

# 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, 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)

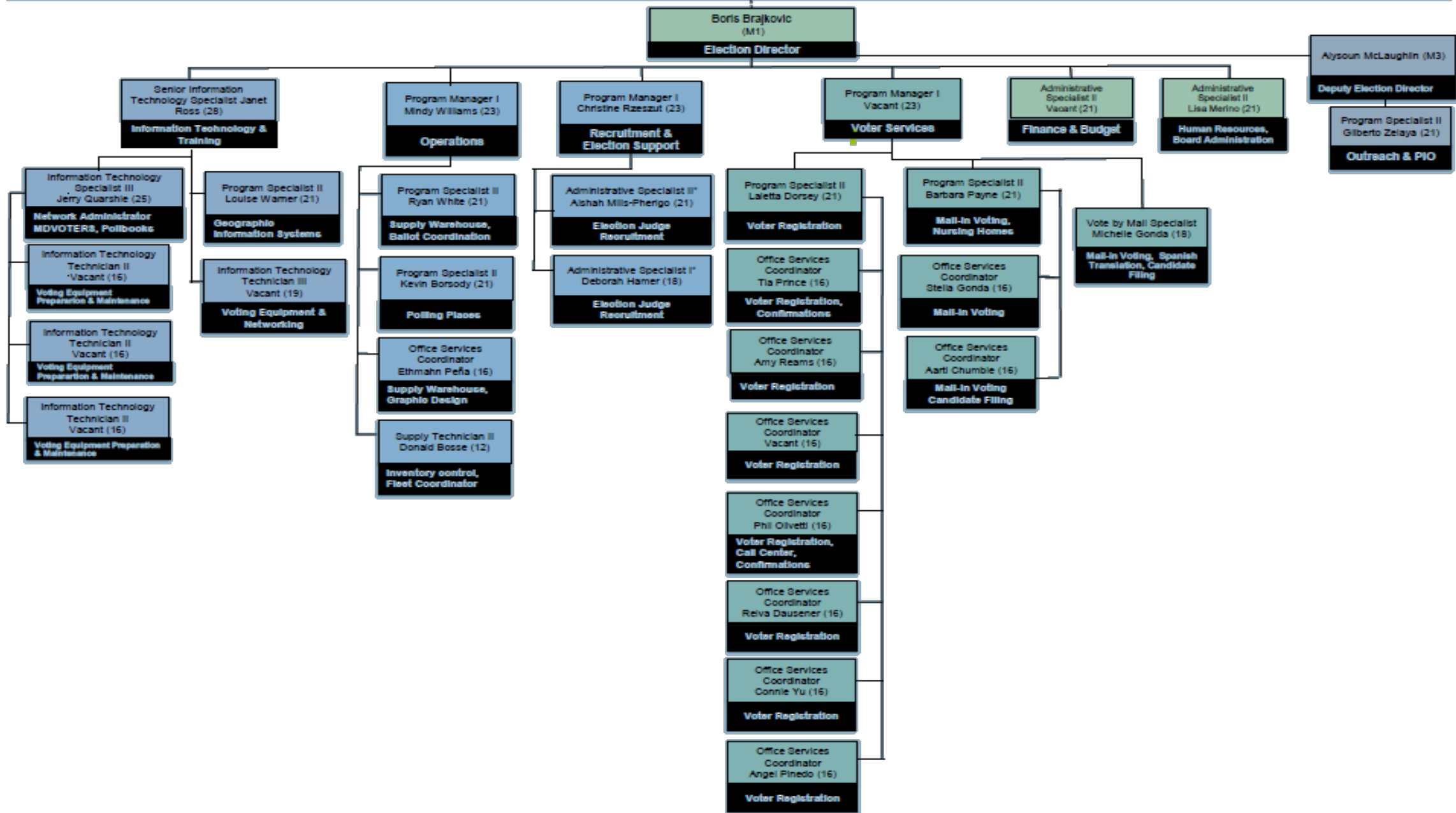
## State

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

## County

- County Charter
- Personnel Regulations, Procurement Regulations, etc.

Board of Elections for Montgomery County, Maryland  
President David Naimon (D), Vice President Daniel Koroma (D), Secretary Amoretta Hoeber (R), Board Members: Keyna Anyiam (D), Diane Nash Dillon (R), Substitute Members: Margie Delao (D), Alexander Vincent (R)





# Montgomery County Board of Elections

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## 2022 Election Cycle - Overview

Separate Presentation Will Be Provided

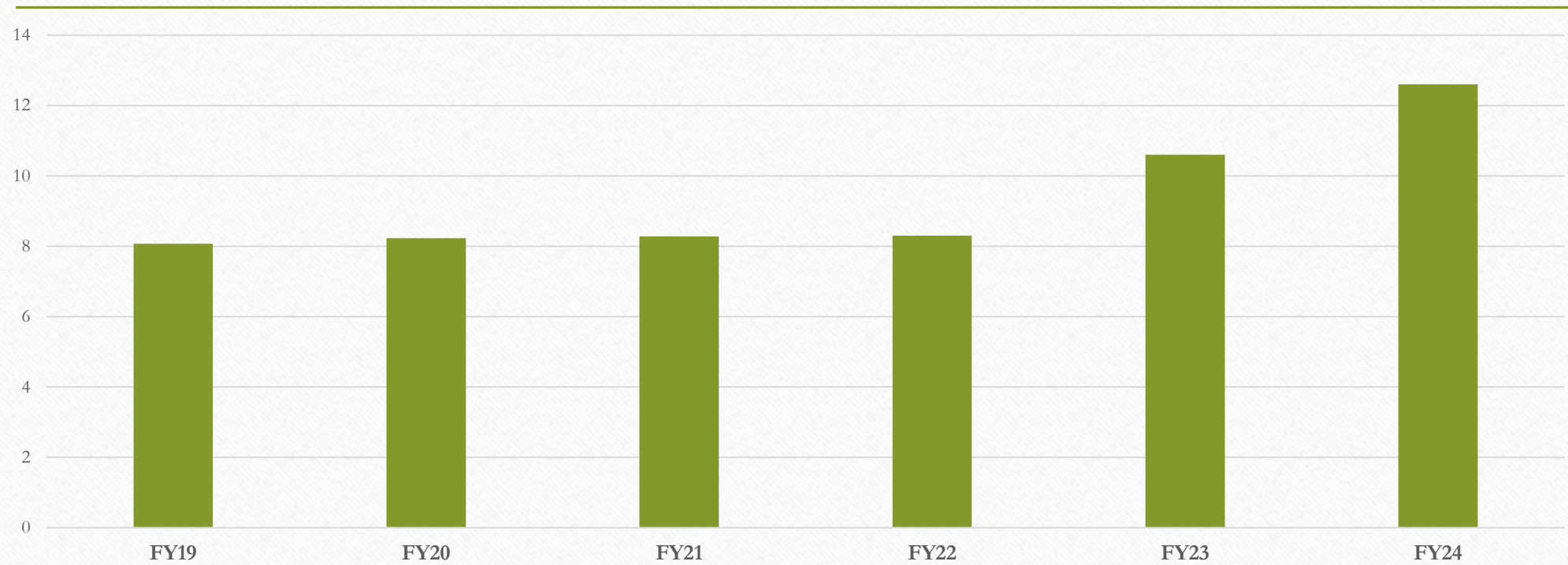
# Budget Process

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- Staff prepares draft budget with proposed changes
- Budget Committee reviews proposal
- Board reviews proposal
- Director and Finance staff meet County Executive and OMB
- Staff and Board meet County Executive
- Staff and Board meet GO Council Committee
- Staff and Board meet County Council
- Staff prepares answers to all OMB, GO Committee and Council queries



