

**MEMORANDUM**

March 10, 2015

**TO:** Montgomery County Board of Elections

**FROM:** Marjorie M. Roher, Management & Budget Specialist *Marjorie*

**SUBJECT:** FY15 Operating Budget

Attached for your review is the FY15 Operating Budget Spreadsheet with year to date expenditures through February 28, 2015. We are tracking as expected for this point in the fiscal year and, with the exception of SBE billings, most of our large expenses are behind us. I will highlight a couple of items that are normally discussed:

- Temporary Personnel – With all but a few temporary employees now placed in inactive status, I believe we should be very close to finishing the year at the budgeted level. Should there be a need to reactivate IT temporaries to assist with the implementation of the new voting system (NVS) we would fall into a slight deficit. (Lines 50012/50020 and 60168)
- Overtime – We are showing a slight deficit in overtime; I anticipate minimal additional overtime through the rest of the fiscal year – again dependent on the NVS implementation schedule. We did receive a credit for \$2,715.31 from the Department of General Services (DGS). This credit is due to the fact that several DGS employees charged overtime to our cost center accidentally. As soon as the error was discovered, DGS responded quickly to credit our account. (Line 50324)
- SBE Charges – We have received invoices for the first two quarters of the fiscal and anticipate the next invoice to arrive in early April. There appears sufficient funding for FY15 charges for the Touchscreen Voting System. We have not received the invoice for the NVS which is expected to be around \$575,000. When that invoice is received we will review fiscal year projections and seek a supplemental appropriation if necessary.

If you have any questions, please feel free to send me an e-mail and I will respond when I return.

**FY15 OPERATING BUDGET SPREADSHEET**  
**Through February 28, 2015 (As of March 3, 2015)**

LINE ITEM	FY15 APPROVED	FY15 YEAR TO DATE*
<b>PERSONNEL COSTS</b>	<b>3,694,533</b>	<b>2,563,640</b>
<b>5A001 - Salaries &amp; Wages</b>	<b>3,013,667</b>	<b>2,124,249</b>
50010 - Full Time Salaries	1,919,065	1,112,287
50012/50020 - Part Time Salaries/Seasonal Temps	648,960	657,262
60168 - Temporary Office Clerical (moved from OP for clarity)	201,329	75,628
<b>SUBTOTAL FOR TEMPORARY PERSONNEL</b>	<b>850,289</b>	<b>732,891</b>
50324 - Overtime (includes emergency, multi-lingual & holiday)	244,313	270,071
<b>5A002 - FICA</b>	<b>209,979</b>	<b>169,739</b>
<b>5A003 - Group Insurance</b>	<b>286,432</b>	<b>169,689</b>
<b>5A004 - Group Retirement</b>	<b>184,455</b>	<b>99,964</b>
<b>OPERATING EXPENSES</b>	<b>3,760,559</b>	<b>2,179,974</b>
<b>6A001 - Services and Contracts</b>	<b>1,305,634</b>	<b>865,526</b>
60060 - Legal/Attorney Services	100,000	47,977
60066 - SBE Program Management	485,370	200,132
60304 - Maintenance - Electrical	0	0
60314 - Maint - Computer Systems	25,000	0
60326 - Repair/Maint Agmts - Office Equip	11,000	2,659
60412 - Moving Services	25,000	16,145
60414 - Building Construction	0	0
60416 - Building Design	0	0
60530 - Other Professional Services - EJ Stipend	624,764	598,540
60532 - Other Non-Professional Services (includes EJ mod.)	34,500	73
<b>6A002 - Maintenance</b>	<b>115,233</b>	<b>30,945</b>
61010 - Computer Equip Repairs/Maint (EPB)	115,233	30,945
<b>6A003 - Rentals/Leases</b>	<b>1,306,165</b>	<b>686,353</b>
61902 - Furniture Rentals (Poling Place)	7,000	6,734
61904 - Copiers, Fax, Mailing Machine Rentals (see 63020)	0	0
61924 - Other Equipment Rentals (MDVoters)	864,766	483,977
61926 - Bldg or Space Rental/Leases (Pol. Place)	24,500	17,897
61932 - Other Rentals/Leases (DREs)	409,899	177,745
New Voting System (Optical Scan)	0	0
<b>6A004 - Office Supplies &amp; Equipment (&lt;\$5,000)</b>	<b>185,600</b>	<b>37,872</b>
62010 - General Office Supplies+	84,140	29,077
62016 - Computer Supplies	5,000	971
62018 - Computer Equip (<\$5,000)	28,000	0
62022 - Paper and Supplies for Copiers	0	3,371
62028 - Other Supplies & Equipment	68,460	4,452
<b>6A011 - Books, Videos, and Subscriptions</b>	<b>3,500</b>	<b>3,986</b>
62700 - Books/Reference Materials	2,500	2,053
62712 - Other Books, Videos, and Subscriptions	1,000	1,933
<b>6A012 - Other Supplies/Materials/Equipment</b>	<b>133,584</b>	<b>105,912</b>
62826 - Keys and Locks	0	2,385
62946 - Charges from SBE	133,584	103,526
<b>6A013 - Printing/Central Duplicating Services</b>	<b>172,115</b>	<b>139,312</b>
63016 - Imaging	35,380	4,923
63018 - Document Shredding	0	74
63020 - Office Mach. Cop. Leasing (see 61904)	11,760	10,161
63022 - Other Central Dup Svc - Printing (all printing costs)	124,975	124,134
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		

**FY15 OPERATING BUDGET SPREADSHEET**  
**Through February 28, 2015 (As of March 3, 2015)**

LINE ITEM	FY15 APPROVED	FY15 YEAR TO DATE*
<b>6A014 - Outside Printing</b>	<b>105,550</b>	<b>81,434</b>
63100 - Outside Printing/Copying	550	0
63104 - Sample Ballot Printing	105,000	81,434
<b>6A015 - Mail</b>	<b>138,361</b>	<b>78,130</b>
63200 - Central Dup - Postage - Bulk (services, NO postage)	36,530	23,458
63202 - Central Dup - Postage - Individual (PO Box rental)	21,081	1,696
63206 - Inter-Office Mail/Pony Charge	750	2,756
63208 - Other - Mail (Sample Ballot Postage)	80,000	50,220
<b>6A016 - Outside Postage and Mail</b>	<b>38,000</b>	<b>39,267</b>
63300 - Outside Mail Services (VNCs and all other postage)	37,500	39,000
63304 - Other Outside Mail Services	500	266
<b>6A017 - Motor Pool</b>	<b>29,114</b>	<b>10,821</b>
63500 - Assigned Motor Pool Vehicles	25,614	3,528
63504 - Daily Rental Motor Pool	3,500	7,207
63506 - Other Motor Pool Charges	0	0
63508 - MP EZPASS Charges	0	86
<b>6A018 - Communications Services</b>	<b>150,399</b>	<b>60,919</b>
63600 - Local Telephone Service Charges	25,000	47,739
63604 - Cellular Phone Line Charges	6,800	2,454
63618 - Blackberry Charges (smart phones)	9,000	5,231
63824 - Communication Circuits	27,729	0
63826 - Communication Modems (SBE)	24,870	94
63834 - Other Communication Services (PP Phone Lines)	57,000	5,400
<b>6A020 - Charges from Others</b>	<b>26,148</b>	<b>54</b>
63810 - Charges for Facility Maintenance	26,148	54
<b>6A021 - Travel</b>	<b>13,996</b>	<b>12,396</b>
64010 - Metropolitan Area Travel	7,996	7,775
64012 - Non-Metropolitan Area Travel	6,000	4,621
<b>6A022 - Education, Tuition, and Training</b>	<b>10,125</b>	<b>4,368</b>
64100 - Local Conference Related	2,000	0
64120 - Other Education, Tuition, & Training	8,125	4,368
<b>6A023 - Dues/Memberships</b>	<b>2,000</b>	<b>2,559</b>
64200 - Professional Memberships (Individual)	2,000	2,559
<b>6A024 - Advertising</b>	<b>20,036</b>	<b>16,177</b>
64300 - Advertising - Jobs	0	0
64304 - Advertising - Marketing/Sales	20,036	16,177
<b>6A099 - Miscellaneous Operating Expenses</b>	<b>5,000</b>	<b>3,945</b>
69999 - Other Misc Operating Expenses	5,000	3,945
<b>DEPARTMENTAL TOTAL</b>	<b>7,455,093</b>	<b>4,743,614</b>
* Included prior year encumbrances		
+ Includes office supplies, polling place supplies, and office furniture		
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		



# News Releases

MONTGOMERY COUNTY, MARYLAND



For Immediate Release: 3/16/2015

## Leggett FY16 Operating Budget Tightens Belt on County Spending; Property Tax Rate Cut, Solid Waste Fees Down 4 Percent; Economic Development, Schools & Libraries Among Few Increases

For Immediate Release: March 16, 2015

County Executive Ike Leggett today released his Recommended FY16 Operating Budget of \$5.1 billion for the year that begins on July 1, 2015 – a budget that increases County government tax-supported spending by only 1.1 percent while cutting the County property tax rate by about one cent. The balanced budget closes an estimated \$238 million gap.

"Over the last nine years, I have closed over \$3 billion in budget gaps while putting the County's fiscal house back in order and making the investments necessary to build a better future," said County Executive Leggett, who was re-elected to a third term last November.

"This budget signals that our hard work of fiscal responsibility is not done. We see lower-than-expected income tax revenues, a still fragile national economic recovery and the prospect of less State funding. While my FY16 budget is, essentially, a 'same-services' budget, I have strategically looked for opportunities in it to improve job growth and expand our tax base.

"Although carefully constrained in some areas, this budget continues the County's significant investments in our schools, the creation of good jobs, transportation, affordable housing, public safety, our Positive Youth Development Initiative, our seniors, and in help for the vulnerable in our midst.

"We are increasing our investment in biotech, expanding our focus on cybersecurity business and making sure that job-creating projects that are ready to go will receive needed permits within 30 days. This new initiative will get our buildings built, more jobs created, and will make the County's tax base larger far sooner than before."

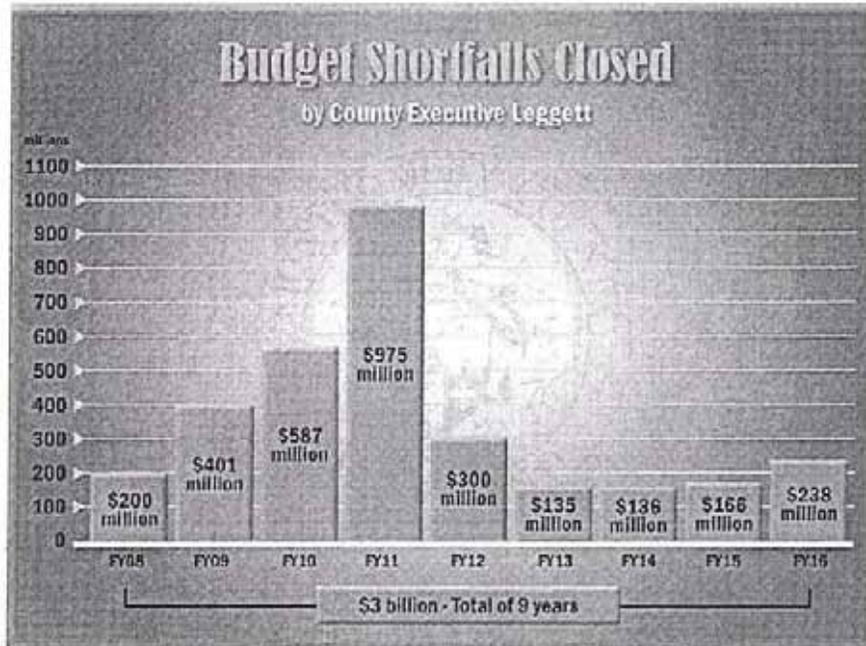
Among the highlights:

- A tax-supported County government budget of \$1,405,714,273, a 1.1 percent increase over this year. A total County budget of \$5,067,834,958 – a \$72.1 million, or 1.4 percent, overall increase.
- Funding for the Montgomery County Public Schools (MCPS) of \$2.2 billion – the Maintenance of Effort level required by State law. That represents a \$30.7 million increase over last year, or 1.4 percent and is nearly 98 percent of the Board of Education's request. The County Executive's budget also includes \$27.2 million for future health care and retirement benefits for MCPS that makes that same amount available for funding for MCPS programs in FY16;
- Reduces the property tax rate by 0.9 cents per \$100 of assessed valuation (from 99.6 cents to 98.7 cents). The average County residence, valued at \$455,600, would pay \$3,805 in FY16 -- an increase of only \$15 for the year;
- Increases staffing at the Department of Permitting Services to guarantee 30-day turnaround for permitting on ready projects, a continuation of the County Executive's business-friendly streamlining initiative;
- Reduces Solid Waste fees by 4 percent across-the-board for families and businesses;
- Increases funding for Developmental Disability programs by \$1 million;
- Provides \$43.9 million for affordable housing creation and preservation;
- Adds \$7 million in funding for senior housing projects in Silver Spring and Glenmont;
- Increases funding for the Department of Public Libraries by 5 percent – mostly in increased materials;
- Funds body cameras and new bulletproof vests for County Police;
- Provides a \$3 million increase in the County contribution for Montgomery College, a 2.6 percent increase that represents 98 percent of the College's request.
- Provides a \$1.8 million increase for the Maryland-National Capital Park & Planning Commission, a 1.5 percent increase and 96 percent of the agency's tax-supported request;
- Increases funding for County cybersecurity business efforts;
- Provides a modest two percent wage increase for County employees, who sacrificed with layoffs, furloughs, a 10 percent reduction in numbers, and changes in health and retirement benefits during the Great Recession – saving County taxpayers hundreds of millions of dollars and tens of millions of dollars of ongoing savings each year going forward;
- Keeps the County on target to attain a 10 percent County reserve fund by 2020;
- Maintains funding for the mandated level of funding to pay for future County retiree health benefits.

The full budget and highlights are available on the County's website at [reports.data.montgomerycountymd.gov/omb](http://reports.data.montgomerycountymd.gov/omb)

[Watch video message](#) from County Executive Leggett about the Recommended FY16 Operating Budget.

View the Budget Shortfalls Closed by County Executive chart.



View the County Government Spending (Tax Supported) chart.



Join Montgomery County's conversation about the FY16 Operating Budget on social media and help raise awareness by using #MontCoFY16budget

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Contact: Patrick Lacefield, 240-777-6528

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Release ID: 15-107  
Media Contact: Patrick Lacefield 240-777-6528

**MEMORANDUM**

March 16, 2015

**TO:** Montgomery County Board of Elections

**FROM:** Marjorie M. Roher, Management & Budget Specialist *Marque*

**SUBJECT:** FY16 County Executive Recommended Budget

At noon today the County Executive transmitted his recommended FY16 Operating Budget to the County Council. I have attached a spreadsheet detailing our request, his recommendation, and the difference between the current FY15 and proposed FY16 budgets. Also attached is a copy of the memorandum from the Board to the County Executive regarding the need for additional funds for the new voting system.

None of the items that we addressed with the Office of Management and Budget or the County Executive were added to our budget. All but one item (expenses related to the EPBs) from our recommended reduction list were deducted from our budget. Several key areas of note are:

- No funds were included for a voting system; funds associated with the current system were removed and no funds were added for the new system despite the fact that detailed information was provided to OMB regarding the mandated costs (line 61932 - \$344,268 was the number originally provided by SBE; we now know, and have informed OMB, this number will be greater than \$2,476,684).
- No additional funds were included for temporary employees to conduct acceptance testing of the new equipment or outreach (line 50012/60168 - \$124,800).
- No funds were added to the overtime line item (line 50324 - \$105,687).
- No funds were included to allow for an increase in the election judge stipends (line 60530 - \$371,706).
- No additional funds were added for advertising/outreach (line 64304 - \$129,964).

As we prepare for a meeting with the Government Operations' Committee to discuss our budget needs, I will work closely with the Budget Subcommittee to formulate talking points. When I return from vacation, I will schedule a meeting of the Subcommittee to begin this process.

**FY16 STAFF BUDGET REQUEST**  
**July 1, 2015 - June 30, 2016 - Presidential Primary Election (w/new Voting System)**

LINE ITEM	FY15 APPROVED	FY16 STAFF REQUEST	FY16 MARC	OMB MANDATED 3% REDUCTION	FY16 CE Submission	FY15 - FY16 DIFFERENCE
<b>PERSONNEL COSTS</b>	<b>3,685,082</b>	<b>4,060,419</b>	<b>3,098,033</b>		<b>3,791,173</b>	<b>108,205</b>
5A001 - Salaries & Wages	3,004,216	3,363,050	2,417,167		3,092,848	90,746
50010 - Full Time Salaries	1,910,342	2,031,601	1,946,280		1,991,886	81,544
50012/50020 - Part Time Salaries/Seasonal Temps	648,960	931,449	648,960		656,048	7,088
60188 - Temporary Office Clerical (moved from OP for clarity)	200,601	50,000	200,601		200,601	0
<b>SUBTOTAL FOR TEMPORARY PERSONNEL</b>	<b>849,561</b>	<b>981,449</b>	<b>849,561</b>		<b>856,649</b>	<b>7,088</b>
50324 - Overtime (includes emergency, multi-lingual & holiday)	244,313	350,000	244,313		244,313	0
5A002 - FICA	209,979	226,482	209,979		218,236	8,257
5A003 - Group Insurance	286,432	286,432	286,432		306,316	18,883
5A004 - Group Retirement	184,455	184,455	184,455		174,774	-9,681
<b>OPERATING EXPENSES</b>	<b>3,040,356</b>	<b>4,434,972</b>	<b>2,766,379</b>		<b>2,615,178</b>	<b>-425,178</b>
6A001 - Services and Contracts	1,133,723	1,619,279	1,133,723		1,108,723	-25,000
60060 - Legal/Attorney Services	100,000	125,000	100,000	-25,000	75,000	-25,000
60066 - SBE Program Management	313,459	313,459	313,459		313,459	0
60304 - Maintenance - Electrical	0	0	0		0	0
60314 - Maint - Computer Systems ***	25,000	35,000	25,000		25,000	0
60326 - Repair/Maint Agmts - Office Equip	11,000	11,500	11,000		11,000	0
60412 - Moving Services	25,000	76,500	25,000		25,000	0
60414 - Building Construction	0	0	0		0	0
60416 - Building Design	0	0	0		0	0
60530 - Other Professional Services - EJ Stipend	624,764	996,470	624,764		624,764	0
60532 - Other Non-Professional Services (includes EJ mod.)	34,500	61,350	34,500		34,500	0
6A002 - Maintenance	85,000	150,000	150,000		150,000	65,000
61010 - Computer Equip Repairs/Maint (EPB) ***	85,000	150,000	150,000		150,000	65,000
6A003 - Rentals/Leases	844,021	1,156,054	531,500		531,500	-312,521
61902 - Furniture Rentals (Polling Place)	7,000	7,210	7,000		7,000	0
61904 - Copiers, Fax, Mailing Machine Rentals (see 63020)	0	0	0		0	0
61924 - Other Equipment Rentals (MDVoters)	500,000	615,548	500,000		500,000	0
61926 - Bldg or Space Rental/Leases (Pol. Place)	24,500	24,500	24,500		24,500	0
61932 - Other Rentals/Leases (DREs) ***	312,521	164,528	0		0	-312,521
New Voting System (OS)	0	344,268	0		0	0
Charges from SBE						
Election Specific Costs						
Permanent Personnel Charges						
Mandated Legal Requirements						
Temporary Personnel Charges						
Overtime Costs						
Benefits						

**FY16 STAFF BUDGET REQUEST**  
**July 1, 2015 - June 30, 2016 - Presidential Primary Election (w/new Voting System)**

LINE ITEM	FY15 APPROVED	FY16 STAFF REQUEST	FY16 MARC	OMB MANDATED 3% REDUCTION	FY16 CE Submission	FY15 - FY16 DIFFERENCE
<b>6A004 - Office Supplies &amp; Equipment (&lt;\$5,000)</b>	<b>185,600</b>	<b>287,441</b>	<b>139,144</b>		<b>125,004</b>	<b>-60,596</b>
62010 - General Office Supplies+	84,140	145,730	84,140	-14,140	70,000	-14,140
62016 - Computer Supplies	5,000	5,000	5,000		5,000	0
62018 - Computer Equip (<\$5,000)	28,000	37,391	28,000		28,000	0
62022 - Paper and Supplies for Copiers	0	2,500	0		0	0
62028 - Other Supplies & Equipment ***	68,460	96,820	22,004		22,004	-46,456
<b>6A011 - Books, Videos, and Subscriptions</b>	<b>3,500</b>	<b>3,800</b>	<b>3,500</b>		<b>3,500</b>	<b>0</b>
62700 - Books/Reference Materials	2,500	2,500	2,500		2,500	0
62712 - Other Books, Videos, and Subscriptions	1,000	1,300	1,000		1,000	0
<b>6A012 - Other Supplies/Materials/Equipment</b>	<b>77,668</b>	<b>171,194</b>	<b>77,668</b>		<b>77,668</b>	<b>0</b>
62826 - Keys and Locks	0	5,100	0		0	0
62946 - Charges from SBE	77,668	166,094	77,668		77,668	0
<b>6A013 - Printing/Central Duplicating Services</b>	<b>172,115</b>	<b>200,380</b>	<b>172,115</b>		<b>169,336</b>	<b>-2,779</b>
63016 - Imaging + Document Shredding (63018)	35,380	35,380	35,380		35,380	0
63020 - Office Machines/Copier Leases (see 61904)	11,760	15,000	11,760		11,760	0
63022 - Other Central Dup Svc - Printing (all printing costs)	124,975	150,000	124,975		122,196	-2,779
<b>6A014 - Outside Printing</b>	<b>105,550</b>	<b>106,300</b>	<b>100,550</b>		<b>100,550</b>	<b>-5,000</b>
63100 - Outside Printing/Copying	550	6,300	550		550	0
63104 - Sample Ballot Printing	105,000	100,000	100,000		100,000	-5,000
<b>6A015 - Mail</b>	<b>138,361</b>	<b>174,219</b>	<b>138,361</b>		<b>138,361</b>	<b>0</b>
63200 - Central Dup - Postage - Bulk (services, NO postage)	36,530	56,738	36,530		36,530	0
63202 - Central Dup - Postage - Individual (PO Box rental)	21,081	34,981	21,081		21,081	0
63206 - Inter-Office Mail/Pony Charge	750	2,500	750		750	0
63208 - Other - Mail (Sample Ballot Postage)	80,000	80,000	80,000		80,000	0
<b>6A016 - Outside Postage and Mail</b>	<b>38,000</b>	<b>126,000</b>	<b>38,000</b>		<b>38,000</b>	<b>0</b>
63300 - Outside Postage (VNCs and all other postage)	37,500	125,000	37,500		37,500	0
63304 - Other Outside Mail Services (FedEx)	500	1,000	500		500	0
<b>6A017 - Motor Pool</b>	<b>29,114</b>	<b>26,900</b>	<b>29,114</b>		<b>10,832</b>	<b>-18,282</b>
63500 - Assigned Motor Pool Vehicles	25,614	20,000	25,614	-15,000	8,832	-16,782
63504 - Daily Rental Motor Pool + Other MP Charges (63506)	3,500	6,800	3,500	-1,500	2,000	-1,500
63508 - MP EZPASS Charges		100	0		0	0
Charges from SBE						
Election Specific Costs						
Personnel Charges						
Mandated Legal Requirements						
Temporary Personnel Charges						
Overtime Costs						
Benefits						

**FY16 STAFF BUDGET REQUEST**  
**July 1, 2015 - June 30, 2016 - Presidential Primary Election (w/new Voting System)**

LINE ITEM	FY15 APPROVED	FY16 STAFF REQUEST	FY16 MARC	OMB MANDATED 3% REDUCTION	FY16 CE Submission	FY15 - FY16 DIFFERENCE
<b>6A018 - Communications Services</b>	<b>150,399</b>	<b>173,999</b>	<b>175,399</b>		<b>99,399</b>	<b>-51,000</b>
63800 - Local Telephone Service Charges	25,000	50,000	50,000		50,000	25,000
63604 - Cellular Phone Line Charges	6,800	7,000	6,800	-4,000	2,800	-4,000
63818 - Blackberry Charges (smart phones)	9,000	9,000	9,000		9,000	0
63624 - Communication Circuits	27,729	23,729	27,729	-12,000	15,729	-12,000
63626 - Communication Modems (SBE)	24,870	1,370	24,870	-20,000	4,870	-20,000
63634 - Other Communication Services (PP Phone Lines)	57,000	82,900	57,000	-40,000	17,000	-40,000
<b>6A020 - Charges from Others</b>	<b>26,148</b>	<b>27,648</b>	<b>26,148</b>		<b>11,148</b>	<b>-15,000</b>
63810 - Charges for Facility Maintenance	26,148	27,648	26,148	-15,000	11,148	-15,000
<b>6A021 - Travel</b>	<b>13,996</b>	<b>28,258</b>	<b>13,996</b>		<b>13,996</b>	<b>0</b>
64010 - Metropolitan Area Travel	7,996	20,008	7,996		7,996	0
64012 - Non-Metropolitan Area Travel	6,000	8,250	6,000		6,000	0
<b>6A022 - Education, Tuition, and Training</b>	<b>10,125</b>	<b>24,500</b>	<b>10,125</b>		<b>10,125</b>	<b>0</b>
64100 - Local Conference Related	2,000	8,625	2,000		2,000	0
64120 - Other Education, Tuition, & Training	8,125	15,875	8,125		8,125	0
<b>6A023 - Dues/Memberships</b>	<b>2,000</b>	<b>3,000</b>	<b>2,000</b>		<b>2,000</b>	<b>0</b>
64200 - Professional Memberships (Individual)	2,000	3,000	2,000		2,000	0
<b>6A024 - Advertising</b>	<b>20,036</b>	<b>150,000</b>	<b>20,036</b>		<b>20,036</b>	<b>0</b>
64304 - Advertising - Marketing/Sales	20,036	150,000	20,036		20,036	0
<b>6A099 - Miscellaneous Operating Expenses</b>	<b>5,000</b>	<b>6,000</b>	<b>5,000</b>		<b>5,000</b>	<b>0</b>
69999 - Other Misc Operating Expenses	5,000	6,000	5,000		5,000	0
<b>TOTAL REQUEST</b>	<b>6,725,438</b>	<b>8,495,391</b>	<b>5,864,412</b>	<b>-146,640</b>	<b>6,406,351</b>	<b>319,087</b>

+ Includes office supplies, polling place supplies, and office furniture

Charges from SBE
Election Specific Costs
Personnel Charges
Mandated Legal Requirements
Temporary Personnel Charges
Overhead Costs
Benefits

Mary Ann Keeffe  
President  
Donice Jeter  
Vice President  
Nancy H. Dacek  
Secretary  
Nahid Khozeimh  
Member  
Graciela Rivera-Oven  
Member  
David Naimon  
Substitute Member  
Jacqueline Phillips  
Substitute Member



Montgomery County  
Board of Elections  
Post Office Box 4333  
Rockville, Maryland 20849-4333

Margaret A. Jurgensen  
Election Director  
Alysoun McLaughlin  
Deputy Election Director  
Janet A. Ross  
Senior Information  
Technology Specialist  
Betty Ann Lucey  
Voter Registration Manager  
N. Christine Rzeszut  
Operations Manager  
Kevin Karpinski  
Counsel

## MEMORANDUM

December 3, 2014

**TO:** Isiah Leggett, County Executive

**FROM:** Mary Ann Keeffe, President, for *Mary Ann Keeffe/AMR*  
The Montgomery County Board of Elections

**SUBJECT:** FY16 Operating Budget Submission

In April 2009, the Maryland State Legislature passed legislation mandating that the Maryland State Board of Elections (SBE) implement a new paper-based voting system pending availability of funding. Due to the State of Maryland's economic situation, implementation was delayed. In 2013, the SBE announced plans to transition to a new paper-based voting system for the 2016 Presidential Elections. Final recommendations on system selection will be made to the Maryland Department of Public Works in mid-December.

