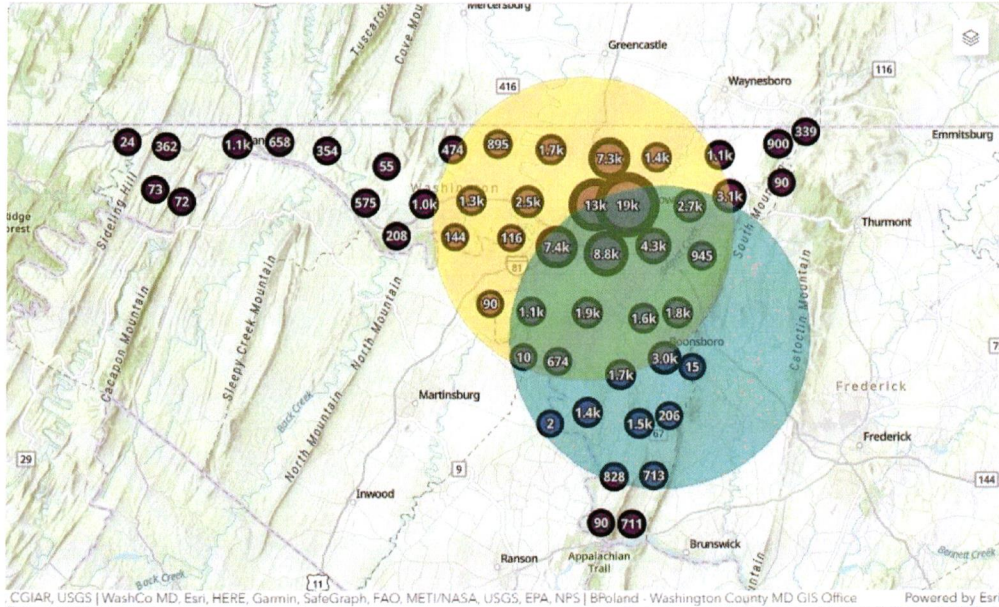
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Election Center-Boonsboro



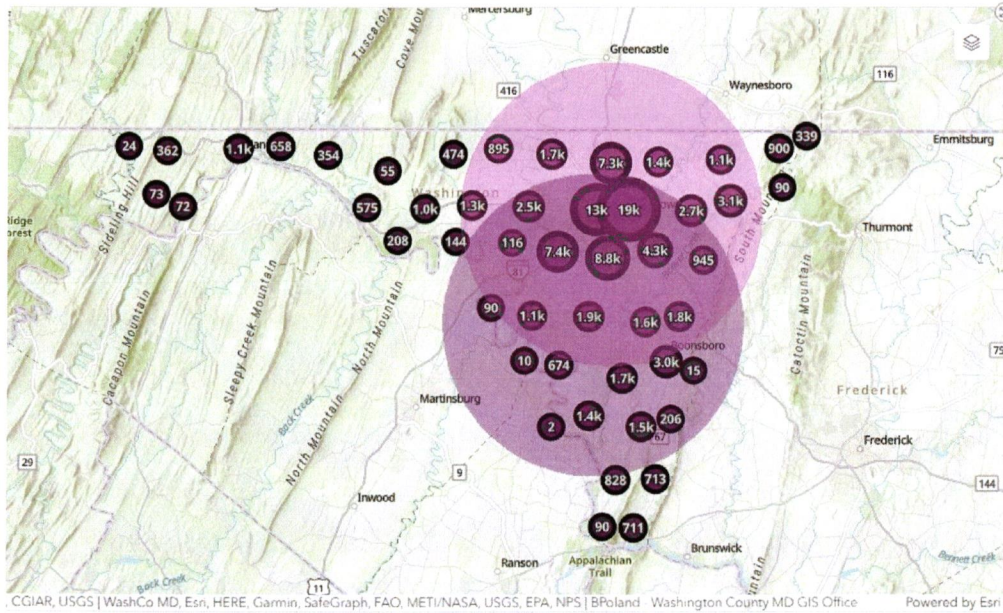
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Library-Fairplay