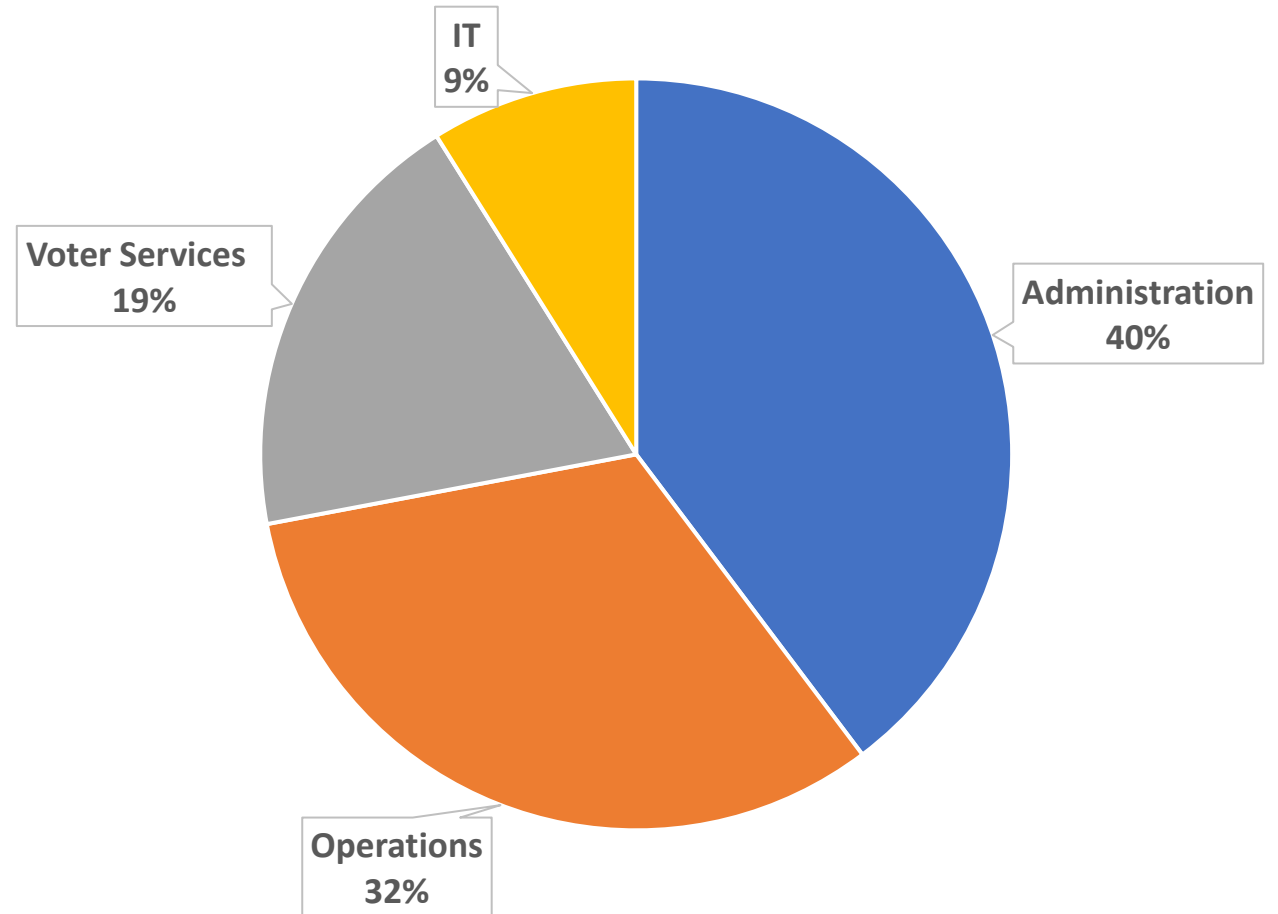
# Annual Budget Appropriation



# Budget Allocation

Breakdown per functional sections

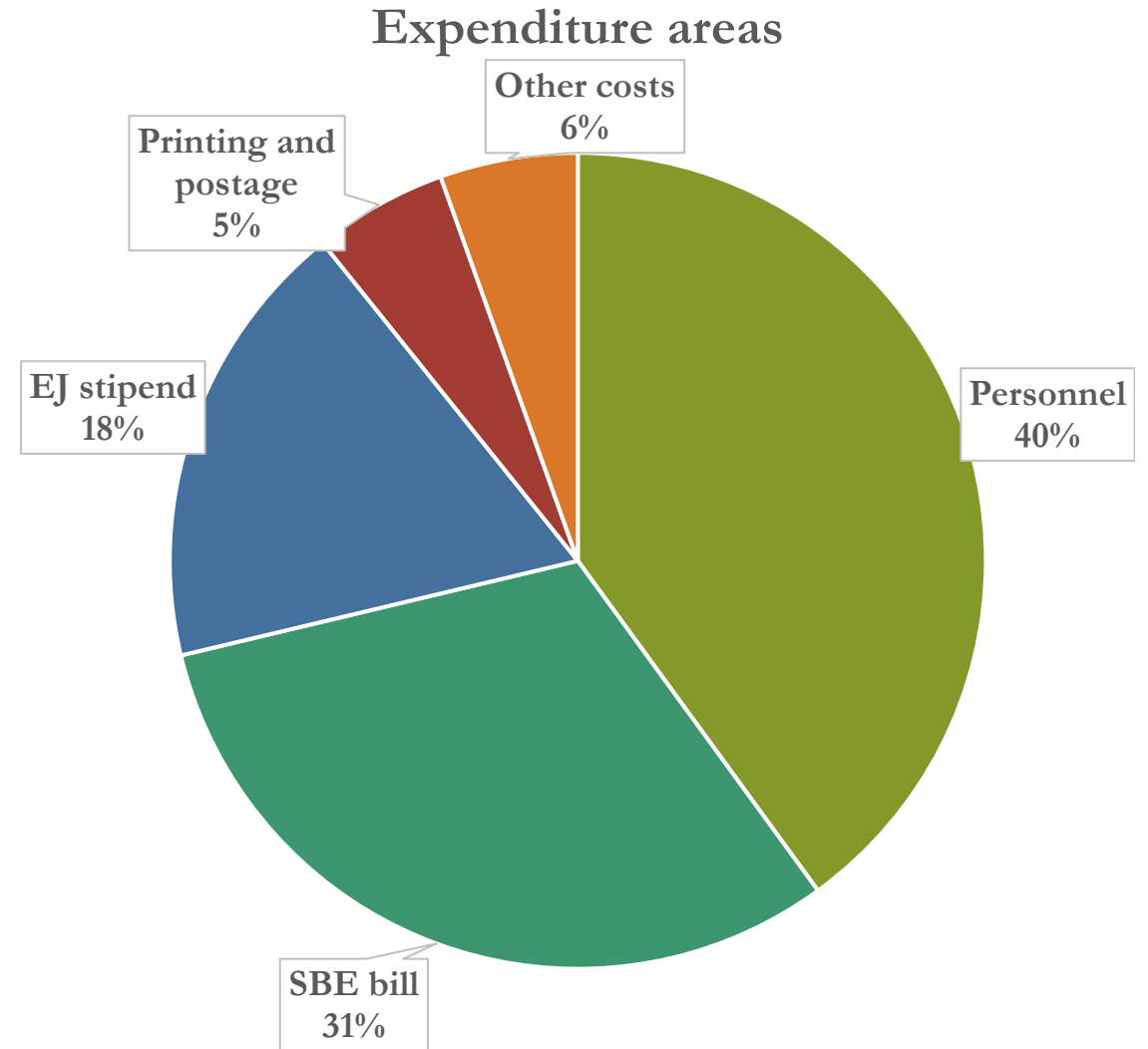
Functional Budget Allocation



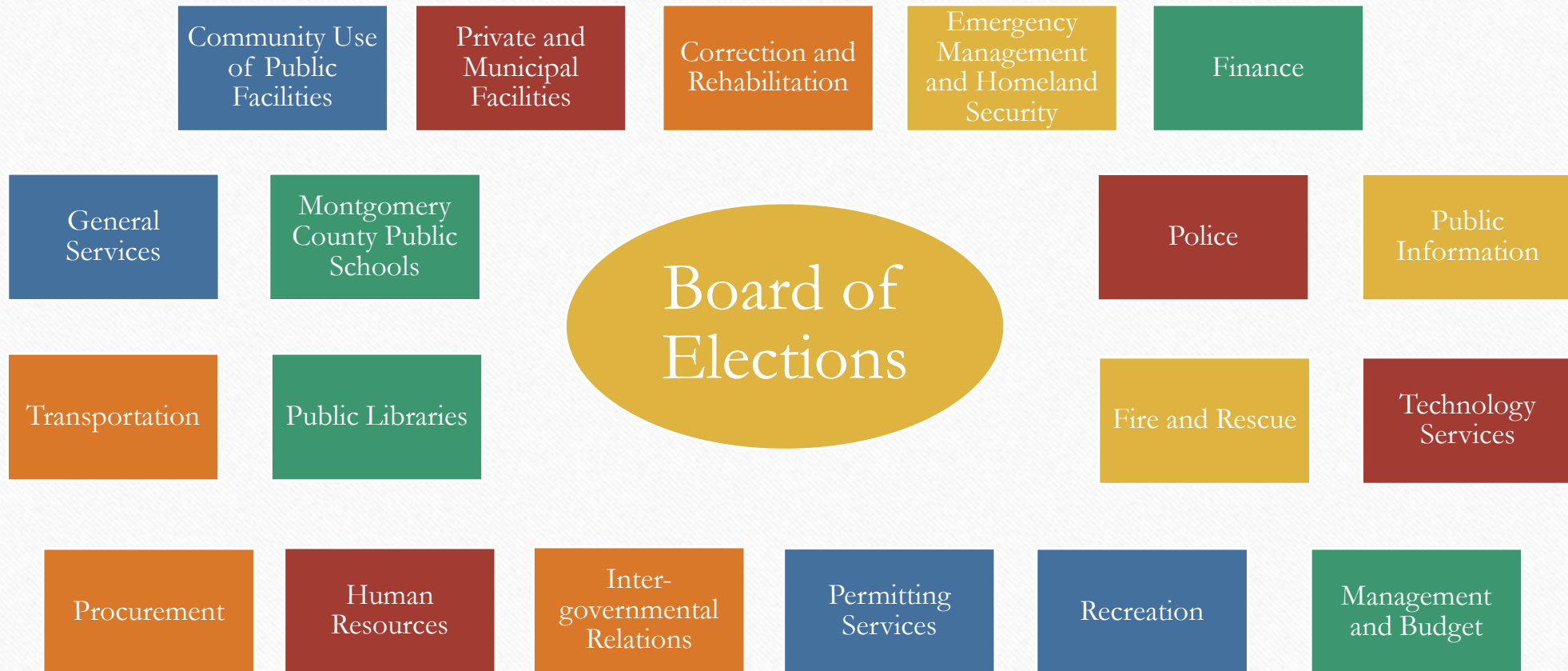


# Budget Allocation

Breakdown per functional expenditures



# Montgomery County Government Support





# Measuring performance

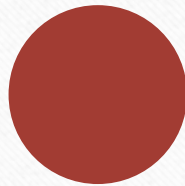
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**CONTINUED HIGH  
VOTER  
SATISFACTION**



**AUDIT REPORTS**



**POLLING PLACES  
EVALUATION BY A  
THIRD PARTY**



**OPENING OF  
EARLY VOTING  
CENTERS AND  
POLLING PLACES  
ON TIME**



**WAIT TIMES**



**RESULTS  
REPORTING**

# Initiatives and Productivity Improvements

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- Continue to expand opportunities for voters to request and cast their ballot, including permanent vote by mail, early voting, and ballot drop boxes.
- Increase temporary staffing levels during the peak election season to ensure quality customer services and improve resilience and scalability of election operations.



# Initiatives and Productivity Improvements

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- Reconfigure facility to accommodate expanded mail-in voting along with traditional in-person voting.
- Expand use of Short Message System (SMS) texting application to allow voters to register to vote, find nearest early voting center or drop box, or sign up to be an Election Judge.

# Initiatives and Productivity Improvements

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- Continue to invest in ballot sorting and imaging technology to improve efficiency.
- Upgrade legacy technology to modernize communication with Election Judges and make it easier for voters to sign up to serve.
- Stream live video of election procedures to bolster public confidence.



# A CYCLE

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- Pre election preparation
- Election
- Post election review
- Ongoing components (Voter Registration, MIB, IT, Operations, Recruitment, Outreach, Audits)
- Restart the cycle

# Pre-Election Cycle Preparation

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- Budget
- Early Voting sites selection
- Polling places selection
- Drop Boxes locations selection
- Equipment allocation and ballot order
- Election Judges recruitment, training and assignment
- Recruitment, onboarding, and training of temporary team members



# ELECTION

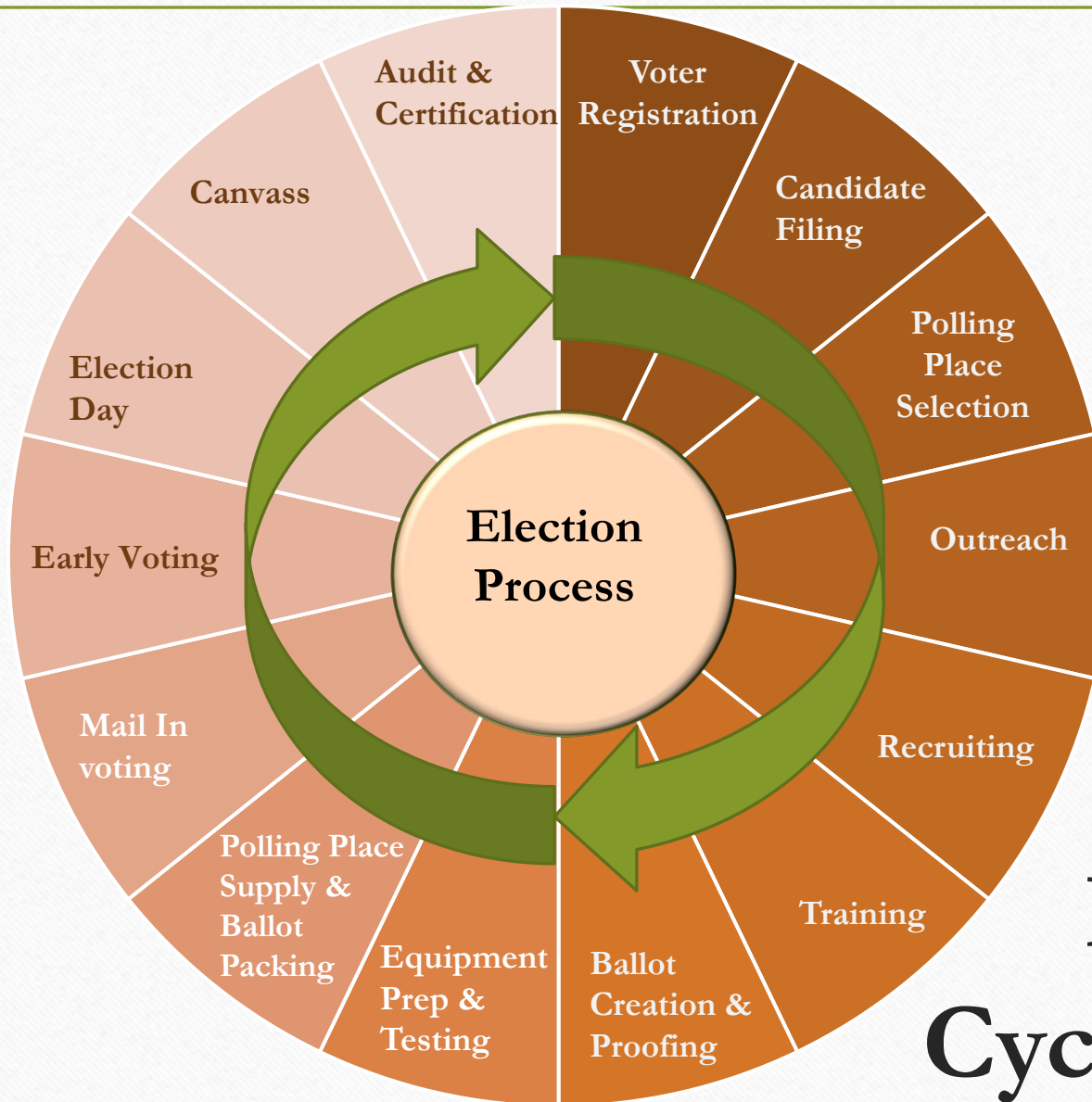
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- Mail In voting
- Early canvass
- Early Voting
- Election Day voting
- Provisional Ballots processing
- Canvass
- Election Results Certification