The Montgomery County Board of Elections recently completed the FY16 operating budget submission in accordance with MARC directives. The Board believes that the submission does not accurately reflect the costs associated with conducting elections in Montgomery County and is especially concerned about the lack of funding for items associated with the new voting system. While staff has provided detailed information to the Office of Management and Budget regarding additional needs, I would like to draw your attention to four specific areas – outreach, election judges, election returns, and the new voting system itself.

It will be imperative to develop a comprehensive outreach program that will ensure that all voters are educated on the new voting system in advance of the 2016 Presidential Primary Election. The Montgomery County Council's Right to Vote Task Force identified outreach as critical and its implementation will only result in an increased need for additional funding for advertising and other outreach modalities.

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Located at: 18753 North Frederick Avenue, Suite 210 • Gaithersburg, Maryland 20879  
240-777-8500 • MD Relay 1-800-735-2258 • FAX 240-777-8505  
E-mail: [elections@montgomerycountymd.gov](mailto:elections@montgomerycountymd.gov) • Web Site: [www.777vote.org](http://www.777vote.org)

Isiah Leggett  
December 3, 2014  
Page 3 of 3

satellite locations, with modem access, in the southern and northern part of the county. IT staff would then modem results from the satellite location and county staff would deliver the critical items to Gaithersburg. Not only does this reduce the time it takes to get those results, it eliminates the need for the election judge to drive to Gaithersburg. Additional resources, locations, modem lines, and IT and county personnel would be needed for this possibility.

In December 2014 the Maryland State Board of Elections will make final recommendations to the Maryland Department of Public Works for the voting system to be purchased, as indicated previously. There are several costs associated with the new voting system; first, and most obvious, is the cost of the voting system itself. Current information indicates that the SBE will allocate one scanner for each precinct. The Board of Elections believes that this is insufficient and will create an additional line at the polling places. There is already a short line at check-in, possibly a line to wait for a voting machine, and now a line to scan your ballot. We are requesting that, should this allocation remain at one per polling place, the County purchase or lease sufficient scanners so that each polling place has at least two scanners to allow the voters a more efficient experience. The new voting system will be paper based and, as a result, will involve the transportation of ballots to and from polling places on Election Day. Finally, the new voting system will require different supplies than the existing system.

The Montgomery County Board of Elections respectfully requests reconsideration of the operating budget submission for FY16. This is not the time to reduce costs. In order to effectively implement a legally mandated new system, the Board of Elections must have the resources necessary for outreach, election judges, training, and a new voting system. Without adequate resources we are likely to see extremely long lines at polling places and confusion among the voting public.

Thank you for your consideration of this request. The Board welcomes the opportunity to discuss this further and answer any questions you may have.

**MEMORANDUM**

March 10, 2015

**TO:** Montgomery County Board of Elections  
**FROM:** Marjorie M. Roher, Management & Budget Specialist *Marjorie*  
**SUBJECT:** Implementation of New Voting System – Mandated Costs

The State Board of Elections has begun providing us with the cost of the New Voting System (NVS). Attached are several documents for your review:

- The first document is information received on January 27, 2015, showing an initial cost to Montgomery County of \$2,181,527.72. Attached to this are six pages detailing that amount. You will note on page 5 that \$2,304,731 is budgeted for the equipment and \$2,598,934 for project management personnel. There is also \$900,000 budgeted for outreach, although we do not at this time know what that will include. The numbers on page 5 are state-wide figures, not Montgomery County's share.
- The second document was received on February 4, 2015, and details additional items not included in the original budgeted amount. Montgomery County's additional costs are \$259,815.91. Not included in that amount is the cost of Express Pass Printers for the EPBs. As my notes show, at \$310 per printer, an additional \$35,340 will be needed for our 1,140 EPBs. This brings the total additional amount to \$295,155.91 for a total cost of \$2,476,683.63.
- Additional costs have not been provided yet, such as the cost for additional Ballot Marking Devices, Blue Boxes (which sit inside the scanner and hold the counted ballots), and memory sticks (the cost of these is \$100/each). How many additional items may be needed for Montgomery County has not been determined at this time.

I will keep you updated on additional information as it is received from the SBE. If you have any questions on any of these items please let me know and I will respond when I return from vacation.

## County Billing - FY16 Proposed Budget

County	<sup>1</sup> Ratio of Voting Age Population	Share of Billing	T1 Network Connection	Total County Invoice
Allegany	0.0132	\$ 170,071.86	\$ 3,600.00	\$ 173,671.86
Anne Arundel	0.0936	\$ 1,202,980.00	\$ 7,200.00	\$ 1,210,180.00
Baltimore City	0.1071	\$ 1,376,280.96	\$ 7,200.00	\$ 1,383,480.96
Baltimore County	0.1408	\$ 1,809,218.07	\$ 3,600.00	\$ 1,812,818.07
Calvert	0.0149	\$ 191,297.92	\$ 3,600.00	\$ 194,897.92
Caroline	0.0054	\$ 69,668.34	\$ 3,600.00	\$ 73,268.34
Carroll	0.0282	\$ 362,244.83	\$ 3,600.00	\$ 365,844.83
Cecil	0.0170	\$ 218,032.50	\$ 3,600.00	\$ 221,632.50
Charles	0.0249	\$ 320,607.68	\$ 3,600.00	\$ 324,207.68
Dorchester	0.0056	\$ 72,253.73	\$ 3,600.00	\$ 75,853.73
Frederick	0.0400	\$ 513,762.42	\$ 7,200.00	\$ 520,962.42
Garrett	0.0052	\$ 66,877.71	\$ 3,600.00	\$ 70,477.71
Harford	0.0417	\$ 535,965.27	\$ 3,600.00	\$ 539,565.27
Howard	0.0500	\$ 642,223.70	\$ 3,600.00	\$ 645,823.70
Kent	0.0036	\$ 46,526.75	\$ 3,600.00	\$ 50,126.75
Montgomery	0.1694	\$ 2,177,927.72	\$ 3,600.00	\$ 2,181,527.72
Prince George	0.1501	\$ 1,929,195.01	\$ 3,600.00	\$ 1,932,795.01
Queen Anne	0.0082	\$ 105,157.57	\$ 3,600.00	\$ 108,757.57
St. Mary	0.0179	\$ 230,245.01	\$ 3,600.00	\$ 233,845.01
Somerset	0.0048	\$ 61,365.15	\$ 3,600.00	\$ 64,965.15
Talbot	0.0067	\$ 86,467.31	\$ 3,600.00	\$ 90,067.31
Washington	0.0254	\$ 325,900.39	\$ 7,200.00	\$ 333,100.39
Wicomico	0.0172	\$ 220,949.02	\$ 3,600.00	\$ 224,549.02
Worcester	0.0092	\$ 118,830.59	\$ 3,600.00	\$ 122,430.59
<b>Totals</b>		<b>\$ 12,854,049.50</b>	<b>\$ 100,800.00</b>	<b>\$ 12,954,849.50</b>

<sup>1</sup> From the US Census Bureau, 2013 est. population

**County Billing - FY16 Budget**

<b>Account Code</b>	<b>Account Name</b>	<b>FY15 Budget Amount</b>
01	Salary & Wages - Regional Managers	371,425
02	Technical and Special	105,000
03	Communications / County Cell Phone	43,541
03	County Charges T1 Network / Cell Phone	100,800
04	Travel (Regional Managers)	43,520
07	Gas & Vehicle Maintenance	1,475
08	Contractual Services & New Voting System	5,175,686
09	Supplies & Materials	186,104
10	Equipment Replacement	34,000
NVS	New Voting System	6,893,299
<b>Total</b>		<b><u>12,954,850</u></b>

**FY16 Detail Data for Contractual Services**

Description	Allowance
Test Deck Ballots	30,000
Temporary Staff and Support for Election	413,593
Transporation of Voting Units	470,779
EPIC License	22,500
EPIC Server SQL Enterprise	30,000
Key Card Tool License	2,000
Pollbook License	187,000
Smartsheets	3,000
Citrix MetaFrame, Secure Gateway, Web Interface	25,000
Command View/EVA	22,000
Purchase SQL Server Enterprise licenses for MDVOTERS with 3 yrs support	350,000
McAfee Antivirus Gold Support	1,500
McAfee Endpoint Protection Gold Support	9,000
Citrix Subscriptions Advantage	30,000
Data Center Server operating system (LINUX) - Oracle unbreakable linux support	13,500
Oracle 11i Enterprise Edition	52,500
Oracle 11i Enterprise Edition Support Citrix upgrade	1,650
Oracle 11i Real Application Clusters Citrix upgrade	8,250

**FY16 Detail Data for Contractual Services**

Description	Allowance
Oracle Real Application Clusters 10g	18,000
VeriSign Managed PKI SSL Certificate (https gateways)	4,000
MDVoters - Annual MDVOTERS Management Work Plan (Jan 2016)	156,000
Delivery of Absentee Ballots & Call Center	50,074
Call Center	27,500
MDVoters Application maintenance and reporting	830,000
MDVOTERS convert to SQL Server	100,000
MDVoters Database Maintenance	75,000
MDVoters Desktop Support (LBEs sign up and pay)	40,000
MDVoters Help Desk Services	825,000
MDVoters Implement Early Voting Same Day Registration	75,000
MDVOTERS Data Center Operations and Maintenance	560,000
MDVoters Move to Transactional Processing	100,000
MDVoters Network Administration and Support	160,000
MDVoters Operations and Maintenance for Election Management System	75,000
MDVoters Operations and Maintenance for Results Reporting	8,000
MDVoters Operations and Maintenance for Voter Services	250,000
MDVoters Project Management Services	50,000
MDVoters Field Support	99,840

**TOTAL Contractual Services      5,175,686**

**New Voting System - FY16**

**Budgeted Amount**

Equipment	2,304,731
Inventory	500
Project Management Personnel	2,598,934
Voter outreach	900,000
Warehouse	248,625
Voting Supplies	110,060
Transfer Cases for Ballots	155,400
Servers	792
Carts	7,555
Booth	11,203
Transportation	200,000
Voting Services	35,500
Team Supplies & Travel	70,000
DoIT oversight	250,000
<b>TOTAL County Funds</b>	<b><u>6,893,299</u></b>

New Voting System - FY15 Resources

	Budgeted Amount	Revised Cost	Difference
Equipment	-	1,152,365	(1,152,365)
Project Management Personnel *	1,356,804	1,482,174	(125,370)
Voter outreach	66,516	66,516	-
Warehouse	250,500	250,500	-
Voting supplies	165,900	165,900	-
Servers	-	-	-
Transportation	62,500	100,000	(37,500)
Voting Services	58,600	58,600	-
Team Supplies & Travel	2,500	2,500	-
DoIT oversight	98,166	98,166	-
<b>TOTAL County Funds</b>	<b>2,061,485</b>	<b>3,376,720</b>	<b>(1,315,235)</b>

\* Additional Personnel Resources -  
Subject Matter Expert & Business  
Analyst

Voting Supplies	Amount	Comments
Privacy Sleeves	30,000	
Transfer Cases	250,000	Holds about 1200 - 1400 ballots
Memory Cards/ USB sticks	30,000	USB sticks need 2.5 per unit
Ballot on Demand Paper	5,000	
Miscellaneous Other	16,800	

331,800

County Cost \$ 165,900

Voting Services	Amount	Comments
Testing Ballots	2,250	
Ballot Shipping	1,200	
Insurance	20,000	Warehouse
Ballot Program	31,250	
Interface Program	62,500	

117,200

County Cost \$ 58,600

New Voting System - FY16

	Budgeted Amount
Equipment	2,304,731
Inventory	500
Project Management Personnel	2,598,934
Voter outreach	900,000
Warehouse	248,625
Voting Supplies	110,060
Transfer Cases for Ballots	155,400
Servers	792
Carts	7,555
Booth	11,203
Transportation	200,000
Voting Services	35,500
Team Supplies & Travel	70,000
DoIT oversight	250,000
<b>TOTAL County Funds</b>	<b>6,893,299</b>

Voting Supplies - Mock Election	Amount	Comments
Test Decks	167,055	
Blank Ballots	4,064	
Ballot Shipping	500	
Voting System Election Supplies	10,000	
Memory Cards / USB Sticks	5,000	
Absentee Ballots	500	
Early Voting Ballot on Demand	800	
Provisional Ballots	200	
Precinct Ballots	12,000	
Miscellaneous Other	20,000	

220,119

County Cost \$ 110,060

Voting Services	Amount	Comments
Poll Book Changes	50,000	
Audio Ballot	100	
Mock Election Transportation	20,000	

70,100

County Cost \$ 35,050

**Roher, Margie**

---

**From:** Michelle Holland -SBE- <shelly.holland@maryland.gov>  
**Sent:** Wednesday, February 04, 2015 11:49 AM  
**To:** Abigail Goldman; Alisha Alexander; Alisha Alexander; Alison Murphy; Angela Lane; Anthony Gutierrez; Anthony Gutierrez; Armstead Jones; Armstead Jones; Brittani Thomas; Cheemoandia Blake -SBE-; Debbie Towery; Diane Loibel; Diane Loibel; Gail Carter; Gail Carter; Gail Hatfield; Gail Hatfield; Guy Mickley; gwendolyn.dales; Joanna Emely; Joanna Emely; Joe Torre; Joe Torre; Katie Brown; Katie Brown; Kaye Robucci; Kaye Robucci; Kevin Keane; Kevin Keane; Kevin Keane; Kim Jones; Jurgensen, Margaret; Margaret Jurgensen; Mary DePelteau; Mary DePelteau; Patricia Jackson; Patricia Mitchell; Roher, Margie; Steve Fratz; Steve Fratz; Stuart Harvey; Tracy Dickerson; Tracy Dickerson; Wendy Adkins; Wendy Adkins  
**Cc:** Keith Ross -SBE-; Paul Aumayr -SBE-; Kim Meiklejohn -SBE-  
**Subject:** Additional FY16 Budget Cost  
**Attachments:** FY16 - Additional NVS cost.xlsx

Hello All,

There are additional cost in FY16 that is needed for the implementation of the NVS that was not included in the Budget.

As you noticed in the Budget on the NVS excel tab, servers, carts and booths budgeted amount are very low. We anticipate that servers, carts and booths will be financed through the State Treasurer Office. DBM did not include our estimated amount in our budget. I plan to submit a supplemental budget request to included the following items:

- Pre Printed & Blank Ballots - \$1,330,000
- Servers - \$70,362
- Carts - \$671,180
- Booths - \$995,306

Total Additional FY16 Budget Cost = \$3,066,848 / 2...**County Cost = \$1,533,424**

Also, you will need to include the Express Pass Printers for the pollbooks in your budget. The cost is \$620 per unit, **County Cost = \$310**. I am not including express printer in the shared cost . You will need add the printer cost based on the number of epollbooks in your county.

Attached is the county shared cost excel sheet. Let me know if you have any questions.

Thanks  
Shelly

\*

Montgomery County has 1140 EPBs.

$$1140 \times 310 = 353,400.00$$

$$+ 259,815.91$$

---

$$295,155.91$$

Total additional costs

$$+ 2,181,527.72$$

Total known costs

---

$$2,476,683.63$$

## County Billing - FY16 Additional NVS Budget

\$ 1,533,424.00

County	<sup>1</sup> Ratio of Voting Age Population	<sup>2</sup> Share of Billing
Allegany	0.0132	\$ 20,288.72
Anne Arundel	0.0936	\$ 143,509.51
Baltimore City	0.1071	\$ 164,183.45
Baltimore County	0.1408	\$ 215,830.69
Calvert	0.0149	\$ 22,820.89
Caroline	0.0054	\$ 8,311.09
Carroll	0.0282	\$ 43,214.00
Cecil	0.0170	\$ 26,010.19
Charles	0.0249	\$ 38,246.90
Dorchester	0.0056	\$ 8,619.51
Frederick	0.0400	\$ 61,289.29
Garrett	0.0052	\$ 7,978.18
Harford	0.0417	\$ 63,937.98
Howard	0.0500	\$ 76,614.08
Kent	0.0036	\$ 5,550.41
Montgomery	0.1694	\$ 259,815.91
Prince George	0.1501	\$ 230,143.34
Queen Anne	0.0082	\$ 12,544.77
St. Mary	0.0179	\$ 27,467.08
Somerset	0.0048	\$ 7,320.56
Talbot	0.0067	\$ 10,315.12
Washington	0.0254	\$ 38,878.29
Wicomico	0.0172	\$ 26,358.12
Worcester	0.0092	\$ 14,175.90
<b>Totals</b>		<b>\$ 1,533,424.00</b>

<sup>1</sup> From the US Census Bureau, 2013 est. population

<sup>2</sup> Additional Cost:

Ballots	1,330,000.00
Servers	70,362.00
Carts	671,180.00
Booths	995,306.00

#####  
County Cost #####

\*\*\*This supplemental budget has been requested; it has not been approved.\*\*\*

County	Ratio of Total 18+ Population	Thumb Drives: OS Units	ExpressPass Printers*	Ballots**	Privacy Sleeves	EMS Support	Total
Allegany	0.0132	\$ 5,114.48	\$ 25,911.60	\$ 4,494.60	\$ 281.16	\$ 3,867.86	\$ 39,669.69
Anne Arundel	0.0936	\$ 36,266.28	\$ 183,736.80	\$ 31,870.80	\$ 1,993.68	\$ 27,426.63	\$ 281,294.18
Baltimore County	0.1408	\$ 54,554.40	\$ 276,390.40	\$ 47,942.40	\$ 2,999.04	\$ 41,257.15	\$ 423,143.39
Calvert	0.0149	\$ 5,773.16	\$ 29,248.70	\$ 5,073.45	\$ 317.37	\$ 4,365.99	\$ 44,778.67
Caroline	0.0054	\$ 2,092.29	\$ 10,600.20	\$ 1,838.70	\$ 115.02	\$ 1,582.31	\$ 16,228.51
Carroll	0.0282	\$ 10,926.38	\$ 55,356.60	\$ 9,602.10	\$ 600.66	\$ 8,263.15	\$ 84,748.89
Cecil	0.0170	\$ 6,586.82	\$ 33,371.00	\$ 5,788.50	\$ 362.10	\$ 4,981.33	\$ 51,089.76
Charles	0.0249	\$ 9,647.76	\$ 48,878.70	\$ 8,478.45	\$ 530.37	\$ 7,296.19	\$ 74,831.47
Dorchester	0.0056	\$ 2,169.78	\$ 10,992.80	\$ 1,906.80	\$ 119.28	\$ 1,640.91	\$ 16,829.57
Frederick	0.0400	\$ 15,498.41	\$ 78,520.00	\$ 13,620.00	\$ 852.00	\$ 11,720.78	\$ 120,211.19
Garrett	0.0052	\$ 2,014.79	\$ 10,207.60	\$ 1,770.60	\$ 110.76	\$ 1,523.70	\$ 15,627.45
Harford	0.0417	\$ 16,157.09	\$ 81,857.10	\$ 14,198.85	\$ 888.21	\$ 12,218.91	\$ 125,320.17
Howard	0.0500	\$ 19,373.01	\$ 98,150.00	\$ 17,025.00	\$ 1,065.00	\$ 14,650.98	\$ 150,263.99
Kent	0.0036	\$ 1,394.86	\$ 7,066.80	\$ 1,225.80	\$ 76.68	\$ 1,054.87	\$ 10,819.01
Montgomery	0.1694	\$ 65,635.77	\$ 332,532.20	\$ 57,680.70	\$ 3,608.22	\$ 49,637.50	\$ 509,094.39
Prince George	0.1501	\$ 58,157.78	\$ 294,646.30	\$ 51,109.05	\$ 3,197.13	\$ 43,982.23	\$ 451,092.49
Queen Anne	0.0082	\$ 3,192.53	\$ 16,174.39	\$ 2,805.59	\$ 175.50	\$ 2,414.37	\$ 24,762.39
St. Mary	0.0179	\$ 6,935.54	\$ 35,137.70	\$ 6,094.95	\$ 381.27	\$ 5,245.05	\$ 53,794.51
Somerset	0.0048	\$ 1,859.81	\$ 9,422.40	\$ 1,634.40	\$ 102.24	\$ 1,406.49	\$ 14,425.34
Talbot	0.0067	\$ 2,595.98	\$ 13,152.10	\$ 2,281.35	\$ 142.71	\$ 1,963.23	\$ 20,135.37
Washington	0.0254	\$ 9,841.49	\$ 49,860.20	\$ 8,648.70	\$ 541.02	\$ 7,442.70	\$ 76,334.11
Wicomico	0.0172	\$ 6,664.32	\$ 33,763.60	\$ 5,856.60	\$ 366.36	\$ 5,039.94	\$ 51,690.81
Worcester	0.0092	\$ 3,564.63	\$ 18,059.60	\$ 3,132.60	\$ 195.96	\$ 2,695.78	\$ 27,648.57
Baltimore City	0.1071	\$ 41,496.99	\$ 210,237.30	\$ 36,467.55	\$ 2,281.23	\$ 31,382.39	\$ 321,865.46
SBE		\$ 387,460.25	\$ 1,963,000.00	\$ 340,500.00	\$ 21,300.00	\$ 293,019.50	\$ 3,005,279.75
		\$ 774,920.50	\$ 3,926,000.00	\$ 681,000.00	\$ 42,600.00	\$ 586,039.00	\$ 6,010,559.50

\* DBM is exploring whether the ExpressPass printers can be financed through the Treasurer's Office. The figures in this column assume that the printers will not be financed. If they are financed, the FY16 amount will be significantly reduced.

\*\* This includes pre-printed OS ballots and blank ballots for use with the ExpressVote units.