5 Mile Buffer

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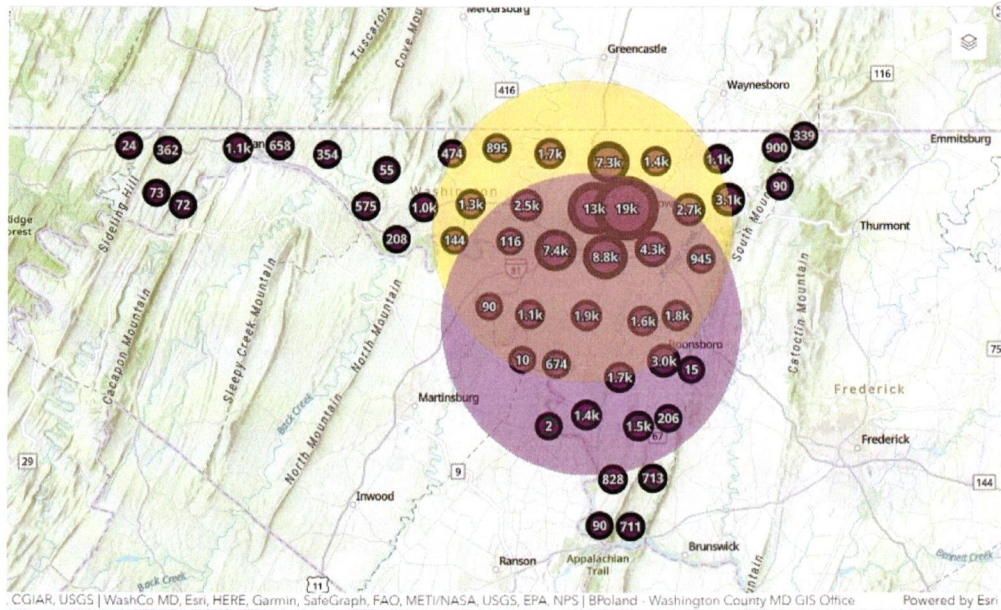
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Election Center-Fairplay



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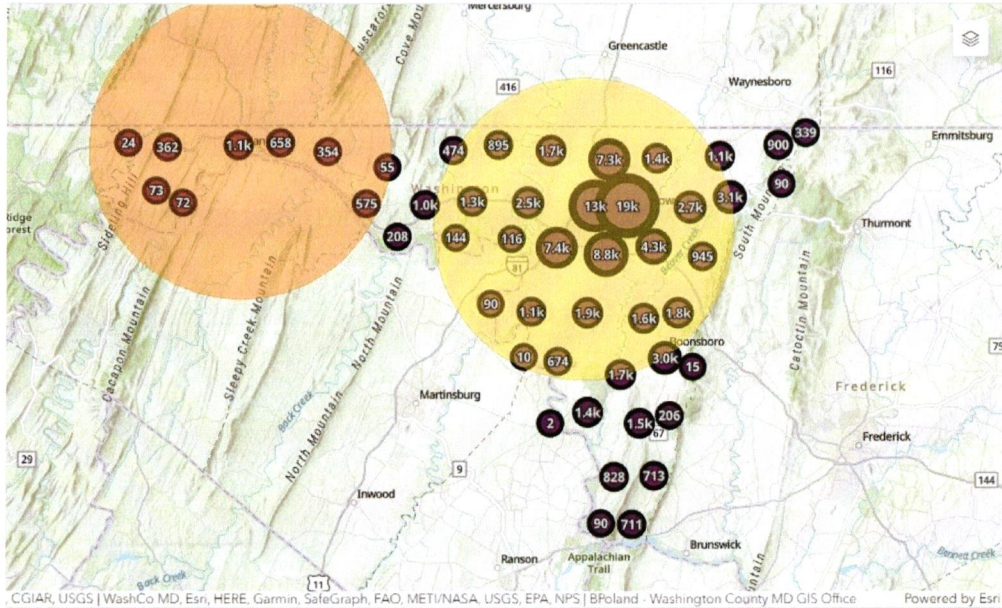
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Election Center-Hancock



