

# Montgomery County Board of Elections

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Overview



# Mission Statement

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The mission of the Board of Elections is to register voters, conduct elections, assist persons seeking elective office with candidate filings and campaign fund reports, assist citizens seeking to place questions on the ballot, and preserve election data.

# Legal Requirements

## Federal

- Voting Rights Act (VRA)
  - Section 203 minority language requirements
- Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)
- National Voter Registration Act (NVRA)
- Help America Vote Act (HAVA)
- Americans with Disabilities Act (ADA)

## State

- Constitution of Maryland
- Election Law Article and other state laws
- Code of Maryland Regulations
- State Board of Elections Guidelines and Requirements

## County

- County Charter
- Personnel Regulations, Procurement Regulations, etc.
- Performance Measures
- County funding

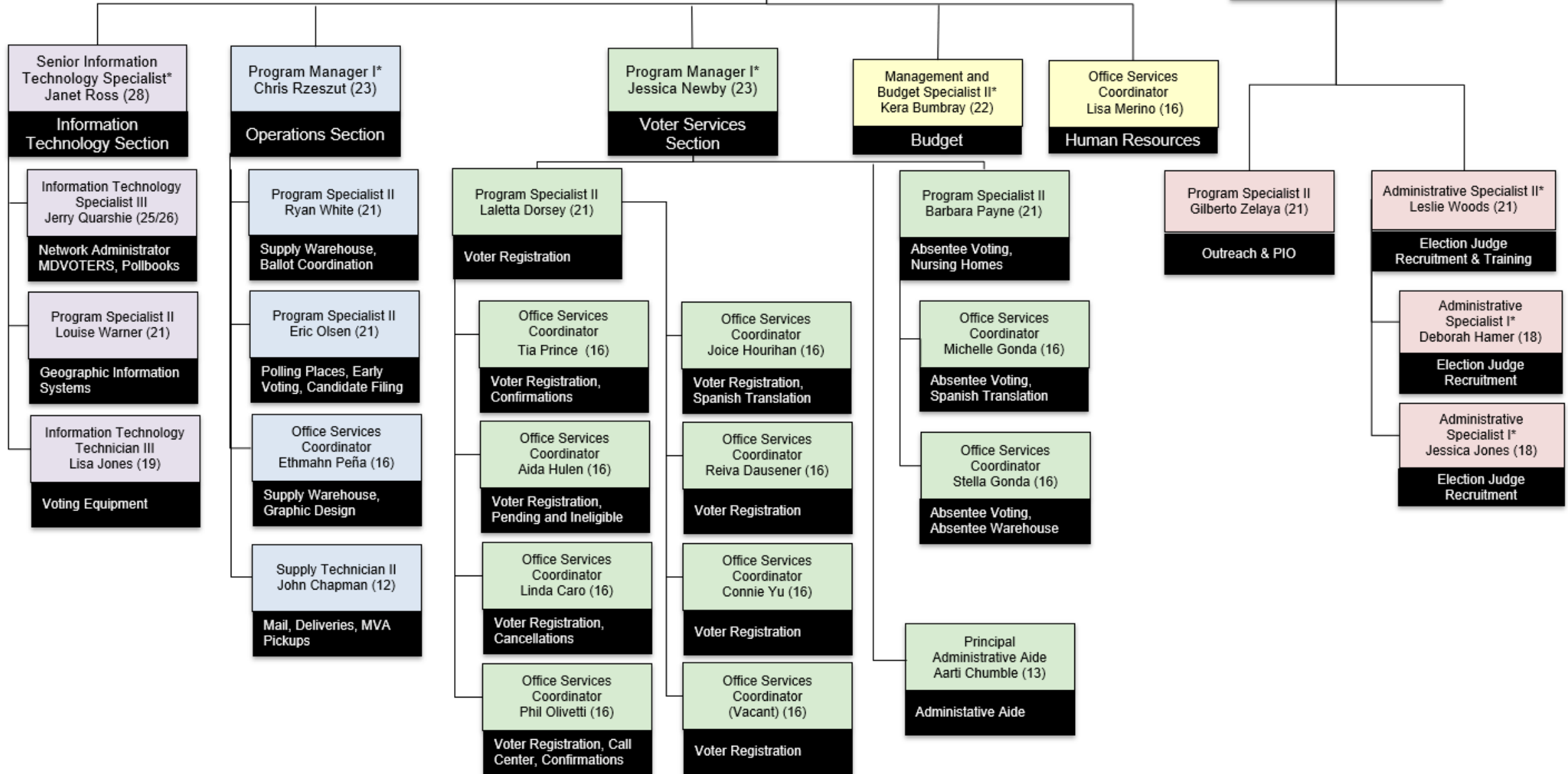


Board of Elections for Montgomery County, Maryland

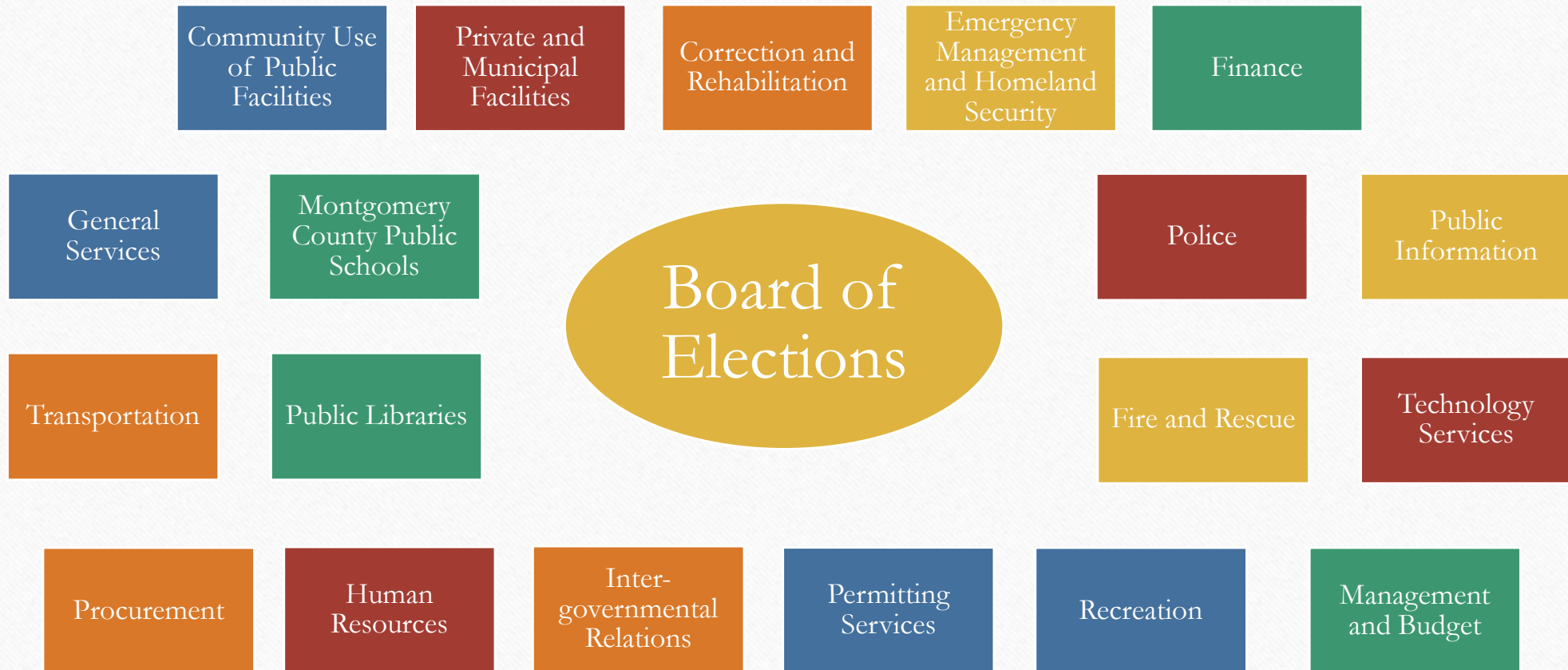
President James Shalleck (R), Vice President Nahid Khozeimeh (R), Secretary David Naimon (D), Board Members Diane Nash Dillion (R), Elisse W. Barnes (D), Alternate Members Jacqueline Phillips (R), Alan Banov (D)

Election Director\*  
Margaret Jurgensen (M1)

Deputy Election Director\*  
Alysoun McLaughlin (M3)



# Montgomery County Government Support





# 2020 Goals

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Results posted online by 11pm