	Total Population - 2010 Census	2010 Census Age 18+	Ratio of Total 18+ Population	Ratio of Total 18+ Population
Allegany	75,087	61,568	0.014	0.013927559
Anne Arundel	537,656	412,595	0.093	0.093334869
Baltimore County	805,029	628,279	0.142	0.142125663
Calvert	88,737	65,506	0.015	0.014818391
Caroline	33,066	24,719	0.006	0.005591790
Carroll	167,134	125,897	0.028	0.028479695
Cecil	101,108	75,753	0.017	0.017136408
Charles	146,551	107,667	0.024	0.024355810
Dorchester	32,618	25,550	0.006	0.005779774
Frederick	233,385	174,341	0.039	0.039438419
Garrett	30,097	23,437	0.005	0.005301783
Harford	244,826	184,416	0.042	0.041717527
Howard	287,085	212,421	0.048	0.048052657
Kent	20,197	16,649	0.004	0.003766241
Montgomery	971,777	738,247	0.167	0.167001992 ✓
Prince George	863,420	657,421	0.149	0.148717999
Queen Anne	47,798	36,424	0.008	0.008239628
St. Mary	105,151	77,565	0.018	0.017546308
Somerset	26,470	22,005	0.005	0.004977845
Talbot	37,782	30,407	0.007	0.006878497
Washington	147,430	113,651	0.026	0.025709476
Wicomico	98,733	76,638	0.017	0.017336608
Worcester	51,454	42,031	0.010	0.009508011
Baltimore City	620,961	487,401	0.110	0.110257052
	5,773,552	4,420,588		

	2009			Ratio of Total	
	Estimated Population	Ratio Under 18	# Under 18	18+	18+ Population
Allegany	72,532	0.184	13,346	59,186	0.014
Anne Arundel	521,209	0.239	124,569	396,640	0.091
Baltimore County	789,814	0.222	175,339	614,475	0.141
Calvert	89,212	0.246	21,946	67,266	0.015
Caroline	33,367	0.243	8,108	25,259	0.006
Carroll	170,089	0.24	40,821	129,268	0.030
Cecil	100,796	0.244	24,594	76,202	0.018
Charles	142,226	0.263	37,405	104,821	0.024
Dorchester	32,043	0.211	6,761	25,282	0.006
Frederick	227,980	0.255	58,135	169,845	0.039
Garrett	29,555	0.215	6,354	23,201	0.005
Harford	242,514	0.247	59,901	182,613	0.042
Howard	281,884	0.251	70,753	211,131	0.049
Kent	20,247	0.186	3,766	16,481	0.004
Montgomery	971,600	0.241	234,156	737,444	0.170 ✓
Prince George	834,560	0.245	204,467	630,093	0.145
Queen Anne	47,958	0.23	11,030	36,928	0.009
St. Mary	102,999	0.258	26,574	76,425	0.018
Somerset	25,959	0.178	4,621	21,338	0.005
Talbot	36,262	0.195	7,071	29,191	0.007
Washington	145,910	0.227	33,122	112,788	0.026
Wicomico	94,222	0.231	21,765	72,457	0.017
Worcester	49,122	0.186	9,137	39,985	0.009
Baltimore City	637,418	0.24	152,980	484,438	0.112
	5,699,478		1,356,722	4,342,756	1.000
			0.2380	0.761957	

**STATE BOARD OF ELECTIONS**  
**P.O. BOX 6486, ANNAPOLIS, MD 21401-0486 PHONE (410) 269-2840**

Bobbie S. Mack, Chairman  
 David J. McManus, Jr., Vice Chairman  
 Patrick J. Hogan  
 Janet S. Owens  
 Charles E. Thomann



Linda H. Lamone  
 Administrator

Nikki Charlson  
 Deputy Administrator

January 30, 2015

Mr. Brian Bittner  
 Chairman, Green Party  
 2813 Maisel St.  
 Baltimore, MD 21230

Dear Mr. Bittner

The Green Party submitted New Party Political Party Petition in accordance with the provisions of Election Law Article, Title 4, Subtitle 1 of the Annotated Code of Maryland. The purpose of the petition was to continue the Green Party as a recognized political party in Maryland.

The petition pages submitted have been verified by the State and county boards of elections with the following results:

Number of Signatures Processed:	18,098
Number of Signatures Accepted as Valid:	13,271
Number of Signatures Invalidated:	4,827
Total Number of Signatures Required:	10,000

The total number of signatures required is sufficient to meet the petition requirement of Maryland law. Accordingly, the Green Party retains its party recognition through the 2018 election.

Please submit the required by-laws, or if the party by-laws have not changed, a memo to that effect.

If you have any questions, please do not hesitate to contact me.

Sincerely,

*Linda H. Lamone*  
 Linda H. Lamone  
 Administrator

cc: State Board Members  
 Local Board of Elections

MONTGOMERY COUNTY, MD

FEB 11 P2:13

RECEIVED  
 SUPERVISOR OF ELECTIONS

**Side-by-Side of Concerns Regarding MVA Transactions and MVA Response**  
**March 9, 2015**

Concern	Request from Montgomery County Board of Elections	Response from Motor Vehicle Administration	Response from Joint Audit Committee	Analysis
Request for a legislative audit.	Requested a comprehensive audit of the current policies, practices and procedures for registering voters at the MVA, as well as what information is provided to the local boards when an individual registers at the MVA. Specifically requested that the Legislative Audit Committee direct Mr. Barnickel's office to undertake an extensive investigation and audit of the current processes in place.	Provided information on: - Software revisions effective January 2015; - Additional text to appear on screens and forms; - Existing handling procedures for paper voter registration forms.	Determined that the steps SBE and MVA are taking will address these voter registration issues and, therefore, an audit is not required at this time. Will follow up in six months to verify that revised procedures have been implemented and voter registration inaccuracies have been corrected. Will then determine if any further action is deemed necessary.	<p>The steps being taken are positive steps but not fully responsive to each of the complaints that were forwarded by the Montgomery County Board of Elections.</p> <p>A comprehensive legislative audit would also assist in identifying other gaps that may exist or improvements that may be made.</p> <p>The steps being taken will provide additional data that should assist the Joint Audit Committee in performing a future legislative audit.</p>

Concern	Request from Montgomery County Board of Elections	Response from Motor Vehicle Administration	Response from Joint Audit Committee	Analysis
Unauthorized political party changes.	Did not request specific remedies but an investigation into the current procedures which are not fully known to Board members and staff. In examples given of voters' party affiliations being changed, letter described that:	Specific changes to software and forms effective January 2015, with internal review and audit procedures. Procedures changed so that:	Will follow up in six months to verify that revised procedures have been implemented.	Revised procedures are responsive to some but not all concerns.
	- Voters reported that their political party was changed without their knowledge from a political party to "other parties" or "unaffiliated", or from "Republican" to "Democrat".	- The voter will be making the selection, unless the customer service agent overrides default settings and enters a reason.	Will follow up in six months to verify that revised procedures have been implemented.	Will depend on the extent to which the MVA succeeds in limiting overrides. MVA does not specify criteria for an override or indicate whether or how the voter provides consent.
	- Voters reported not being presented with the voter registration questions (in person).	- Customer service agents will not be able to skip past this step in an in-person transaction without entering a reason for the override.	Will follow up in six months to verify that revised procedures have been implemented.	Will depend on the extent to which the MVA succeeds in limiting overrides. MVA does not specify criteria for an override or indicate whether or how the voter provides consent.
	- Voters reported not being presented with the voter registration questions (kiosk and web).	- Kiosk and web screens changed to prevent the customer from bypassing	Will follow up in six months to verify that revised procedures have	It is unclear whether the software change is responsive to the

Concern	Request from Montgomery County Board of Elections	Response from Motor Vehicle Administration	Response from Joint Audit Committee	Analysis
		voter registration screen by selecting 'cancel' rather than 'next'.	been implemented.	complaint. Montgomery County Board staff understood that the issue was replicated in MVA testing, occurred due to a timeout or Internet disruption and could be remedied using error messages.
	- Voters reported having their signature used to sign an oath under penalty of perjury that was captured in a separate, previous step of the MVA transaction. This oath includes an attestation of citizenship, residency and criminal conviction and sentencing history.	- The screen where the oath appears includes the following text: "Please note when you check "YES" above your electronic signature from your current or previous MVA product will be used to certify your voter registration application."	N/A	If the voter makes the affirmative act of checking "YES", then the printing of the customer's previously captured signature is consistent with how the State of Maryland has implemented online voter registration.
Unauthorized update to voter registration without knowledge or consent of the voter.	- Electronic voter registration applications received by the Board of Elections, despite the voters claiming that they were not presented with the voter registration questions and/or declined to update their registration.	- Customer service agents will not be able to skip past this step in an in-person transaction without entering a reason for the override.	Will follow up in six months to verify that revised procedures have been implemented.	The procedure changes are partly responsive to the concerns raised. An unresolved concern is the address(es) transmitted for purposes of voter

Concern	Request from Montgomery County Board of Elections	Response from Motor Vehicle Administration	Response from Joint Audit Committee	Analysis
				registration, particularly when an MVA customer has different addresses on file for a vehicle registration and for their driver license. In some cases, this seems to result in unintended mailing addresses.
Customer not presented with the voter registration questions at the MVA.	- Reported transactions by a staff member of the Board of Elections in person, at a kiosk and on the web where none of the voter registration screens were displayed.	- Customer service agents will not be able to skip past this step in an in-person transaction without entering a reason for the override.  - Kiosk and web screens changed to prevent the customer from bypassing voter registration screen by selecting 'cancel' rather than 'next'.	Will follow up in six months to verify that revised procedures have been implemented.	- Will depend on the extent to which the MVA succeeds in limiting overrides by MVA staff.  - Unclear whether this is sufficient. Potential issues may also include a timeout or Internet disruption that could be remedied using error messages.
Lack of a clear record of whether the voter made a selection or the agent did so.	- Voter claims to have registered to vote at the MVA but printout indicates that the registration was declined by the voter and/or the agent.	- Customer service agents will not be able to perform this step on behalf of the voter without entering a reason for the override.	Will follow up in six months to verify that revised procedures have been implemented.	- If overrides continue to be a significant issue, the Board will continue to face situations where it

Concern	Request from Montgomery County Board of Elections	Response from Motor Vehicle Administration	Response from Joint Audit Committee	Analysis
				<p>must reject provisional ballots cast by those who claim to be registered, but whose registration at the MVA was declined due to a customer service agent override.</p>
<p>Non-citizen registered to vote.</p>	<p>- Permanent resident reported being unknowingly registered to vote.</p>	<p>- Notes that the voter registration question does not appear for voters obtaining a non-federally compliant license.</p> <p>- Added additional language to the paper voter registration application highlighting the fact that citizenship is required to register to vote;</p> <p>- Added language affirming citizenship to the first step of the voter registration process, rather than on the last screen, for voters obtaining a federally complaint driver's license.</p>	<p>Will follow up in six months to verify that revised procedures have been implemented.</p>	<p>The individual was aware that citizenship is required to register to vote, and as a permanent resident is eligible for a federally compliant driver's license.</p> <p>If an MVA customer service agent override was the reason for this occurring, then reducing overrides by MVA staff should help prevent such situations.</p>

Concern	Request from Montgomery County Board of Elections	Response from Motor Vehicle Administration	Response from Joint Audit Committee	Analysis
No summary screen.	Requested an evaluation "to ensure that there is a summary screen and that it requires the voter to confirm that all of the information set forth on the summary screen is correct (i.e., name, date of birth, address, party affiliation, etc.) and that the oath clearly and conspicuously sets forth the requirements for becoming a registered voter."	- No change reported.	N/A	Under the change in procedures, it is still possible for customer service agents to take over the Motor Voter step, but there is no summary screen where the voter can make certain it was entered accurately. When a paper form is completed with assistance, there is a certificate signed by the assistant stating that the voter has affirmed to them that the information is correct.
Hard copy voter registration applications.	- Voter reported that they had dropped off an application at an MVA that was never received by the Board of Elections. There does not appear to be any mechanism in place to document that it occurred and whether it was ever provided to Board staff.	- No change reported.	N/A	The current transmittal form assists in tracking the total number of forms collected in up to a five-day period, but it does not provide a chain of custody for researching an individual voter's claim.



Motor Vehicle Administration

January 26, 2015

**Maryland Motor  
Vehicle Administration**  
6801 Ritchie Highway, N.E.  
Glen Burnie, Maryland 21062

410-768-7000  
1-800-950-1MVA  
CUSTOMER SERVICE CENTER

1-800-492-4575  
TTY

[www.MVA.Maryland.gov](http://www.MVA.Maryland.gov)  
WEB SITE

The Honorable James C. Rosapepe  
Senate Chair  
James Senate Office Building, Room 314  
11 Bladen Street  
Annapolis, Maryland 21401

The Honorable Guy J. Guzzone  
James Senate Office Building, Room 121  
11 Bladen Street  
Annapolis, Maryland 21401

Dear Senator Rosapepe and Senator Guzzone:

Thank you for your letter of January 14, 2015 with regard to concerns about policies and procedures for registering voters at the MVA as brought to your attention by the Montgomery County Board of Elections (MCBE). Please be assured that the Motor Vehicle Administration (MVA) and the State Board of Elections (SBE) take the voter registration process very seriously and continuously monitor the process to make changes when necessary. In 2012, Maryland became one of a handful of states to implement an all-electronic voter registration application. This application is much more secure and replaced a manual paper process for our over the counter transactions.

MVA has been in continuing communication with the Montgomery County Board of Elections (MCBE) to receive feedback about the experiences that voters in their jurisdiction have reported. Based on this information, MVA and SBE are pleased to report that MVA has initiated some changes to improve the security of the voter registration process at MVA facilities and address the concerns raised.

**Issue (1) Voters being changed without their knowledge from a political party to "other parties" or "unaffiliated."**

**Issue (2) A claim that an individual's party affiliation was changed from Republican to Democrat.**

**Issue (3) A claim that an individual had registered to vote at the MVA but MVA's records indicate that the individual declined to register.**

Prior to January 2015, both the MVA customer agents as well as the customers were able to make selection choices on the voter registration screens which could have led to a human error in selection of party affiliation or choosing to apply to register to vote. After receiving the reports from MCBE, MVA initiated a programming change so that only the customer will be able to use the touchscreen to make a selection on the voter registration page; the MVA

Lawrence J. Hogan, Jr. - Governor  
Pete K. Rahn - Acting Secretary

Boyd K. Rutherford - Lt. Governor  
Mitt Chaffee - Administrator

employee would only be able to make the selection with an override (in the event the customer is unable to make the selection themselves due to a disability etc...). This will eliminate any possibility of human error on the part of the MVA customer agent since it would force the customer to make a selection on their own. (Please see **Attachment A**). Further, if an override is selected by the employee, the employee has to enter a reason. (Please see **Attachment B**). All overrides are reviewed by management staff at the close of business and will also be included in the MVA's internal auditing process. This change was implemented on January 11, 2015 and will address all three issues listed above.

**Issue (4) A member of the county board staff was not presented with voter registration information in multiple transactions with the MVA.**

It was difficult to replicate this issue in MVA testing. MVA believes these transactions occurred through the website or kiosk. The report of this issue caused MVA to re-examine the process for the web and the kiosk to ensure that the screens are as clear as possible for the customer. There was a step in the process where after a transaction was completed on the kiosk or website, an option for additional products was offered. If the customer selected the "cancel" button rather than the "next" button, the customer would not have seen the voter registration screen. The MVA initiated a programming change in January of 2015 to prompt the voter registration screens if either option is chosen.

**Issue (5) A United States National was registered to vote, despite being ineligible to do so.**

The voter registration question does not appear in the electronic application for customers who are obtaining "not federally compliant" driver's license or identification card. Customers going through this process have presented documentation indicating that they are not citizens of the United States. Additionally, all motor voter applications, both paper and electronic, include language which requires the applicant to certify that they are a US Citizen.

However, after receiving information from MCBE on the possibility that a customer applied to register to vote through MVA despite not being a citizen, the MVA will be adding further language to the paper forms highlighting the fact that citizenship is a voting requirement. (Please see **Attachment C**). Additionally, to make it even more clear, on the electronic application, the MVA added the language "I am a US Citizen" to the "Yes" button in response to the question "Would you like to register to vote?" (Please see **Attachment A**). The signature page for the application continues to contain language approved by SBE that the applicant is a citizen and is otherwise qualified to vote. (Please see **Attachment D**).

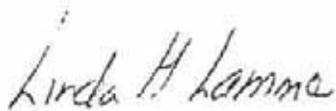
**Issue (6) An alleged lack of internal controls over paper voter registration applications received at the MVA.**

MVA procedure requires branch offices to collect any paper voter applications at the close of business that are inserted into motor voter drop boxes. Branches then date stamp each form and either hold for pick up by Local Board of Elections or mail to MVA headquarters in Glen Burnie for pick up by courier to be delivered to SBE. A transmittal form is included with the voter registration information. (Please see **Attachment E**). This is similar to procedures followed by other state agencies designated under the National Voter Registration Act that were

instituted by the SBE. For FY 2014 the MVA collected 6,500 Standard Mail-In Voter Registration applications through our drop boxes.

Thank you for providing us an opportunity to address the concerns and issues addressed in your January 14, 2015 letter. The MVA and SBE will continue to collaborate and address any issues raised regarding the motor voter processes between the two agencies. If you would like additional detailed information, please feel free to contact either of us directly.

Sincerely,



Linda Lamone  
Administrator, SBE



Milt Chaffee  
Administrator, MVA

cc: Joint Audit Committee  
Ms. Karen Morgan

**Attachment A**

**\*\*\* Voter Information Not Found \*\*\***

A search of your name in the Maryland Voter Registration records does not produce an exact match, as a result you will be offered the opportunity to apply to register to vote.

**WARNING:** Giving false information to obtain voter registration is perjury and punishable by a fine of up to \$1000, or by imprisonment for up to 5 years, or both.

**Do you wish to apply to register to vote?**

- Yes. I am a U.S. Citizen and want to apply to register to vote.
- No. I am declining to apply to register to vote at the MVA today.

**Polling Place Assistance**

Would you like information on polling place assistance for voters who are elderly, disabled or unable to write or read the ballot?

- Yes
- No

**Next**

**Attachment B**

The customer screen will contain verbiage below that shows them the CA has taken over control of the voter step.

Your voting record was found. Your current party affiliation is :

**DEMOCRAT**

Do you wish to update your Party Affiliation?

Yes

No

**Polling Place Assistance**

Would you like information on polling place assistance for voters who are elderly, disabled or unable to write or read the ballot?

Yes

No

Next

MVA agent is assisting you with completing your voter information.

CA Screen with check box to take over the Motor Voter Step for the customer.

Search Results	Party Affiliation	Registration
<b>Voter Certification</b>		
<p>Under penalty of perjury, I hereby swear or affirm, I AM A U.S. CITIZEN            I am a MD resident. I am at least 18 years old. I have not been convicted of buying or selling votes. I have not been convicted of a felony or 43 hours. I have completed serving a court-ordered sentence or imprisonment, including any term of parole or probation for the conviction.</p>		
<p><input type="checkbox"/> Yes, I am offering the information in this application to you to the best of my knowledge, information and belief.</p> <p><input type="checkbox"/> No, I am not updating my voter registration at this time.            OR            No, I do not wish to apply to register to vote.</p>		
<p>Please note when you check "YES" above your electronic signature from your current or previous MVA product will be used to identify your voter registration application.</p>		
<p><input type="checkbox"/> CA taking over Motor Voter Step</p>		<p>Next</p>

# ATTACHMENT C

**MARYLAND MAIL-IN DRIVER LICENSE RENEWAL/ID APPLICATION** DL-179b (08-14)

Driver # \_\_\_\_\_ Driver License # \_\_\_\_\_

1 Have you been diagnosed with any physical or mental disability, other than vision, which may affect your driving?  Yes  No

2 Is your license or privilege to drive suspended, revoked, refused, annulled or disqualified in this or any other state, Washington D.C., Canada, or U.S. Territory?  Yes  No

3 INDICATE AMOUNT ENCLOSED FOR DRIVER'S LICENSE RENEWAL FEE \$

4 If you are 18 years of age or older AND NEED AN IDENTIFICATION (ID) CARD, COMPLETE Sections 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, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.

5 Are you 18 years of age or over (OR) do you have a disability which limits a major life activity?  Yes  No

6 INDICATE AMOUNT ENCLOSED FOR IDENTIFICATION CARD FEE \$

7 Do you wish to apply to register to vote in Maryland? If yes, complete the application below.

8 YES, you wish to be "ID" and REGISTER as an eligible voter & issue ballot?  Yes  No

9 Would you like to help raise awareness for organ, eye & tissue donation by contributing to the organ & tissue donation awareness fund, please enter donation amount. Donation \$

Signature \_\_\_\_\_ Date \_\_\_\_\_ Total \$

I swear, under penalty of perjury, that the statements made herein are true and correct to the best of my knowledge, information and belief. By signing this application, I certify that my most recent eye examination was conducted not more than 12 months prior to submitting this form.

## MARYLAND VOTER REGISTRATION APPLICATION

PLEASE DETACH MARYLAND MAIL-IN DRIVER LICENSE RENEWAL APPLICATION FROM MARYLAND VOTER REGISTRATION APPLICATION, COMPLETE AND RETURN MARYLAND VOTER REGISTRATION APPLICATION ONLY IF YOU WISH TO REGISTER TO VOTE OR UPDATE YOUR CURRENT VOTER REGISTRATION. SEND AND RETURN TO THE MVA ALONG WITH YOUR DRIVER LICENSE RENEWAL APPLICATION OR MAIL TO: MARYLAND STATE BOARD OF ELECTIONS, P.O. BOX 3688, ANNAPOLIS, MD 21401. FOR ADDITIONAL INSTRUCTIONS, PLEASE SEE BACK OF FORM.

**You Must be a U.S. Citizen to apply to register to vote.**

**Voter Registration Information**

1 Check here ONLY if this statement applies:  
I do NOT wish to register to vote or to update my current voter registration at this time.

2 Are you at least 18 years old?  Yes  No  
Are you a U.S. citizen?  Yes  No  
If you answer NO to either question, do not complete this form.

3 Check boxes that apply and complete items 4-14:  
 New Registration  Party Affiliation Change  
 Name Change  Address Change

4 Name (Last, First, Middle) \_\_\_\_\_  Check here if you reside in Baltimore City.

5 Maryland Residence Address: Street Number, Street Name, Apt. No. \_\_\_\_\_ City or Town \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

6 Mailing Address (if different from item 5): \_\_\_\_\_

7 Birth Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_  B  One  Male  Female  9 Daytime Phone: \_\_\_\_\_

10 Personal Identification Number: \_\_\_\_\_

11 Party (check one):  Democrat  Republican  Green  Libertarian  
 Unaffiliated (Independent of any party)  Other - Specify: \_\_\_\_\_

12  Check here if you would like information on polling place assistance for elderly, disabled, or voters unable to write or to read the ballot.

13  Check here if you would like information on working as an election judge for your County Board of Elections.

Under penalty of perjury, I hereby swear or affirm: I am a U.S. citizen • I am a Maryland resident • I am at least 18 years old • I have not been convicted of buying or selling votes • I have not been convicted of a felony, or if I have, I have completed serving a court-ordered sentence or incarceration, including any term of parole or probation for the conviction. The information in this application is true to the best of my knowledge, information, and belief.

Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

14  X

This >  
will be  
in caps  
Are  
you a  
US  
Citizen  
?

**LAST VOTER REGISTRATION INFORMATION (if applicable)**

A Name on Last Registration: Last Name \_\_\_\_\_ Title (Jr., Sr., etc.) \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

B Address on Last Registration: Street Number \_\_\_\_\_ Street Name \_\_\_\_\_ Apt. No. \_\_\_\_\_ City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

## MARYLAND VOTER REGISTRATION APPLICATION

### TO REGISTER YOU MUST

- Be a U.S. citizen;
- Be a Maryland resident;
- Be at least 18 years old;
- Not have been convicted of voting or ballot fraud;
- Not have been convicted of a felony, or if I have, I have completed serving a court-ordered sentence of imprisonment, including any term of parole or probation for the conviction.

\* You may register to vote if you are at least 16 years old but cannot vote unless you will be at least 18 years old by the next General Election.

### YOU CAN USE THIS FORM TO

- Register to vote in federal, state, county and municipal elections in Maryland
- Change your name, address, or party affiliation.

### PERSONAL IDENTIFICATION NUMBER (ITEM 10)

BECAUSE you will have a current, valid Maryland driver's license or this identification card, your personal identification number for voter registration purposes will be your MVA identification number, which has been filed in by the MVA.

### PARTY AFFILIATION (ITEM 11)

YOU MUST REGISTER WITH A PARTY if you want to take part in that party's primary election.

### NOTICE TO MAIL-IN REGISTRANTS

If you have never before voted in Maryland and intend this application by mail, you are subject to a federal identifier requirement. The identification requirement is satisfied if ELECTION OFFICERS CAN VERIFY THE MVA IDENTIFICATION NUMBER prepared on this form. If election officials are not able to verify this number, they will contact you and provide additional information.

### PERSONAL RECORDS NOTICE / CONFIDENTIALITY

This form collects personal information for voter registration purposes. If you are not registered to vote and you refuse to provide this information, you will not be allowed to vote in Maryland. You may update your voter registration at any time at your County Board of Elections. Except for items specified as confidential, voter registration records are generally available for public inspection. They may also be shared with law enforcement/agencies or other government agencies as provided by law. The law prohibits use of voter registration lists for commercial solicitation purposes.

If you choose to register to vote, that fact will remain confidential and will be used only for voter registration purposes. If you register to vote, the locality of the office at which the application is submitted will remain confidential and will be used only for voter registration purposes.

### TO REUSE THIS FORM

- Complete Items 2-13 in the Voter Registration Application. Sign and date Item 14. If you are currently registered to vote in Maryland or another state, complete Items 4 and 9 under Last Voter Registration.
- Detach and return to the MVA along with your driver license renewal application, or mail to the State Board of Elections, P.O. Box 4626, Annapolis, MD 21401.
- Affix first-class postage.

### DEADLINE INFORMATION

- This application must be received by a Maryland election office no later than 6 p.m. 21 days before an election.
- If your application is complete and you are hoped to be qualified, a Voter Notification Card will be mailed to you.
- You are not registered until you receive your Voter Notification Card.
- The submission of this form to an individual other than an official, employee, or agent of a County Board of Elections does not assure that the form will be admitted or filed in a timely manner.

### !WARNING!

Giving false information to obtain voter registration is perjury and punishable by a fine of up to \$1,000, or by imprisonment for up to 5 years, or both.

**Attachment D**

Font on the Certification tab has been changed to bold, and in all CAPS.

