

## Staff Recommendation for the Canvass

Plum Gar Community Recreation Center  
19561 Scenery Drive, Germantown MD  
Recommended start date October 6, 2020

Public permitted on site with social distancing enforced. Limit 10 persons in the Canvass area with mask requirement for all persons participating and observing. Seating available with accessible area. Adequate parking with parking lot and street parking.

Ballots will be taken to the Plum Gar Community Recreation Center for canvassing and will be returned to the Montgomery County Board of Elections for scanning and tabulating. The public will not be permitted to observe the scanning and tabulation in person, but livestreaming will be available using the same method as for the primary election.

### Meeting dates and time:

October 6, 2020	10:00AM to end
October 10, 2020	10:00AM to end
October 13, 2020	10:00AM to end
October 15, 2020	10:00AM to end
October 17, 2020	10:00AM to end
October 20, 2020	10:00AM to end
October 23, 2020	10:00AM to end
October 24, 2020	TBD



November 5, 2020	10:00AM to end
November 7, 2020	10:00AM to end

Balance of schedule to be determined.

### **Board of Canvassers meeting recommendation:**

Initially meet the first day as required via video and then weekly commencing:

October 13, 2020 at 3:00PM

October 20, 2020 at 3:00PM  
October 27, 2020 at 3:00PM

November dates to be determined.

### **Ballot Receipt**

Ballots will be received and processed into MDVOTERS. All ballots in the month of October will be timely. Ballots with no signature will be escalated to supervisor to permit the voter to cure the missing signature until November 13, 2020 at 10:00AM. These ballots will not be admitted to the October Canvass.

### **Traditional Vote by Mail Ballots**

Batches will be bundled into batches of 100. Canvass member will confirm the number of envelopes is equal to 100. Ballot envelopes will be flipped over in a manner to slide the voted ballot out of the envelope. Ballot envelopes will be bundled by batch and collected by Canvass Team members.

### **Web Delivery Ballots**

Batches will be bundled on 100. During the duplication process the Canvass Team member will mark the original ballot with the "original" stamp. Each pair of ballots (the original and duplicated ballot) will be batched with the corresponding batch and sequence numbers located in the upper right hand corner written in yellow highlighter in the header.

Public Viewing permitted with limit 10 persons in the Canvass area – Seating available with accessible area.

Room for Election Judge Canvass members to have lunch with vending machines plus close to several take-out meal businesses. Water will be supplied to Election Judges as the public fountains will not be used in accordance to CDC guidelines and the possibility that water may have been standing in the pipes since the building has not been in use since March.

### **Canvass Equipment**

- a. 21 tables for regular Vote by Mail Ballots

- b. Tables for duplication of web delivery ballots using Ballot Marking Devices (6)
- c. Cages of processed Vote by Mail envelopes
- d. Tables for intake of canvassed ballots
- e. Cages for opened ballots for return to Montgomery County Board of Elections server room
- f. Carts
- g. Tables for electronic envelope openers
- h. Tables to hold gloves, wipes, sanitizing spray and masks for Canvassers
- i. Desk for Canvass Lead – Michelle Gonda with tables for staff and Canvass supplies as needed

## **Ballot Scanning**

Ballot scanning will occur in the server room and high-speed scanner room with live video streaming. The zero reports will be posted on the windows of Training Room 3 on the lower level. This is the same location where the Board has traditionally posted the tapes for ballots scanned at the Board Office so this is no change from past practice.

Video streaming is required because the lower level warehouse has multiple activities being performed with ballots in the process of being packed as well as preparation of the DS 200 scanners, Ballot Marking Devices, Pollbooks and other elections related equipment. Allowing the public into the facility would compromise the security of election preparations and could create significant safety issues for the public as well as staff. Additionally, there will be significant amount of heavy carts moving back and forth from one warehouse to another as the staff prepares for the Early Voting and Vote Center locations. The use of livestreaming will allow anyone the opportunity to watch the process safely.



Public Observation area with ADA availability for wheel chairs



Canvass area with potential of 30 tables for Canvassers