Election Day wait times of 30 minutes or less

Continued High Voter Satisfaction

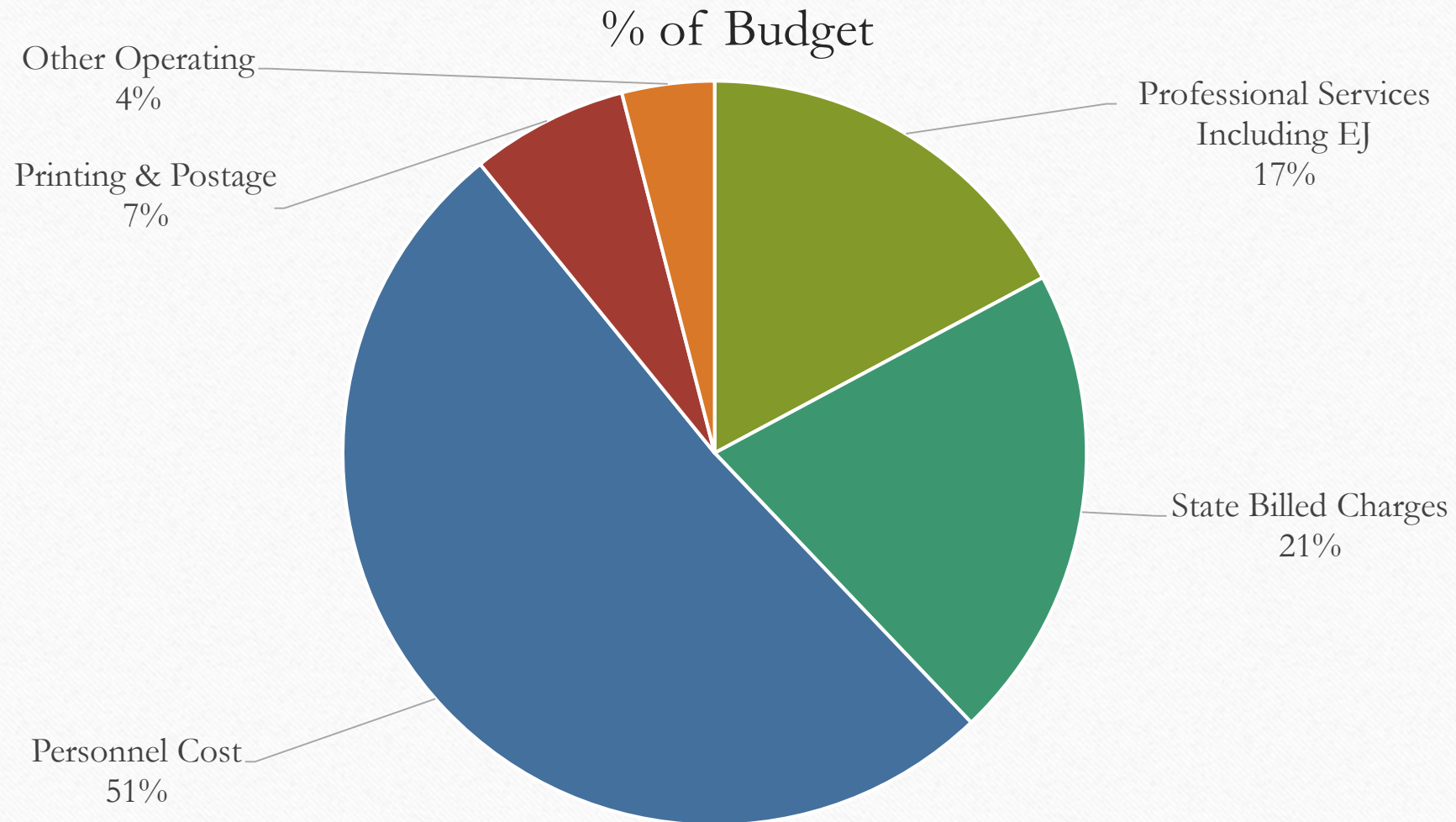
# Pre-Election Cycle Prep

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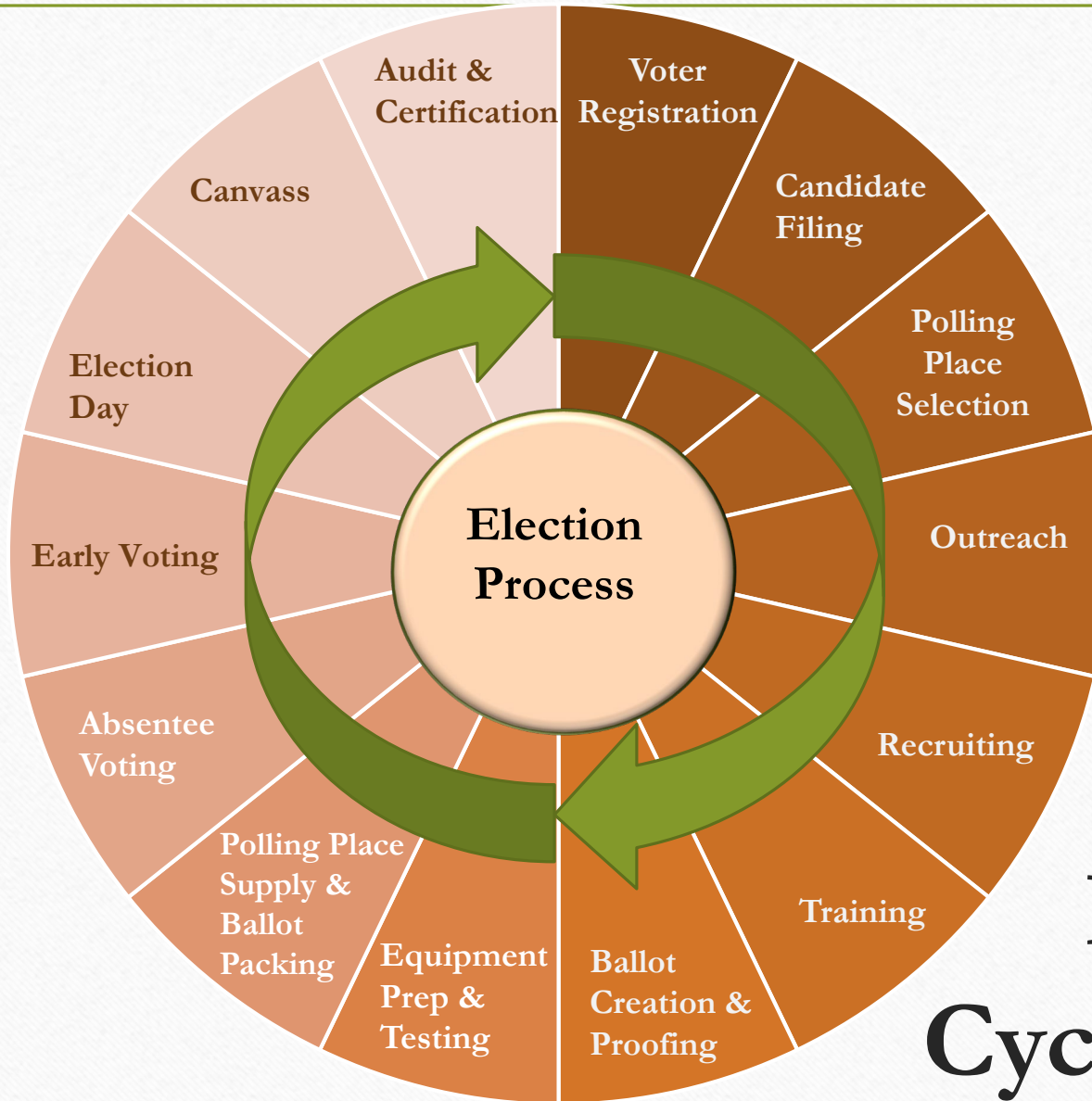
- Post-Election Analysis
- Lessons Learned
- Allocation
- Budget



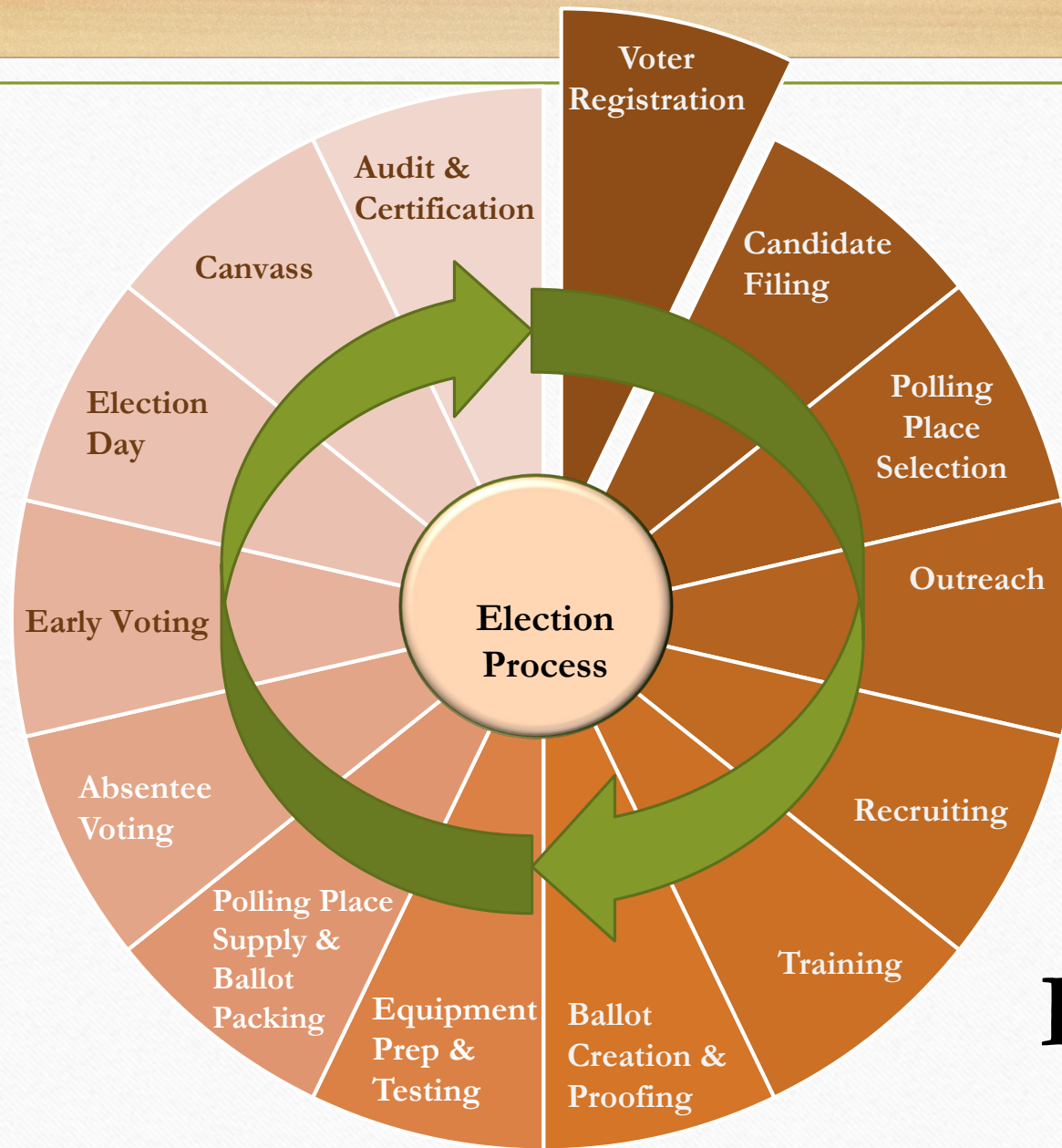
# Board of Elections Budget







# Election Cycle Overview



# Voter Registration



# Voter Registration Activities



Registering and Updating Voters



718,028 Total Registered Voters



Petition Processing



Registrar Training



Provisional Ballot Processing



List Maintenance

# Registration and Verification

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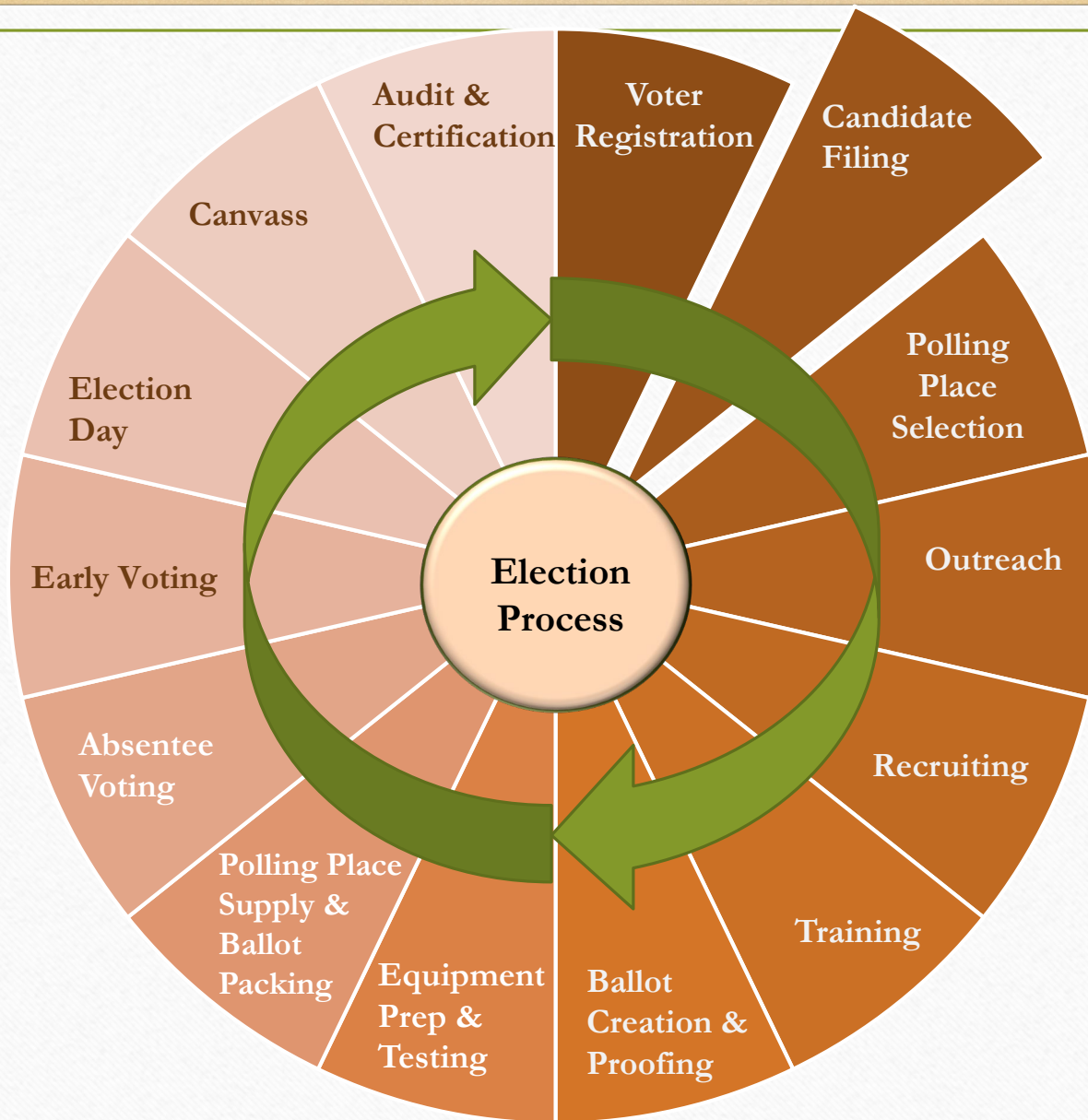
## Application options:

- Online
- In-person
- By mail
- MVA
- Same Day Registration

## First-time voter must be verified or show ID

- Maryland Driver's license or ID #
- Last 4 of Social Security Number
- Show ID at the Polling place





# Candidate Filing



## Summary Guide

### Maryland Candidacy & Campaign Finance Laws

Published by:  
Maryland State Board of Elections  
Linda H. Lamone, Administrator

Division of Candidacy and Campaign Finance  
Jared DeMarinis, Director

151 West Street, Suite 200  
P.O. Box 6486  
Annapolis, MD 21401-0486

Local – 410.269.2880  
Toll Free – 800.222.8683 x 4  
MD Relay – 800.735.2258

Revised: March 2017

# Candidate Filing

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- Candidates register their campaign entity with the State Board
- Local candidates complete the filing process at our office
- Montgomery County candidates can opt to receive public financing if they meet fundraising requirements
- State Board tracks campaign financing and public funds