Search Result	Party Affiliation	Party Affiliation	Certification
---------------	-------------------	-------------------	---------------

**Voter Certification**

Under penalty of perjury, I hereby swear or affirm: **I AM A U.S. CITIZEN**  
 I am a MD resident - I am at least 16 years old. I have not been  
 convicted of buying or selling votes - I have not been convicted of a  
 felony, or if I have, I have completed serving a court-ordered  
 sentence of imprisonment, including any terms of parole or probation  
 for the conviction.

- Yes, I am affirming the information in this application is true to the best of my knowledge, information and belief.
- No, I am not updating my voter registration at this time.  
**OR**  
 No, I do not wish to apply to register to vote.

Please note when you check "YES" above your electronic signature from your current or previous MVA product will be used to copy your voter registration application.

ATTACHMENT E



SBE-1000 (1-14)

Agency-Based Voter Registration Transmittal Form

Agency Name:	Motor Vehicle Administration
Agency Address: (Local Address)	_____ _____ _____
Transmission Date:	_____
# of Completed Mail-In Voter Registration Forms	_____
# of Completed VR-154 Change of Address Forms:	_____
Agency Designee Signature:	_____
Title:	_____
Telephone Number:	_____
Comments:	_____ _____ _____ _____

***\*Please make sure all voter registration information is date stamped and forwarded to your County Board of Elections or Glen Burnie HQ, Attention: Mail Room – Motor Voter within five days of acceptance\****

Mary Ann Keeffe  
*President*  
Dunica Jeter  
*Vice President*  
Nancy H. Dacek  
*Secretary*  
Nahid Khozeimeh  
*Member*  
Graciela Rivera-Oven  
*Member*  
David Naimon  
*Substitute Member*  
Jacqueline Phillips  
*Substitute Member*



**Montgomery County**  
**Board of Elections**  
Post Office Box 4333  
Rockville, Maryland 20849-4333

## Attachment I

Margaret A. Jurgensen  
*Election Director*  
Alysoun McLaughlin  
*Deputy Election Director*  
Janet A. Ross  
*Senior Information  
Technology Specialist*  
Betty Ann Lucey  
*Voter Registration Manager*  
N. Christine Rzesut  
*Operations Manager*  
Kevin Karpinski  
*Counsel*

November 20, 2014

via email [jim.rosapepe@senate.state.md.us](mailto:jim.rosapepe@senate.state.md.us) and U.S. Mail  
The Honorable James C. Rosapepe  
Senate Chair  
James Senate Office Building, Room 314  
11 Bladen Street  
Annapolis, Maryland 21401

via email [guy.guzzone@house.state.md.us](mailto:guy.guzzone@house.state.md.us) and U.S. Mail  
The Honorable Guy J. Guzzone  
House Chair  
House Office Building, Room 206  
6 Bladen Street  
Annapolis, Maryland 21401

RE: Request for an Audit of the policies and procedures for registering voters at  
the Motor Vehicle Administration

Dear Senator Rosapepe and Delegate Guzzone:

The Montgomery County Board of Elections (hereinafter referred to sometimes as "the Montgomery Board") is requesting that the Joint Audit Committee direct the Legislative Auditor, Thomas J. Barnickel, III, to have an audit performed of the policies and procedures for registering voters at the Motor Vehicle Administration (hereinafter "MVA"). The Montgomery Board is requesting a comprehensive audit of the systems utilized to register voters, as well as the information that is provided to the State Board of Elections and the local boards.

---

Located at: 18753 North Frederick Avenue, Suite 210 • Gaithersburg, Maryland 20879  
240-777-8500 • MD Relay 1-800-735-2258 • FAX 240-777-8505  
E-mail: [elections@montgomerycountymd.gov](mailto:elections@montgomerycountymd.gov) • Web Site: [www.777vote.org](http://www.777vote.org)

[montgomerycountymd.gov/311](http://montgomerycountymd.gov/311)



301-251-4850 TTY

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Set forth below are issues that have recently come to our attention and we respectfully submit warrant an evaluation of the current policies and practices for registering voters at MVA.

1. Voters being changed without their knowledge from a political party to "other parties" or "unaffiliated."

On Thursday, June 26, 2014 (two days after the Primary), Messrs. Robert Debernardis and Carl Mauri came to the Board of Elections to complain that their party affiliation had been changed to "other parties." (I am enclosing a copy of their redacted electronic voter registration application for your review). As you will see from the enclosed documentation, these two (2) gentlemen live next to one another. They went to MVA to obtain a new driver's license. One of the gentlemen went to MVA on January 22, 2014 and the other went to MVA on March 25, 2014. Both gentlemen informed our Board staff that they were asked whether they wished to register to vote and both advised the employee at MVA that they were already registered to vote and they did not wish to be registered.

A review of their voter registration history reflects that both individuals have been registered to vote for a number of years and both individuals were registered as Democrats. However, their party affiliation was changed to "other parties" as a result of their interaction with MVA staff. Obviously, changing a person's party affiliation has serious consequences, particularly as it relates to the person's eligibility to vote in a Primary Election. While these two gentlemen were given Provisional ballots and the Board ultimately voted to accept in full their Democratic Primary ballot, if they would not have insisted on voting provisionally and would not have brought it to the Board's attention, these two individuals would have been deprived of their right to vote in the Democratic Primary.

Our Election Director, Margaret Jurgensen, and Board Counsel, Kevin Karpinski, Esquire, spoke to Messrs. Debernardis and Mauri. Both individuals claimed they never saw the electronic voter application and that neither signed the application. If that is correct, the signature on the application must have been taken from the screen where they each signed to obtain their new driver's licenses. If this is the current procedure, individuals are never given the opportunity to review the electronic voter registration application to ensure its accuracy. Furthermore, if their signatures are obtained from

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where they signed for their driver's licenses, individuals are also never given the opportunity to review section 12 of the application, wherein they are affirming under the penalties of perjury that they are a United States citizen, a Maryland resident, at least 16 years of age, as well as other items.

2. An individual claims her party affiliation was changed from Republican to Democrat.

One of our Boardmembers received a telephone call from an individual named Anne Dickey claiming she has been a "lifelong" Republican. However, before the Primary, she discovered that her party affiliation had been changed to Democrat shortly after visiting an MVA. Obviously, having an individual's party affiliation changed from Democrat to "other parties" or from Republican to Democrat without the person's knowledge and consent is extremely troubling. The individuals making the complaints noted above have had a long and continuous party affiliation with either the Republican or Democratic Party and it does not make any sense that they would willingly alter their party affiliations.

3. A member of our own staff was not presented with voter registration information in multiple transactions with the MVA.

On September 11, 2014, Alysoun McLaughlin visited the MVA (Walnut Hill branch) in Gaithersburg to obtain a copy of her driver's license and was not presented with the Motor Voter application questions on the computerized touch screen. After completing her transaction, she was asked verbally, "Have there been any changes to your voting status." Although she answered that verbal question in the negative, an electronic voter registration bearing her signature was received by the Montgomery Board. On October 6, 2014, Ms. McLaughlin subsequently changed her address using the MVA website and completed the transaction without being presented with any information on voter registration. Ms. McLaughlin is the Deputy Election Director for Montgomery County and her transaction at the MVA in Gaithersburg was personally witnessed by Margaret Jurgensen, the Election Director for Montgomery County

4. Another individual claims to have registered to vote at MVA but MVA's records indicate that he declined to register.

Mr. Tefere Gebre claimed to our staff that he went to the MVA in Silver Spring and

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requested to register to vote. Board staff researched why his name was not in the Statewide voter registration database. Board staff requested information from MVA. Board staff was provided the enclosed computer printout. It indicates that the individual declined to register to vote. However, once again, there does not appear to be any affirmative act by the individual that he or she wishes to not register to vote. The Board respectfully submits that in the future individuals should have to perform some affirmative act (*i.e.*, a signature) to indicate whether or not he or she wishes to register to vote. Based upon our limited knowledge of the system, it appears that employees at MVA simply ask the individual questions without the voter having the opportunity to confirm that the employee accurately describes the individual's decision whether or not to register to vote.

5. A United States National was registered to vote.

One of our Boardmembers was recently contacted by an individual who is a permanent resident. He is not a United States citizen and therefore not eligible to vote. However, he claims that he was unknowingly registered to vote at MVA. He is concerned that this may affect his eligibility to remain within the United States. The individual has provided the Board staff with information to have his registration canceled. However, it is disconcerting that this individual could become registered. If indeed signatures are being transferred from driver's licenses or identification cards, then individuals are not seeing section 12 of the voter registration application, setting forth the requirements to become eligible to vote and are not realizing that they are attesting under the penalties of perjury as to their qualifications.

On Monday, November 17, 2014, a number of Montgomery County residents appeared at our Board meeting to express concerns that non-citizens in Maryland were being registered to vote. While we were not provided at the meeting with specific facts documenting that non-citizens in Montgomery County were being registered to vote, the Montgomery Board respectfully suggests that the current system may not adequately emphasize the requirements that a person must satisfy (including citizenship) to become a registered voter in Maryland. An evaluation of the current system should be undertaken to ensure that there is a summary screen and that it requires the voter to confirm that all the information set forth on the summary screen is correct (*i.e.*, name, date of birth, address, party affiliation, etc.) and that the oath clearly and conspicuously sets forth the requirements for becoming a registered voter.

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In addition, the Montgomery Board respectfully submits that the current policies for cross checking registered voters with other State agencies should be evaluated. In other words, if for any reason a State agency (such as the Circuit Court for jury duty purposes) becomes aware that an individual is not a United States citizen and thus is not eligible to vote, there should be a mechanism to convey that information to the Maryland State Board of Elections and local boards to ensure that only eligible individuals remain on the voter rolls.

6. Hard copy voter registration applications.

The Board was advised that Jennifer Badgley claims to have filled out a paper copy of a voter registration application. She claims that she dropped it off at MVA. The Board understands that there is a box at MVA where an individual can drop off a paper application. The Board of Elections staff thereafter goes to the various MVA locations and picks them up. However, there does not appear to be any chain of custody documentation whatsoever reflecting who dropped off a voter registration application at MVA, the number of applications received, and when they are picked up by the Board of Elections staff. As a consequence, we have an individual who claims she registered to vote and dropped off the application at an MVA office. However, there does not appear to be any mechanism in place to document that it occurred and whether it was ever provided to Board staff. As a result, this individual was not able to vote in the 2014 Primary because there was no evidence whatsoever that she actually registered to vote beyond her claiming that she did so.

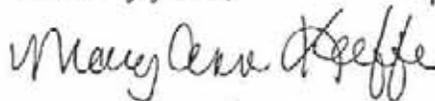
In sum, it is essential that our voters have confidence in the integrity of the process for registering to vote and that their registration is and remains accurate. As noted above, the Board has been advised of individuals who have had their party affiliation changed, individuals who claimed they have registered to vote but there is no documentation that they did, individuals who are not eligible to vote but have been registered to vote and an individual who claims to have filled out and delivered a voter registration application at MVA but there is no evidence that either MVA or the Board of Elections received it. All of these issues raise serious concerns regarding the current policies and procedures for registering individuals to vote at MVA and we respectfully request that the Audit Committee direct Mr. Barrickel's office to undertake an extensive investigation and audit of the current processes in place.

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There have recently been news articles about the Montgomery Board's concerns regarding the processes of voter registration at MVA. Some of our Boardmembers have been contacted by elected officials regarding the potential problems with the current system. Our Board stands prepared to provide the Committee and Mr. Barnickel's office with whatever information and documentation is necessary to allow for a comprehensive review of the current policies, practices and procedures for registering voters at MVA, as well as what information is provided to the local boards when an individual in fact registers at MVA.

Thank you for your time and consideration.

Sincerely yours,

 <sup>bow</sup>

Mary Ann Keefe, President  
On behalf of the members of the Montgomery  
County Board of Elections

KK:bjap

Enclosures

cc: Bobbie S. Mack, Chairman  
David J. McManus, Jr., Vice Chairman  
Patrick J. Hogan  
Janet S. Owens  
Charles E. Thomann  
Linda H. Lamone, Esquire  
The Honorable Nancy Navarro, Montgomery County Council President  
The Honorable Isiah Leggett, Montgomery County Executive  
Montgomery County Delegation

CONFIRMATION NUMBER: DEBEROB-22-JAN-2014-1557

## Electronic Voter Registration Application

1	Are you at least 16 years old? YES	Are you a U.S. citizen? YES
2	Is this a New Registration or an Update? NEW REGISTRATION	Source of Registration MVA
3	Voter Name: DEBERNARDIS, ROBERT ALLAN	
4	Sex: Male	Date of Birth [REDACTED]
6a	Maryland Driver's License or MVA ID Number [REDACTED]	
6b	Social Security Number	
7	Residential Address and County 8424 BELLS RIDGE TER POTOMAC 20854-2791 Montgomery	
8	Mailing Address (if different from item 7) SAME AS RESIDENTIAL	
9	Party OTHER PARTIES -	
10	Daytime-Phone	Email
11	<input type="checkbox"/> Do you want information on polling place assistance for the elderly, disabled or voters unable write or read the ballot? NO <input type="checkbox"/> Would you like information on working as an election judge for your County Board of Elections? NO	
12	Under penalty of perjury, I hereby swear or affirm that: I am a U.S. Citizen. I am a Maryland reside I am at least 16 years old. I have not been convicted of buying or selling votes. I have not been convicted of a felony, or if I have, I have completed serving a court-ordered sentence of imprisonment including any term of parole or probation for the conviction. The information in this application is to the best of my knowledge, information and belief.	
	Signature Robert A. DeBernardin	Date: 1/22/2014 12:00:00 AM

## PREVIOUS VOTER REGISTRATION INFORMATION (if applicable)

A	Previous Voter Name and Date of Birth	
B	Previous Address	
C	Previous Mailing Address	Previous Party

CONFIRMATION NUMBER: MAURCAR-25-MAR-2014-7987

## Electronic Voter Registration Application

1	Are you at least 16 years old? YES	Are you a U.S. citizen? YES
2	Is this a New Registration or an Update? NEW REGISTRATION	Source of Registration MVA
3	Voter Name: MAURI, CARL ROSS	
4	Sex: Male	Date of Birth [REDACTED]
6a	Maryland Driver's License or MVA ID Number [REDACTED]	
6b	Social Security Number	
7	Residential Address and County 8426 BELLS RIDGETER POTOMAC 20854-2791 Montgomery	
8	Mailing Address (if different from item 7) SAME AS RESIDENTIAL	
9	Party OTHER PARTIES -	
10	Daytime Phone	Email
11	<ul style="list-style-type: none"> <li>Do you want information on polling place assistance for the elderly, disabled or voters unable write or read the ballot? NO</li> <li>Would you like information on working as an election judge for your County Board of Elections? NO</li> </ul>	
12	Under penalty of perjury, I hereby swear or affirm that : I am a U.S. Citizen. I am a Maryland reside I am at least 16 years old. I have not been convicted of buying or selling votes. I have not been convicted of a felony, or if I have, I have completed serving a court-ordered sentence of imprisonment including any term of parole or probation for the conviction. The information in this application is to the best of my knowledge, information and belief.	
	Signature <i>Carl Ross Mauri</i>	Date: 3/25/2014 12:00:00 AM

## PREVIOUS VOTER REGISTRATION INFORMATION (if applicable)

A	Previous Voter Name and Date of Birth	
B	Previous Address	
C	Previous Mailing Address	Previous Party

Jurgensen, Margaret

---

From: Thomas Surock <tsurock@mdot.state.md.us>  
Sent: Tuesday, October 28, 2014 11:40 AM  
To: Jurgensen, Margaret  
Subject: RE: Tefere Gebre Voter Registration

Vote checks I am declining to apply to register to vote today

Tom Surock  
Project/Program Manager  
Maryland Motor Vehicle Administration  
Central Operations and Safety Programs  
tsurock@mva.maryland.gov  
410-762-5143

Anywhere, Anytime, MVA Online!

----- Original Message -----

From: Jurgensen, Margaret  
[mailto:Margaret.Jurgensen@montgomerycountymd.gov]  
Sent: Tuesday, October 28, 2014 11:14 AM  
To: Thomas Surock; Dorsey, Laletta  
Cc: McLaughlin, Alysoun N; Kevin Karpinski  
Subject: RE: Tefere Gebre Voter Registration

Tom is there any step in the declination process that the voter signs off?

When you say face to face, this is the process that the voter sits and reviews the screen when the questions are asked to receive a driver's license?

Margaret Jurgensen  
Election Director  
18753 N. Frederick Ave

Gaithersburg MD 20879  
240.777.8523

----- Original Message -----

From: Thomas Surock [mailto:tsurock@mdot.state.md.us]  
Sent: Tuesday, October 28, 2014 8:44 AM  
To: Dorsey, Laletta  
Cc: Jurgensen, Margaret; McLaughlin, Alysoun N  
Subject: RE: Tefere Gebre Voter Registration

According to our records "NO" was selected to the voter registration question.

Tom Surock  
Project/Program Manager  
Maryland Motor Vehicle Administration  
Central Operations and Safety Programs  
tsurock@mva.maryland.gov  
410-762-5143

Anywhere, Anytime, MVA Online!

----- Original Message -----

From: Dorsey, Laletta  
[mailto:Laletta.Dorsey@montgomerycountymd.gov]  
Sent: Monday, October 27, 2014 5:56 PM  
To: Thomas Surock  
Cc: Jurgensen, Margaret; McLaughlin, Alysoun N  
Subject: FW: Tefere Gebre Voter Registration  
Importance: High

Hi Tom,

Mr. Gebre did a face to face on 9/15/14 at the MVA in Silver Spring. He was getting his driver's license. He asked several times about registering and is not in MDV database. Would you please check?

Name: Teferre Gebre  
DOB: [REDACTED]  
DL: [REDACTED]

Thank you!  
Laletta

Nora L. Dorsey  
Acting Program Specialist II - Voter Services Montgomery  
County Board of Elections  
18753 North Frederick Avenue, Suite 210  
Gaithersburg, MD 20879  
240-777-8509 (Direct Line)  
240-777-8600 (Fax)  
laletta.dorsey@montgomer ycountymd.gov

-----Original Message -----

From: Dorsey, Laletta  
Sent: Monday, October 27, 2014 9:16 AM  
To: 'jenbadge@gmail.com'  
Subject: RE: Tefere Gebre Voter Registration

Good Morning Ms. Badgley,

I am glad to check but need additional information to check? When was Mr. Gebre at MVA and what was he doing? Which MVA did he go to and how did he register, i.e. face to face, at the kiosk, on paper? What is his driver's license number?

Best Regards,

Nora L. Dorsey

Acting Program Specialist II - Voter Services Montgomery  
County Board of Elections  
18753 North Frederick Avenue, Suite 210  
Gaithersburg, MD 20879  
240-777-8509 (Direct Line)  
240-777-8600 (Fax)  
laletta.dorsey@montgomerycountymd.gov

----- Original Message -----

From: Jennifer Badgley [mailto:jenbadgley@gmail.com]  
Sent: Friday, October 24, 2014 7:18 PM  
To: Elections, Board -Of  
Cc: Tefere Gebre  
Subject: Tefere Gebre Voter Registration

Hello,

My husband, Tefere Gebre, registered to vote at the MVA. When I check at the State website it does not show him as being registered. Can you check and see if he is registered and if it just has not been updated at the State yet?

Here is his info

Tefere Gebre  
10412 Mountain Quail Rd  
Silver Spring MD 20901  
dob:   
Pty: Dem

Tefere is cc'd in this email.

Thank you.

Jennifer Badgley

[[http://www.roads.maryland.gov/OCImages/511\\_logo\\_sm.JPG](http://www.roads.maryland.gov/OCImages/511_logo_sm.JPG)]  
Maryland now features 511 traveler information!  
Call 511 or visit: [www.md511.org](http://www.md511.org)<<http://www.md511.org/>>

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MARYLAND GENERAL ASSEMBLY  
JOINT AUDIT COMMITTEE

February 24, 2015

Ms. Mary Ann Keeffe  
President, Montgomery County Board of Elections  
P.O. Box 4333  
Rockville, Maryland 20849-4333

Dear Ms. Keeffe:

In correspondence dated November 20, 2014, the Montgomery County Board of Elections requested that the Joint Audit Committee initiate an audit of the policies and procedures utilized for registering voters at the Motor Vehicle Administration (MVA), as well as the related information provided to the State Board of Elections (SBE) and the local boards. This letter is in response to your request.

In that letter, the Legislative Auditor was requested to examine six specific facets of the voter registration process at MVA. The committee understands your concerns and appreciates your desire to ensure accurate and lawful voter registrations. To that end, the committee formally requested information from MVA and SBE addressing each of the concerns detailed in your letter. We reviewed the responses we received from MVA and SBE with the Office of Legislative Audits to determine what contribution an audit could make to resolve the issues raised in your letter. After consideration of the information, the committee has determined that the steps SBE and MVA are taking will address these voter registration issues and, therefore, an audit is not required at this time.

The committee intends to follow up with MVA and SBE in six months to verify that the revised procedures have been implemented and that voter registration inaccuracies have been corrected. We will inform you of the results of that inquiry and if any further action is deemed necessary at that time.

Thank you for bringing this matter to the attention of the Joint Audit Committee. We hope you find this is responsive to the concerns that you raised.

Sincerely,

Senator Guy Guzzone  
Senate Chairman

Delegate Craig J. Zucker  
House Chairman

GG:CJZ/SMR/jac

cc: President Thomas V. Mike Miller, Jr.  
Speaker Michael E. Busch  
Joint Audit Committee Members  
Ms. Linda H. Lamone (SBE)

Mr. Milton Chaffee (MVA)  
Mr. Karl S. Aro  
Mr. Warren G. Deschenaux  
Mr. Thomas J. Barnickel III



KEVIN KAMENETZ  
*County Executive*

KATIE A. BROWN, *Director*  
*Board of Elections*

January 21, 2015

Ms. Mary Ann Keeffe, President  
Montgomery County Board of Elections  
P.O. Box 4333  
Rockville, Maryland 20849-4333

Dear Ms. Keeffe:

Thank you for providing us with a copy of your letter regarding the concerns in Montgomery County with the Motor Vehicle Administration. The Board of Elections of Baltimore County voted to support and endorse your efforts for a comprehensive review of the current policies, practices and procedures for registering voters at the MVA. Please keep us updated on the progress and advise if we can assist in any way.

Sincerely,

Handwritten signature of Bruce Harris in cursive, with the initials "KAB" written below it.

Bruce Harris  
President

cc: Bobbie Mack, Chairman  
Linda Lamone, Administrator  
Margaret Jurgensen, Director



RECEIVED  
SUPERVISOR OF ELECTIONS

MONTGOMERY COUNTY, MD

15 FEB -3 AM 125

# 2014 Voter Registration Report

Submitted by Laletta Dorsey and Voter Registration Staff

## Overview

Voter Registration (VR) and Absentee (ABS) are subsections of Voter Services. VR is a deadline driven database management section which is responsible for the timely and accurate maintenance of voter registration documents. There is a continuous stream of paper and electronic information from a number of sources which must be processed. The sources include: in person, by mail, State Board of Election (SBE) electronic batches transmitted from the Motor Vehicle Administration (MVA) as well as paper forms distributed and collected by MVA, on-line voter registration (OLVR), Office of the Jury Commissioner, Montgomery County Circuit Court, other Boards, petitions, provisional ballots, U.S. Postal Service, Electronic Registration Information Center (ERIC), Department of Health and Mental Hygiene (DHMH), Administrative Office of the Court (AOC), etc. In addition to managing the statewide voter registration database (MD Voters), staff processes incoming and outgoing mail; are responsible for front counter and telephone coverage for the Board of Elections and perform registrar training for individuals interested in outreach efforts to register voters. Staff also oversees stocking Voter Registration Applications (VRAs) for the mandated agencies: Montgomery County Post Offices, Public Libraries, Public Schools, College Campuses, Regional Services Centers, Community Health Centers, Aging and Disability Services, MVA Offices, Licensing, and Register of Wills.

As of December 31, 2014 there were 671,095 registered Active and Inactive voters in Montgomery County. The party breakdown consisted of 375,337 Democrats, 129,009 Republicans, 1,762 Green, 2,422 Libertarians, 158,557 Unaffiliated (independent of any party), and 4,008 Other Parties.

There are five (5) permanent employees. This section is currently understaffed by two positions, with a hiring freeze in place. Eight (8) temporary employees were hired for the 2014 Gubernatorial Election, three (3) of whom were assigned to the Call Center. As in the past, some temporary employees will remain on the payroll for an extended period to continue the back scanning of pre-MD Voters records.

## Document Processing

Table 1: Monthly Statistical Report Summary for 2014

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New Registrations	2874	1683	1913	2450	2245	820	4360	2815	2714	2790	2452	4250	31366
Exact Duplicates	344	270	223	372	493	873	1542	620	481	691	2082	913	8904
Cancelled Active	1844	1893	1456	1504	1324	448	4333	1627	1464	2229	1403	4358	23883
Cancelled Inactive	341	204	220	420	305	66	677	394	221	600	259	15445	19172
Party Changes	857	544	577	824	1005	527	2291	682	844	1284	1377	1333	12145
Inactivated	914	1029	407	321	6	9	2067	92	0	9	0	3045	7899

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Reactivated	186	121	112	168	148	46	331	144	130	139	600	182	2307
Address Changes	4151	2421	2376	4109	3850	2428	7030	4101	4715	5703	6129	6638	53651
Name Changes	2100	1161	1212	1504	1608	1318	2544	1425	1691	3338	2180	2733	22805
Confirmation Mailings Sent	13611	9316	8496	11672	10984	6555	25175	11901	12260	16783	16482	38897	182132
Confirmation Responses	58	33	135	27	9	3	427	192	57	12	5	95	1053
<b>Total</b>	<b>27280</b>	<b>18665</b>	<b>17127</b>	<b>23371</b>	<b>21977</b>	<b>13113</b>	<b>50777</b>	<b>23994</b>	<b>24577</b>	<b>33578</b>	<b>32969</b>	<b>77889</b>	<b>365317</b>

➤ Electronic Voter Registration Applications (EVRA)/On-Line Voter Registration (OLVR)

Electronic voter registration transmissions are relatively recent, having been introduced as of February 27, 2012 with a soft launch of transactions from MVA. The full implementation was in July 2012 with the introduction of OLVR from the State Board of Elections website. Applicants with a driver's license or MVA ID number were able to register on-line. There have been some changes in the terminology and document processing since then.