# POST ELECTION

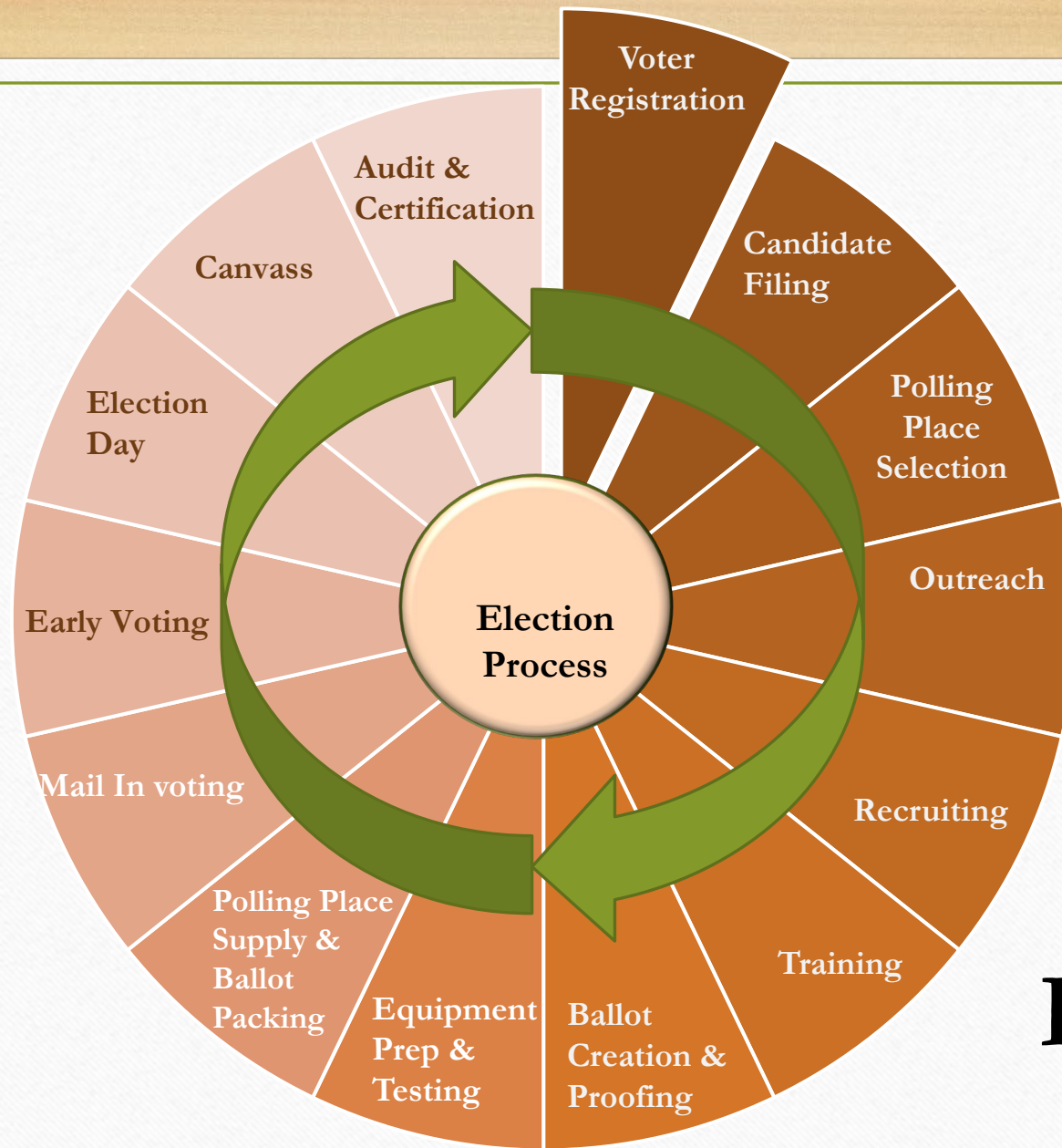
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- Audits:
  - Comprehensive audit
  - Ballot images audit
  - Manual audit
- Post-election analysis
- Lessons learned
- Archiving



# Election Cycle Overview





# Voter Registration

# **Voter Registration Activities**

Registering voters

List maintenance

Registrar training

Processing Provisional Ballots

Petitions

Voter Data access, MPIOA  
requests, customer service

# Voter Registration - Application options

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- Online
- In-person
- Mail
- MVA & SDA
- Same Day Registration





# Voter Registration - Verification

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Maryland Driver's  
License, Learner's  
Permit or ID #

Last 4 of  
Social Security  
Number

Show ID at  
the Polling  
Place

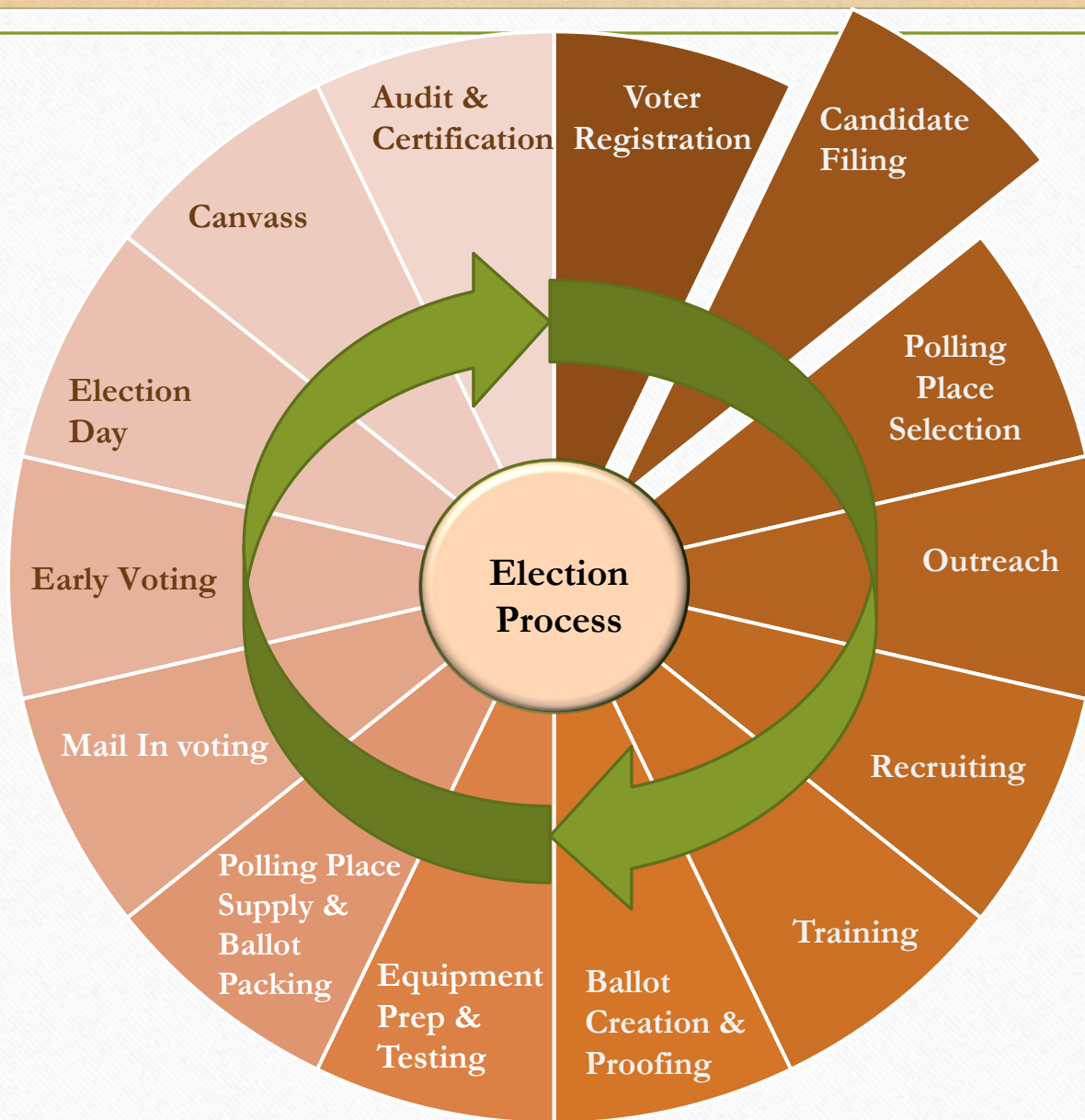
# Montgomery County Board of Elections

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## List Maintenance

Separate Presentation Will Be Provided





# 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

- February 9, 2024, filing deadline
- 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 set requirements
- State Board and County Finance Department track campaign financing and public funds



## Summary Guide

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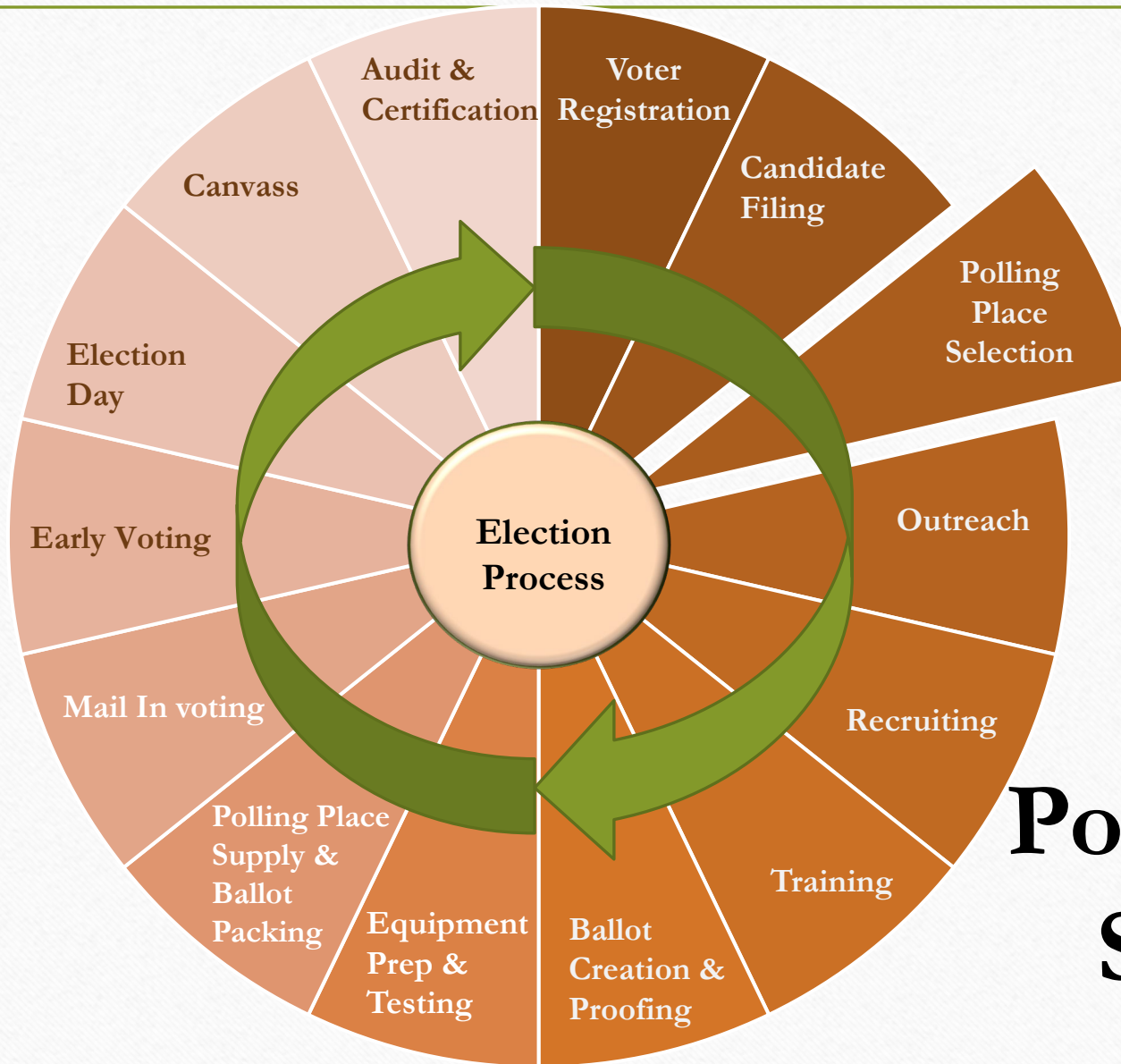
Revised: March 2017