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5 Mile Buffer

10 Mile Buffer

Washington County Election Center

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Big Pool Community Center

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District 12 Community Volunteer Fire Company

Clear Spring American Legion

Washington County Election Center

Boonsboro American Legion

Big Pool Community Center

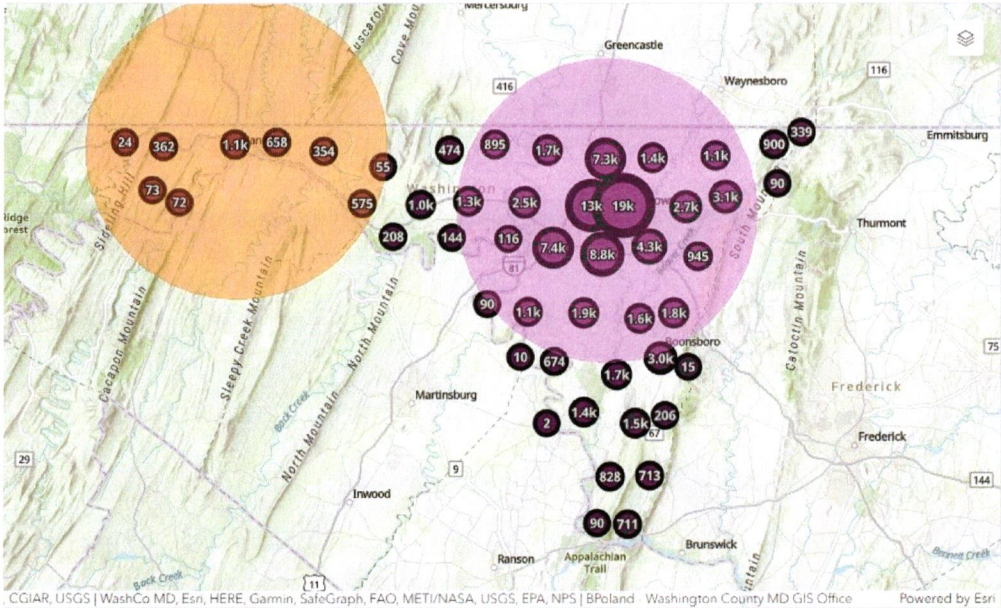
Hancock Town Hall

Washington County Free Library

District 12 Community VFC

Clear Spring American Legion

Library-Hancock



5 Mile Buffer

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10 Mile Buffer

Washington County Election Center

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Washington County Election Center