During 2014, approximately 61,333 transactions were released. (This number does not include OLVR Non-UOCAVA absentee or OLVR UOCAVA Records and is included in the figures on Table 1.)

Table 2 –Electronic Transactions Transmitted from the State Board of Elections Summary

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
4525	4076	3750	4631	4938	1159	8550	5650	5887	4342	8350	5475	61333

(These figures are not readily available from our existing reporting tools and the numbers above are estimates based on the number of batches processed, which usually contain 25 records.)

➤ Petitions

Addresses are used to update the voter's record. When petitions are submitted, there is a spike in voter registration activity. No petitions were processed in 2014.

## ➤ Provisional Ballots

Provisional ballots are a source of many changes in the month after an election. Their volume is generally highest in presidential general elections and lowest in gubernatorial primary elections.

Table 3- Provisional Ballots Received and Processed Summary

	Early Voting	Election Day	Total
Primary Presidential Elections – 6/24/2014	362	2098	2460
General Presidential Elections – 11/4/2014	591	5962	6553
<b>Total</b>	<b>953</b>	<b>8060</b>	<b>9013</b>

This year, we identified and implemented procedures to improve the accounting of Provisional Ballots. Managing these documents was more efficient which allowed for easier reporting prior to the General Election canvass.

## List Maintenance

### ➤ Returned Mail

The primary tool that the Board of Elections uses in maintaining the accuracy of our voter registration lists is returned mail from the U.S. Postal Service. When mail is returned with a yellow sticker or markings indicating that the voter was not able to be reached at that address, we generate a Residential Confirmation Notice and flag the record for inactivation. The National Voter Registration Act (NVRA) prohibits our office from cancelling voters without giving them an opportunity to respond. If a forwarding address is received, staff is required to update their address or send another Residential Confirmation to the new address. Voter specific addresses outside of Montgomery County are forwarded to the appropriate county if the voter lives in that county or to the State Board of Elections if the voter is a Uniformed and Overseas Citizens (UOCAVA) voter. If the voter is inactivated, when they go to the polls to vote they must attest to their address. If there is no activity by the voter within two federal elections, such as voting, updating their voter registration or responding to a Residential Confirmation Notice, their registration is cancelled.

### ➤ U.S Postal Service National Change of Address Data (NCOA)

Montgomery County also purchases change of address data from the U.S. Postal Service on a periodic basis. This data provides complete information on all voters whose mail is subject to being returned by the Postal Service. This improves the efficiency of our processes rather than waiting for mail to be returned with the yellow sticker indicating a change of address.

### ➤ Electronic Registration Information Center (ERIC)

The newest tool available to Maryland for list maintenance is ERIC, which is governed and managed by states that have chosen to join. ERIC is a non-profit organization with the mission of using technology to improve the accuracy of the state voter registration systems by matching and analysing data from multiple states. Maryland was one of the seven states that pioneered the formation of ERIC in 2012 along with Colorado, Delaware, Nevada, Utah, Virginia, and Washington. Washington D.C., Oregon, Connecticut, Louisiana, and Minnesota joined in 2014.

A challenge we face as we strive to remove duplicate registrations, cancel registrations of deceased voters, better process address updates and more efficiently manage records of voters

who have moved and registered in another state is the inconsistency of data. One record may include the driver's license number of a voter and their social security number and their maiden name, for example, while another record may include the last four digits of their social security number and their married name. ERIC takes a composite of data from multiple states to identify matches with a higher degree of confidence.

ERIC also identifies potentially eligible but unregistered residents. A requirement of membership in ERIC is to also contact these residents and offer them an opportunity to register. The State of Maryland does this by sending a statewide postcard. Within the next few months, ERIC is also expected to begin incorporating U.S. Postal Service Change of Address data, so that Montgomery County will no longer have to purchase that data separately.

Table 4 – Summary of ERIC Transactions

	In-State Updates	Cross State	In-State Duplicates	Deceased	Total
4/3/2014	527	171	0	704	1402
7/23/2014	3314	1032	28	506	4880
	3841	1203	28	1210	6282

#### ➤ Death Cancellation

After new data has been loaded, the State Board of Elections notifies each Local Board of Elections that the *Potentially Identified Deceased Report* (VR-023) is available for processing. This report includes a list of all voters who are identified as deceased by Department of Mental Health and Hygiene (DHMH). Below is list of what was received last year. Once received the local board has five days to complete the processing of each list.

Table 5 – Summary of Deceased Records Received from the DHMH Report

List Number And Dates	Pages	Records
List 1 – Feb 7 – Feb 8, 2014	20	291
List 2 – Mar 6 – Mar 7, 2014	24	349
List 3 – Mar 8 – May 10, 2014	41	615
List 4 – May 29 – May 30, 2014	2	21
List 5 – Jun 1 – Jul 24, 2014	47	701
List 6 – Jul 30 – Jul 30, 2014	17	255
List 7 – Aug 18 – Aug 19, 2014	13	182
List 8 – Aug 28 – Aug 29, 2014	18	261
List 9 – Sep 24 – Sep 25, 2014	20	288
List 10 – Oct 30 – Oct 31, 2014	20	292
<b>Total</b>		<b>3255</b>

\*No Reports received in November and December

The Board of Elections is also notified of potentially deceased voters by family, friends, return mail, update forms, ERIC and other sources. If we cannot confirm through the DHMH module, we follow up with a letter to the family to confirm death.

Legislation has been passed in the Maryland General Assembly to allow the use of Social Security death records as well, although it has not yet been implemented.

➤ Criminal Convictions

After new data has been loaded, the State Board of Elections notifies each Local Board of Elections that the *Potentially Identified Felony Report* (VR-022) is available for processing. Data is provided by the Administrative Office of the Court (AOC). The AOC Search module assists in identifying potential felons whose names might appear in the voter registration system. For example, a resident with a felony who is still serving a parole sentence would be ineligible to vote.

If a match is identified, a Notification of Cancellation of Voter Registration letter is generated and mailed. If there is no response in ten days, the voter is cancelled.

➤ Cancellation Of Inactive Voters For Two Federal Elections

As described above, staff flags a voter as inactive who has moved without leaving a forwarding address, mail has been returned after the forwarding order has expired (FOE) or when otherwise undeliverable mail has been returned. Before a voter can be cancelled due to inactivity, a Residential Confirmation Notice has been mailed and the record has been flagged for a change to inactive status. Then the voter has remained inactive and has not voted or had any other communication with our office in the previous two federal elections. 15,160 inactive voters were cancelled on December 19 - 22, 2014.

➤ Merged Records

When multiple records are identified in the database, they are researched and merged. 383 records were merged in 2014. This is an outcome that can result from any of the above processes for managing the quality of our voter list.

## Audits

There are two main audits that the State Board of Elections performs and oversees of the local boards' voter registration procedures.

1. Critical Data Oversight is a monthly audit established and monitored by the State Board of Elections. The state has moved to a peer-to-peer audit. A procedure to audit each other's voter registration activities has been established. Montgomery, Anne Arundel, Baltimore City, Baltimore and Prince George's Counties rotate in the performance of audits of each other's records. Reports are due on the 12<sup>th</sup> of each month. Areas evaluated and reported on are: Additions – new and pending voters to the county, Cancellations – voters removed because they moved out of state, requested removal, died, and criminal convictions, Party Changes – all affiliation change requested, DHMH (Department of Health and Mental Hygiene) Reports – potentially identified deceased voters and AOC ( Administrative Office of the Court) Reports – potentially identified criminal convictions. During an election year, Absentee data is also reviewed. In each instance, staff of one county identify a representative sampling of records and confirm that staff in the other county properly handled the data received about that voter.
2. A Comprehensive Audit is performed by the State Board of Elections to ensure that local boards of elections are adequately performing tasks as required by election law and State regulations (COMAR). The comprehensive audit is performed for each election and an Audit Report is sent to each local board after each election identifying any quality issues for example.

## **Registrar Training**

Voter registrar training is offered every Wednesday at 10:00 am and 3:00 pm. In the months prior to an election, two classes are offered during the week. Evening classes are also available by appointment. Although it is not mandatory to obtain training to register voters, we receive positive feedback on the training. The purpose of voter registrar training is to instruct individuals who are interested in conducting voter registration drives. Areas of focus include the importance of properly and accurately completing the voter registration application (VRA), informing them of relevant deadlines, informing them that an applicant has a choice of returning the VRA themselves and the importance of not influencing an applicant's affiliation choice.

## **High School Drive**

For four decades, the Board of Elections has participated in a partnership with Montgomery County Public Schools (MCPS) to provide registrar training to students, who conduct a Voter Registration Drive. It is held during Student Leadership Week and the same week as the election of the Student Member to the Board of Education. In 2014, the drive was held April 2<sup>nd</sup> – 30<sup>th</sup>.

The program has registered more than 138,608 students over the past 43 years. Currently Montgomery County has 10,079 16 to 18 year old registered voters. 4,681 were registered in 2014.

Students have a number of options when applying to become a registered voter. 16 year olds may now register although 18 is still the legal age of voting, registration is now available at the MVA when students apply for their learner's permit and/or drivers' license and the state website now offers on-line registration.

Although students have more options to register to vote, the Montgomery County Board of Elections remains committed to training student volunteers, both to provide a convenient channel for some student to register and to train future generations of knowledgeable civic leaders through our partnership with MCPS.

We would like to acknowledge the contributions of Karen Crawford, who retired as the Student Affairs Coordinator with MCPS and are excited as we partner with the new Coordinator, Katie C. Rossini.

## **Municipal Elections**

There are 19 municipalities plus the Village of Friendship Heights and the Glen Echo Fire Department in Montgomery County. 12 elections were held in 2014. Although municipal elections are managed by the municipality, the Montgomery County Board of Elections compiles the schedule, emails precinct registers, and are available to answer questions on Election Day. We also process returned sample ballots and any mailings associated with their election.

## **Call Center**

Prior to the election, the call center is established to handle incoming call volumes so other sections may meet their increased workload. Call Center personnel are able to answer questions, mail absentee ballot applications and assist in a variety of other tasks such as calling early voting sites to verify wait times.

Table 6 –Call Center Phone Calls Summary

	<b>Number Of Calls</b>	<b>Days</b>	<b>Average Per Day</b>
2014 Primary Election	1926	24	80
2014 General Election	2916	30	97
<b>Totals</b>	<b>4842</b>	<b>54</b>	<b>90</b>

Call volume for this election was low, although it is expected to be much higher in 2016 with the implementation of a new voting system and voter interest in the presidential election. There were surges of call volume corresponding to the dates when sample ballots were mailed, when press releases went out and when letters went out from our office seeking Election Judges. There were also surges in call volume corresponding to the end of early voting and the week before Election Day as voters were concerned with requesting or troubleshooting issues with their absentee ballot request. Media attention to reports of voting equipment issues during early voting and campaign activities such as mailings and robocalls also prompted calls.

The evaluation of section management is that the 2014 Gubernatorial Election as a whole went well. Voter Services personnel did an outstanding job of meeting deadlines and performing as a team to accomplish the many tasks before them.

**2014 GUBERNATORIAL GENERAL ELECTION**  
**ABSENTEE VOTING REPORT**

The Absentee Department encountered fewer problems in administering the 2014 General Election than in the last several elections. However, voter confusion about the process continued to be an issue. Outsourcing of ballot mailing by the state continued to impede efficient service to voters in Montgomery County in that, initially mail is not processed daily and errors by Runbeck have continued to occur.

**SUMMARY**

For the 2014 Gubernatorial General Election, the volume of ballots handled by the absentee voting staff was as follows\*:

<b>Ballots Sent</b>	17,378
<b>Returned Voted Ballots</b>	13,702
<b>Total Accepted by the Board</b>	13,500
<b>Total Rejected by the Board</b>	206**

\*Statistics are based on 01-15-2015 MDVoters E-001 and Absentee Voter Search data

\*\*Includes Late Rejects received after Canvass. Subtotals do not add because of the four voters who returned more than one ballot.

\*\*\*\*\*

**The Absentee Department's duties include but are not limited to:**

- Analysis of Absentee Department budget requirements
- Preparation of annual Absentee Department budget request
- Preparation of the Absentee Election Calendar
- Preparation of monthly Critical Data Oversight for SBE
- Analysis of statistics to determine staffing requirements
- Accessing the HR database to identify, interview and make job offers for Temporary Staff
- Hiring Nursing Home and Assisted Living Teams and Canvass Teams
- Creating and implementing Training Programs for Temporary Employees, Nursing Home and Assisted Living Teams and Canvass Teams
- Scheduling, Evaluating and Supervising Temporary Staff

- Order office supplies, furniture and fixtures necessary for successful operation of the Absentee Department
- Analysis statistical data to prepare the Ballot Order
- Inventory and Ballot Accounting
- Preparing Web Page Absentee Data and FAQs
- Direct Customer Service for Walk-In Voters:
- Application Distribution
- Data Entry
- Scan and attach Applications
- Generate Absentee Ballot and Labels
- Distribute Absentee Ballots
- Perform Ballot Accounting
- Receiving and filing voted Absentee Ballots
- Answering telephones, e-mail and faxed messages
- Preparing FAQs for the Call Center
- Fulfilling requests for Absentee Ballot Applications
- Performing Data Entry for Absentee Ballot Applications and Voter Registration Applications to order Absentee Ballots for applicants
- Receiving, sorting, distributing and filing of incoming mail
- Contacting Voters directly, as required, to enable processing of Absentee Ballot Applications
- Scanning and Attaching associated documents to voters' files in MDVoters
- Administering and Implementing the Nursing Home and Assisted Living Program as required by Maryland Law:
- Preparing contact letters for both 54 large and 106 small facilities
- Preparing associated voter lists, and Absentee and Voter Registration Applications for prospective voters
- Interviewing, hiring, training, supervising and assigning Nursing Home and Assisted Living Teams
- Conducting Voter Registration for residents
- Preparing ballots and supply bags for Facility Visits
- Absentee Voting for Residents
- Preparing payroll for Team members
- Prepare Ballot Envelope sets with associated certificates and oaths
- Directly mail Ballots as necessary
- Directly e-mailed and faxed ballots as required
- Preparing Canvass Documents
- Organizing and implementing Canvasses
- Duplication of Ballots during Canvasses
- Post-Election Analysis for Lessons Learned
- Post-Election Audit Preparation
- Forecasting possible impacts upon future election
- Creating suggestions to improve and implement future elections

- Processing and preparing returned Sample Ballots for post-election Confirmation Mailing
- Sorting, scanning and attaching returned Sample Ballots for MDVoters
- Performing Confirmation Mailing Data Entry
- Assist with data entry for Voter Registration
- Assist in Registrar Training
- Assist in processing Petitions
- Research deletes to pull, print, scan and attach voter registration information
- Provide Call Center Assistance
- Distribute fliers at Metro Stations for Voter Registration drive
- Translation services for required documents
- Assist with list maintenance (ERIC and NCOAA)

**The Absentee Department provides the following Special Services to other departments as needed:**

- Election Judge Recruiting Assistance
  - Assistance Recruiters in calling prospective Election Judges
  - Assistance with large mailings
  - Absentee Temporary Staff became Election Judges
- Operations Assistance:
  - Sorting and packaging of Contingency Ballots for Polling Places
  - Assisted in D&P Labeling of supply materials for Polling Places
  - Assisted in proofing Ballots
  - Translation of Sample Ballot
  - Recording Audio Ballot in both English and Spanish
  - Assisted in proofing Maps
- Administrative Department:
  - Translation of Press Releases
  - Back-Up facilities maintenance contact
  - Preparation of documents for Board Attorney
    - Canvass Documents
    - Canvass Minutes
  - Back-Up paying bills

**STAFFING**

Temporary staffing was reduced by 25% for the 2014 Gubernatorial Election, compared to the 2012 Presidential Election, and overtime was greatly reduced. In addition to the three full-time personnel, two temporary employees were hired to manage the program for nursing home voters, two were hired to staff the secure area where ballots are stored and to assist voters with in-person absentee

voting, five were hired in the absentee warehouse with primary responsibility for data entry, one was hired for mail processing and filing and four were hired for customer service, front counter support and case research. Additionally, 14 Bi-Partisan Teams, consisting of Election Judges and/or Temporary Employees, were hired to work at Nursing Homes and Assisted Living facilities. Sixteen Election Judges were hired to work in the Canvasses and 5 Temporary Employees from other BOE departments were borrowed to work along with the Absentee Staff during the Canvasses.

### **ISSUES AND SUGGESTED SOLUTIONS**

The absentee voting staff encountered issues with, and has identified possible solutions for, the following in the 2014 Gubernatorial General Election:

1. Confusing language regarding the mailing address in Step 2 of the Absentee Ballot Application;
2. Confusing language in Step 3 of the Absentee Ballot Application as applied to in-person voters;
3. The frequency with which voters cast provisional ballots, not having realized that they had an active Absentee Ballot application;
4. Difficulty that voters who selected to print their own absentee ballot experienced in downloading their ballot from the state's website;
5. Complaints received from voters that they had to enter all of their registration information into the online voter registration system again, believing they were required to reregister, in order to request an Absentee Ballot;
6. Delays due to the outsourcing of absentee ballot mailing, with ballots being mailed less frequently than in the past when the LBE directly mailed ballots;
7. Ballot mailing packages being assembled inaccurately by the state's vendor, with voters receiving return envelopes for the wrong county;
8. Ballot delivery issues on the part of the U.S. Postal Service;
9. Inefficiencies in the Canvass process due to the scope of work that cannot be performed until the Canvassing Board convenes; and
10. Ballots rejected because voters cast more than one ballot, despite signing an oath in each case stating that the enclosed ballot was the only one that they had voted or would vote in the election.

## **ISSUE #1: CONFUSING LANGUAGE IN STEP 2 OF THE ABSENTEE BALLOT APPLICATION**

### **Issue:**

The Board of Elections must have a signed written request in order to issue an Absentee Ballot to a voter. Although voters are not required to use the standard form and may make their own request in writing, as long as they provide the necessary information, most voters use a standard form designed by the State Board of Elections.

The Montgomery County Board of Elections handles the highest volume of Absentee Ballots in the state and has provided input and comments to SBE regarding the state form. The 2014 Absentee Ballot Application was far less confusing to voters than previous applications and very few voters submitted unsigned applications, which is a huge improvement over 2012 and previous years.

Some voters, however, were still confused regarding Step 2 (see Attachment 1 for current SBE Absentee Ballot Application).

Although the instructions are clear, many voters apparently **did not read the instructions properly** and were confused as to what address to provide for the address where they were registered to vote. Many voters supplied their new residential address or a temporary address, such as a school address, rather than the address where they were registered in this section.

### **Suggested Solution:**

We believe that the State Board of Elections should reevaluate the design of this form and provide simpler instructions or, at minimum, print the instruction portion of the application in bold or italic print.

## **ISSUE #2: CONFUSING LANGUAGE IN STEP 3 OF THE ABSENTEE BALLOT APPLICATION**

### **Issue:**

The Absentee Ballot Application requires voters to specify how they want their ballot delivered, but does not provide an option for walk-in voters (see Attachment 1)

**Step 3: Tell us where you want your ballot sent.**

- I want my absentee ballot:  
Check only one
- mailed to the address you gave in Step 2. Go to Step 4.
  - mailed to a different address. Complete Step 3.
  - posted to the State Board of Elections' website. You will print the ballot and return it by mail. Make sure you gave an email address in Step 2. Go to Step 4.

For the primary election, I want my absentee ballot mailed to:

Street Address \_\_\_\_\_ Apt \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

For the general election, I want my absentee ballot mailed to:

Street Address \_\_\_\_\_ Apt \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Voters tend to check the box that directs the county Board of Elections to mail the ballot when they wish to vote in-person.

**Suggested Solution:**

We believe a possible solution would be for SBE to create a separate application to only be issued to walk-in voters. SBE does produce a separate application specifically designed for Nursing Homes which does have an in-person delivery choice.

I wish to obtain an absentee ballot, in-person for the Primary Election (*for those voters who come, in-person, to the Board of Elections Office*)

- I also wish to vote in  
Check only one
- the General Election. Please send my ballot:**
- mailed to the address you gave in Step 2. Go to Step 4.
  - mailed to a different address. Complete Step 3.
  - posted to the State Board of Elections' website. You will print the ballot and return it by mail. Make sure you gave an email address in Step 2. Go to Step 4.

2. Go to Step 4

I wish to obtain an absentee ballot, in-person for the General Election (only) (*for those voters who come, in-person, to the Board of Elections Office*). 2. Go to Step 4

**Otherwise:**

I want my absentee ballot:  
Check only one

- mailed to the address you gave in Step 2. Go to Step 4.
- mailed to a different address. Complete Step 3.
- posted to the State Board of Elections' website. You will print the ballot and return it by mail. Make sure you gave an email address in Step 2. Go to Step 4.

**ISSUE #3: VOTERS CASTING PROVISIONAL BALLOTS BECAUSE THEY DID NOT REALIZE THAT THEY HAD AN ACTIVE ABSENTEE BALLOT APPLICATION**

**Issue:**

A voter may submit an Absentee Ballot Application at any time. In the past, a voter was required to either request, complete and submit an application from the SBE or county Board of Elections or a voter could write and submit an informal application as long as required data was present including the voter's signature. Now voters who have a Maryland driver's license may submit Absentee Ballot Applications online (OLVR) without providing a new signature. Voters who access the state's database see an option to request an Absentee Ballot and many choose that option; therefore, we expect an increase in Absentee Ballot Applications for future elections. Voters who apply now may not realize, in 2016, that they have already applied for an Absentee Ballot and that they will have to vote by Provisional Ballot if they appear at polling places in 2016.

This is already a problem that has been encountered by the Montgomery County Board of Elections; as many as a quarter of our provisional ballots in recent elections have been cast by voters who previously requested an Absentee Ballot.

**Suggested Solution:**

We believe that it would make sense to proactively send voters a reminder before each election that they had previously requested an Absentee Ballot, and give them an opportunity to make changes or cancel their request. In January 2016, we propose to access the MDVoters database to identify voters who have applied for Absentee Ballots. We propose to send correspondence to those voters that will remind voters that they have already applied for an Absentee Ballot for 2016 and ask the voters to notify the Board of Elections if they would like to make changes or cancel their requests.

We also believe that the SBE should review the design of their online application to make it clearer how long the request for an Absentee Ballot will be in effect, and to make clearer that voters will have to vote using a Provisional Ballot if they do not return their Absentee Ballots for upcoming elections by mail.

#### **ISSUE #4: WEB DELIVERY - DIFFICULTY EXPERIENCED BY VOTERS IN DOWNLOADING THEIR BALLOT FROM THE INTERNET**

##### **Issue:**

MDVoters Absentee Voter Search reports that 5,353 ballots were requested to have been posted to SBE's website. However only 3,527 of these voted ballots were returned to the Montgomery County Board of Elections. Each had to be duplicated during the Canvass. SBE provided assistance to many voters who were unable to access their ballots directly from SBE's website. Additionally, many other voters contacted the Montgomery County Board of Elections and requested that their web delivery ballots be directly e-mailed as they had trouble downloading their ballots from the SBE website. This also likely contributed to the number of Provisional Ballots that were cast at the polls by voters who had requested an Absentee Ballot.

##### **Suggested Solution:**

We believe that the SBE should simplify and consider automating the ballot access process for voters. Voters reported they had problems with their temporary passwords not being accepted or that they had difficulty inputting their temporary passwords. We suggested that voters copy and paste passwords but voters replied that once out of the system, they were unable to reenter the system using their new passwords. Voters were referred to SBE for assistance or, when requested, were directly e-mailed ballots by the Montgomery County Board of Elections.

#### **ISSUE #5: COMPLAINTS THAT VOTERS HAD TO ENTER ALL OF THEIR INFORMATION TO REQUEST AN ABSENTEE BALLOT**

##### **Issue:**

SBE's website allows voters who wish to apply for an Absentee Ballot to apply online by clicking on the "Absentee Voting" Quick Link. The link takes you to the SBE's online voter registration system (OLVR) where you can request an absentee ballot.

At the bottom of SBE's homepage there is also a "Register to Vote" link. Voters who click on that link access SBE's online voter registration system (OLVR) (for Voter Registration) which includes a section that allows voters to request an Absentee Ballot. While completing steps to register, voters see (and in many cases complete), step 9 which allows voters to apply for an Absentee Ballot. The Absentee Ballot request page displays for all voters who click on step nine.

- After entering identifying information, the Absentee Ballot request page displays for all voters and the user can indicate if he or she would like to receive an Absentee Ballot for the upcoming election.
- This page displays before the user sees the final "Submit" button.
- The identifying information requested in OLVR is almost the same as the information requested on the paper form and is needed to confirm that we are issuing the ballot to the correct voter. The Absentee Ballot request form page will display after the voter enters the requested information.