## Summary Guide

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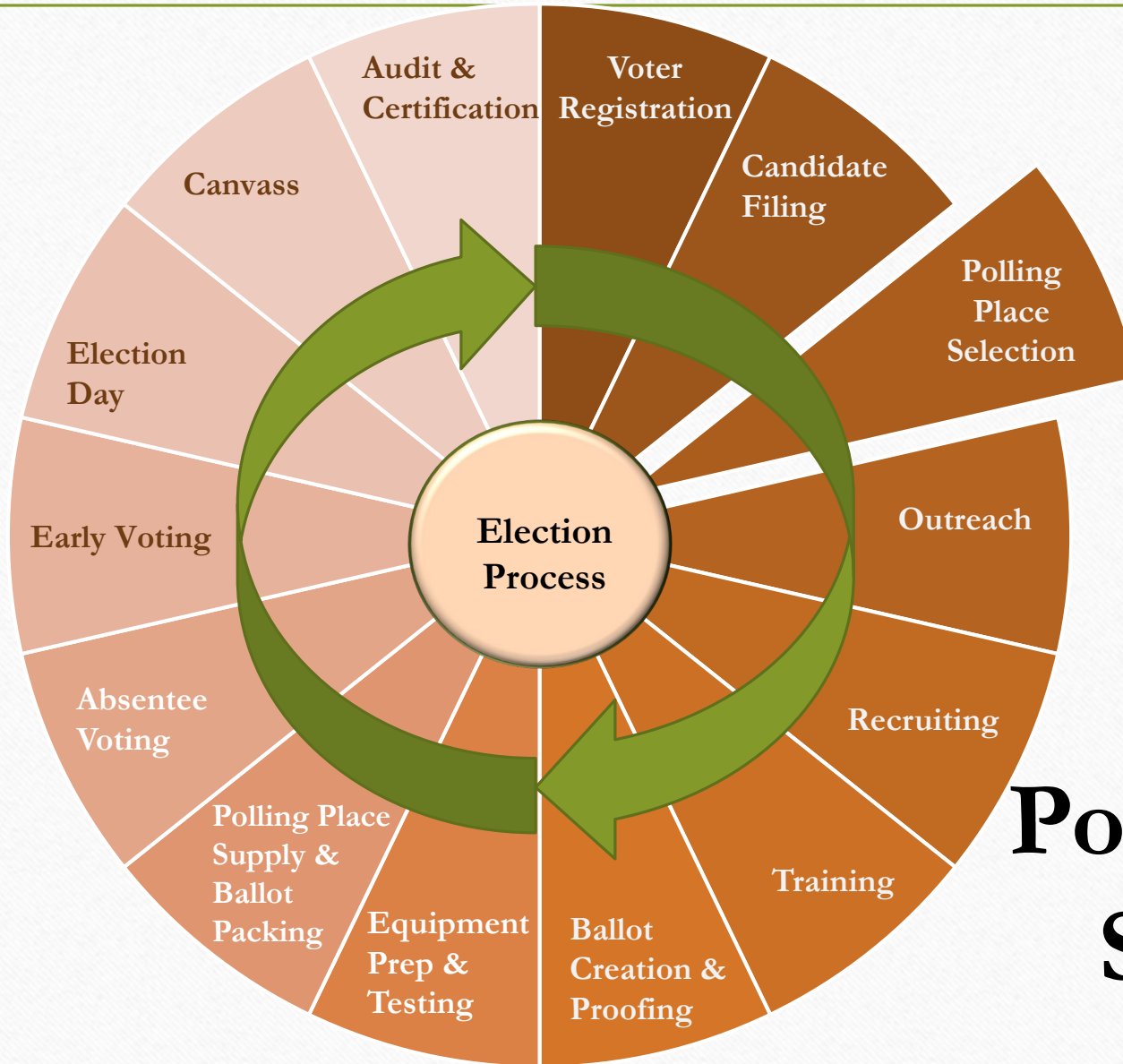
Local – 410.269.2880  
Toll Free – 800.222.8683 x 4  
MD Relay – 800.735.2258

Revised: March 2017

# Offices to Appear on 2020 Ballot

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- President and Vice President
- Representatives in Congress
- Delegates to the National Convention
- Judge of the Circuit Court
- Judges of the Court of Special Appeals
- Board of Education
  - At-Large
  - District 2
  - District 4



# Polling Place Selection



# Polling Place Selection Early Voting

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**June**

Early Voting site assessments

**July 15**

Staff will present site options to the Board

~~Oct. 28~~ **Sept. 30\***

Deadline to submit proposed sites to the State Board

~~Nov. 28~~ **Oct. 28\***

Designation of Early Voting Centers by State Board

\*Date updated based on SBE calendar issued on 06/21/19

# Polling Place Selection Election Day

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- Determine previously used sites available for 2020 elections
- Assess and survey potential new or replacement locations
- Obtain Board approval for new locations by January 2020
- Complete leases and insurance for all private facilities
- Coordinate with Public Safety – all locations

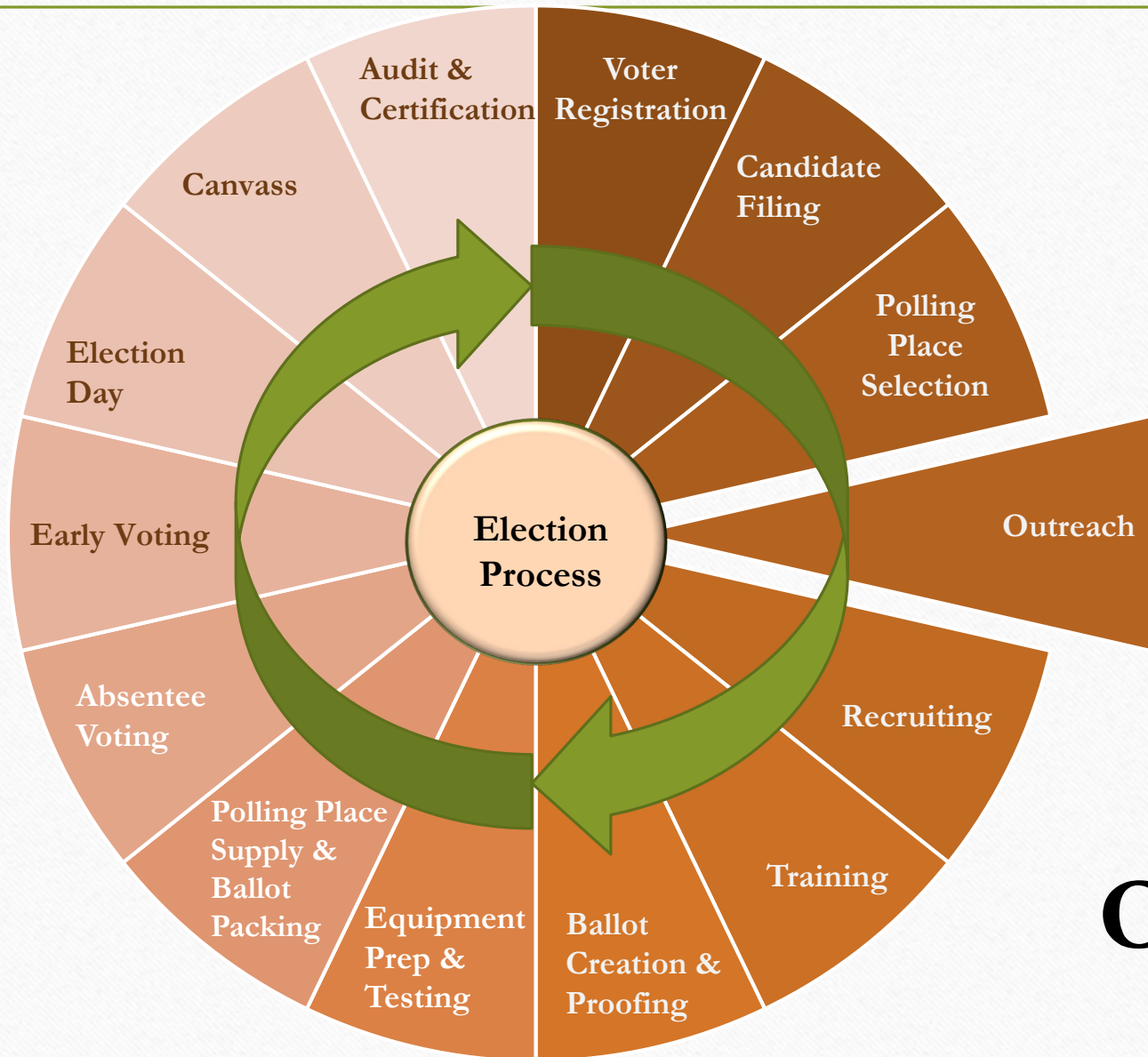


# Polling Place Selection

## Election Day

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- Work with county officials, school personnel, and private facilities on preparations for Election Day
- Plan for any accommodations needed under the ADA
- Legal mandate to send Voter Notification Cards to voters whose polling place location have changed



# Outreach

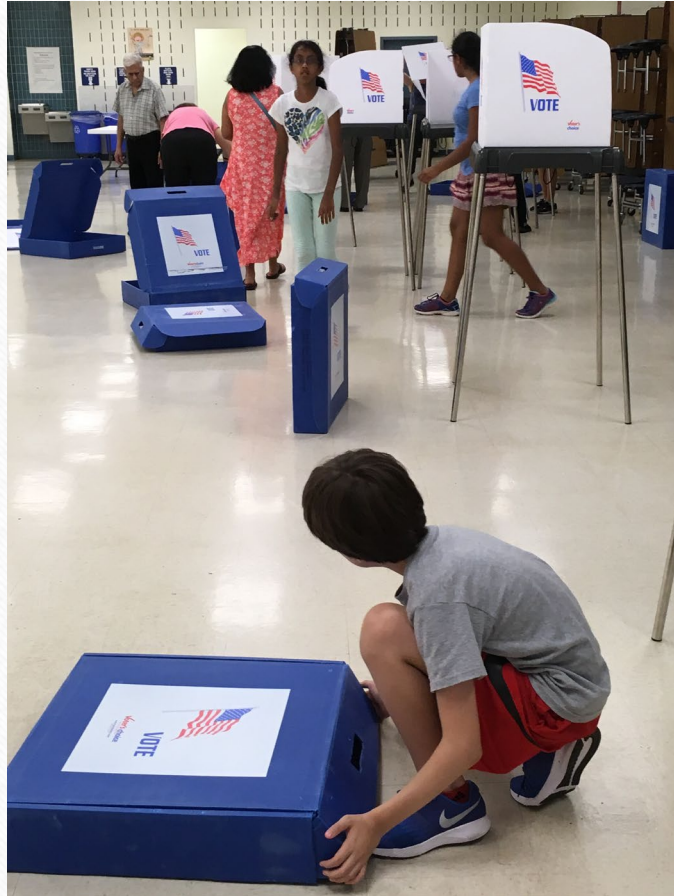


# Outreach and Empowerment

- Year-round program with 750-1,000 events per year
- Educate voters about voting choices
  - Vote by Mail
  - Early Voting
  - Election Day
- Demonstrate voting equipment
- Recruit Election Workers
  - Requirement to recruit Election Workers who speak multiple languages under Section 203 of the Voting Rights Act





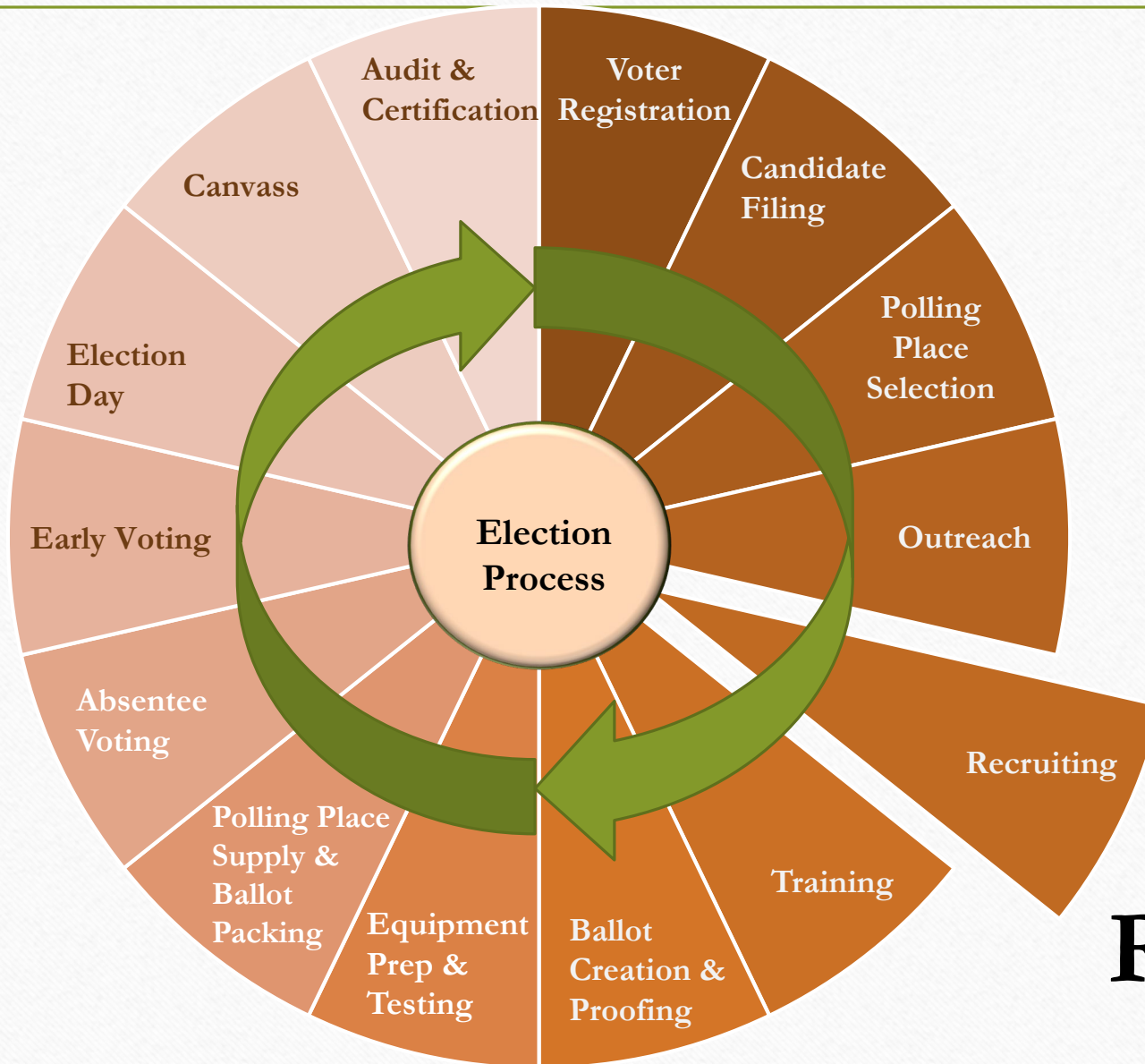


# Future Vote Program

**Future Vote** provides a bridge to the wider community and helps students develop new skills. The youth and their family members work side by side, interacting with diverse cultures, learning about the democratic process, and giving something back to their community through civic participation.