# Offices on 2024 Ballot

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





# Polling Place Selection



# Polling Place Selection

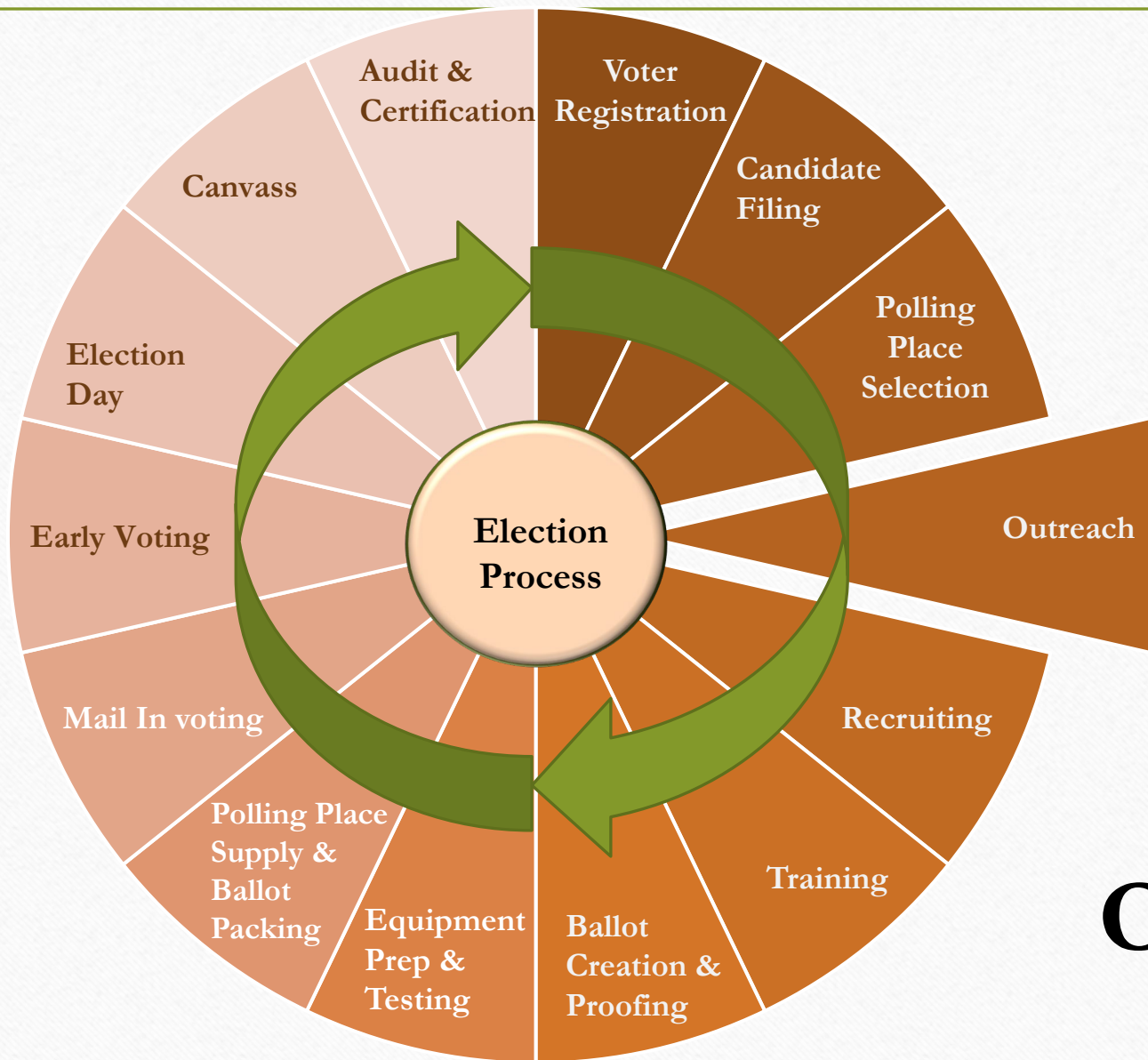
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- Determine previously used sites available for 2024 elections
- Assess and survey potential new or replacement locations
- Obtain Board approval for polling locations
- November 14 – Deadline to submit polling place plan to SBE

# Polling Place Selection

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- Complete leases and insurance for all private facilities
- Coordinate with Public Safety – all locations
- Work with county officials, school personnel, and private facilities on preparations for Election Day
- Plan for any accommodations needed under the ADA and State directives
- Legal mandate to send Voter Notification Cards to voters whose polling place location have changed



# Outreach

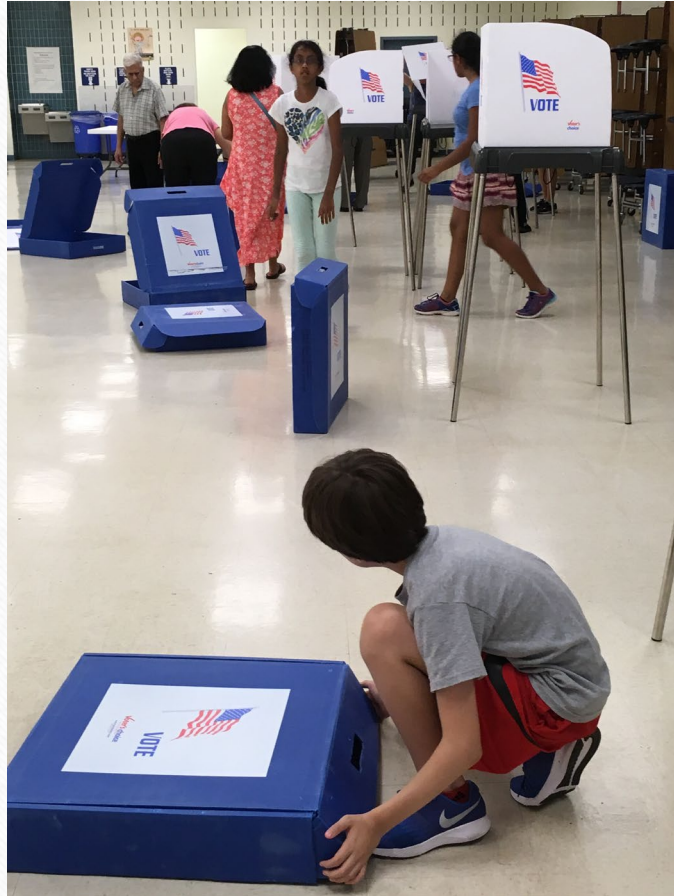


# Outreach and Engagement

- Year-round program
- 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

Since 2003, **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
- More than 44,000 students have earned more than 100,000 SSL hours (Student Service Learning)
- 35-40% of participants have bilingual skills
  - Most common: Amharic, Chinese, Farsi, French, Hindi, Korean, Spanish & Vietnamese



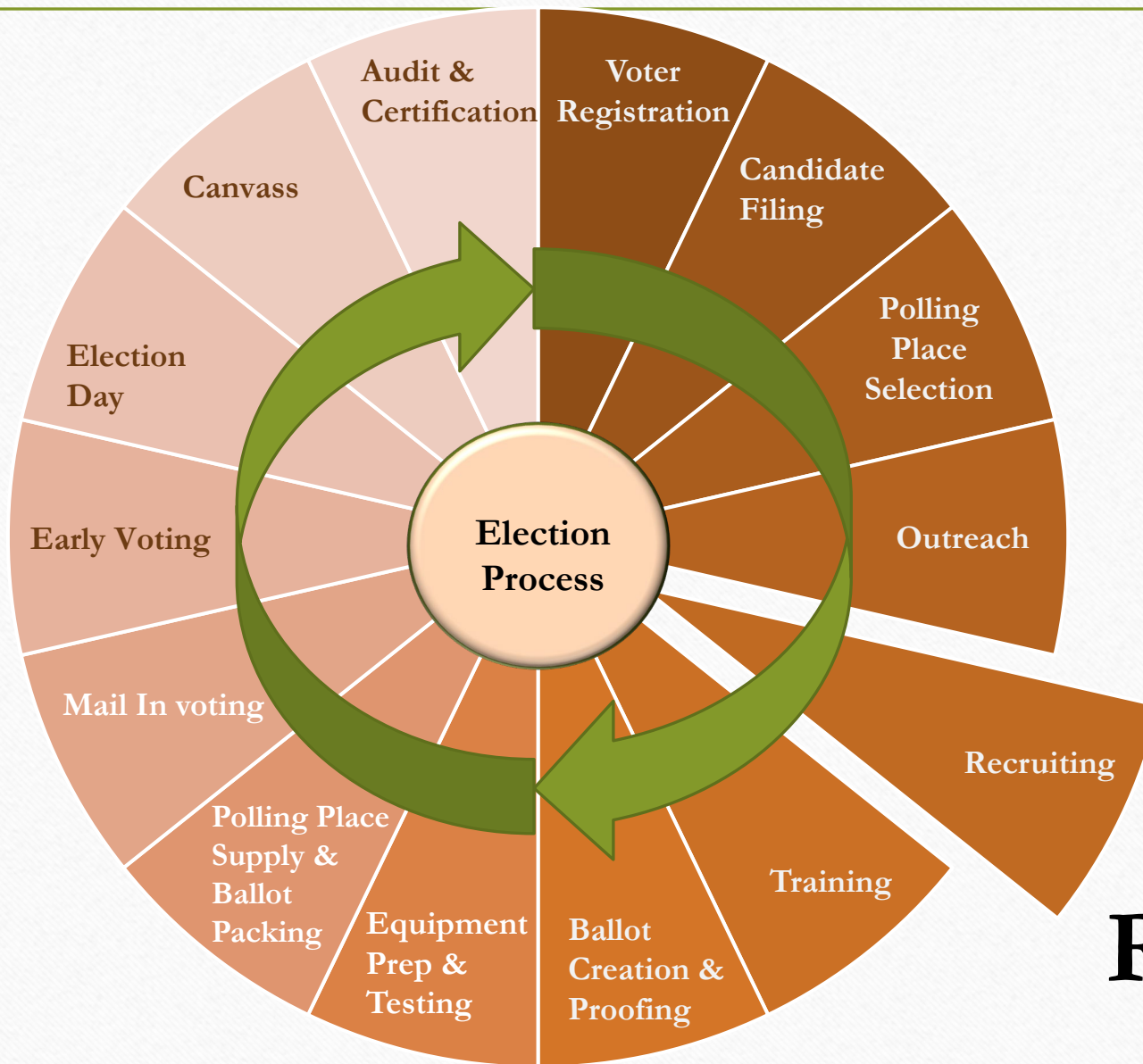
# Montgomery County Board of Elections

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## Outreach

Separate Presentation Will Be Provided





**Recruiting**

# Election Worker Program



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 Workers Activities

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Nursing Homes and Assisted Living Program

Drop Box attendants

Canvass

Early Voting

Election Day



# Election Worker Program Positions

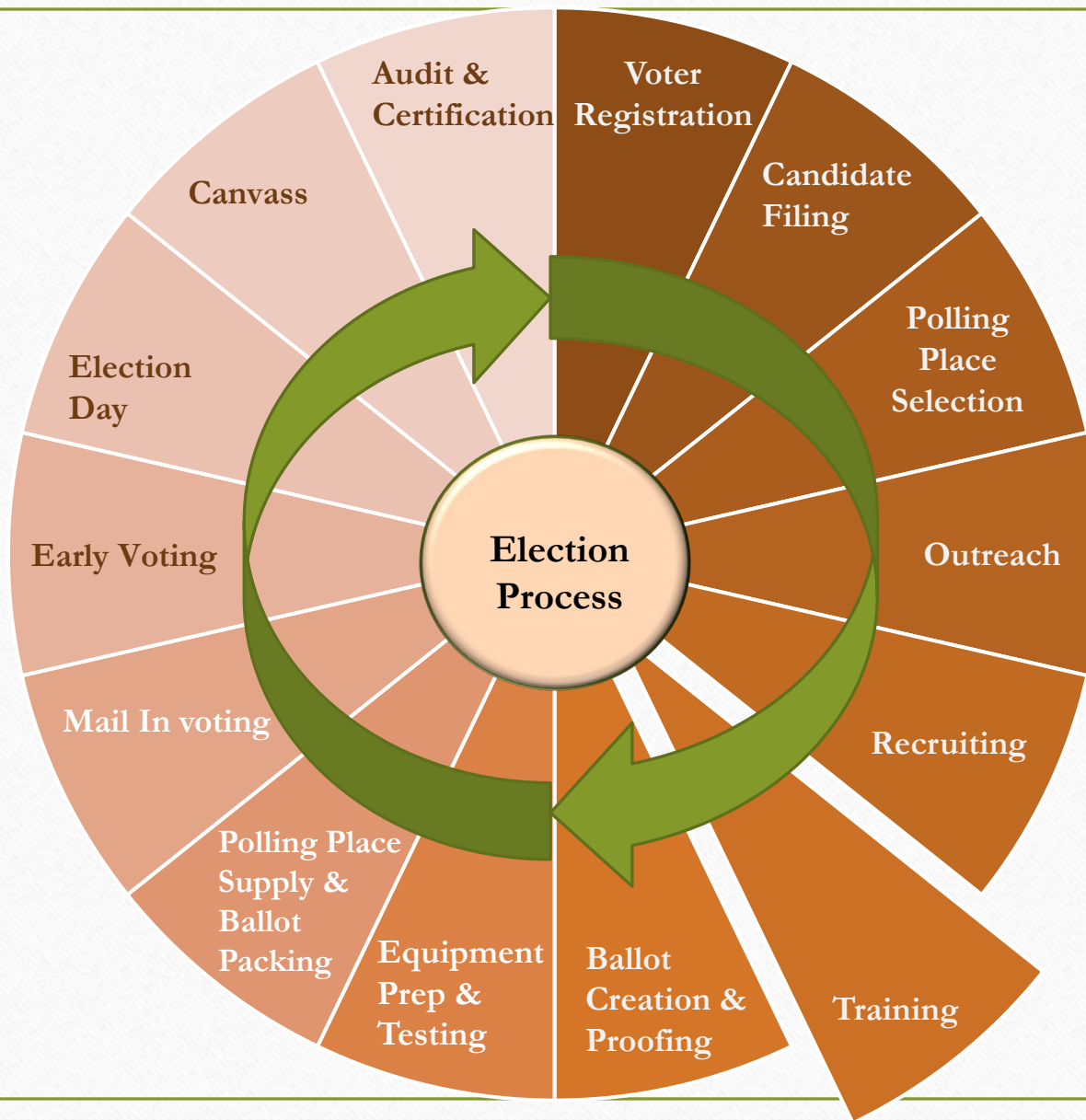
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## Full Day Positions (6 a.m.~11 p.m.)