However, we received a number of complaints from voters that this was not intuitive. To voters, it seems that an online process should require less information than does a paper form, since it only takes a few pieces of information and a few clicks to look up their voter registration. Voters also got confused when they were given a link to an Absentee Ballot request form that was the same as the link to register to vote.

### **Suggested Solution:**

We have inquired with SBE about this and it has been explained to us that security concerns prevent them from allowing voters to make changes – such as requesting a ballot – with just the information required to look up their information. However, we believe that the SBE should evaluate this online form and consider making a separate form that is targeted specifically to Absentee Voters who do not necessarily want to make changes to their voter registration.

## **ISSUE #6: DELAYS IN THE OUTSOURCING OF ABSENTEE BALLOT MAILING**

### **Issue:**

Beginning with the 2012 Presidential Election, the State of Maryland outsourced the mailing of Absentee Ballots under a contract with Runbeck Election Services.

Under the terms of that contract, ballots are mailed from a vendor, whose facility is out of state, under a schedule that increases in frequency as the election date approaches (See Attachment 2). Prior to the state contract, once ballots were received from SBE, Montgomery County personnel processed and delivered ballots to the U.S. Postal Service office in Shady Grove every day. According to the state's schedule for sending data to the vendor, daily transmission of requests did not begin until October 21, 2014.

In addition, SBE only transmits ballots for overseas voters 45 days prior to an election as required by federal law. Domestic voters must wait longer for their ballot. SBE began transmitting data for domestic ballots to Runbeck one week after data was transmitted for UOCAVA voters, which also contributed to voter complaints about delayed delivery of their ballots. In the past, Montgomery County began mailing ballots to domestic voters at the same time as overseas voters.

- For example, voters whose ballots were transmitted to SBE on October 10, 2014 for mail delivery, according to SBE's schedule should have been transmitted to Runbeck (file 5) on October 14, 2014. As seen by the attached image, voter 2334045 who was processed on October 10, 2014 was processed by Runbeck and sent to USPS on October 17, 2014 (see Attachment). Subsequently, we found that other voters ballots transmitted for delivery by mail on October 10, 2014 also had their ballots processed and mailed by Runbeck on October 17, 2014 according to TrackMyMail (see Attachment 3).

**Suggested Solution:**

We recommend that the SBE consider terminating the Runbeck contract. Alternatively, Montgomery County may wish to opt out of having ballots mailed by the state contractor at the beginning and/or end of the process. At a minimum, the state contract should be amended to provide for mailing ballots every day. We may also consider printing labels for post cards to be sent to each voter to alert them that their ballot data has been transmitted to SBE's vendor and to request that voters notify the Montgomery County Board of Elections if their ballots are not soon received.

**ISSUE #7: ERRORS BY THE VENDOR RESPONSIBLE FOR MAILING  
ABSENTEE BALLOTS, RESULTING IN VOTER RECEIVING A RETURN  
ENVELOPE FOR THE WRONG COUNTY**

For the third election in a row, Montgomery County voters were affected by an error at Runbeck's mail processing facility.

- In the 2012 presidential general election, more than 20,000 ballots had to be reissued because of an error that caused an incorrect intelligent mail barcode to be printed on outgoing envelopes, causing the Postal Service's automation equipment to route mail to the wrong address. Because the intelligent mail barcode did not match the name or address printed on the ballot, some of this mail got caught in a "loop" where it was severely delayed or never delivered to the voter, and worse still, a significant number of voters returned both ballots or erroneously returned a ballot meant for a different voter. In addition, an unknown number of voters received only one page of their ballot. These issues caused a major increase in the workload for Montgomery County, as each situation had to be painstakingly researched and follow-up handled manually to make sure that voters received and cast only one correct ballot. Several hundred voters returned more than one ballot; under the circumstances, the Board accepted one of the two ballots rather than rejecting both.
- In the 2014 gubernatorial primary election, at least 30 Montgomery County voters received return envelopes for Prince George's County. The Prince George's County Board of Elections forwarded the ballots they received from our voters to our office.
- In the 2014 gubernatorial general election, more than 400 Baltimore County voters received return envelopes for Montgomery County. Our office forwarded the ballots that we received to the office of the Baltimore County Board of Elections.

In 2012, the state's vendor attributed the issues they encountered to difficulties at a new location they had opened in Florida, which handled ballots for Maryland. In 2014, the mailing of ballots was moved to their main facility in Arizona and we received assurances that appropriate steps had been taken to prevent errors. However, errors still occurred.

**Suggested Solution:**

We recommend that the SBE consider terminating the Runbeck contract. Alternatively, Montgomery County may wish to explore opting out of having ballots mailed by the state contractor.

## **ISSUE #8: BALLOT DELIVERY ERRORS ON THE PART OF THE U.S. POSTAL SERVICE**

### **Issue:**

Although there were fewer issues for this election than there have been in some past elections, such as with ballot delivery affected during Hurricane Sandy in 2012, we continued to receive complaints during the 2014 General Election regarding delivery delays; 1<sup>st</sup> class delivery took more than a week after data was submitted to SBE in those cases. The state's vendor subcontracts with TrackMyMail, a private firm that uses USPS data, and in some cases that site indicated a home delivery date, but voters never received ballots. Approximately 65 ballots had to be reissued by direct e-mail for voters who never received their mailed ballot.

We also received reports of mail being correctly addressed but forwarded to incorrect locations. Mail arriving at the Shady Grove Post Office for distribution in Maryland was among the mail that was impacted. We received reports that several pieces of mail were misdirected to states other than the states to which they were mailed. At this time, we have no information that this was a repeat of the issues with intelligent mail barcodes printed by the state's vendor rather than an issue with the Postal Service.

### **Suggested Solution:**

If budget allows, we may consider printing labels for post cards to be sent to each voter to alert them that their ballot data has been transmitted to SBE's vendor and to request that voters notify the Montgomery County Board of Elections if their ballots are not soon received.

## **ISSUE #9: INEFFICIENCIES IN THE CANVASS PROCESS**

### **Issue:**

The 2014 General Election Canvasses were successful, but improvements must be made to make the process more time efficient.

Local Boards of Elections are not permitted to open ballots or to duplicate them until the Board of Canvassers convenes two days after Election Day. The Canvass process would go more smoothly if the Board of Canvassers were permitted to convene before Election Day to supervise duplication of ballots. One task that brings the Canvass to an abrupt halt is the need to duplicate ballots. This problem is expected to become a greater issue in the future with the steadily increasing number of web delivery and e-mailed ballots.

For this election, only voters who claimed a disability were allowed to use the state's online ballot marking wizard. While that process ran smoothly for the 2014 General Election and prior to use, all Ballot on Demand printers were thoroughly tested and prepared for usage, it was still an inefficient part of the Canvass process that moved slowly. In addition, late identification of these ballots during the Canvass process, when envelopes were not clearly marked, meant that special time consuming steps were required to ensure that "Wizard Ballots" were properly distributed to ballot on Demand Canvass Teams. Had "Wizard Ballots" been improperly identified other delays and the opportunity to record inaccurate data on cover sheets and other sources of data used for audit would have occurred.

While partial results are typically released late in the evening – if at all –there was heightened interest in partial results for this election. To accelerate the process and allow for earlier completion of scanning for each day, our Canvass procedure was changed part of the way through the Canvass to allow ballots to be transported directly to the server room from the Canvass Teams, rather than having all tallies verified at a central station prior to scanning.

While that change enabled us to complete the task more quickly we found that audit numbers were not always proofed accurately before coversheets were completed which resulted in additional time required to proof and make any necessary corrections once ballots were sent to be scanned to ensure clean audit numbers.

### **Suggested Solution:**

The Board could ask the General Assembly to permit the Canvassing Board to assemble earlier to supervise duplication of ballots and staging for scanning, so that duplication does not cause delay during the Canvass.

To assist LBE's in properly identifying ballots marked with the online ballot marking tool, SBE could create a tracking number with a specific character – such as the letter "W" to signify ballots marked using the "wizard" - to ensure that these ballots are properly handled.

If direct running of results from Canvass Teams to the tabulation room is going to continue, runners must verify that Canvass Teams have entered data correctly before they complete Scanner Coversheets.

If direct running of results from Canvass Teams to the tabulation room is going to continue, Runners must have Canvass Teams sign and verify that the Runners have entered the correct data on the Scanner Coversheet.

If earlier reporting of results is a priority, but we need to continue to scan ballots during extended hours due to the compressed timetable for the Canvass, the Board may wish to consider departing from its past practice of only reporting results at the end of each day. For example, the Board might release results each day at 5:00 p.m., and then release results for ballots tabulated that evening as part of the next day's results.

### **ISSUE #9: REJECTION OF BALLOTS DUE TO VOTERS CASTING MORE THAN ONE BALLOT**

#### **Issue:**

Voters who are unfamiliar with the laws and requirements of the State of Maryland, particularly voters with cognitive disabilities such as Nursing Home and Assisted Living residents, sometimes vote more than once. In most cases there is no indication of attempted fraud; such voters openly sign their own name to more than one oath, despite the oath stating that the ballot is the only one that they will cast in the election. Residents of Nursing Homes, in particular, vote at their residences and apparently forget that they have already voted and then go to polling places a month, or more, later to vote (frequently encouraged to do so by a relative or friend). Both ballots cast by these voters are rejected and their names are forwarded to the Office of the State Prosecutor.

#### **Solution:**

The Board might consider, given the disproportionate impact of this consequence on voters with cognitive disabilities, approaching the General Assembly to obtain a change in the law that would allow the Board to count one ballot from these voters.

To assist voters in remembering, and to possibly alert helpful family members/friends that the residents have already voted, we may wish to begin providing an additional handout to nursing home residents such as an "I Voted in 2016" fan or tote bag, etc. in addition to the traditional "I Voted" sticker.

Report prepared and submitted by:  
Bobbie Payne, PS I – Absentee Department  
January 16, 2015

References: MDVoters E-001  
MDVoters Absentee Voter Search  
SBE Runbeck Schedule  
TrackMyMail

You must be registered to vote to get an absentee ballot. Read the instructions on how to get an absentee ballot.

Step 1: Tell us the election you want an absentee ballot for.

I want an absentee ballot for the: [ ] primary election [ ] general election [ ] both elections

Step 2: Tell us who you are. Print your information.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Date of Birth \_\_\_\_\_ Party Affiliation \_\_\_\_\_

Phone Number \_\_\_\_\_ Email address \_\_\_\_\_
(Used only if needed to process this request.) (Warning: spam filters might prevent receiving official election mail.)

Print the address where you are registered to vote, even if you do not live there anymore. You can give your new address later.

Street Address \_\_\_\_\_ Apt \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If you do not live at the address you gave above, print the address where you now live. If your new address is in Maryland, we will update your voter registration information. Do not give an address here if you are away for school, work or travel and your address is temporary.

Street Address \_\_\_\_\_ Apt \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

When did you move here? If you do not remember the exact date, give the month and year. \_\_\_\_\_

Step 3: Tell us where you want your ballot sent.

- I want my absentee ballot: [ ] mailed to the address you gave in Step 2. Go to Step 4. [ ] mailed to a different address. Complete Step 3. [ ] posted to the State Board of Elections' website. You will print the ballot and return it by mail. Make sure you gave an email address in Step 2. Go to Step 4. Check only one

For the primary election, I want my absentee ballot mailed to:

Street Address \_\_\_\_\_ Apt \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

For the general election, I want my absentee ballot mailed to:

Street Address \_\_\_\_\_ Apt \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Step 4: Sign here. If you do not sign here, we cannot get you a ballot.

X \_\_\_\_\_ Date \_\_\_\_\_

Step 5: Someone helped me with this form. See instructions.

Under penalty of perjury, I hereby certify that this voter needed help with this form because he or she has a disability or is unable to read or write. The voter authorized me to complete this form. If the voter could not sign Step 4 of this form, I printed the voter's name in Step 4 and wrote my initials.

Signature of Assistant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Assistant \_\_\_\_\_

**Can I vote by absentee ballot?** Yes, if you are a registered voter in Maryland. If you are not registered to vote, you can register online at [www.elections.maryland.gov](http://www.elections.maryland.gov).

### How do I get an absentee ballot?

1. Fill out and **sign** this form.

If you want your ballot mailed to you, use the form to tell us where you want the ballot mailed.

If you want to print your ballot from the State Board of Elections' website, make sure you give us your email address in Step 2. If you do not, we will mail your ballot to you.

2. Return this form to your election office. Your form must be **received** – not just mailed – by the deadline. The deadline depends on how you submit this form and how you want to get your ballot.

#### *Primary Election*

- If you want your ballot mailed to you, your deadline is Tuesday, June 17, 2014. If you mail or deliver this form, your election office must have it by 8 pm. If you fax or email it, they must have it by 11:59 pm.
- If you want to print your ballot from the State Board of Elections' website, your deadline is Friday, June 20, 2014. If you mail or deliver this form, your election office must have it by 5 pm. If you fax or email it, they must have it by 11:59 pm.

#### *General Election*

- If you want your ballot mailed to you, your deadline is Tuesday, October 28, 2014. If you mail or deliver this form, your election office must have it by 8 pm. If you fax or email it, they must have it by 11:59 pm.
- If you want to print your ballot from the State Board of Elections' website, your deadline is Friday, October 31, 2014. If you mail or deliver this form, your election office must have it by 5 pm. If you fax or email it, they must have it by 11:59 pm.

To email this form, print the form, sign it, scan it, and attach it to the email. We do not accept digital or electronic signatures. You must sign this form by hand.

**Can someone help me with this form?** Yes, if you have a disability or cannot read or write. Anyone can help you, except a candidate on your ballot, your employer or an agent of your employer, or an officer or agent of your union. The person can help you with Step 1 – 4 and must complete Step 5. If you cannot sign this form, ask the person helping you to print your name in Step 4 and write his or her initials after your name.

**How will I get my absentee ballot?** If your election office has your signed request by the deadline, the office will issue you an absentee ballot. Ballots are usually ready about 3 weeks before an election.

If you tell us you want to print your ballot from the State Board of Elections' website, we will send you an email when your ballot is ready. The email will come from [absentee.SBE@maryland.gov](mailto:absentee.SBE@maryland.gov). Add this email address to your address book. If you do not, the email may be blocked by spam filters or put in your junk folder.

**Can someone pick up my absentee ballot and bring it to me?** Yes, if you fill out this form and the *Designation of Agent* form. You can get the agent form at your election office or at [www.elections.maryland.gov](http://www.elections.maryland.gov) – "Absentee Voting"). The person you want to pick up your ballot must be at least 18 years old and not a candidate on your ballot. This person must sign, under penalty of perjury, that he or she gave you your ballot and if you wish, returned your voted ballot to your election office.

## Large type application is available upon request.

# State of Maryland

## How to reach your Local Election Office

### Local Election Offices

**Allegany County**

701 Kelly Road, Suite 213  
Cumberland, MD 21502-2887  
301-777-5931  
301-777-2430 (fax)  
elections@allccnet.org

**Anne Arundel County**

P.O. Box 490  
Glen Burnie, MD 21060-0490  
410-222-6600  
410-222-6833 (fax)  
410-222-6824 (fax)  
elections@aacounty.org

**Baltimore City**

Benton Office Building, Room 129  
417 E. Fayette Street  
Baltimore, MD 21202-3432  
410-396-5550  
410-727-1775 (fax)  
Election.Judge@baltimorecity.gov

**Baltimore County**

106 Bloomsbury Avenue  
Catonsville, MD 21228  
410-887-5700  
410-832-8493 (fax)  
elections@baltimorecountymd.gov

**Calvert County**

30 Duke Street – Lower Level  
P.O. Box 798  
Prince Frederick, MD 20678-0798  
410-535-2214 or 301-855-1376  
410-535-5009 (fax)  
elections@co.cal.md.us

**Caroline County**

Health & Public Services Building  
403 S. Seventh Street, Suite 247  
Denton, MD 21629-1378  
410-479-8145  
410-479-5736 (fax)  
election@carolinemd.org

**Carroll County**

300 South Center Street, Rm. 212  
Westminster, MD 21157-5248  
410-386-2080  
410-876-3925 (fax)  
ccboe@ccg.carr.org

**Cecil County**

200 Chesapeake Blvd, Suite 1900  
Elkton, MD 21921-6395  
410-996-5310  
410-996-5066 (fax)  
bwilson@ccgov.org

**Charles County**

P.O. Box 908  
La Plata, MD 20646-0908  
301-934-8972 or 301-870-3167  
301-934-6487 (fax)  
elections@charlescounty.org

**Dorchester County**

501 Court Lane, Room 105  
P.O. Box 414  
Cambridge, MD 21613-0414  
410-228-2560  
410-228-9635 (fax)  
kjones@docogonet.com

**Frederick County**

Winchester Hall  
12 E. Church Street  
Frederick, MD 21701-5447  
301-600-8683  
301-600-2344 (fax)  
electionboard@frederickcountymd.gov

**Garrett County**

2008 Maryland Highway, Suite 1  
Mtn. Lake Park, MD 21550-6349  
301-334-6985  
301-334-6988 (fax)  
sfratz@garrettcountry.org

**Harford County**

133 Industry Lane  
Forest Hill, MD 21050  
410-638-3565  
410-638-3310 (fax)  
elections@harfordcountymd.gov

**Howard County**

9770 Patuxent Woods Drive, Suite 200  
Columbia, MD 21046  
410-313-5820  
410-313-5833 (fax)  
cbdavis@howardcountymd.gov

**Kent County**

135 Dixon Drive  
Chestertown, MD 21620-1141  
410-778-0038  
410-778-0265 (fax)  
elections@kentgov.org

**Montgomery County**

P.O. Box 10159  
Rockville, MD 20849-0159  
240-777-8550  
TDD 800-735-2258  
240-777-8560 (fax)  
absentee@montgomerycountymd.gov

**Prince George's County**

16201 Trade Zone Ave., Suite 108  
Upper Marlboro, MD 20774  
301-430-8020  
TDD 301-627-3352  
301-430-8081 (fax)  
election@co.pg.md.us

**Queen Anne's County**

132 North Commerce Street  
P.O. Box 274  
Centreville, MD 21617-0274  
410-758-0832  
410-758-1119 (fax)  
margie.calvella@maryland.gov

**St. Mary's County**

P.O. Box 197  
Leonardtown, MD 20650-0197  
301-475-7844 ext. 1100  
301-475-4077 (fax)  
wendy.adkins@stmarysmd.com

**Somerset County**

P.O. Box 96  
Princess Anne, MD 21853-0096  
410-651-0767  
410-651-5130 (fax)  
elections@somersetmd.us

**Talbot County**

P.O. Box 353  
Easton, MD 21601-0353  
410-770-8099  
410-770-8078 (fax)  
patti.mitchell@maryland.gov

**Washington County**

35 W. Washington Street, Rm. 101  
Hagerstown, MD 21740-4833  
240-313-2050  
240-313-2051 (fax)  
elections@washco-md.net

**Wicomico County**

P.O. Box 4091  
Salisbury, MD 21803-4091  
410-548-4830  
410-548-4849 (fax)  
election@wicomicocounty.org

**Worcester County**

100 Belt Street  
Snow Hill, MD 21863-1300  
410-632-1320  
410-632-3031 (fax)  
teresa.riggin@maryland.gov

State Board of Elections • P.O. Box 6486 • Annapolis, MD 21401 • 1-800-222-8683 • MD Relay Service: 1-800-735-2258  
www.elections.maryland.gov • absentee.sbe@maryland.gov

**Absentee Ballot Mail and Email Schedule  
2014 General Election**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					9/12 SBE – send UOCAVA file 1 <sup>1</sup>	9/13
9/14	9/15	9/16	9/17 *1ST UOCAVA EMAIL*	9/18 SBE - send UOCAVA file 2 <sup>2</sup> UOCAVA email SBE handles UOCAVA files through COB 9/19	9/19 LBE/SBE <sup>3</sup> – send DOMESTIC <sup>4</sup> file 1 UOCAVA email RES – mail UOCAVA files 1 & 2	9/20 *UOCAVA 45 DAY DEADLINE*
9/21	9/22 UOCAVA email	9/23 UOCAVA email SBE – send UOCAVA file 3 LBE/SBE – send DOMESTIC file 2	9/24 UOCAVA email	9/25 *1ST DOMESTIC MAILING* ALL email RES – mail UOCAVA file 3 & DOMESTIC files 1 & 2* LBE/SBE – send ALL file 1	9/26 ALL email	9/27
9/28	9/29 ALL email	9/30 ALL email LBE/SBE – send ALL file 2	10/1 ALL email RES – mail ALL files 1 & 2	10/2 ALL email LBE/SBE – send ALL file 3	10/3 ALL email RES – mail ALL file 3	10/4
10/5	10/6 ALL email	10/7 ALL email	10/8 ALL email LBE/SBE – send ALL file 4	10/9 ALL email RES – mail ALL file 4	10/10 ALL email LBE/SBE – send ALL file 5	10/11
10/12	10/13 Columbus Day SBE CLOSED USPS Holiday	10/14 ALL email LBE/SBE – send ALL file 6 RES – mail ALL file 5	10/15 ALL email RES – mail ALL file 6	10/16 ALL email LBE/SBE – send ALL file 7	10/17 ALL email RES – mail ALL file 7	10/18
10/19	10/20 ALL email LBE/SBE – send ALL file 8	10/21 *DAILY MAILINGS BEGIN* ALL email RES – mail ALL file 8 LBE/SBE – send ALL file 9	10/22 ALL email RES – mail ALL file 9 LBE/SBE – send ALL file 10	10/23 ALL email RES – mail ALL file 10 LBE/SBE – send ALL file 11	10/24 ALL email RES – mail ALL file 11 LBE/SBE – send ALL file 12	10/25 ALL email
10/26	10/27 ALL email RES – mail ALL file 12 LBE/SBE – send ALL file 13	10/28 ALL email RES – mail ALL file 13 LBE/SBE – send ALL file 14 <sup>5</sup> *AB REQUEST DEADLINE FOR MAILED BALLOTS*	10/29 ALL email RES – mail ALL file 14 LBE/SBE – send DOMESTIC file 3	10/30 ALL email RES – mail DOMESTIC file 3 LBE/SBE – send DOMESTIC file 4	10/31 ALL email RES – mail DOMESTIC file 4 *AB REQUEST DEADLINE FOR ONLINE BALLOT DELIVERY*	11/1 ALL email
11/2 ALL email Only requests entered in MDVOTERS by NOON <sup>7</sup>	11/3	11/4 GENERAL ELECTION DAY				

\* All domestic mail will be mailed 1st class.

<sup>1</sup> SBE will run MDVOTERS UOCAVA AB labels and send file to Runbeck Election Services (RES) by 11am.

<sup>2</sup> UOCAVA file 2 will include all absentee ballot requests from UOCAVA voters received after UOCAVA file 1 was sent. Each subsequent file number will include requests received since the previous file was sent.

<sup>3</sup> LBE/SBE – LBE will run MDVOTERS AB labels by 10am and SBE will send those files to RES by 11am.

<sup>4</sup> Includes only domestic AB requests.

<sup>5</sup> Includes all domestic and UOCAVA voters.

<sup>6</sup> SBE will send last UOCAVA file at 11am on 10/28. After this, SBE will handle UOCAVA requests in-house.

<sup>7</sup> AB requests entered in MDVOTERS after NOON must be sent an individual email with attachments posted in Online Library.