- Multiple national awards; EAC award for Future Vote Initiative in 2018 for innovation and efficiency
- 44,000 students have earned 93,000 SSL hours (Student Service Learning)
- 35-40% of participants have bilingual skills
  - Most common: Amharic, Chinese, Farsi, French, Hindi, Korean, Spanish & Vietnamese





# Recruiting

The **Election Worker Program** is responsible for staffing all early voting sites and election day polling places. We recruit, train, assign, pay and evaluate the performance of 4,000 election workers.



Maintain an active database of election workers which is supplemented each election cycle with new applicants



Recruit year-round with increased effort in the six months preceding an election



Contact voters who express interest on Voter Registration Application



Generate reminders, via email and telephone, to schedule or complete training.



# Election Worker Program: Recruitment

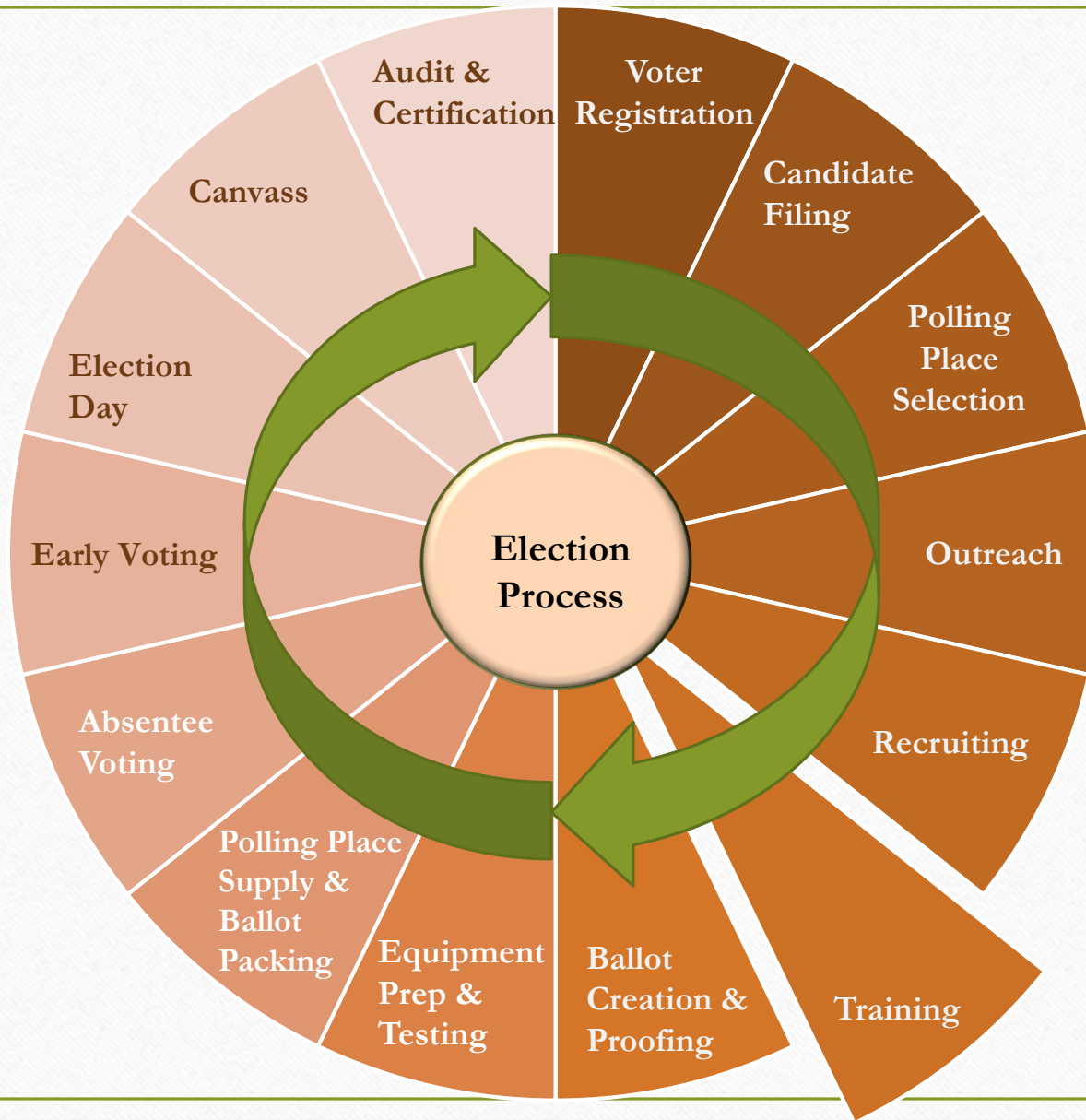
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## Full Day Positions (6 a.m.~11 p.m.)

- Chief Judges
- Voting Operations Judges (VOP)
- VOP + additional responsibility
  - Provisional
  - Driver
- Standby Judges
- Roamers

## Part Day Positions

- VOP-A (6 a.m.-3 p.m.)
- VOP-B (2 p.m.~11 p.m.)
- Closing Judge (6:30 p.m. ~11:30 p.m.)
- Regional Site Technician (7:30 p.m.~11:30 p.m.)
- Election Night Support (7:30 p.m.~early morning)



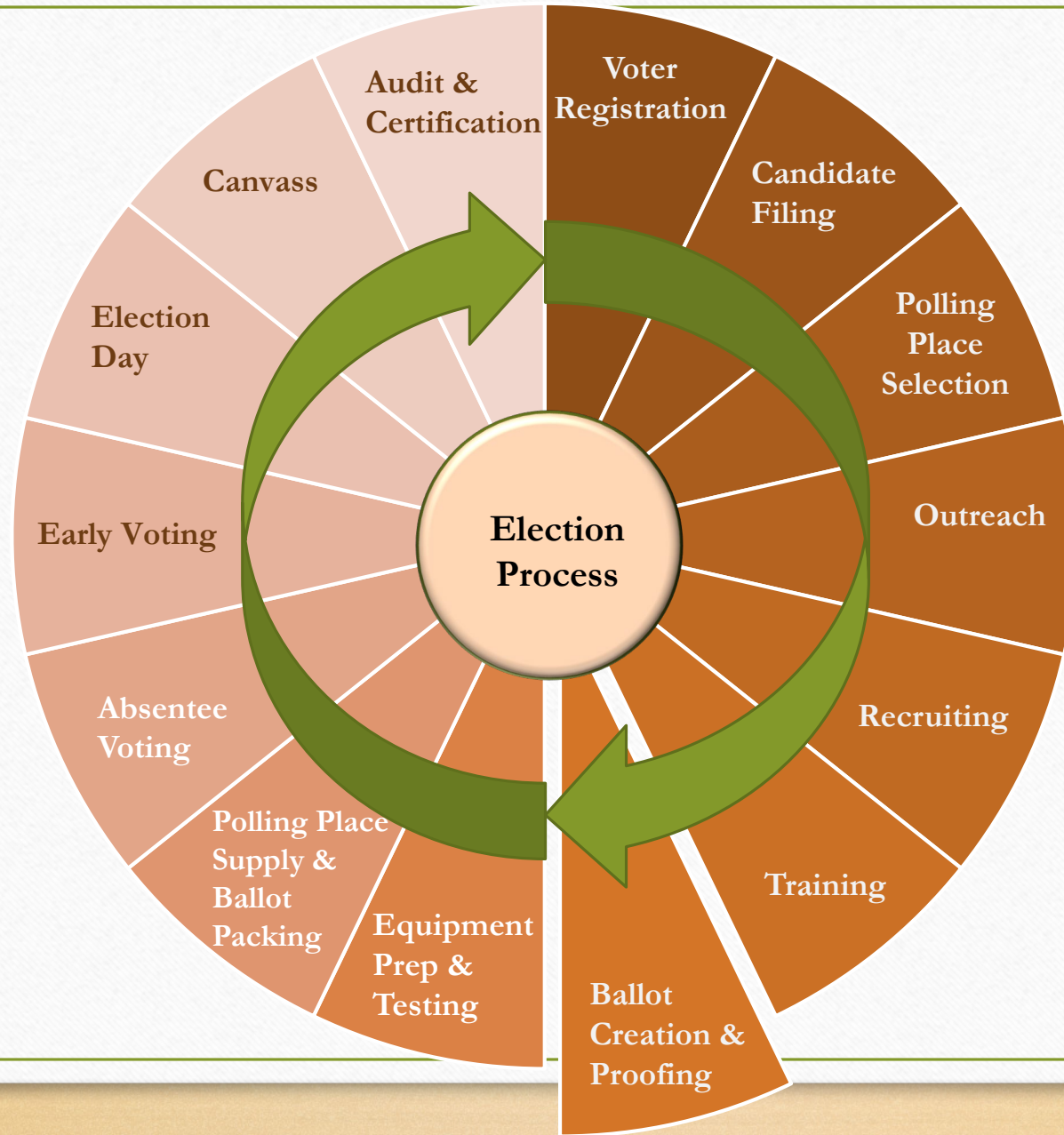
# Training



# Election Worker Program: Training

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- Required by state law for all Election Workers
- Two-part curriculum:
  - **Stage I** read manual and pass online quiz
  - **Stage II** hands-on training class
  - Walk-in refresher training (optional)
- Small class sizes with low trainer to student ratio
  - Award-winning precinct performance evaluation
- Classes held at various locations throughout the county



# Ballot Creation & Proofing



# Ballot Proofing

## Ballot Proofing Form

County Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Ballot Style Number: \_\_\_\_\_  
 LBE Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### INSTRUCTIONS:

When you are proofing your ballot, please use this form as a checklist to make sure all issues are found.

#### Section B

#### Proofing Layout – Paper Ballot

#### Check the following items:

- |   |                          |                          |                          |  |
|---|--------------------------|--------------------------|--------------------------|--|
| 1 | YES                      | NO                       | <input type="checkbox"/> | Official Ballot Heading is correct and left margin exists:   |
|   |                          |                          | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>Official Ballot<br/>Gubernatorial Primary Election<br/>June 26, 2018</li> <li>State of Maryland, Your County<br/>Party Ballot</li> <li>Should start over the letter <b>n</b> in the word Selections circled in red in the image on the right</li> </ul> |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> |                          | Instructions are correct and match the example to the right  |
| 3 | <input type="checkbox"/> | <input type="checkbox"/> |                          | Ballot style indicator is shown  |
| 4 | <input type="checkbox"/> | <input type="checkbox"/> |                          | Candidate names are the same size font, text does not encroach on the ruling lines and all text other than candidate name is not bold  |
| 5 | <input type="checkbox"/> | <input type="checkbox"/> |                          | All candidates within a contest take up the same amount of space and have borders <b>Note:</b> Nomination Vacant may or may not take up the same amount of space.  |
| 6 | <input type="checkbox"/> | <input type="checkbox"/> |                          | Proper footer appears at the bottom of the page under the last contest <ul style="list-style-type: none"> <li>Vote Both Sides – ballot content is front and back</li> <li>End of Ballot – no more contests appear</li> </ul>   |

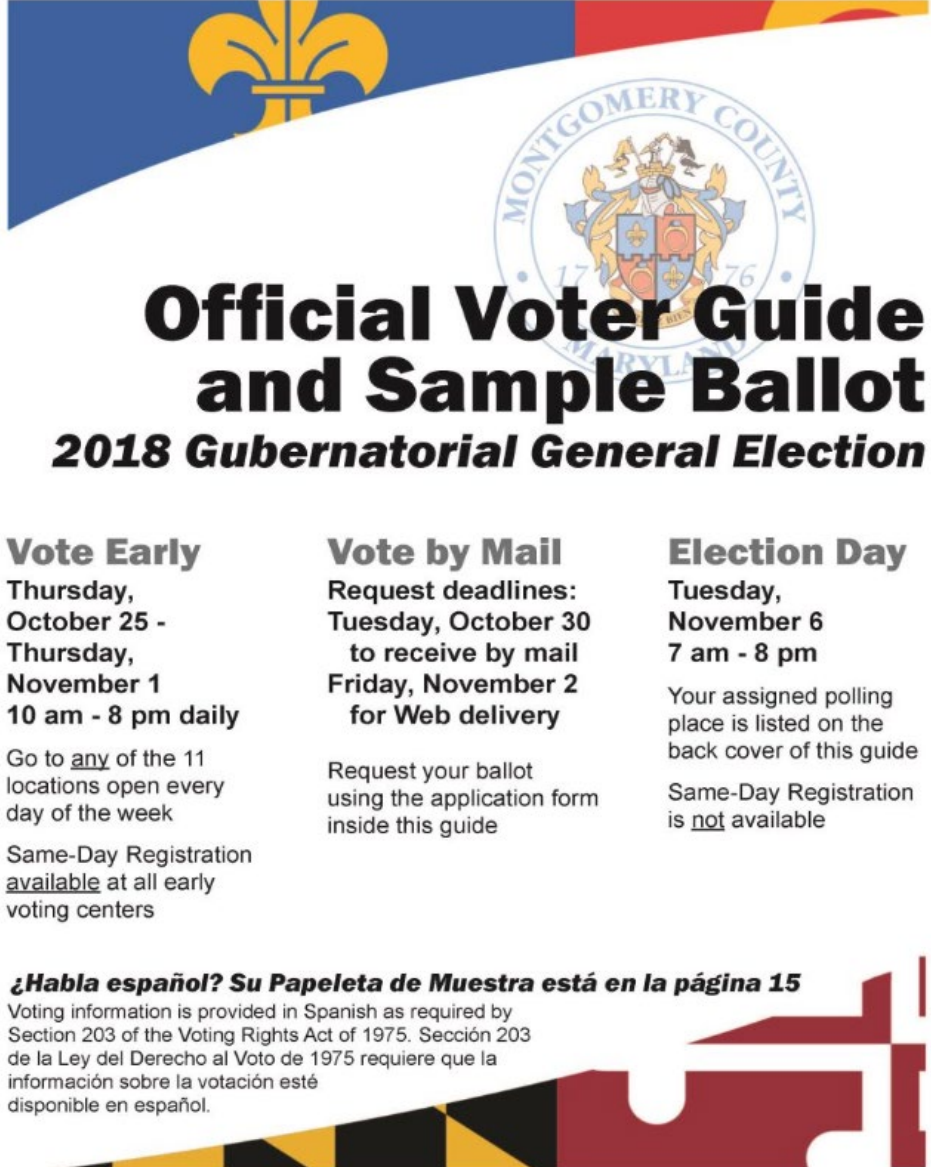
The sample ballot is titled "Official Ballot 2018 Gubernatorial Primary Election June 26, 2018" and "State of Maryland, Dorchester County Republican Ballot". It includes a "BS REP 1" indicator. The ballot is divided into sections for different offices, each with a "Vote for 1" instruction. The contests listed are: Governor / Lt. Governor, Representative in Congress District 1, State Senator District 37, House of Delegates District 37B, U.S. Senator, Attorney General, and Comptroller. Each contest lists candidates with radio button options. An "Instructions" section on the left shows how to fill in the oval and includes a warning not to cross out or erase. A "Making Selections" diagram shows a hand filling in an oval.

