Montgomery County Board of Elections

Overview
Mission Statement

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

<table>
<thead>
<tr>
<th>Federal</th>
<th>State</th>
<th>County</th>
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</thead>
</table>
| • 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) | • Constitution of Maryland  
  • Election Law Article and other state laws  
  • Code of Maryland Regulations  
  • State Board of Elections Guidelines and Requirements | • County Charter  
  • Personnel Regulations, Procurement Regulations, etc.  
  • Performance Measures  
  • County funding |
Montgomery County Government Support

- Community Use of Public Facilities
- Private and Municipal Facilities
- Correction and Rehabilitation
- Emergency Management and Homeland Security
- Finance
- General Services
- Montgomery County Public Schools
- Inter-governmental Relations
- Permitting Services
- Recreation
- Management and Budget
- Procurement
- Human Resources
- Police
- Fire and Rescue
- Public Information
- Technology Services
- Transportation
- Public Libraries
- Board of Elections
2020 Goals

- Results posted online by 11pm
- Election Day wait times of 30 minutes or less
- Continued High Voter Satisfaction
Pre-Election Cycle Prep

• Post-Election Analysis
• Lessons Learned
• Allocation
• Budget
Board of Elections Budget

% of Budget

- Professional Services Including EJ: 17%
- State Billed Charges: 21%
- Personnel Cost: 51%
- Printing & Postage: 7%
- Other Operating: 4%
Election Process

- Voter Registration
- Candidate Filing
- Polling Place Selection
- Outreach
- Recruiting
- Training
- Ballot Creation & Proofing
- Equipment Prep & Testing
- Polling Place Supply & Ballot Packing
- Absentee Voting
- Early Voting
- Election Day
- Canvass
- Audit & Certification

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

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

- 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
Offices to Appear on 2020 Ballot

- 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

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>Early Voting site assessments</td>
</tr>
<tr>
<td>July 15</td>
<td>Staff will present site options to the Board</td>
</tr>
<tr>
<td>Oct. 28</td>
<td>Deadline to submit proposed sites to the State Board</td>
</tr>
<tr>
<td>Nov. 28</td>
<td>Designation of Early Voting Centers by State Board</td>
</tr>
</tbody>
</table>
Polling Place Selection

Election Day

- 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

• 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 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
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

### 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)
Election Worker Program: Training

- 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 Proofing

- 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
IT Timeline

**June-July-August 2019**
- Inventory
- Inspect all voting booths
- Removal of side rails from black carts
- EV Site signal testing

**Sept-Oct-Nov-Dec 2019**
- New equipment acceptance testing
- Software upgrade (DS200, DS850)
- Battery charging (DS200s, pollbooks)

**Jan-Feb-Mar-Apr 2020**
- Prep equipment
- Regional Collection Network (RCN) testing
Equipment Preparation – Voting System

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

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 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
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Absentee Voting
No-Excuse Absentee Voting

- 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 Canvas
Count Ballots
Separate:

Web Delivery
- Congressional District 3
- Congressional District 6
- Congressional District 8

Mail Delivery
- Congressional District 3
- Congressional District 6
- Congressional District 8

Batch into groups of 50

Scan barcode of each ballot in batch into MDVOTERS

Record batch # on log and print MDVOTERS BP-36 Batch Report

Wrap BP-36 report around ballots in the batch and secure with rubber band

Web Delivery District 3
Canvass 1 tray (Now -11/3) or Canvass 2 tray 11/4-11/18

Web Delivery District 6
Canvass 1 tray (Now -11/3) or Canvass 2 tray 11/4-11/18

Web Delivery District 8
Canvass 1 tray (Now -11/3) or Canvass 2 tray 11/4-11/18

Mail Delivery District 3
Canvass 1 tray (Now -11/3) or Canvass 2 tray 11/4-11/18

Mail Delivery District 6
Canvass 1 tray (Now -11/3) or Canvass 2 tray 11/4-11/18

Mail Delivery District 8
Canvass 1 tray (Now -11/3) or Canvass 2 tray 11/4-11/18
Early Voting
Early Voting 2020

**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

- 11 Early Voting Centers (Optional 12th site)
- Wait times available on BOE website (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

- Damascus
- Germantown
- Bohrer Park
- Executive Office Building
- Potomac
- Lawton
- Praisner
- Sandy Spring
- Mid-County
- St. Catherine’s
- Silver Spring
Election Process

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Election Day
Election Day

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

• 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
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 1st Thursday following Election day at 10 a.m.
- Provisional Canvass convenes on the 2nd Wednesday following Election Day at 10 a.m.
- Absentee Canvass 2 convenes on the 2nd Friday following Election Day at 10 a.m.
- Each Canvass reconvenes until all ballots for that Canvass are processed

* Canvass Hours 9:30 am – 7:30 pm
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.
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
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

List Maintenance
Section Reference