Dates for LBEs to begin handling AB Locally  
2014 General Election

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10/19	10/20	10/21	10/22	10/23	10/24 LAST FILE TO RES: Allegany Co. Cecil Co. Garrett Co. Queen Anne's Co. Somerset Co. (Mailed by RES 10/27)	10/25
10/26	10/27 LAST FILE TO RES: Anne Arundel Co. Prince George's Co. (Mailed by RES 10/28)	10/28 LAST FILE TO RES: SBE UOCAVA (Mailed by RES 10/29)	10/29 LAST FILE TO RES: Baltimore City Carroll Co. Caroline Co. Washington Co. (Mailed by RES 10/30)	10/30 LAST FILE TO RES: Baltimore Co. Calvert Co. Charles Co. Dorchester Co. Frederick Co. Harford Co. Howard Co. Kent Co. Montgomery Co. St. Mary's Co. Talbot Co. Wicomico Co. Worcester Co. (Mailed by RES 10/31)	10/31	11/1
11/2	11/3	11/4 GENERAL ELECTION DAY				

On Demand Reports - View Results -



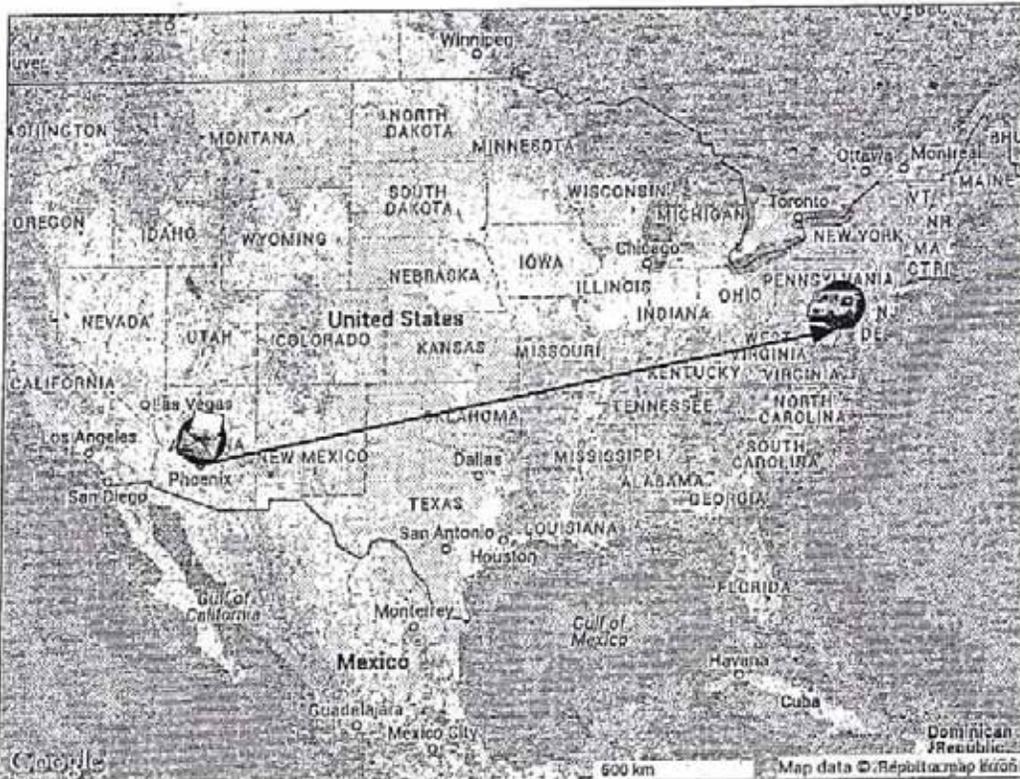
Address: 12141 MC DONALD CHAPEL DR  
City, State ZIP:

Branch:  
Customer/Division: Montgomery County MD

No ACS data received

Mailing Details:

Mail Piece Destination	Scan Date/Time	Scan Site ZIP	Scan City/State	Activity	Tr
Gallthersburg MD 20878-2250-41	10/17/2014 00:12:03	85028	Phoenix AZ	Left original USPS facility	



Geocoder response: OK ()  
Matches returned: 1

2334045

processed 10/9

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# I.T. Report for 2014 Gubernatorial General

***IT Overview for Conducting Elections:*** *The Information Technology Department is responsible for maintaining, testing, preparing, distributing and accounting for all IT related election equipment. The I.T Department also offers support in other areas which includes the call center, set up and dismantling of Early Voting Centers, runners for pre-election set-up activities and Election Day, data upload and verification on election night, and canvass support. Our staff consists of three permanent employees; a varying number of temporary and support employees are recruited specifically for elections.*

***IT Overview for Daily Operations:*** *The Information Technology Department is responsible for security, maintaining a productive IT environment at the Montgomery County Board of Elections (BOE) and for handling all county and state related IT tasks.*

## ***Personnel for Conducting the 2014 Gubernatorial Primary (20 Total):***

- *BOE Permanent IT Employees: 3*
- *BOE Temporary IT Employees: 12*

*The I.T. staff is also assisted by the following:*

- *SBE Regional Manager (State Employee): 1*
- *County Technician (State Employee): 1*
- *Department of General Services: 5*

## ***Equipment and Documents Tested and/or Prepared for the 2014 General Election***

- *DREs (Direct-recording Electronic or Touch-Screen Voting Unit): 2,762*
- *DRE Power Cords: 2,762*
- *DRE PC Memory Cards: 2,762*
- *EPBs (Electronic Poll Books): 871*
- *EPB Power Supplies: 871*
- *EPB Compact Flash (CF) Memory Cards: 871*
- *EPB Integrity Reports: 228 (1 per voting center)*
- *DRE Integrity Reports: 228 (1 per voting center)*

## Post-Election Evaluation of Tasks:

- Reviewing existing procedures for Logic & Accuracy Testing (voting units and pollbooks) and better supervision of tasks enabled the IT Team to complete Logic & Accuracy prior to defined deadlines.
- Incorporating multiple steps and checks for the data housed on the Integrity Reports during the Logic & Accuracy processes resulted in improved accuracy on the reports.
- Quality control testing performed by IT Manager, IT Staff, Director and Deputy to confirm equipment functioning properly prior to Election Day deployment.
- Managed the reloading of pollbooks during the Bulk Update process due to incorrect file that was provided by the State.
- Due to process improvements implemented for the EPB Bulk Update process and packaging of pollbooks and peripherals, the IT Staff was able to complete the process by defined deadline with the rework of some of the pollbooks.
- Implemented an additional verification step during the packing of the electrical supplies and peripherals (voting units and pollbooks). As a result of this additional step, 100% accuracy was achieved in the electrical supplies and peripherals delivered to each precinct.
- Completed early voting tabulation (on Election Day) for all Early Voting Sites.

## Integrity Reports Accuracy Rates

*(Information on report did not match seals/tags on equipment)*

**DRE overall accuracy rate 99.82% (15 errors reported for 8,286 items)**

Categories	Issues	Total Items	Error Rates	Accuracy Rates
DRE Integrity Report for Serial Number	7	2,762	0.25%	99.75%
DRE Integrity Report for Tamper Tape	3	2,762	0.11%	99.89%
DRE Integrity Report for Outer Seal	5	2,762	0.18%	99.82%

**EPB overall accuracy rate 99.50% (13 errors reported for 2,613 items)**

Categories	Issues	Total Items	Error Rates	Accuracy Rates
EPB Integrity Report for State Asset Tag	1	871	0.11%	99.89%
EPB Integrity Report for Inner Seal	8	871	0.92%	99.08%
EPB Integrity Report for Outer Seal	4	871	0.46%	99.54%

## ***Equipment Performance Issues***

Issues related to hardware or software for the voting units and pollbooks recorded in the Chief Judge Logs are classified as performance issues. The chart below categorizes the issues reported on Election Day.

### **Voting Units:**

Broken Legs - 4

Card Reader - 4

Battery Issues - 6

Screen Freezes - 18

Monitor Display – 3

### **Pollbooks:**

Screen freezes - 4

Syncing - 2

Printer - 5

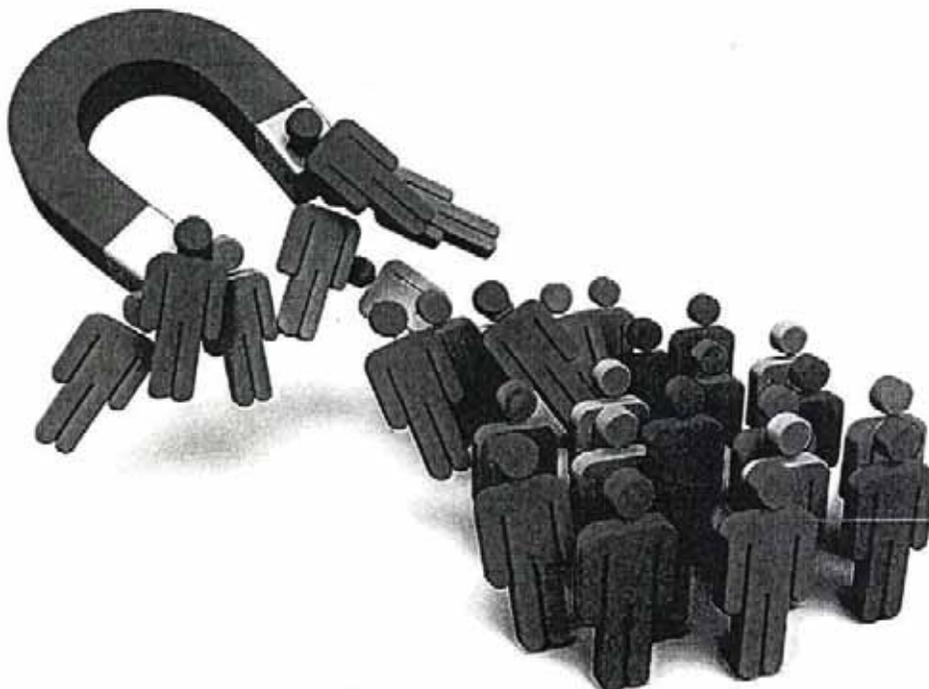
**Montgomery County Board of Elections**

**November 4, 2014**

**Gubernatorial General Election**

**Report of Activities**

**Election Judge Recruitment &  
Training**



## Election Judge Recruitment & Outreach

*November 4, 2014 General*

**Total Applications Received: 1,147**

**ONLINE New Cycle (Returning Judges): 244**

**ONLINE (New Applicants): 650**

**Questionnaires (Paper): 253**

**Sources of Questionnaires (paper)**

MD Voters Monthly Mailings: 91

Outreach Events: 79

Downloaded from Website: 47

Front Desk Walk-in: 13

Recruiter Mailed: 10

Other: 10

Future Vote: 2

Primary Election Day Sign-up: 1

**SBE Applicants Weekly List: 76 (Contacted and provided application)**

Submitted Application - Served: 14

Submitted Application - Did not serve: 22

Did not respond: 40

**Outreach/ Events (September - October)**

Community - Boy Scout Roundtable - White Oak District

Community - Damascus Community Fair (3-day)

Community - Friendship Picnic (Wheaton)

Community - Germantown Oktoberfest

Community - Poolesville Day

Community - South Silver Spring Street Fest

Community - Takoma Park Folk Festival

Corporate - GEICO, NIST, Westat, Pentagon (Multiple visits)

Montgomery College - Volunteer Fairs (Rockville, Takoma Park, Germantown)

## Election Judge Training & Service

*November 4, 2014 General*

*Training held August 25, 2014 through November 1, 2014*

**Stage I Online Training Quiz - Completed Quiz: 965** (Taken once/cycle)

**Stage II Hands-on Training - Completed: 3,397**

For Election Day: 2,951

For Early Voting: 446 (completed after Election Day training)

**Number of judges served: 2,824**

Election Day: 2,364 \*(Excludes Roamers)

Roamers: 46

Spanish Speaking VOP's: 179

Opening Judges (New position): 48

*Election Day No Shows:* 77

Early Voting: 414 (Filled 1,232 positions; avg - 3 days/judge)

**Number Attended Chiefs Pre-Election Briefing: 337 (74%)**

**Returning: 256**

**New: 81**

**Age Summary of Election Day Judges\***

17 - 20 year olds: 88

21 - 30 year olds: 104

31 - 40 year olds: 155

41 - 50 year olds: 291

51 - 60 year olds: 616

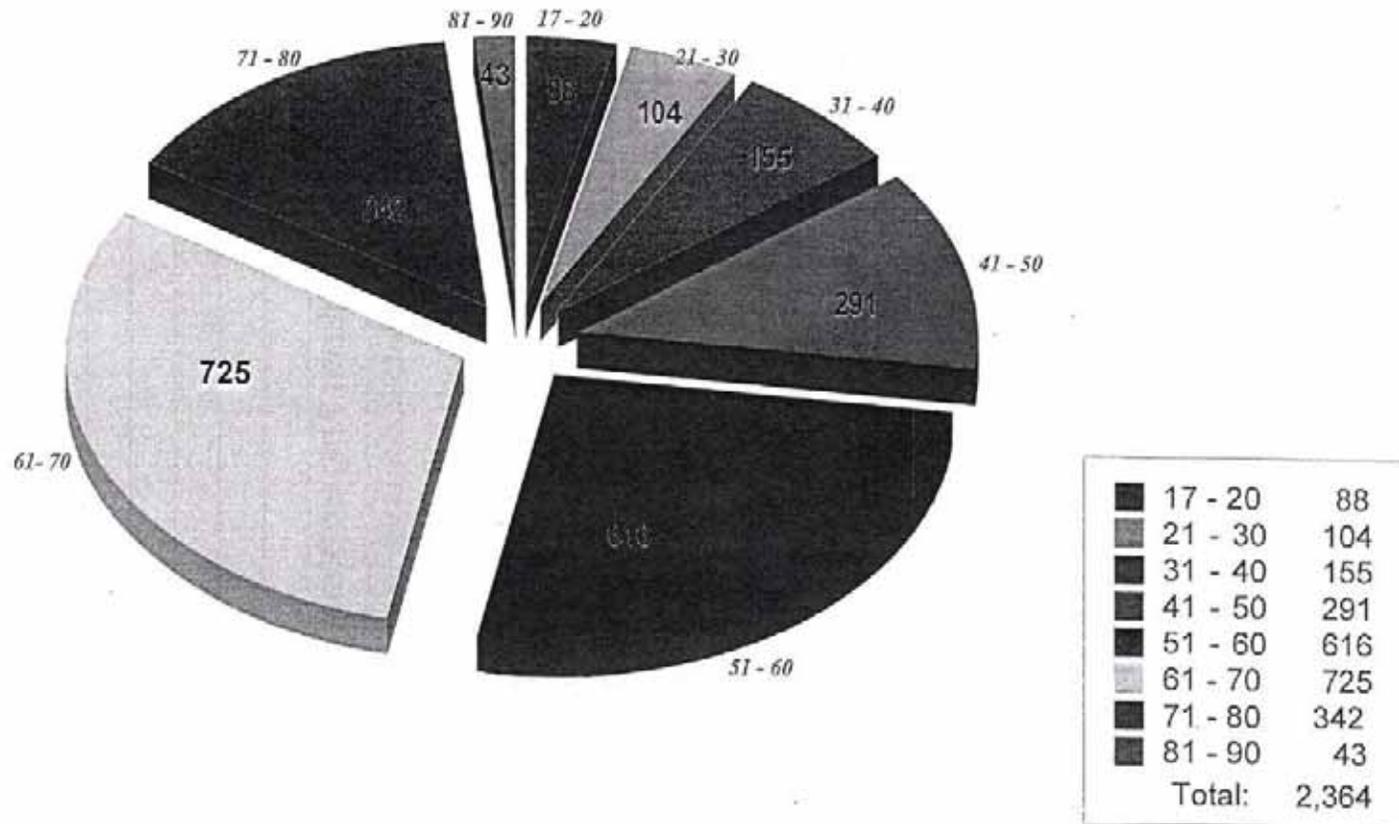
61 - 70 year olds: 725

71 - 80 year olds: 342

81 - 90 year olds: 43



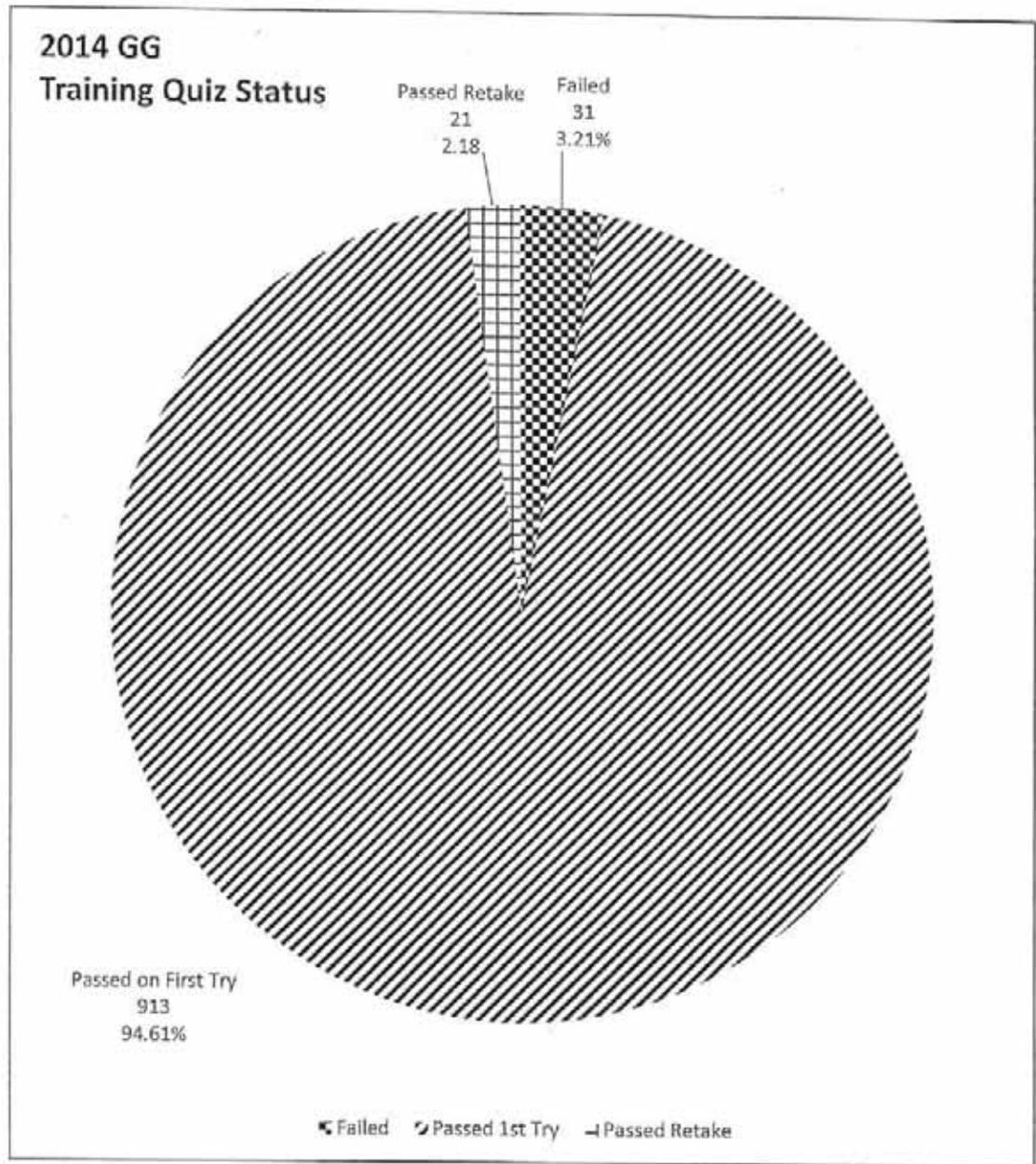
# Montgomery County Board of Elections Assigned Election Judges by Age Range 2014 Gubernatorial General Election



Training Quiz Status

Status	# Trainees	% Trainees
Passed 1st Try	913	94.61%
Failed*	31	3.21%
Passed Retake	21	2.18%
<b>Total</b>		
<b>Individuals Tested</b>	<b>965</b>	<b>100.00%</b>

\* Individuals failed the quiz and either did not retake or failed the retake of the quiz.



## 2014 General Election - Summary of Training Feedback

Two-thirds (2/3) of all completed evaluation forms received were from trainees with "Returning" status. They had attended training for another election.

### Training Materials:

#### Summary of Positive Feedback:

- Comprehensive, covered a lot of material
- Nice class size
- Able to ask questions

#### Summary of Constructive Comments:

- Illogical Flow
- Glitches in printed material
  - Forms not updated
  - Page numbers not matching/updated
  - Misspellings
  - Forms/exercises not in order of class/presentation
- The two books were confusing (i.e. Position workbook and Exercise booklet)
- Opening Slides presume knowledge retention from prior elections

#### Suggested Remedies:

- Put exercises and instructions on facing pages so they can be referenced together
- Provide more graphic representation and flow charts
- Names of forms/stations/activities need to be consistent throughout (terminology)

### Equipment:

#### Summary of Positive Feedback:

- Hands on training is very good

#### Summary of Constructive Comments:

- Broken VIBS, Red lock seals missing, Access Cards not working

#### Suggested Remedies:

- Verify all equipment for training is functional
- Have spare seals for replacement where needed

## Time/Class Management:

### Summary of Positive Feedback:

- Good coverage of Chief issues
- Enjoyed doing exercises together
- Like doing class in 2 hours (CLSR)
- Class pace was good – covered all material

### Summary of Constructive Comments:

- Class too long – for those who are returning judges
- Class too short – for those trainees who are new to the process
- Break time is not long enough (for the longer classes)
- Not enough time to practice hands-on exercises – particularly for new judges
- Difficult to hear the trainer speaking
- Chaotic atmosphere when self-paced
- Lead trainer (at presentation) out of sync with trainees
- Trainers didn't always handle disruptive students well
- Too much information presented too fast

### Suggested Remedies:

- More time requested for completion of exercises
- More time with EPBs

## Staff/Trainers:

### Summary of Positive Feedback:

- Liked trainers walking around room and checking work/answering questions
- Trainers were professional, kept class moving
- Liked that trainees could move at own pace and continue forward in training

### Summary of Constructive Comments:

- Some questions not answered
- Some trainers seemed unfamiliar with the material and/or procedures
- Trainers didn't know how to handle difficult trainees – those with lots of questions

### Suggested Remedies:

- Train the trainers how to keep in sync with each other (presentation and classwork)
- Equip trainers to deal with lots of questions
- Trainers need to know the procedures not just training material
- Trainers need to stand in the middle of the room so both sides can hear

## General Commentary:

### Summary of Positive Feedback:

- Training materials at Polling place were helpful
- Informative session
- Learned a lot about what happens when voting
- Lots of information in a short time – grateful for walk-in training

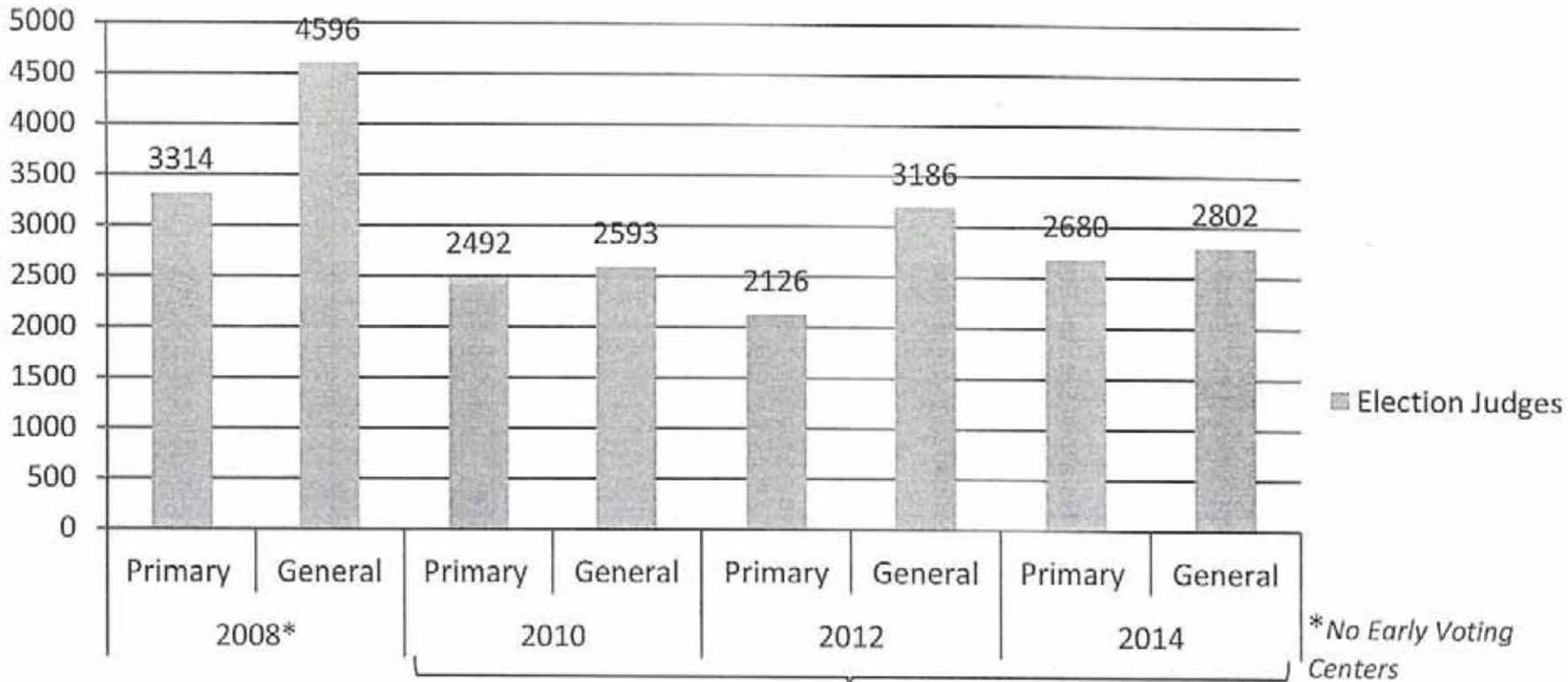
### Summary of Constructive Comments:

- Returning training between Primary and General is too long
- Difficult finding the building
- Include the PowerPoint slides in handouts
- Put samples of items up higher on screen so back rows of class can see them – i.e. the equipment bags
- Review map for Closers on Election Night
- Put the page numbers on the outside corner of the workbooks
- Have the Quick Start available to distribution at class (CHF)
- Liked having class held in locations other than Gaithersburg
- Would like more training materials available online

## Evaluation Forms Returned by Training Site

Training Site	Total Attendance	Total Forms	% Forms Completed
Mendez	370	245	66%
Lawton	151	122	81%
White Oak	221	193	87%
<b>Total Off-Site</b>	<b>742</b>	<b>560</b>	<b>75%</b>
Gaithersburg	2530	1885	75%
<b>Total All Sites</b>	<b>3272</b>	<b>2445</b>	<b>75%</b>

# Election Judges



Election Judges may serve multiple days

## **2014 GUBERNATORIAL GENERAL ELECTION FUTURE VOTE VOLUNTEER HOURS**

In 2004 the Montgomery County Board of Elections launched the Future Vote (FV) Initiative pilot. Future Vote's intent is to increase current and future voter knowledge, educate and strengthen ties related to civic participation for Montgomery County's youth and families by actively providing an opportunity for civic duty, community involvement, and emphasizing the importance of preserving participatory democracy.