- State Board sends initial reports for validation by the local board
- Ballot text and the audio ballot must be proofed in English and Spanish
- Bi-partisan proofing teams
- 77 ballot styles in the last election
- Only 10 to 12 days to proof the ballot by law
- Ballot must be displayed and certified by the election director before printing



# Sample Ballot

- Sent to every registered voter
- Finalized after ballot is certified
- Target arrival to voter seven days prior to close of registration
- Much of the content is prescribed by the State Board of Elections



**Official Voter Guide  
and Sample Ballot**  
**2018 Gubernatorial General Election**

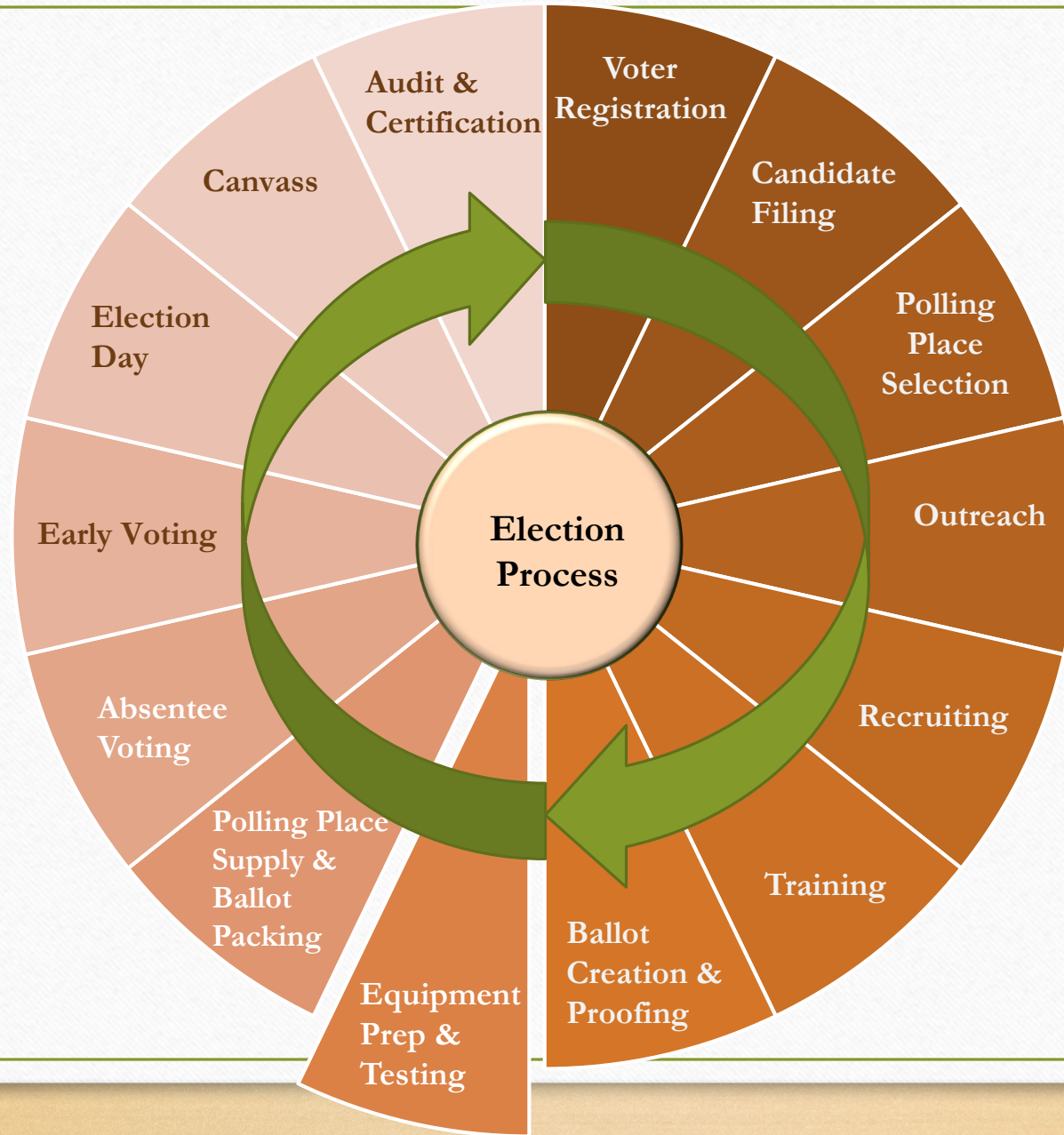
**Vote Early**  
Thursday,  
October 25 -  
Thursday,  
November 1  
10 am - 8 pm daily  
Go to any of the 11  
locations open every  
day of the week  
Same-Day Registration  
available at all early  
voting centers

**Vote by Mail**  
Request deadlines:  
Tuesday, October 30  
to receive by mail  
Friday, November 2  
for Web delivery  
Request your ballot  
using the application form  
inside this guide

**Election Day**  
Tuesday,  
November 6  
7 am - 8 pm  
Your assigned polling  
place is listed on the  
back cover of this guide  
Same-Day Registration  
is not available

**¿Habla español? Su Papeleta de Muestra está en la página 15**  
Voting information is provided in Spanish as required by  
Section 203 of the Voting Rights Act of 1975. Sección 203  
de la Ley del Derecho al Voto de 1975 requiere que la  
información sobre la votación esté  
disponible en español.





**Equipment  
Prep &  
Testing**

# IT Timeline



## June-July-August 2019

Inventory  
Inspect all voting booths  
Removal of side rails from black carts  
EV Site signal testing



## Jan-Feb-Mar-Apr 2020

Prep equipment  
Regional Collection Network (RCN) testing



## Sept-Oct-Nov-Dec 2019

New equipment acceptance testing  
Software upgrade (DS200, DS850)  
Battery charging (DS200s, pollbooks)



# Equipment Preparation – Voting System



**Electionware®**



**Memory Stick**



**DS200**



**BMD**



**DS850**

## Logic & Accuracy Prep

- Allocate equipment (BMDs/DS200s)
- Allocate and pack peripherals
- Create draft Integrity Reports
- Prep L&A paperwork
- Format memory sticks
- Label memory sticks w/ serial number and polling place identification data

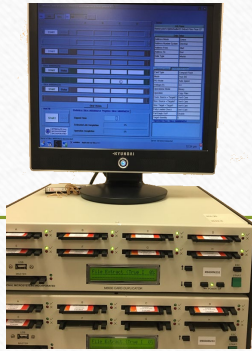
## Create Media

- Load final election database to Electionware®
- Load election data to memory sticks

## Logic & Accuracy

- Perform L&A on all voting equipment
- Complete L&A paperwork
- Verify data on Integrity reports
- Conduct Public Demonstration

# Equipment Preparation – Electronic Pollbooks



**MS6600 Duplicator**



**Compact Flash Card**



**Electronic Pollbook**



**Compact Flash Adaptor**



**Pollbook printer**

## Logic & Accuracy Prep

Allocate equipment  
(pollbooks & printers)  
Create draft Integrity  
Reports  
Prep L&A Paperwork  
Update pollbook  
software

## Create Media

Label all compact flash  
(CF) cards w/ polling  
place identification data  
Duplicate pollbook  
database using duplicator  
onto CF cards

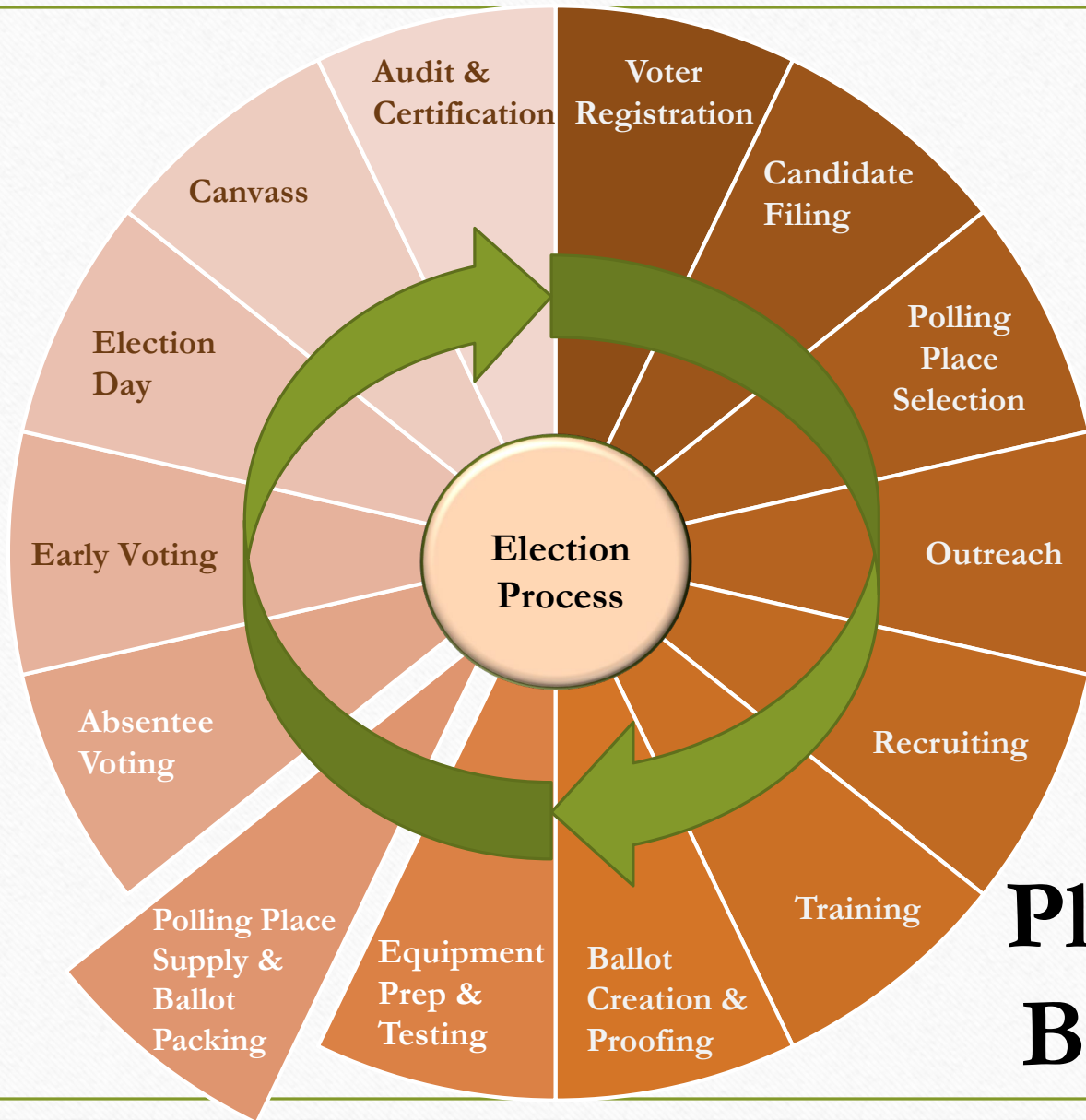
## Logic & Accuracy

Perform L&A on all  
pollbooks  
Complete L&A  
paperwork

## Bulk Update

Copy bulk update file to  
CF card for Election  
Day pollbooks  
Perform bulk update on  
all Election Day  
pollbooks  
Perform voter lookup  
test on every pollbook  
Verify data on Integrity  
Reports





**Polling  
Place Supply &  
Ballot Packing**



## Polling Place Supplies and Ballot Packing

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Ballot order and allocation done beforehand

---

Ballots and supplies are packaged by early voting center or precinct

---

Supply bag verification

---

Supply pick-up by Election Judges





## Polling Place Supplies and Ballot Packing

---

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## Polling Place Supplies and Ballot Packing

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Ballot order and allocation done beforehand

