

## **Staff Recommendation for the Canvass**

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

### Proposed Canvass Plan

Amending the adoption of the plan adopted at the September 21, 2020 Board meeting,

1. The canvass will be conducted at PlumGar Recreation Center. The Health Department has signed off on the layout at the facility. There will be public observation and video streaming of the canvass at PlumGar.
2. The canvassed ballots will be secured in locked containers.
3. SBE has agreed that we do not need to scan ballots on the day they are canvassed. Therefore, scanning will begin after IT has prepped all of the equipment for early voting and election day. This should be around Oct. 22. Because the equipment will have been prepared for delivery, there will not be an issue with the carts being moved from one warehouse to another and therefore the safety issues that have been raised are addressed.
4. The public will be able to observe the scanning in person as it has in earlier elections. The scanning will also be live streamed.

The advantages to this approach will be the following: (1) It frees up IT to prepare the equipment without disruption to scan ballots when the election results cannot be posted until after the polls close on election day; (2) it allows the public to be able to safely observe the scanning process in person; and (3) all aspects of the canvass process will be available for in person observation and virtual observation.

### 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 17, 2020 10:00AM to end  
October 19, 2020 10:00AM to end  
October 23, 2020 10:00AM to end

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 3:00 P.M.  
October 20, 2020 at 3:00 P.M.  
October 27, 2020 at 3:00 P.M.  
November dates TBD

Ballots will be received and processed into MD Voters.  
All ballots in the month of October will be timely.  
Ballots with no signature will be assigned to Absentee Supervisor to permit the voter to cure the missing signature until November 13, 2020 at 10:00 A.M. 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 enveloped 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 be batch with the corresponding batch and sequence numbers located in the upper right hand corner written in yellow highlighter iin the header.

Public Viewing permitted with 13 persons in the Canvass area – Seating available with ADA area and three Media spots. Two laptop computers to view the Canvass will be set up and function.

Room for Election Judge Canvass members to have a 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. Additionally, this building has not been in use since March and water standing in pipes

#### Canvass equipment

- a. 21 tables for regular Vote by Mail Ballots.
- b. Tables for duplication of on-line delivery ballots/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.
- j. Boxes with taper tape seals

#### **Ballot Scanning**

Ballot scanning will occur in the Server room. The zero reports will be posted on the windows of Training Room 3 on the Lower level. Election night the Board has traditionally posted all the tapes on the window of Training Room 3 so this is no change from past practice.

Limited public observation will be permitted in the hallway to observe scanning and video streaming will be installed. Public will make reservations via the website for in-person observation.