- Chief Judges
- Voting Operations Judges (VOP)
- VOP + additional responsibility
  - Provisional/Same Day
  - Driver
- Standby Judges
- Roamers
- Canvass Workers (10 a.m.~6 p.m.)
- Nursing Homes (as per NH schedule)
- Drop Boxes (daily, during the six weeks prior to the election, per schedule)

## 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.)
- Drop Box Attendants
- Regional Site Technician (7:30 p.m.~11:30 p.m.)
- Election Night Support (7:30 p.m.~early morning)
- Canvass (10 a.m.~2 p.m. or 2 p.m.~6 p.m.)
- Nursing Homes (as per NH schedule)
- Drop Boxes (daily, during the six weeks prior to the election, per schedule)



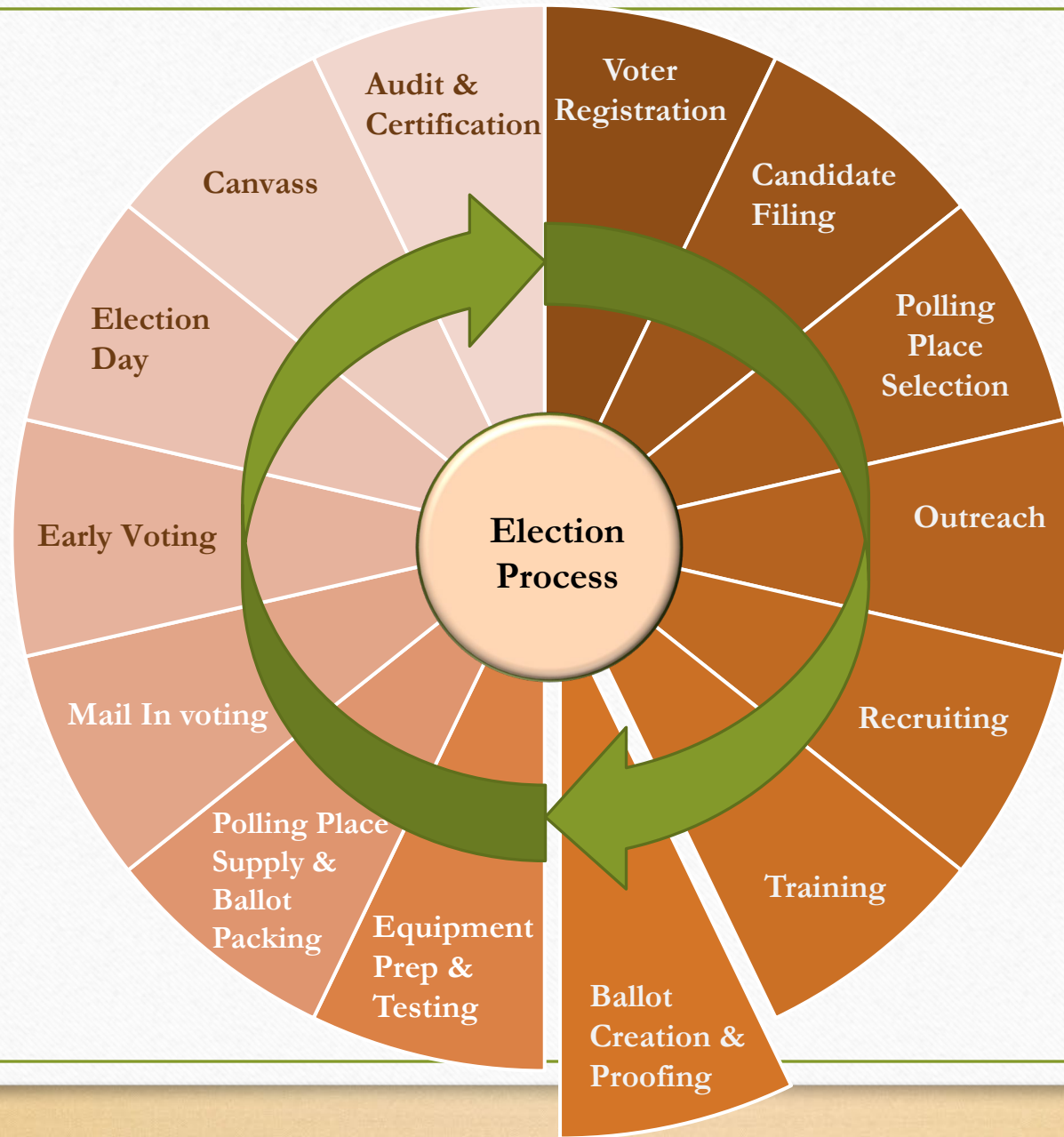
# Training

# Election Worker Program: Training

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- Required by state law for all Election Workers
- Two-part curriculum:
  - **Online** - read manual and pass online quiz
  - **In Person** - 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 five 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 | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | Official Ballot Heading is correct and left margin exists:   |
|   |                          |     |                          |    | <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"/> |     |                          |    | Instructions are correct and match the example to the right  |
| 3 | <input type="checkbox"/> |     |                          |    | Ballot style indicator is shown  |
| 4 | <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"/> |     |                          |    | 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"/> |     |                          |    | 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>   |

1 Official Ballot  
2018 Gubernatorial Primary Election  
June 26, 2018

2 State of Maryland, Dorchester County  
Republican Ballot

BS REP 1

Instructions

Making Selections

Fill in the oval to the left of the name of your choice. You must blacken the oval completely, and do not make any marks outside of the oval. You do not have to vote in every race.

Do not cross out or erase, or your vote may not count. If you make a mistake or a stray mark, you may ask for a new ballot.

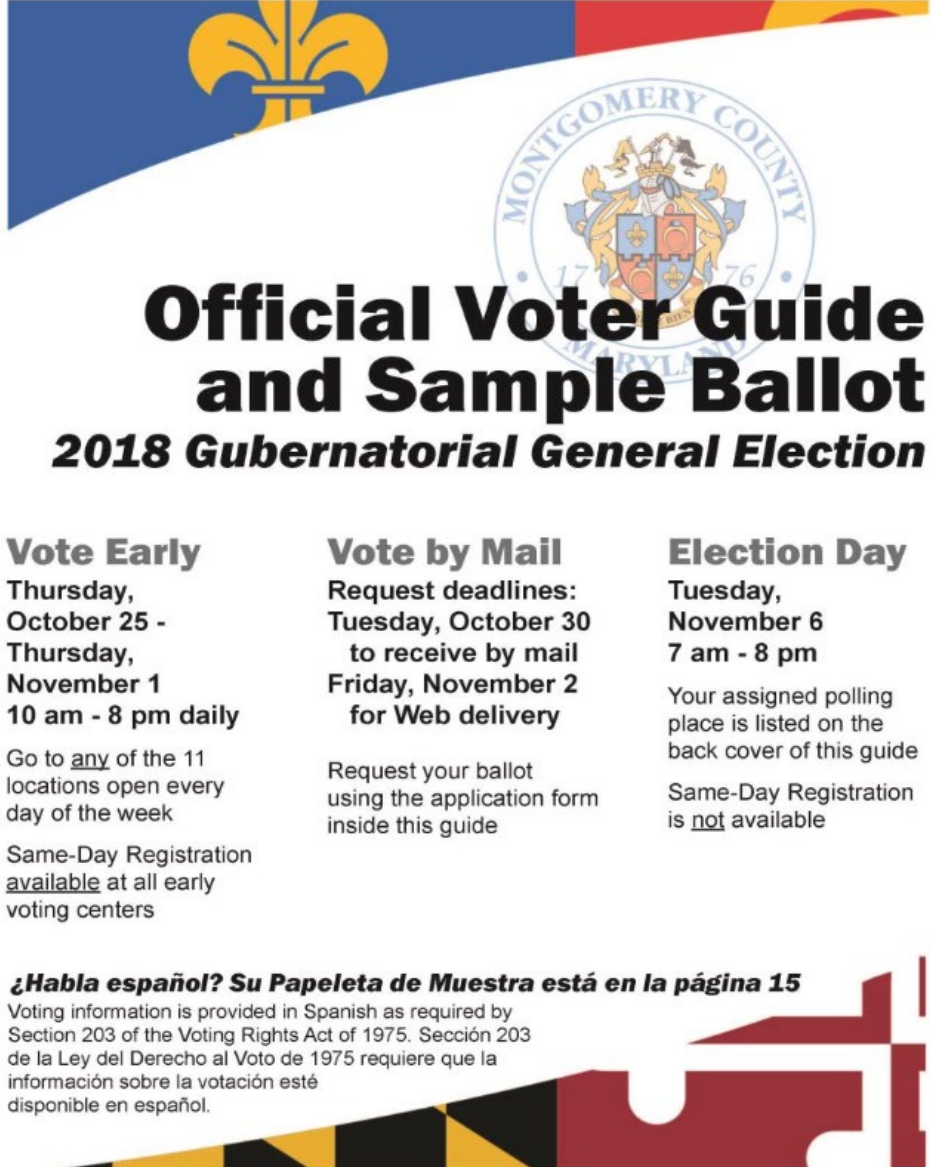
Governor / Lt. Governor Vote for 1 ○ Larry Hogan and Boyd K. Rutherford Unopposed	Representative in Congress District 1 Vote for 1 ○ Martin Elbom ○ Andy Harris ○ Lamont Taylor
Comptroller Vote for 1 ○ Anjali Reed Phukan Unopposed	State Senator District 37 Vote for 1 ○ Adelaide "Addie" Eckardt Unopposed
Attorney General Vote for 1 ○ Craig Wolf Unopposed	House of Delegates District 37B Vote for up to 2 No more than 1 per county ○ Keith Graffius (Dorchester County) ○ Johnny Mautz (Talbot County) ○ Christopher T. Adams (Wicomico County)
U.S. Senator Vote for 1 ○ Tony Campbell ○ Chris Chaffee ○ Evan M. Cronhardt ○ Nnabu Eze	

- 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
- 258 ballot styles in the last election
- Ballot proofing timeframe contingent on election calendar
- 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**