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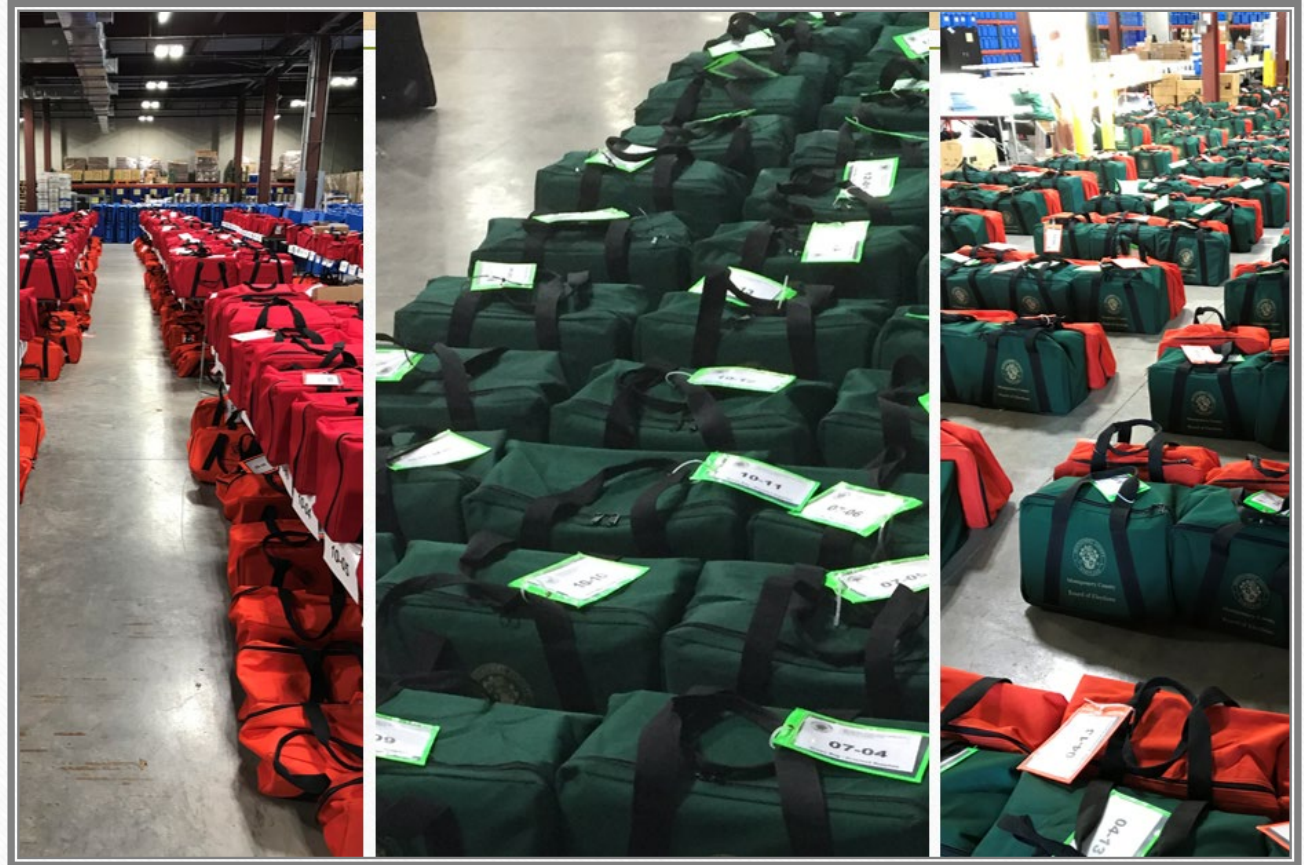
Ballots and supplies are packaged by early voting center or precinct

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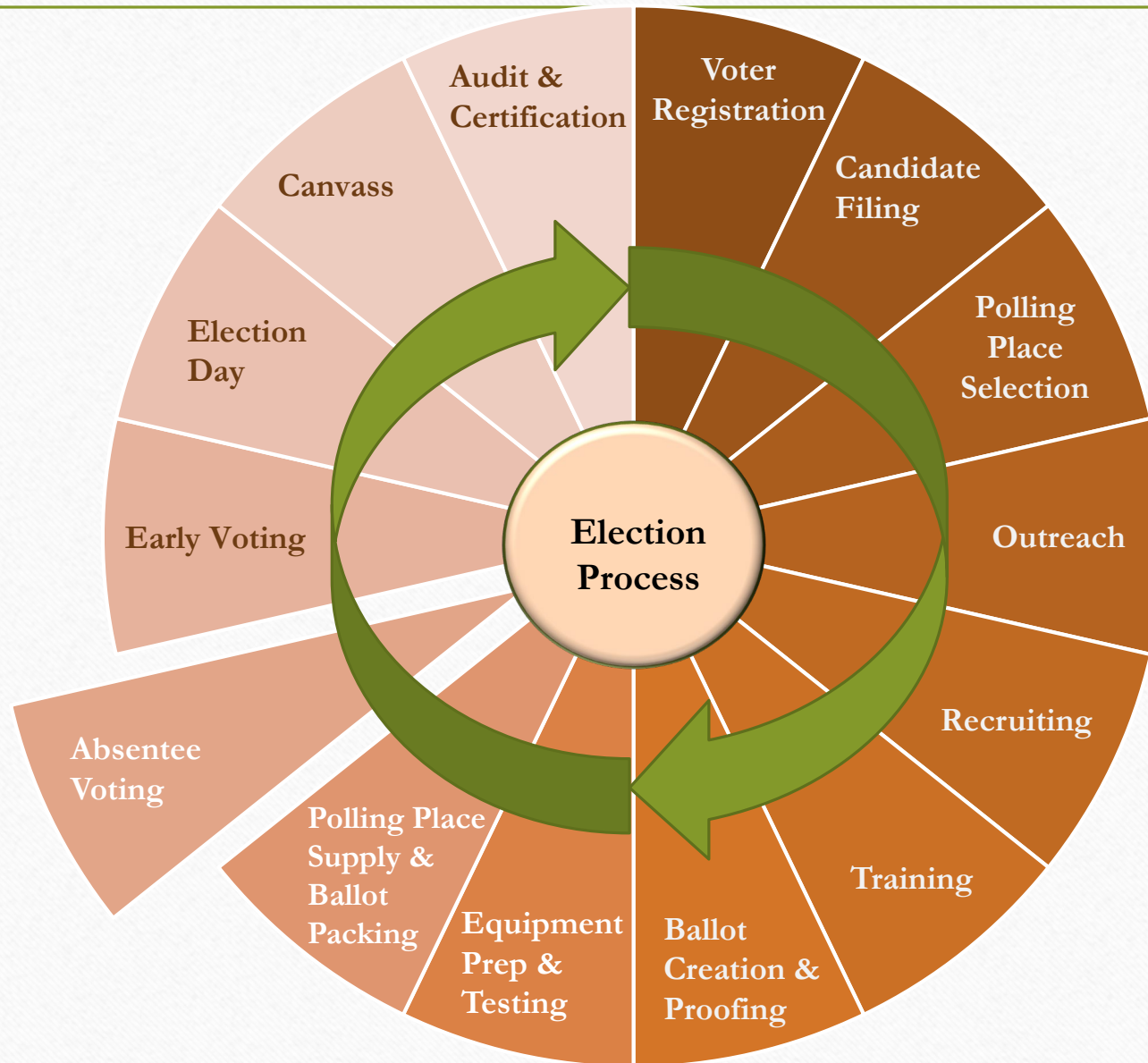
Supply bag verification

---

Supply pick-up by Election Judges







# Absentee Voting

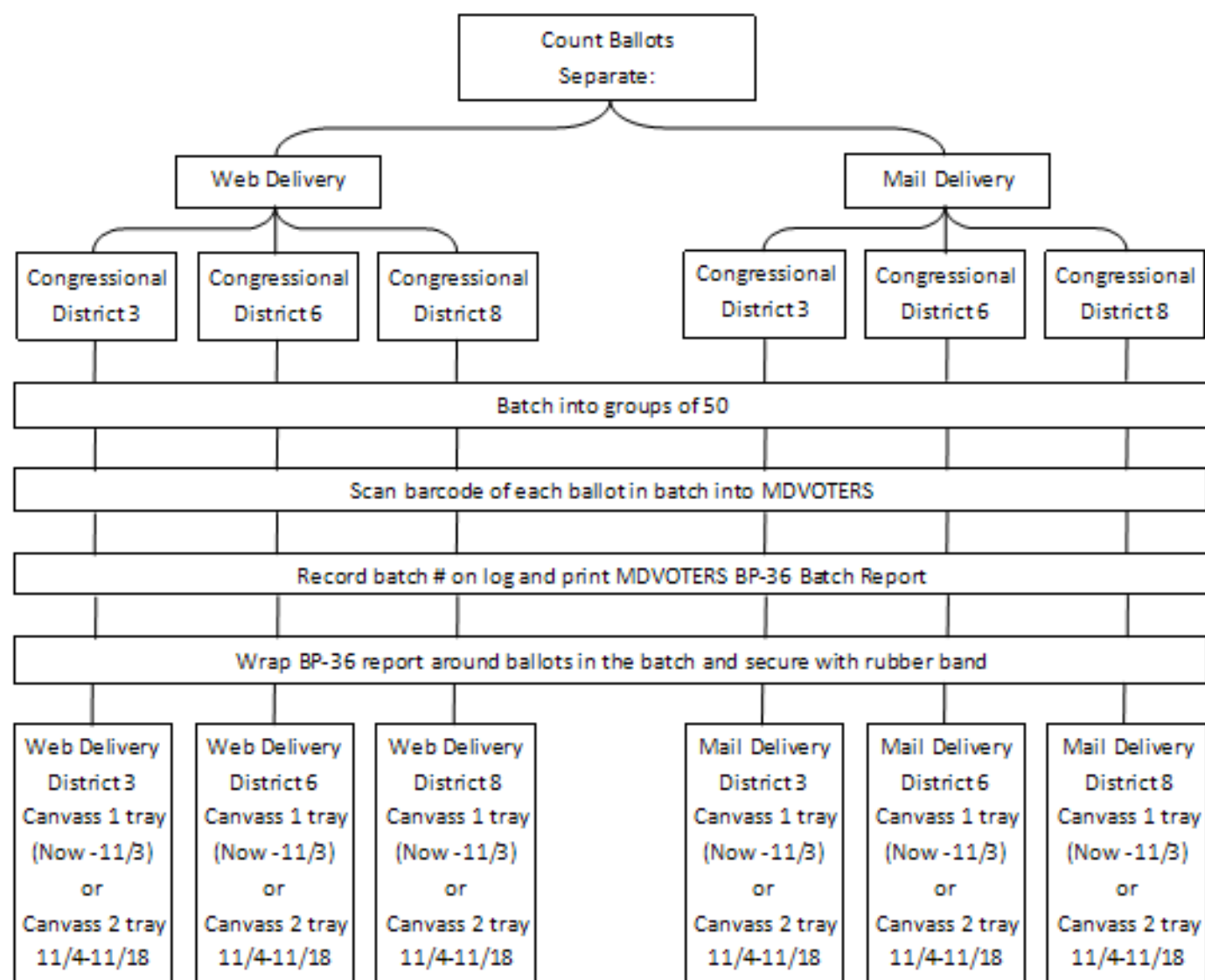
# No-Excuse Absentee Voting

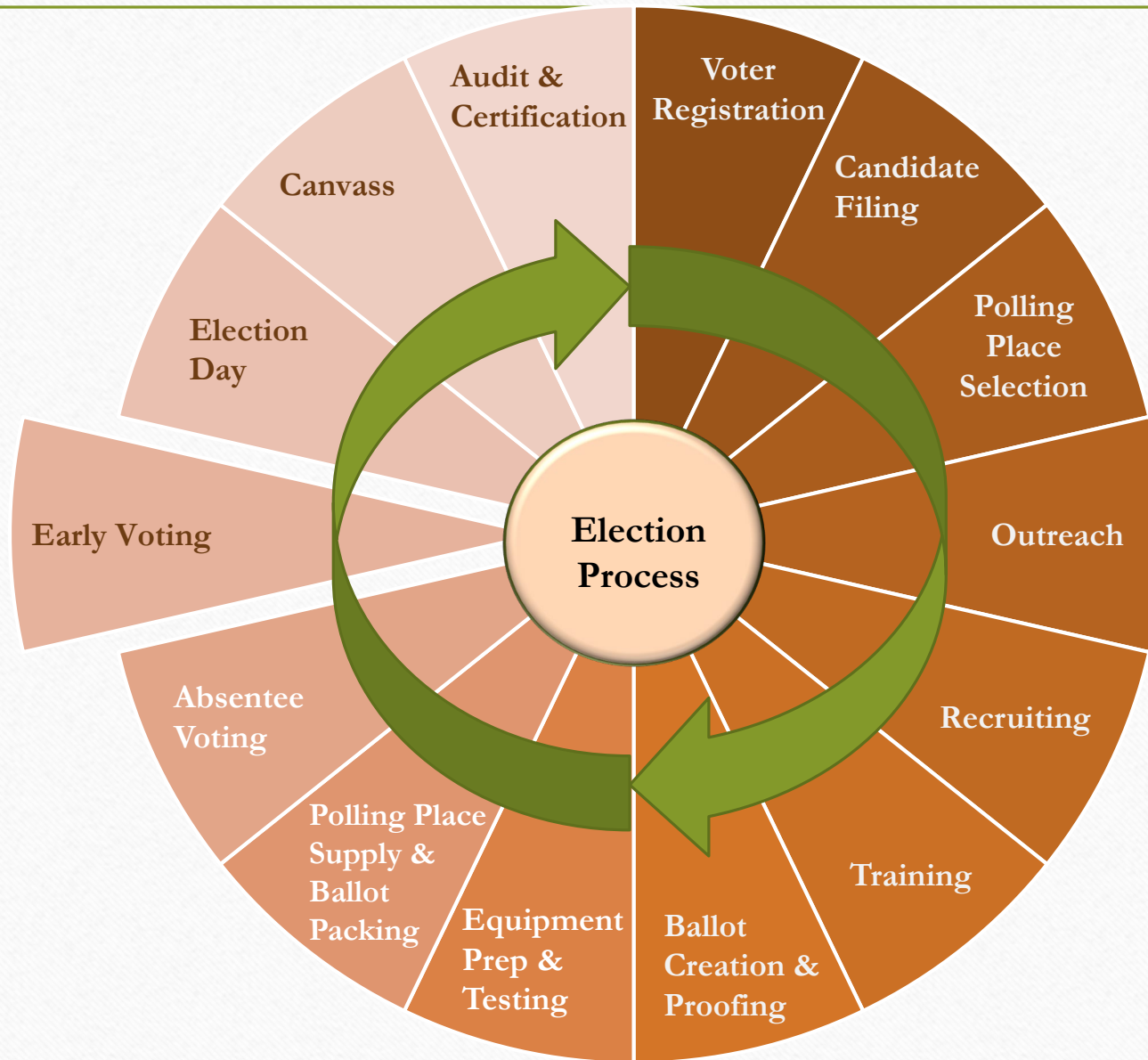
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- Absentee Application Processing
- UOCAVA
- Nursing Home and Assisted Living Program, In-Person and by Agent Absentee
- Mailing, Emailing, and Faxing Absentee Ballots
- Receiving and Staging Ballots for Canvass