Boonsboro American Legion

Big Pool Community Center

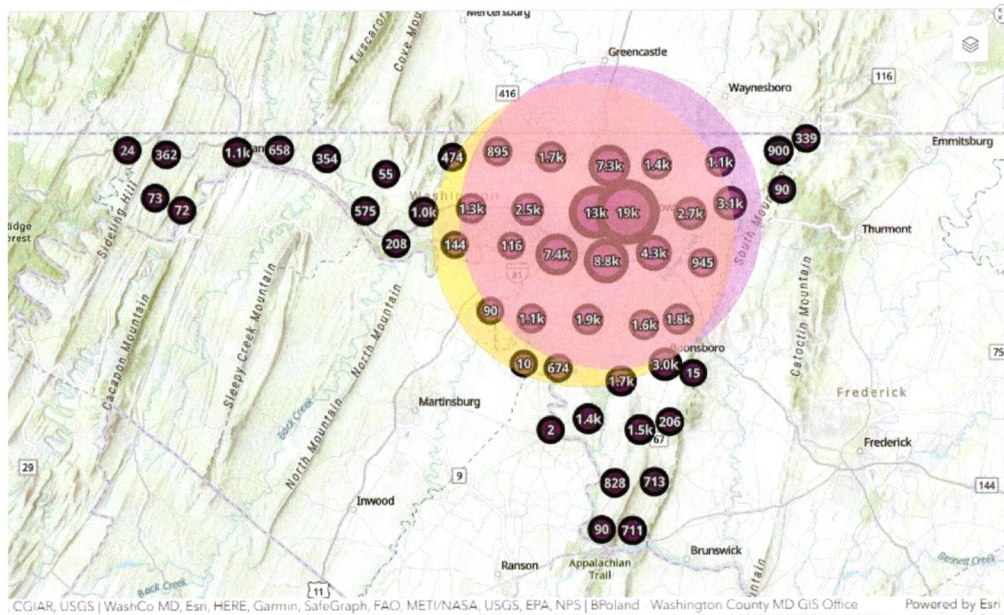
Hancock Town Hall

Washington County Free Library

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Election Center-Library



5 Mile Buffer

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87%

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10 Mile Buffer

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Suggested language for definitions:

Article 1 – Section 1.1 – Definitions

F. “Nonpartisan” means to neither favor nor disfavor a particular political party or ideology

G. “Conflict of Interest” means to not personally, professionally or politically benefit through actions or decisions made in an official capacity

H. “Special Meeting” means a called meeting for a limited purpose as stated in a timely public notification

BYLAWS OF THE WASHINGTON COUNTY BOARD OF ELECTIONS

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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" means to neither favor nor disfavor a particular political party or ideology.
- G. "Conflict of Interest" means to not personally, professionally or politically benefit through actions or decisions made in an official capacity.
- H. "Special Meeting" means a called meeting for a limited purpose as stated in a timely public notification.

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.

BYLAWS OF THE WASHINGTON COUNTY BOARD OF ELECTIONS

The President, at his or her discretion, may allow public participation even if the request was not pre-scheduled and pre-approved.

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/Opnmeetings/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 affecting 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.

² This 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.
After approval, minutes of a closed meeting shall be stored in a secure location that only the Board President and Election Director can access.
- 5.

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

Section 6.4 - Litigation

If the Board is notified that it is party to a lawsuit, the Board shall direct the Election Director to immediately notify the State Administrator. A member cannot accept service of process on behalf of the Board. Only Board Counsel may accept service of process on behalf of the Board. Members shall not discuss ongoing litigation outside of regular or specially set meetings of the Board, unless such discussion is at the direction of Board Counsel.

Section 6.5 - Reimbursement for Travel and Expenses

The budget for the Board shall include funds to reimburse members for expenses incurred while carrying out their duties as members.

SIGNATURES

Member Date

Witness, Election Director Date

Member Date

Witness, Board Counsel Date

Member Date

Member Date

Member Date

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.

Monthly Statistical Report

Last Transaction Date From: 08/01/2023 To: 08/31/2023

ADDITIONS TO COUNTY REGISTRATION

METHOD	DEM	REP	LIB	UNA	OTHERS	TOTAL	EXACT	DUPES
By Mail	0	0	0	0	0	0	0	3
Confirmation Notice	1	0	0	0	0	1	1	5
ERIC Report	40	20	0	19	2	81	81	0
In Person	2	1	0	0	0	3	3	0
Motor Vehicle Administration	140	125	4	193	6	468	468	2
Online Voter Registration	1	4	0	2	0	7	7	0
Social Security Administration	2	0	0	3	1	6	6	0
State Designated Agencies	6	5	0	1	1	13	13	0
USPS Sticker	1	1	0	0	0	2	2	10
Volunteer	0	1	0	1	0	2	2	0
TOTAL	193	157	4	219	10	583	583	20

SUBTRACTIONS FROM COUNTY ACTIVE STATUS

REASON	DEM	REP	LIB	UNA	OTHERS	TOTAL
Confirmation Mail Process-NVRA	241	226	9	203	14	693
Death Notice	28	38	0	6	2	74
Death Notices Other than DHMH	2	5	0	0	0	7
Moved Out of State	14	21	0	9	0	44
Returned VNC	2	2	0	1	0	5
Voter Request	1	0	0	0	0	1
Duplicate/Merged	1	0	0	0	0	1
County Transfer Out	-47	-37	0	-36	-2	-122
TOTAL	336	329	9	255	18	947