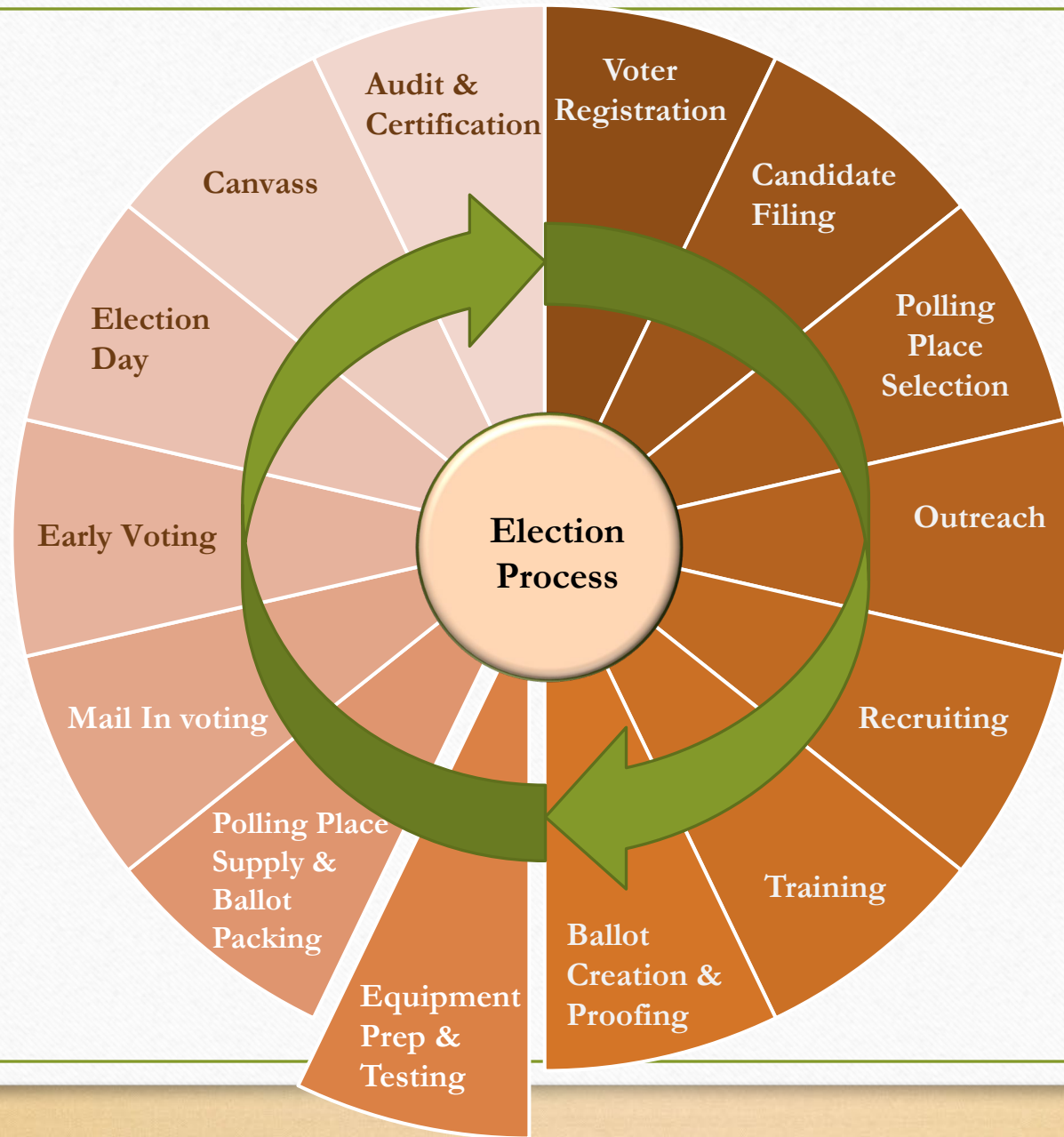
**Vote Early**  
Thursday,  
October 25 -  
Thursday,  
November 1  
10 am - 8 pm daily  
Go to any of the 11  
locations open every  
day of the week  
Same-Day Registration  
available at all early  
voting centers

**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

## Jan - May 2023

- Post Election Maintenance
- Inventory
- Decommissioning pollbooks & pollbook printers
- Inspect all voting booths

## Feb-Mar-Apr-May 2024

- Prep equipment
- Regional Collection Network (RCN) testing
- Re-test signal for all Early Voting Sites
- Set-up Early Voting Sites

- New pollbook acceptance testing
- Mock Elections
- Signal testing for all election Day and Early Voting Sites
- Allocate equipment to Early Voting and Election Day sites

## June 2023 – January 2024



# 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

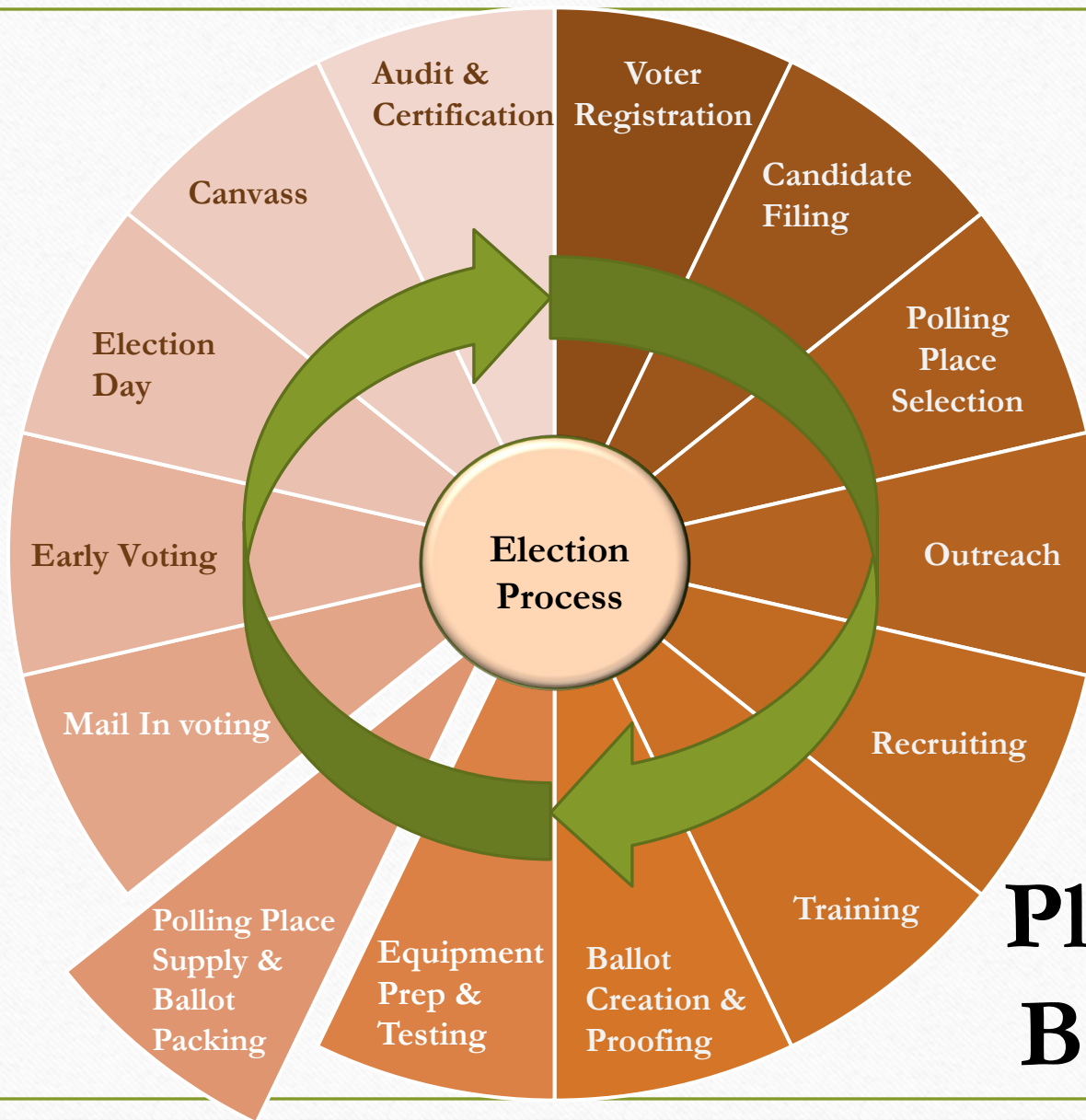
## Logic & Accuracy

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

## **New Electronic Pollbook - Solution**

- ☐ Phased Integration Testing (PIT) by SBE (in progress Mar – July)
- ☐ LBEs retro fit existing pollbook cases with new foam inserts to store new pollbooks. (TBD)
- ☐ New pollbooks shipped to LBEs (July)
- ☐ Statewide Testing by SBE (July)
- ☐ Procedures for preparing new pollbooks provided to LBEs from SBE (TBD)





**Polling  
Place Supply &  
Ballot Packing**

## Polling Place Supplies and Ballot Packing

---

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

---

Ballot order and allocation done beforehand

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Supply pick-up by Election Judges





## Polling Place Supplies and Ballot Packing

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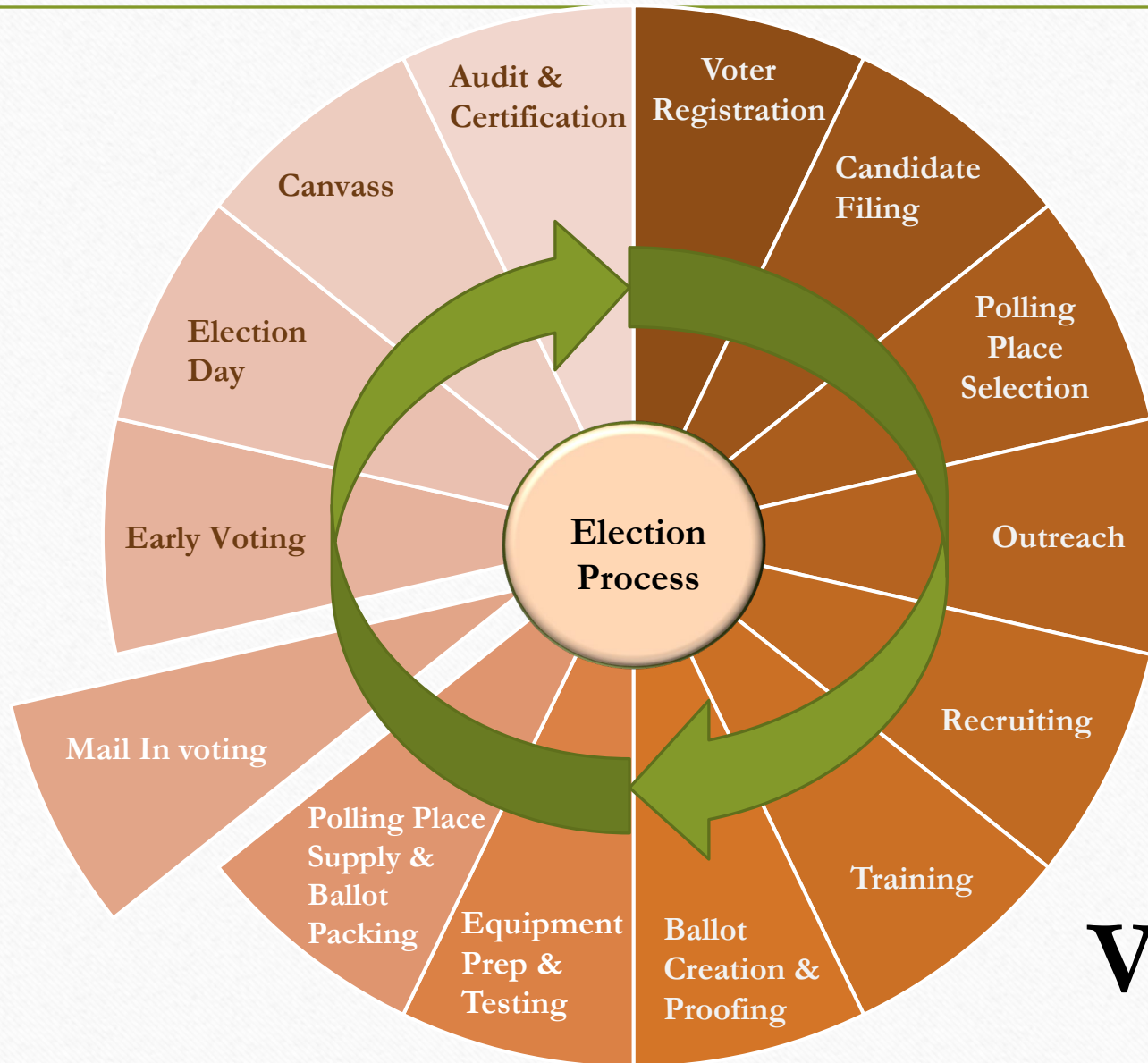
Supply bag verification

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Supply pick-up by Election Judges