**Early  
Voting**



# Early Voting 2020

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## **Primary Election**

- Thursday, April 16 – Thursday, April 23
- 10:00 am – 8:00 pm daily

## **General Election**

- Thursday, October 22 – Thursday, October 29
- 8:00 am – 8:00 pm daily

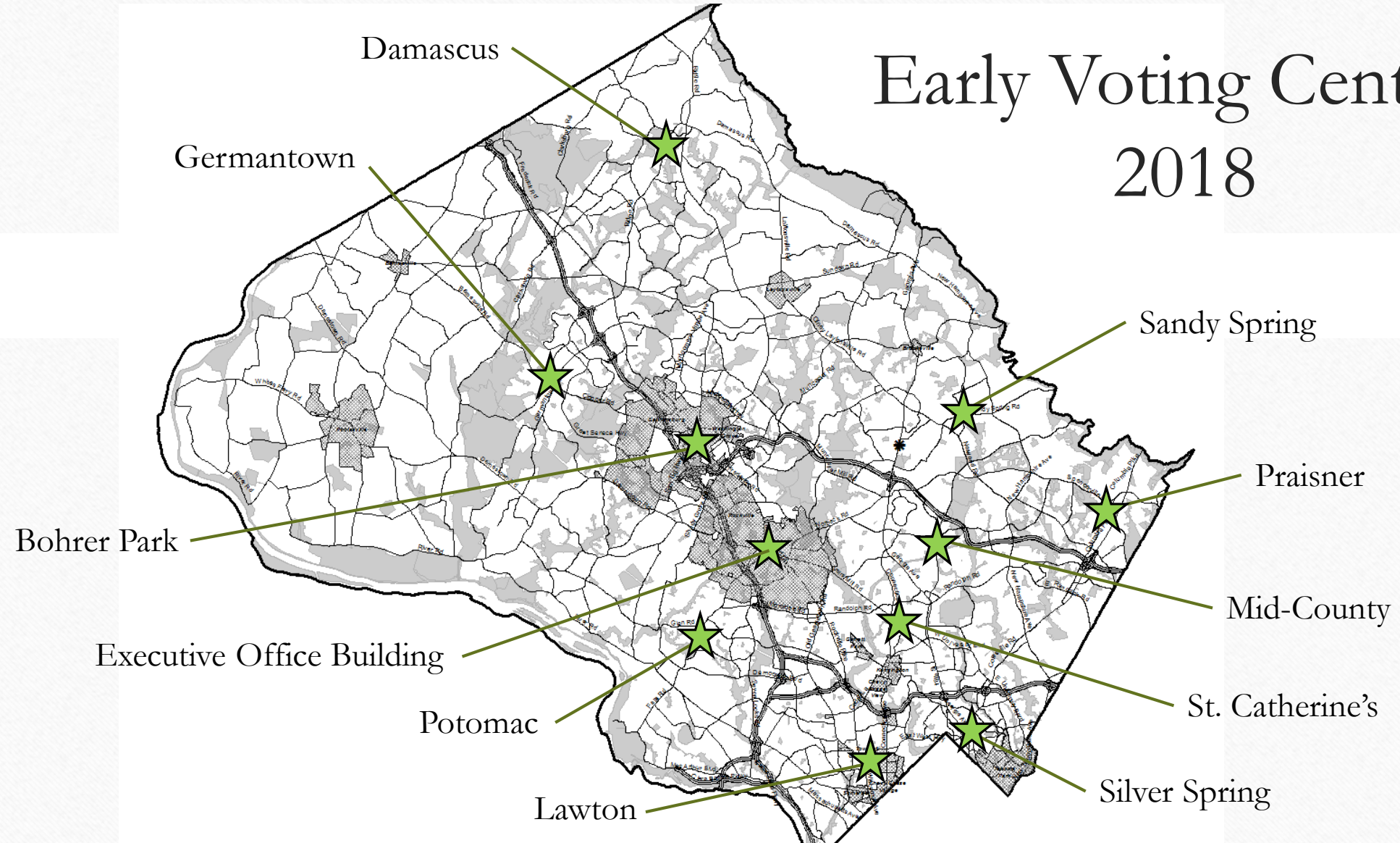
# Early Voting 2020

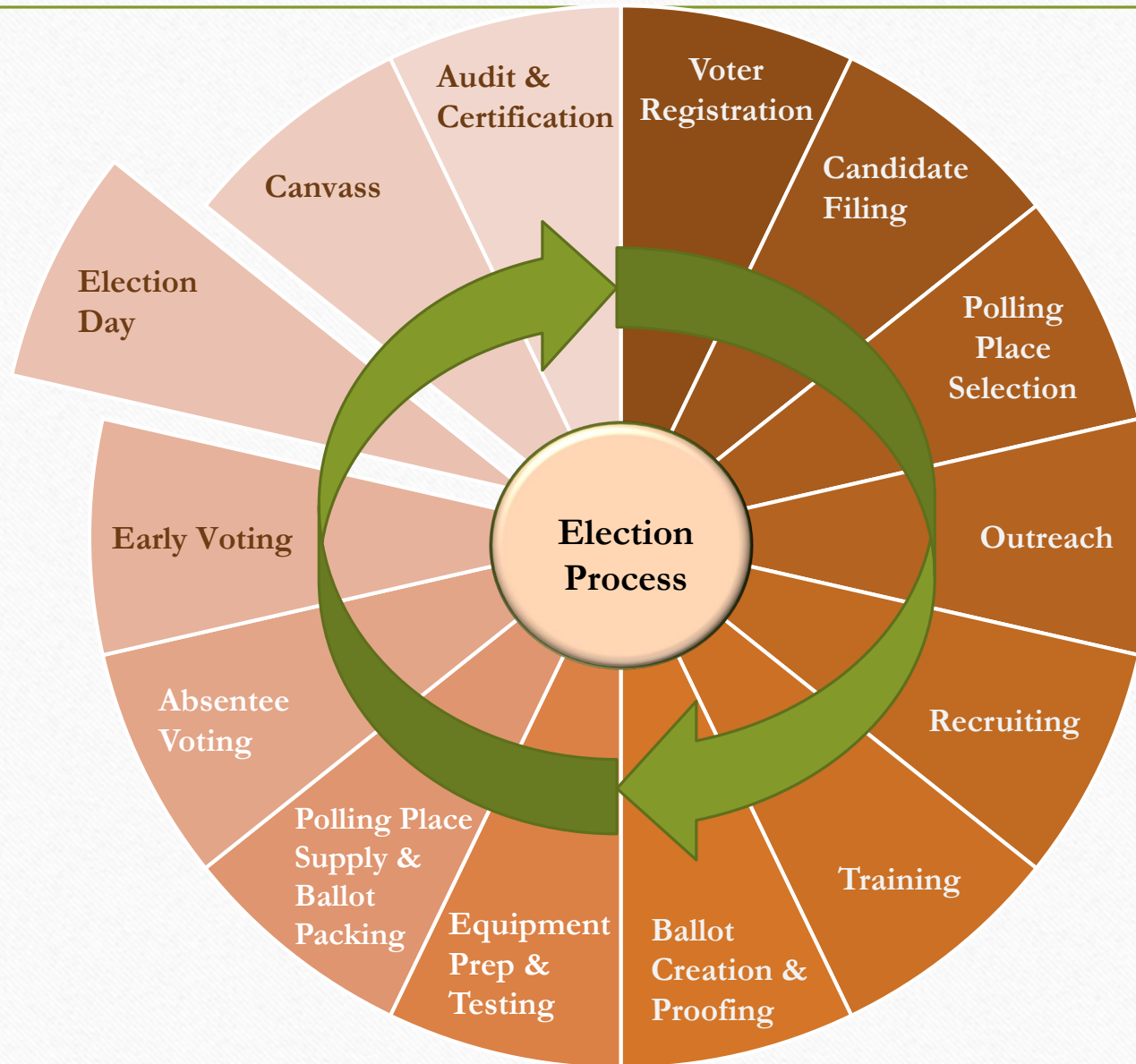
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- 11 Early Voting Centers (Optional 12<sup>th</sup> site)
- Wait times available on BOE website ([www.777vote.org](http://www.777vote.org))
- Center Managers and Chief Judges run early voting centers supported by an Early Voting Help Desk and runners
- Daily intake of critical documents and re-supply of sites



# Early Voting Centers 2018





# Election Day



# Election Day

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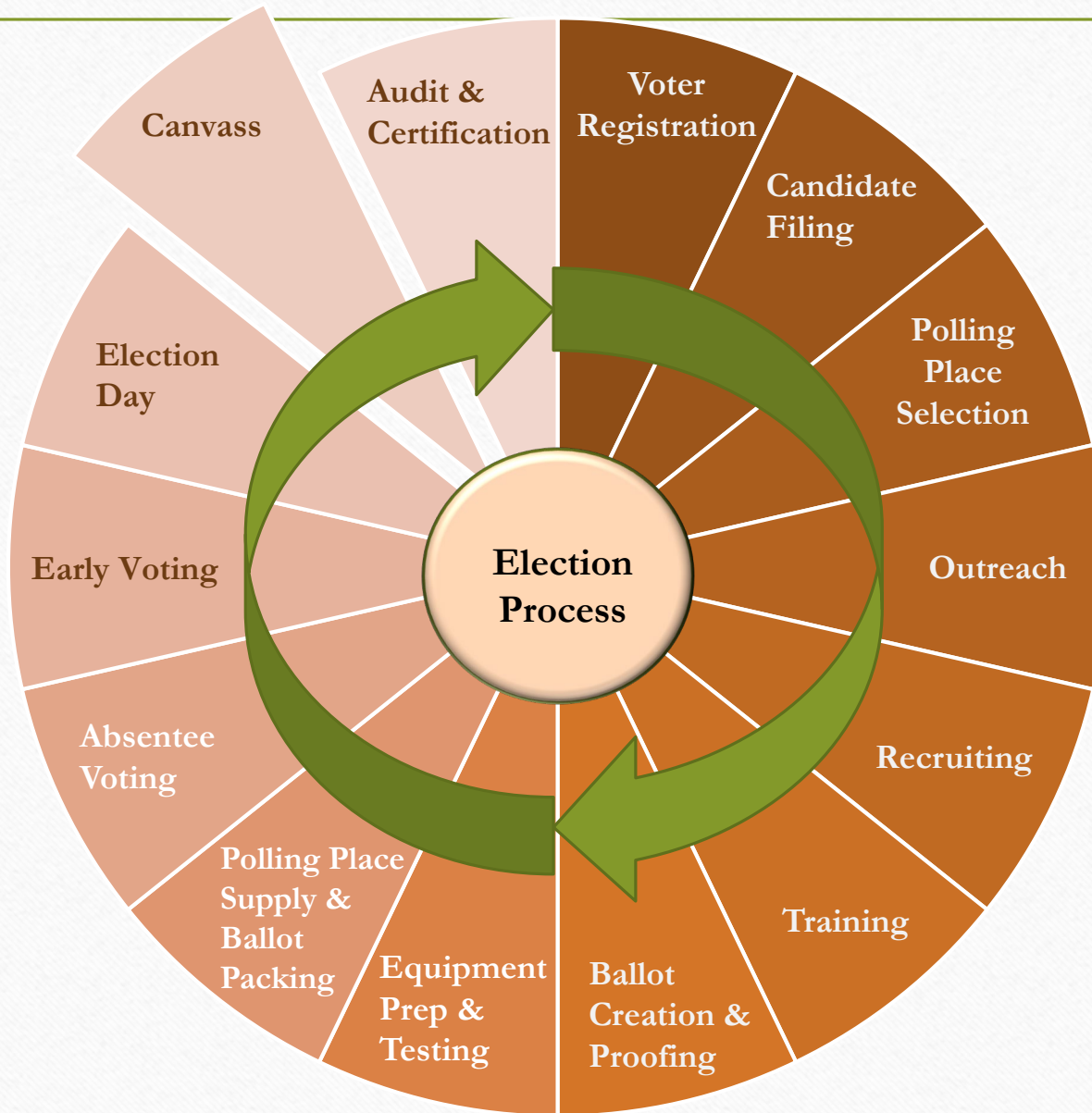
- More than 230 polling places covering 256 voting precincts
- Voting hours from 7:00 am to 8:00 pm
- Board Role

# Election Day

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- Polling Place Support Program (League of Women Voters)
- Help Desk – Monitors issues arising at the polling place
- Voter Services Line – Answers voter questions
- Regional Collection Network – Uploads results at 6 locations
- Election Night Returns – Return of voted ballots, supplies and equipment





# Canvass

# Absentee and Provisional Canvass

- Board Members are sworn-in as the Board of Canvassers at board meeting prior to Election Day
- Absentee Canvass 1 convenes on 1<sup>st</sup> Thursday following Election day at 10 a.m.
- Provisional Canvass convenes on the 2<sup>nd</sup> Wednesday following Election Day at 10 a.m.
- Absentee Canvass 2 convenes on the 2<sup>nd</sup> Friday following Election Day at 10 a.m.
- Each Canvass reconvenes until all ballots for that Canvass are processed

## April

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

\* Canvass Hours 9:30 am – 7:30 pm

## May

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## November

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



# Canvassing Absentee Ballots

- Absentee Ballots are distributed to bi-partisan ballot processing teams in batches
- Teams review each envelope to determine whether it was timely received and signed.
- Timely, signed ballots are opened, the ballot removed and the opened envelope set aside.
- Ballots are reviewed for compliance and ability to be read by the ballot scanner.