AFFILIATION CHANGES

CHANGE	DEM	REP	LIB	UNA	OTHERS	TOTAL
From	54	31	2	29	5	121
To	20	47	3	43	8	121
TOTAL	-34	16	1	14	3	0

Monthly Statistical Report

Last Transaction Date From: 08/01/2023 To: 08/31/2023

CURRENT ACTIVE REGISTRATION

ACTIVITY	DEM	REP	LIB	UNA	OTHERS	TOTAL
BEGINNING OF REPORT	31296	44194	640	22887	1138	100155
ADDITIONS (+)	193	157	4	219	10	583
REINSTATED (+)	8	4	1	9	0	22
CANCELLED (-)	-46	-61	0	-16	-2	-125
COUNTY TRANSFER OUT (-)	-47	-37	0	-36	-2	-122
AFFILIATION CHANGES (+ OR -)	-34	16	1	14	3	0
* INACTIVATED (-)	-243	-231	-9	-203	-14	-700
* REACTIVATED (+)	26	21	2	19	1	69
END OF REPORT TOTALS	31153	44063	639	22893	1134	99882

Monthly Statistical Report

Last Transaction Date From: 08/01/2023 To: 08/31/2023

INACTIVE REGISTRATION SUBTRACTIONS FROM COUNTY INACTIVE STATUS

REASON	DEM	REP	LIB	UNA	OTHERS	TOTAL
By Mail	0	1	0	0	0	1
Confirmation Notice	0	1	1	0	0	2
Death Notice	3	7	0	0	1	11
FPCA	1	0	0	0	0	1
Motor Vehicle Administration	24	19	1	19	1	64
Moved Out of State	16	23	0	15	1	55
State Designated Agencies	1	0	0	0	0	1
Voter Request	0	1	0	0	0	1
Duplicate/Merged	0	0	0	0	0	0
County Transfer Out	-4	-2	0	-5	0	-11
TOTAL	49	54	2	39	3	147

CURRENT INACTIVE REGISTRATION

ACTIVITY	DEM	REP	LIB	UNA	OTHERS	TOTAL
BEGINNING OF REPORT	3311	3458	99	2839	149	9856
* INACTIVATED (+)	243	231	9	203	14	700
*REACTIVATED (-)	-26	-21	-2	-19	-1	-69
COUNTY TRANSFER OUT (-)	-4	-2	0	-5	0	-11
AFFILIATION CHANGES (+ OR -)	0	0	0	0	0	0
CANCELLED FROM INACTIVE (-)	-19	-31	0	-15	-2	-67
PENDING FROM INACTIVE (-)	0	0	0	0	0	0
TOTAL INACTIVE	3505	3635	106	3003	160	10409

TOTAL REGISTRATION RECORDS ACTIVE AND INACTIVE REGISTRATION

ACTIVITY	DEM	REP	LIB	UNA	OTHERS	TOTAL
ACTIVE REGISTRATION	31153	44063	639	22893	1134	99882
INACTIVE REGISTRATION	3505	3635	106	3003	160	10409
TOTAL RECORDS	34658	47698	745	25896	1294	110291

Monthly Statistical Report

Last Transaction Date From: 08/01/2023 To: 08/31/2023

Address Changes Within Jurisdiction	<u>582</u>		
Address Changes Statewide	<u>32197</u>	Confirmation Mailings Sent	<u>779</u>
Name Changes	<u>252</u>	Confirmation Responses	<u>36</u>
Number of current Statewide voter registration application on hand	<u> </u>	Number of NVRA Agency voter registration Applications on hand	<u> </u>
Signature of person who prepared the report	<u> </u>	Date report completed	<u> </u>
Other = Those individuals designating affiliation with a party that is not established under Maryland Law.	<u> </u>	Unaffiliated = those individuals declining to affiliate with a party.	<u> </u>