# Vote by Mail

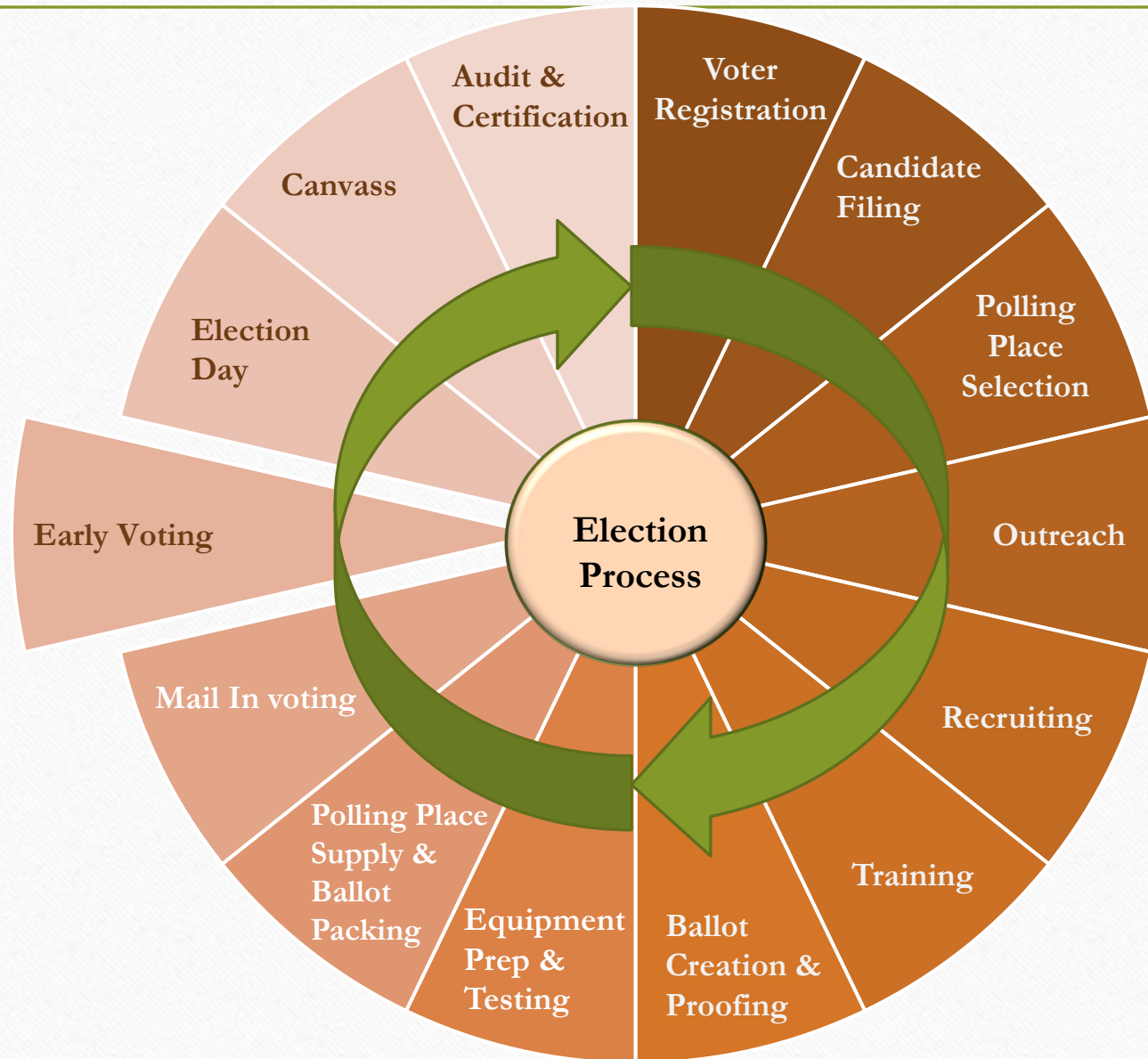
# Mail In Voting

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- Vote by Mail Application Processing
- Permanent Vote by Mail
- UOCAVA
- Nursing Home and Assisted Living Program, In-Person and by Agent Vote by Mail
- Mailing, Emailing, and Faxing Vote by Mail Ballots to voters
- Receiving and Staging Ballots for Canvass







# Early Voting



# Early Voting 2024

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## **Primary Election**

- Thursday, May 2 – Thursday, May 9
- 7:00 am – 8:00 pm daily

## **General Election**

- Thursday, October 24 – Thursday, October 31
- 7:00 am – 8:00 pm daily





# Early Voting 2024

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- 14 Early Voting Centers in 2022
- 4 alternate sites
- September 18 – SBE Notice of Number of Early Voting Centers
- October 16 - Deadline to submit forms to SBE for approval



# Early Voting Sites 2022

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- EV-1 MID-COUNTY COMMUNITY RECREATION CENTER
- EV-2 EXECUTIVE OFFICE BUILDING
- EV-3 GERMANTOWN COMMUNITY RECREATION CENTER
- EV-4 MARILYN J. PRAISNER COMMUNITY RECREATION CENTER
- EV-5 SILVER SPRING CIVIC BUILDING
- EV-6 ACTIVITY CENTER AT BOHRER PARK
- EV-7 DAMASCUS COMMUNITY RECREATION CENTER
- EV-8 JANE E. LAWTON COMMUNITY RECREATION CENTER
- EV-9 WHEATON LIBRARY & COMMUNITY RECREATION CENTER





# Early Voting 2022

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- EV-10 POTOMAC COMMUNITY RECREATION CENTER
- EV-11 SANDY SPRING VOLUNTEER FIRE DEPT, THE BALLROOM,
- EV-12 WHITE OAK COMMUNITY RECREATION CENTER
- EV-13 NANCY H. DACEK N. POTOMAC COMMUNITY RECREATION CENTER
- EV-14 BAUER DRIVE COMMUNITY RECREATION CENTER

## Alternate Sites:

- EVA - 1 East County Community Recreation Center
- EVA - 2 Upper County Community Recreation Center
- EVA - 3 Longwood Community Recreation Center
- EVA - 4 Long Branch Community Recreation Center

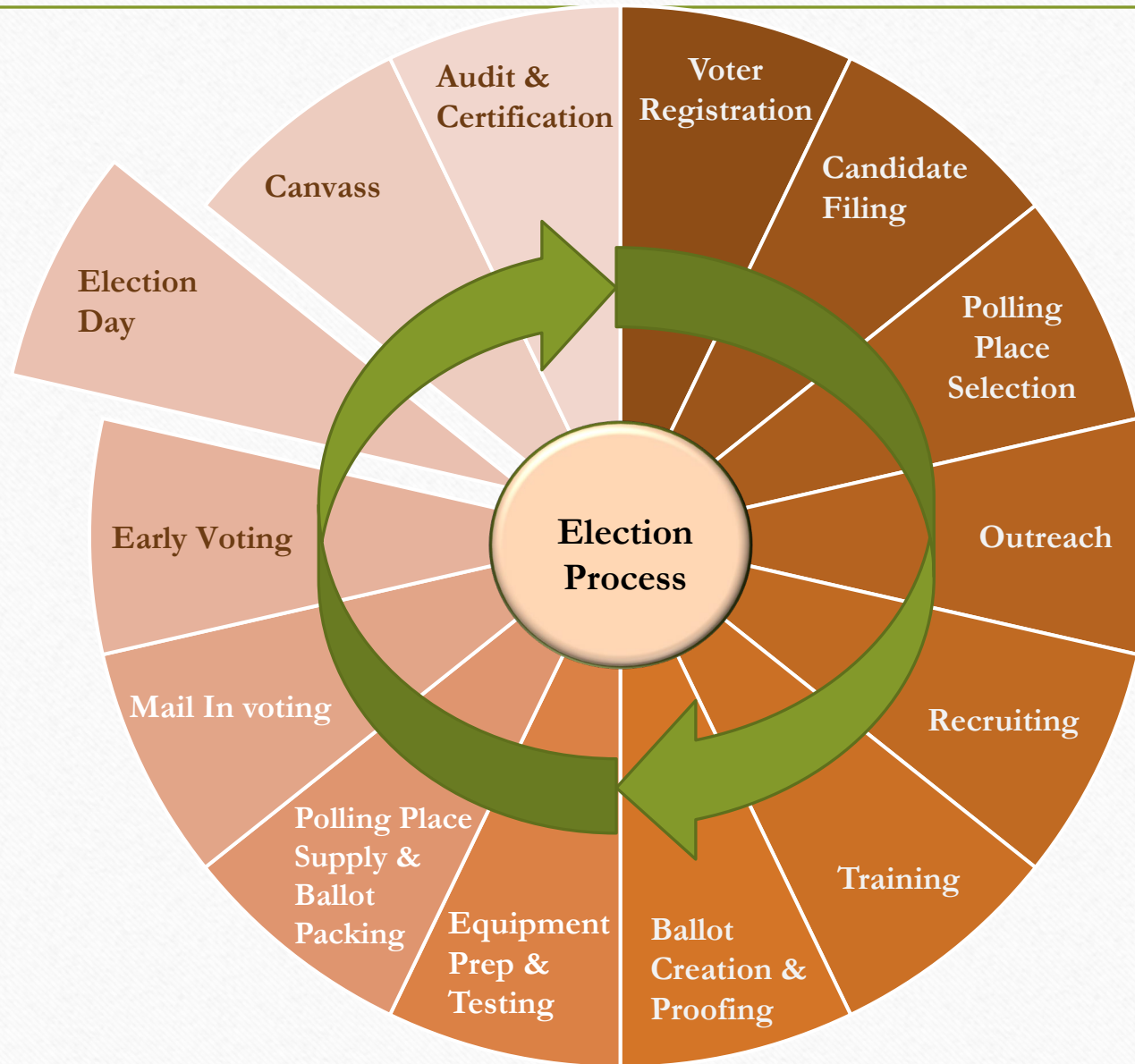


# Early Voting 2024

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





# Election Day



# Election Day

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- 231 polling places in 2022 General Election
- 236 polling places in 2018 General election
- COMAR changes presented to SBE at June meeting re HB 410
- November 14 - Deadline to submit to SBE a polling place plan

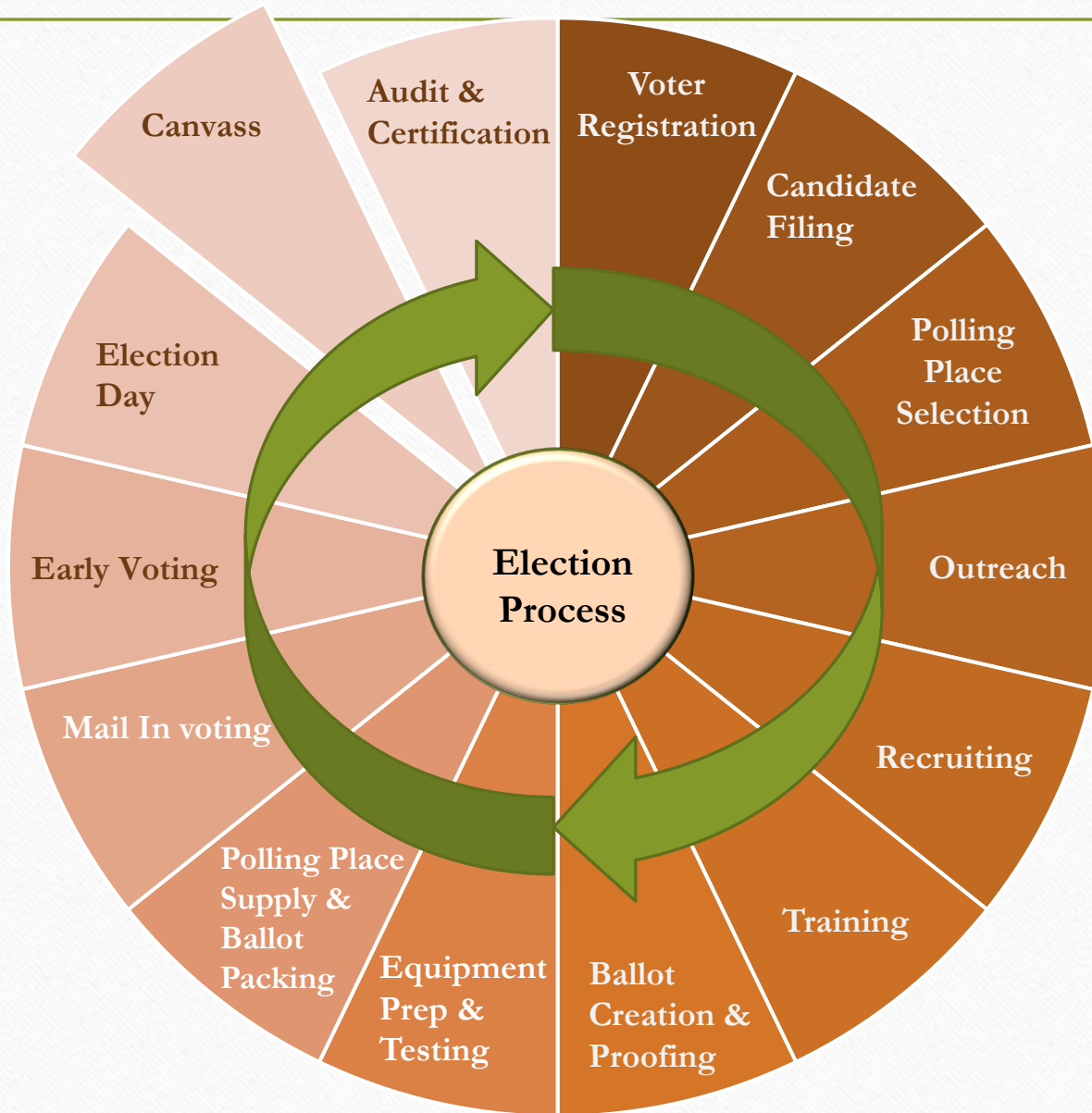




# Election Day

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- Voting hours from 7:00 am to 8:00 pm
- Polling Place Support Program (League of Women Voters)
- Help Desk – Monitors issues arising at the polling places
- Public Lines (240-777-8500/8550) and Walk-ins – Answer voters' questions
- Regional Collection Network (RCN) – Uploads results at 6 locations
- Election Night Returns – Return of voted ballots, supplies and equipment