Montgomery County Board of Elections  
November 6, 2016 General Election  
Absentee Canvass 1 Team Worksheet

Table # 4 Title: Absentee Canvass 1 Team Worksheet

Batch # 14 Count: 25

Starting count  
# of envelopes in the batch, verify that the  
# equals the batch count

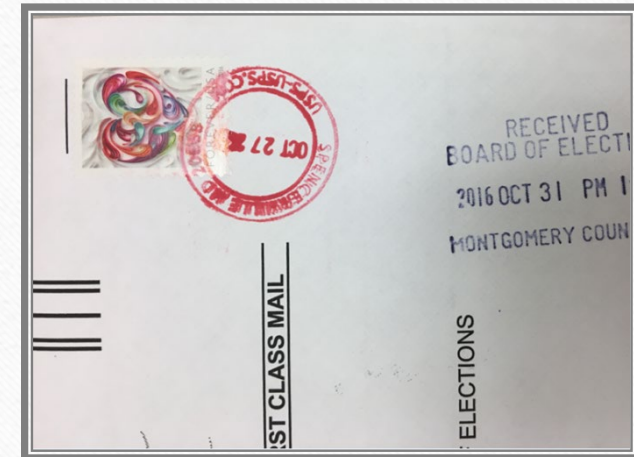
Envelopes/Ballots referred to board:  
(in log below)

# of ballots to be scanned:  
AUG 100 ballots to be scanned, verify that (A) (B) (C)

Referred Envelope/Ballots Log

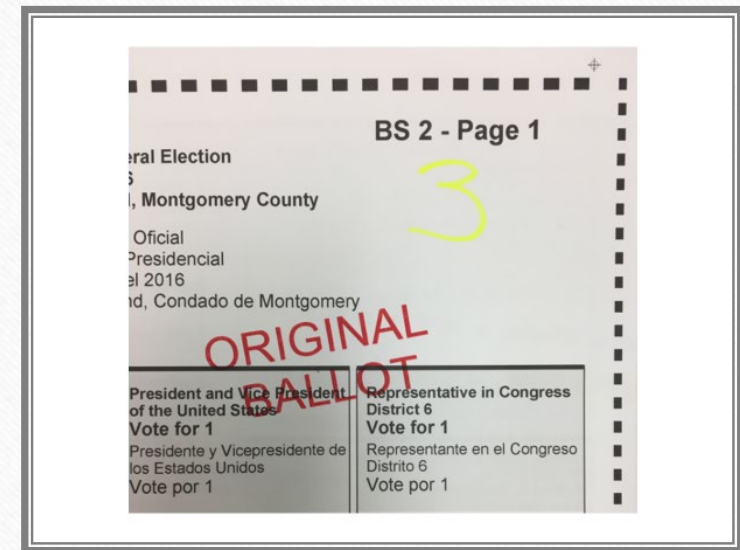
Voter ID # and Name	Referral Reason
1 Jane Doe #123456	No Signature
2	
3	
4	
5	

Batch # 14  
BS 3  
MAIL



# Canvassing Absentee Ballots

- Ballots that cannot be read by the ballot scanner and web delivery ballots are duplicated by the teams.
- Any questionable ballot (not timely received, no signature, multiple ballots in envelope, voter intent questions) are referred to the Board of Canvassers to rule on whether to accept or reject the ballots.
- Timely ballots that are in compliance are transferred to ballot scanning room to be tabulated.

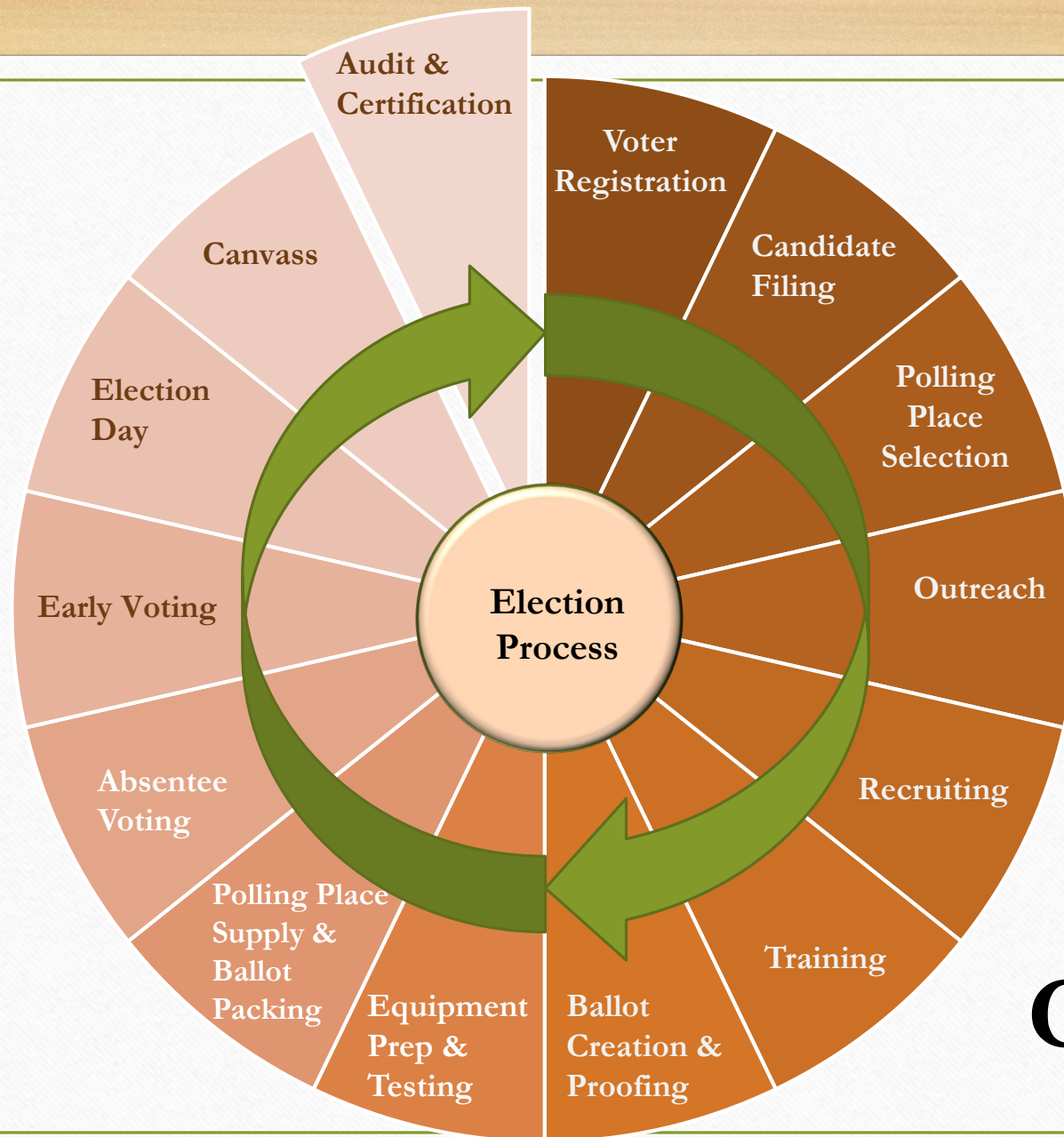






## Tabulating Absentee & Provisional Ballots

- Ballots are transferred to scanner room in batches
- Batch counts from canvassing teams are matched to scanner counts to ensure every ballot is counted



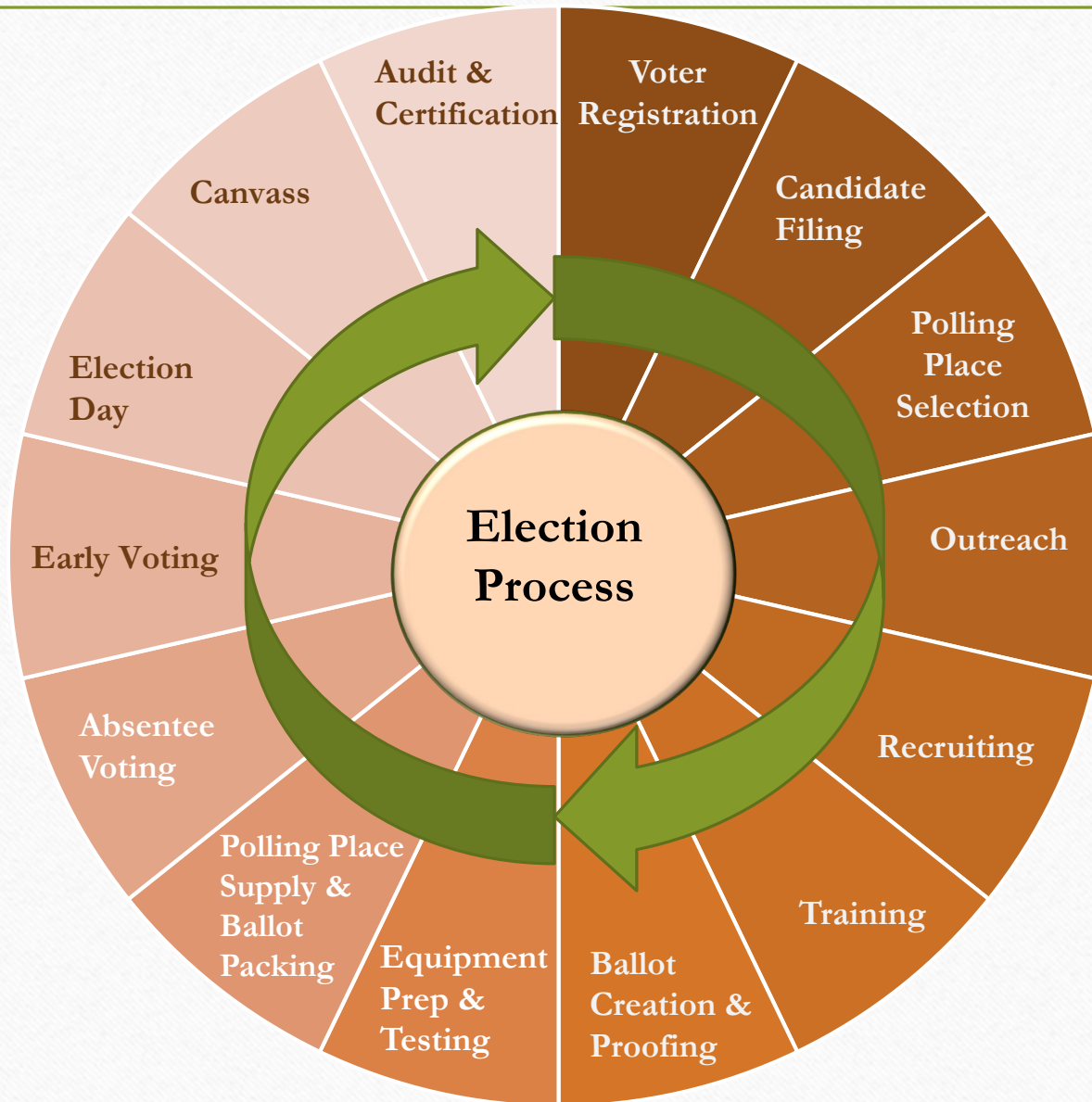
# Audit & Certification





# Pre-Certification Audit

- Post-election audit before we certify the election
- 100% verification of Election Night results
- # of paper oaths = number of ballots cast
- # of counted absentee and provisional ballots = eligibility data in MDVOTERS
- Third party independent tabulation of results from ballot images
- Review that procedures were conducted properly
- Read Chief Judge logs, roamer reports, voter complaints, Help Desk tickets
- Investigate and explain anomalies...before we certify the election





# Montgomery County Board of Elections

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List Maintenance



# Section Reference