**Canvass**



# Vote by Mail and Provisional Canvass

- Board Members are sworn-in as the Board of Canvassers prior to Election Day
- Board of Canvassers has 7 members
- Early Canvass starts 8 days before Early Voting – April 22 for 2024 Primary
- Canvass off site – Montgomery College Germantown Campus
- Canvass 1, Canvass 2 and Provisional Canvass
- Each Canvass reconvenes until all ballots for that Canvass are processed

April						
Su	Mo	Tu	We	Th	Fr	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				

May						
Su	Mo	Tu	We	Th	Fr	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	

October						
Su	Mo	Tu	We	Th	Fr	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	Mo	Tu	We	Th	Fr	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 10am - 6pm

# Canvassing Vote by Mail Ballots

- Vote by Mail 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 mail in ballot envelopes are opened, the ballot removed, and 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  
Jesse Lee Canvass 1 Team Worksheet-Web

Table # 4 Totals:   
Batch # 14 Count: 25

Starting count  
of all envelopes in the batch, verify that the  
A equals the batch count

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

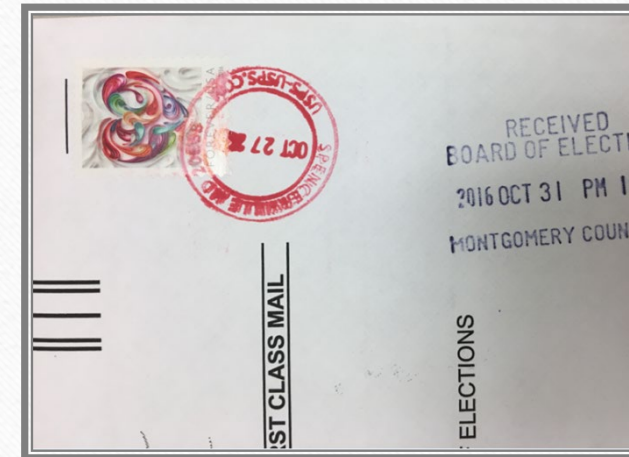
# of ballots to be scanned:  
A+B+C+D+E+F+G+H+I+J+K+L+M+N+O+P+Q+R+S+T+U+V+W+X+Y+Z

Referred Envelope/Ballots Log

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
1	Jane Doe	#75001234																						
2																								
3																								
4																								
5																								

Referral Reason: No Signature

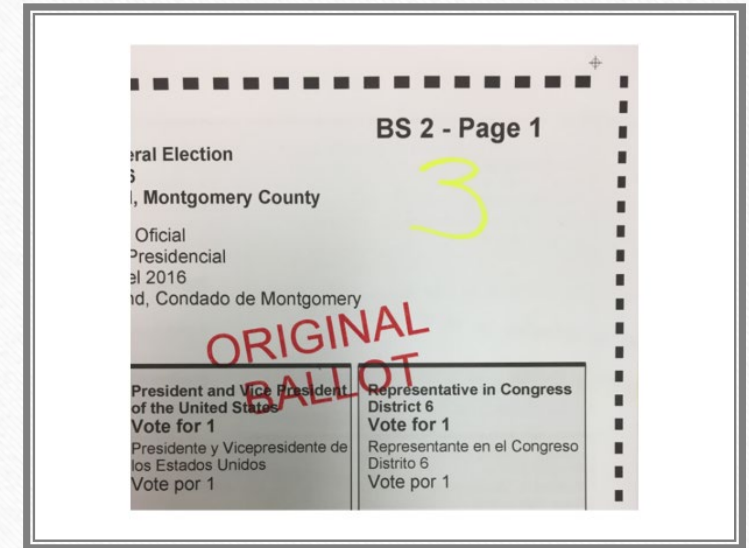
Batch # 14  
BS 3  
MAIL





# Canvassing Vote by Mail Ballots

- Ballots that cannot be read by the ballot scanner and web delivery ballots are duplicated by the teams.
- Any ballot (not timely received, multiple ballots in envelope, voter intent questions) is referred to the Board of Canvassers for determination
- Any ballot envelope with no signature is sent to be cured by 10AM on 10<sup>th</sup> day after election.
- Timely ballots that are in compliance are transferred to ballot scanning room to be tabulated.



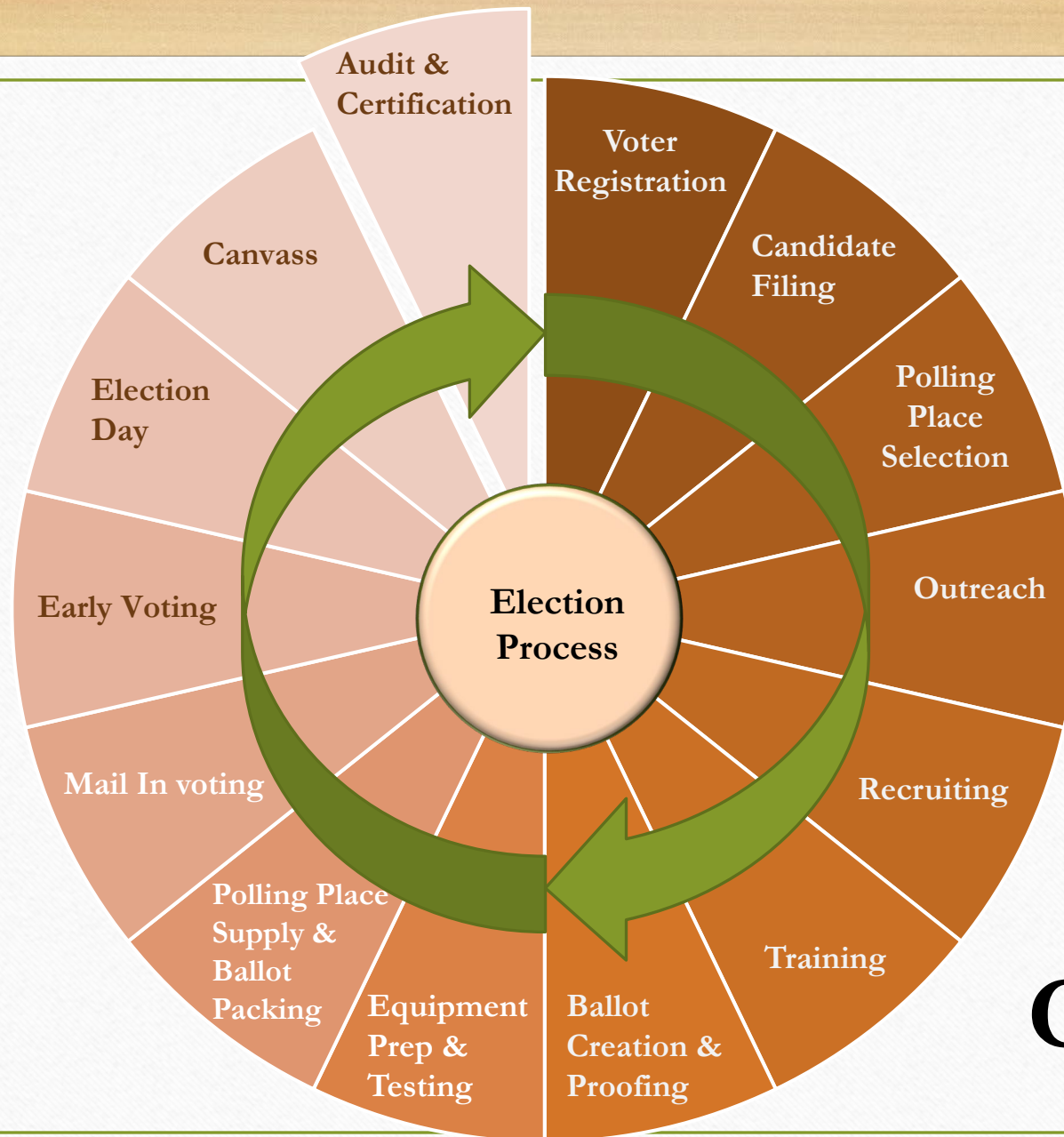


## Tabulating Mail-In & Provisional Ballots

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- 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

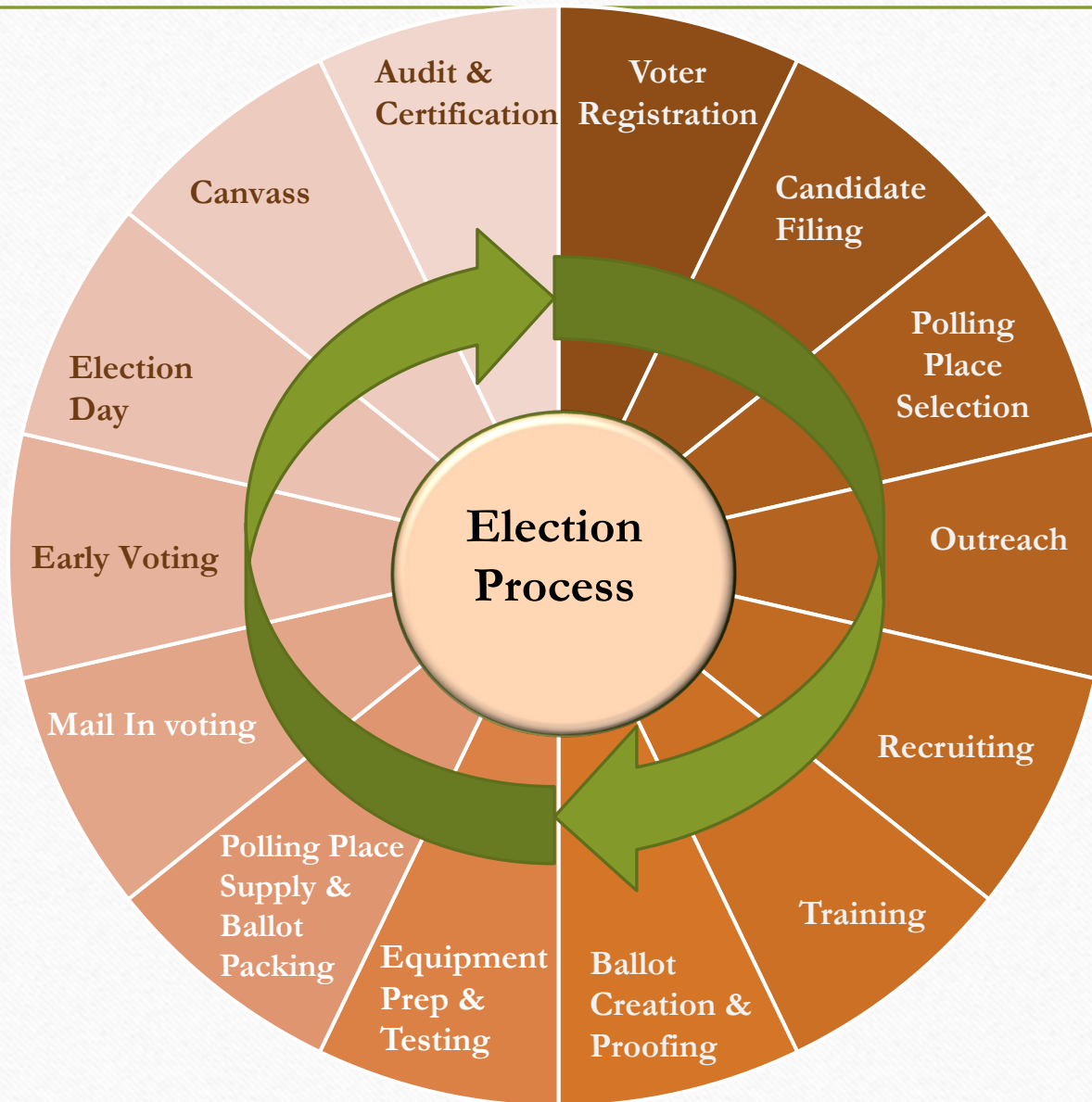


# Pre-Certification Audit

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- Post-election audit before we certify the election
- 100% verification of Election Night results
- Comprehensive Audit
- Third party independent tabulation of results from ballot images
- Read Chief Judge logs, roamer reports, voter complaints, Help Desk tickets





# Section Reference