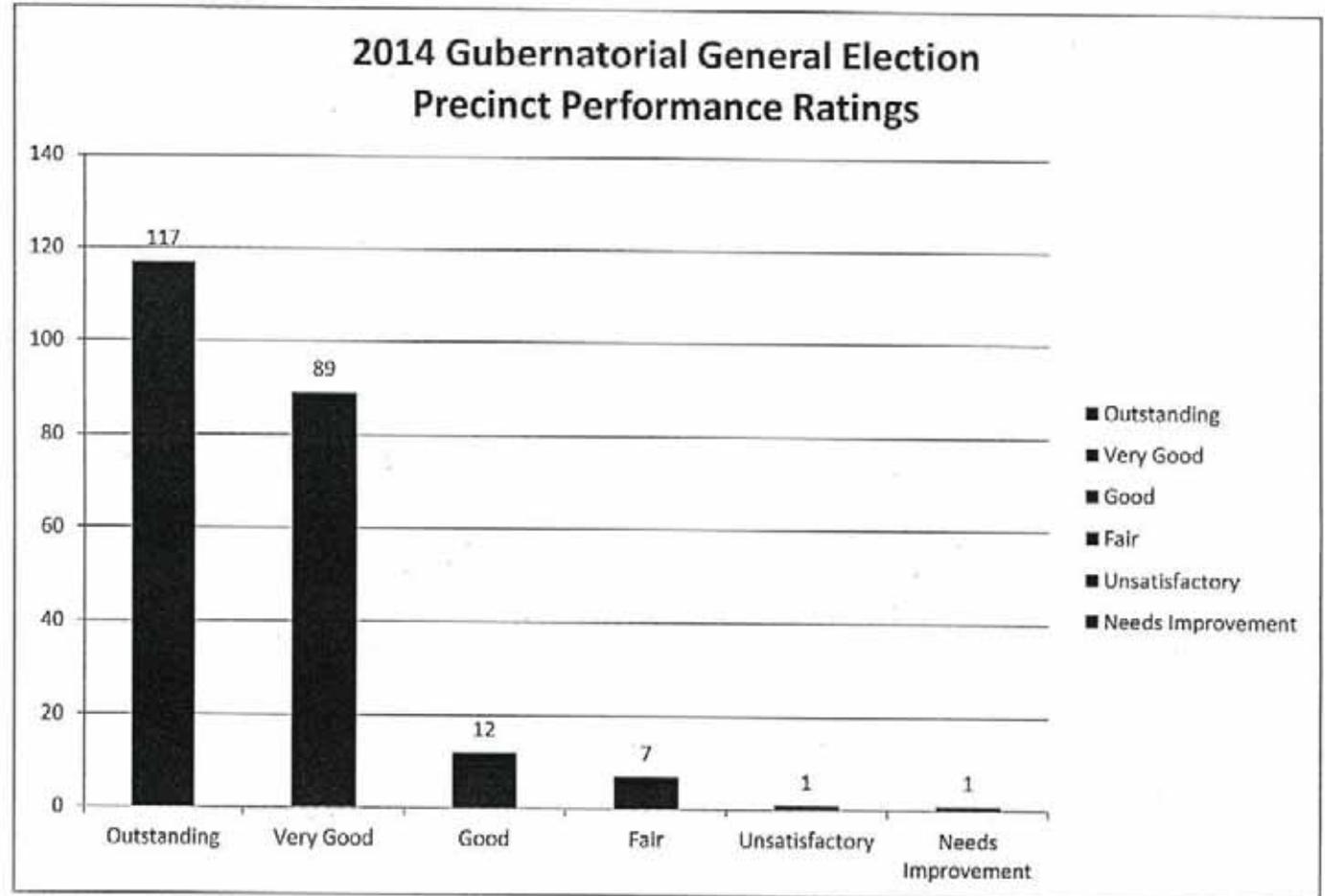
Student Election Aides assist Election Judges by dispensing voting-related literature, picking up trash, providing direction, and assisting voters in wheelchairs. Student Election Aides are required to be sensitive and polite with all voters, including those with special needs and, if possible, provide information and /or assistance in a second language or in American Sign Language.

In addition to providing assistance during Early Voting and on Election Day, Student Election Aides work at the Board of Elections in the months leading up to an Election packaging materials, sorting documents, and performing various other tasks. On Election Night they serve as runners taking information and equipment from one warehouse to another at the Board of Elections under the direction of staff.

The use of Student Election Aides reduces the cost of temporary personnel needed to prepare for each election and is a tremendous benefit to the Board of Elections.

<b>TYPE OF SUPPORT</b>	<b>HOURS</b>	<b>BASIS FOR CALCULATION</b>	<b>COST EQUIVALENT</b>
Office Assistance	319	Election Aide I (\$14.48/hr) + FICA	\$4,972.48
Outreach	406	Election Aide I (\$14.48/hr) + FICA	\$6,328.61
Early Voting	15 EJ	VOP EJ Stipend	\$2,700
Election Day	208 EJ	VOP EJ Stipend	\$37,440
		<b>TOTAL SAVINGS</b>	<b>\$51,441.09</b>

Precinct Rating	# of Precincts
Outstanding	117
Very Good	89
Good	12
Fair	7
Needs Improvement	1
Unsatisfactory	1
<b>Total Precincts</b>	<b>227</b>



# Precinct Performance Summary Report

November 4, 2014 gubernatorial General Election

D-P	D-P Rating		D-P	D-P Rating		D-P	D-P Rating		D-P	D-P Rating		D-P	D-P Rating	
	#	Rating		#	Rating		#	Rating		#	Rating		#	Rating
01-01/08-14	7	VG	05-03	14	G	07-18	8	VG	09-27	5	O	13-24	2	O
01-02	2	O	05-04	7	VG	07-19	6	VG	09-28	4	O	13-25	9	VG
01-03	7	VG	05-05-22	5	O	07-20	8	VG	09-29	3	O	13-27	3	O
01-04	1	O	05-06	5	O	07-21	5	O	09-30	3	O	13-28	16	G
01-05	7	VG	05-08	9	VG	07-22	2	O	09-31	1	O	13-29	4	O
01-06	2	O	05-09	7	VG	07-23	6	VG	09-33	1	O	13-30	1	O
01-07	5	O	05-10	10	VG	07-24	9	VG	09-34	5	O	13-31	9	VG
02-01	4	O	05-11	11	VG	07-25	6	VG	09-35	3	O	13-32	4	O
02-02	6	VG	05-12	8	VG	07-26	9	VG	09-36	6	VG	13-33	3	O
02-03	14	G	05-13	9	VG	07-27	6	VG	09-37-39	4	O	13-34	2	O
02-04	12	G	05-14	4	O	07-28	6	VG	09-38-32	1	O	13-35	3	O
02-05	7	VG	05-15	2	O	07-31	6	VG	10-01/04-23	3	O	13-36	2	O
02-06	25	NI	05-16	15	G	07-32	2	O	10-02	3	O	13-37	4	O
02-08	0	O	05-17	5	O	08-01	5	O	10-03	8	VG	13-38	6	VG
02-11	6	VG	05-18	15	G	08-02	7	VG	10-04	8	VG	13-39/7-16	3	O
03-01	4	O	05-19	3	O	08-03	2	O	10-05-06	1	O	13-40	7	VG
03-02	8	VG	05-21	18	F	08-04	5	O	10-07	4	O	13-42	6	VG
04-01	3	O	05-23	4	O	08-05	11	VG	10-09	3	O	13-43-45-70	31	U
04-02	3	O	06-01	1	O	08-06/13-60	4	O	10-10	9	VG	13-44	4	O
04-03	0	O	06-02	1	O	08-07	3	O	10-11	13	G	13-46	5	O
04-04	6	VG	06-03	3	O	08-08-15	9	VG	10-12	8	VG	13-47	7	VG
04-05	4	O	06-04	2	O	08-09	0	O	10-13	4	O	13-49	5	O
04-06	5	O	06-05	4	O	08-10	4	O	11-00	9	VG	13-50	4	O
04-07-37	9	VG	06-06	1	O	08-11	2	O	12-01	6	VG	13-51	4	O
04-08	3	O	06-07	7	VG	08-12	6	VG	12-02/02-07	6	VG	13-52	10	VG
04-09-27-38-43	11	VG	06-08	15	G	09-01	10	VG	12-03	2	O	13-53	2	O
04-10	10	VG	06-09	9	VG	09-02	9	VG	12-04/02-09	5	O	13-54	5	O
04-12	11	VG	06-10	9	VG	09-03	3	O	12-05	3	O	13-55	5	O
04-13	7	VG	06-13	6	VG	09-04	9	VG	13-01	8	VG	13-56	10	VG
04-14-19	4	O	06-14/04-35	15	G	09-05	8	VG	13-02	5	O	13-57	2	O
04-15	7	VG	06-15-11	5	O	09-06	10	VG	13-03	4	O	13-58	11	VG
04-16	10	VG	07-02	9	VG	09-07	18	F	13-04	6	VG	13-59	4	O
04-17	13	G	07-03	0	O	09-08	9	VG	13-05	13	G	13-61	19	F
04-18	8	VG	07-04	6	VG	09-09	5	O	13-06	11	VG	13-63	7	VG
04-20-42	3	O	07-05	10	VG	09-10	0	O	13-07	5	O	13-64	4	O
04-21	10	VG	07-06	1	O	09-11	1	O	13-08	17	F	13-65	2	O
04-24	13	G	07-07	11	VG	09-12	8	VG	13-10	4	O	13-67	6	VG
04-26-11	2	O	07-08-01	17	F	09-13	3	O	13-11	4	O	13-68	4	O
04-26	4	O	07-09	5	O	09-14	7	VG	13-13	8	VG	13-89	4	O
04-28	6	VG	07-10	23	F	09-15	6	VG	13-14	3	O	13-71	10	VG
04-29	6	VG	07-11	4	O	09-16	9	VG	13-15	1	O			
04-30	4	O	07-12	4	O	09-18	5	O	13-16	2	O			
04-31	6	VG	07-13	23	F	09-20	7	VG	13-18	1	O			
04-32	0	O	07-15	4	O	09-21	2	O	13-19	8	VG			
04-34	2	O			09-22	5	O	13-20	1	O				
05-01	9	VG			09-24	1	O	13-21	4	O				
05-02	6	VG			09-25	4	O	13-22	6	VG				
					09-26	4	O	13-23	7	VG				

\*Each item listed on the Precinct Performance Report as "not completed" or "completed incorrectly" is worth 1 point.

**EXCEPT:**

- ~ The following items are 3 point penalties: (Item 1) EPB Inner Seals remain intact; (Item 5) Voting Unit red lock seals removed (not powered on); (Item 30 )Returned Olive Bag Election Night.
- ~ The following items are 5 point penalties or capped at 5 points: (Item 5) Voting Units turned on Monday night; (Item 10) VACs signed and initialed correctly; (Item 19) Rejected Provisional ballots 1 point each up to 5; (Item 27) All Electronic Pollbooks returned.
- ~ The following items are 10 point penalties: (Item 17) Provisional Ballots Issued incorrectly, 1 point each up to 10; (Item 26) Closing Totals Report not completed; (Item 27) All Memory Cards returned to BOE in Black Leather Case.

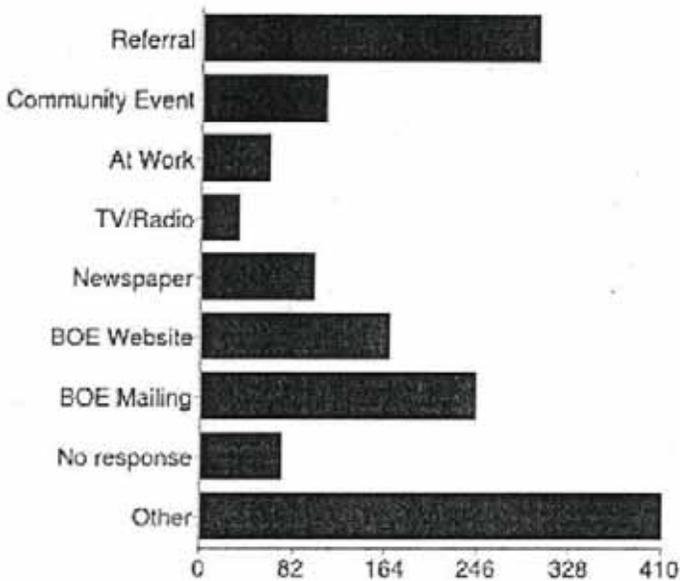
Rating Scale*	Report Totals	# of Pcts	%
Outstanding (O) = 0 - 5	Outstanding (O) = 117	52%	
Very Good (VG) = 6 - 11	Very Good (VG) = 89	39%	
Good (G) = 12 - 16	Good (G) = 12	5%	
Fair (F) = 17 - 23	Fair (F) = 7	3%	
Needs Improvement (NI) = 24 - 30	Needs Improvement (NI) = 1	0.44%	
Unsatisfactory (U) = 31 +	Unsatisfactory (U) = 1	0.44%	
<b>Total Possible Points 97</b>		<b>227</b>	<b>100%</b>

# 2014 Election Judge Post Election Survey

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## Summary (1533 responses)

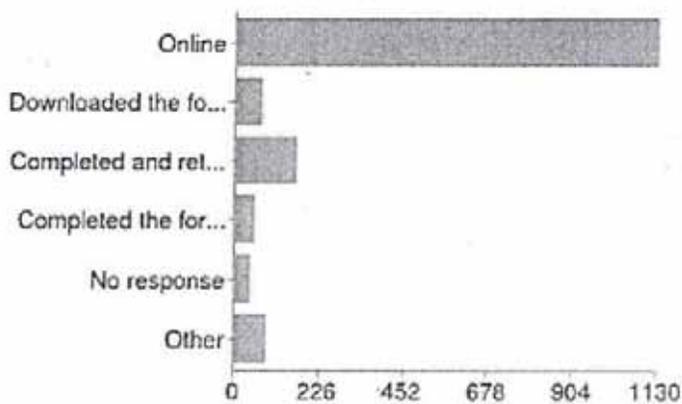
### 1. How did you learn about the Election Judge Program?



Referral	299	20%
Community Event	110	7%
At Work	60	4%
TV/Radio	33	2%
Newspaper	100	7%
BOE Website	167	11%
BOE Mailing	244	16%
No response	72	5%
Other	410	27%

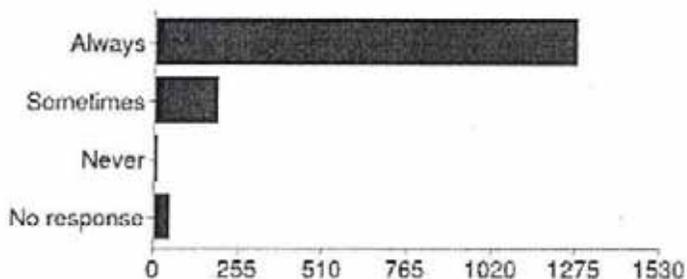
# 2014 Election Judge Post Election Survey

## 2. How did you submit your Election Judge Application?



Online	1128	74%
Downloaded the form from the website and mailed it in	70	5%
Completed and returned a form mailed to me by the BOE	162	11%
Completed the form at a community event	52	3%
No response	40	3%
Other	84	5%

## 3. Were you able to log into and use the EJ Connection easily?



Always	1277	83%
Sometimes	192	13%
Never	8	1%
No response	48	3%

# 2014 Election Judge Post Election Survey

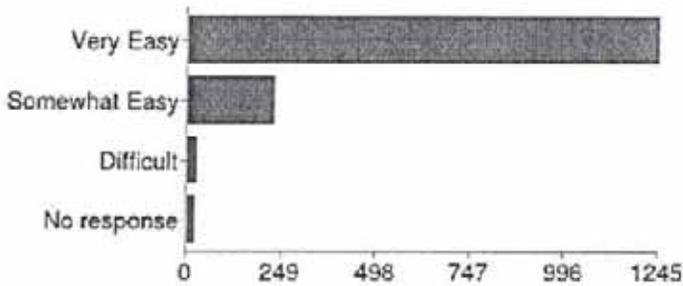
## 4. What position did you work on Election Day?



Position	Count	Percentage
Chief	335	22%
VOP	707	46%
Opener	50	3%
VOP-Provisional	73	5%
Spanish	97	6%
Greeter	12	1%
Closer	252	16%
Line Manager	8	1%
No response	36	2%

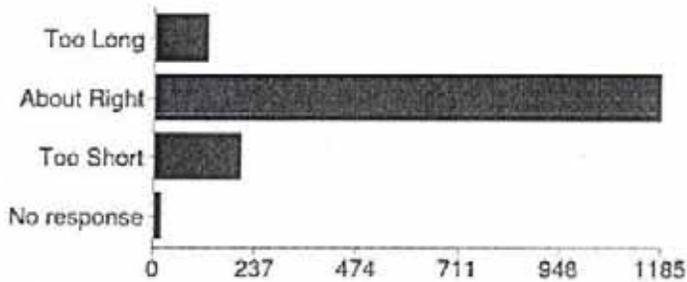
# 2014 Election Judge Post Election Survey

## 5. How easy was it to schedule your hands-on training online?



Very Easy	1244	81%
Somewhat Easy	229	15%
Difficult	26	2%
No response	22	1%

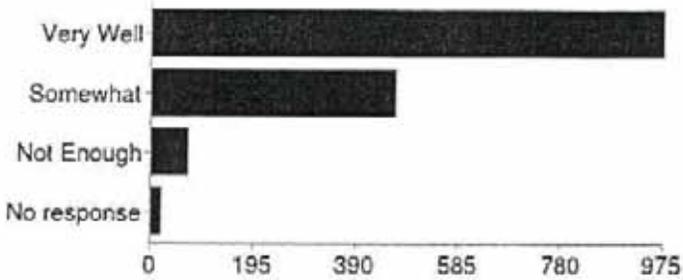
## 6. Please rate the length of your training class.



Too Long	124	8%
About Right	1183	77%
Too Short	204	13%
No response	17	1%

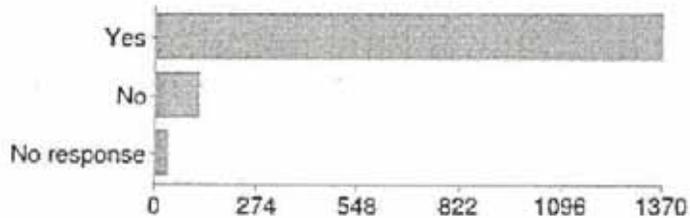
# 2014 Election Judge Post Election Survey

## 7. How well did the training prepare you for your Election Day duties?



Very Well	975	64%
Somewhat	464	30%
Not Enough	71	5%
No response	20	1%

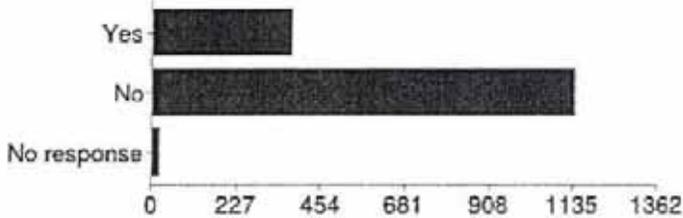
## 8. Were the training materials easy to understand and helpful?



Yes	1369	89%
No	120	8%
No response	35	2%

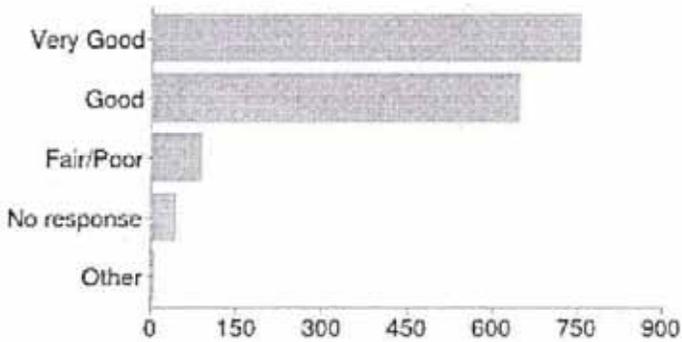
# 2014 Election Judge Post Election Survey

## 9. Did you take advantage of the Walk-in Practice sessions?



Yes	373	24%
No	1136	74%
No response	19	1%

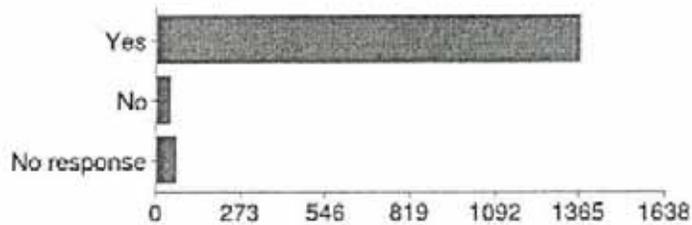
## 10. Please rate your overall training experience.



Very Good	751	49%
Good	645	42%
Fair/Poor	88	6%
No response	42	3%
Other	3	0%

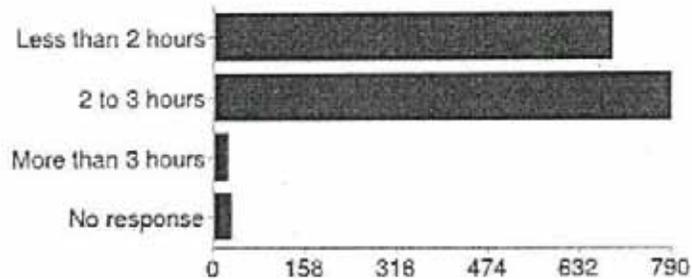
# 2014 Election Judge Post Election Survey

## 11. Did a Chief Judge contact you prior to the Monday Night Meeting?



Yes	1366	89%
No	46	3%
No response	66	4%

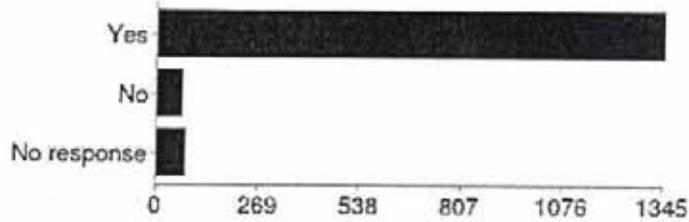
## 12. How long was your team's meeting?



Less than 2 hours	687	45%
2 to 3 hours	788	51%
More than 3 hours	23	2%
No response	30	2%

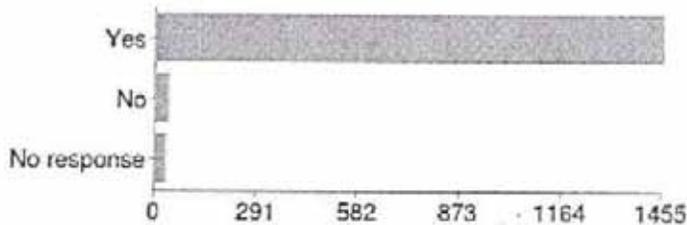
# 2014 Election Judge Post Election Survey

13. Were the Chief Judges organized and prepared for the meeting?



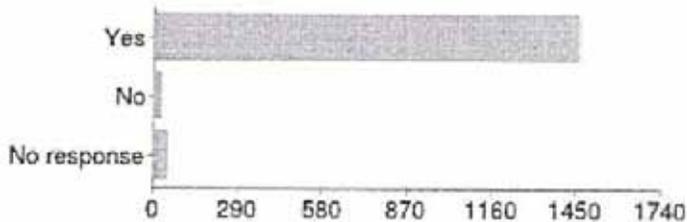
Yes	1345	88%
No	67	4%
No response	76	5%

14. Was the facility clean and have sufficient lighting?



Yes	1454	95%
No	38	2%
No response	32	2%

15. Were the checklists and job guides useful on Election Day?

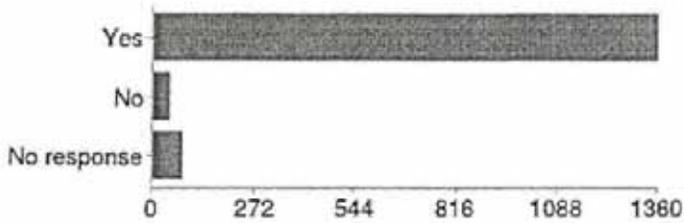


Yes	1452	95%
No	24	2%
No response	48	3%

Montgomery County Board of Elections

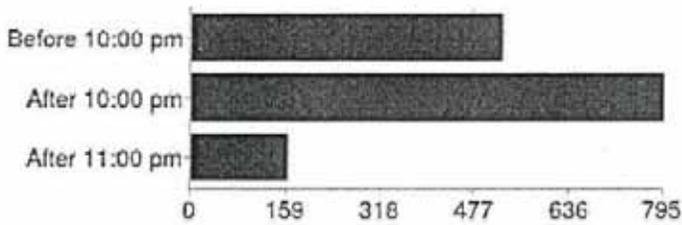
# 2014 Election Judge Post Election Survey

16. Did your Chief Judge(s) manage the precinct effectively?



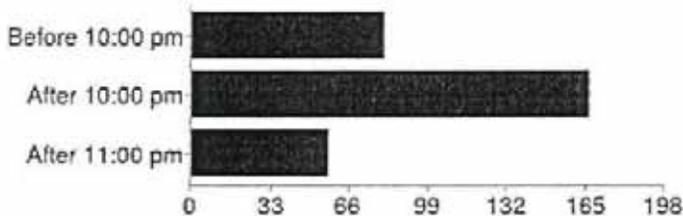
Yes	1358	89%
No	46	3%
No response	79	5%

17. What time did you leave on Election night?



Before 10:00 pm	524	34%
After 10:00 pm	795	52%
After 11:00 pm	161	11%

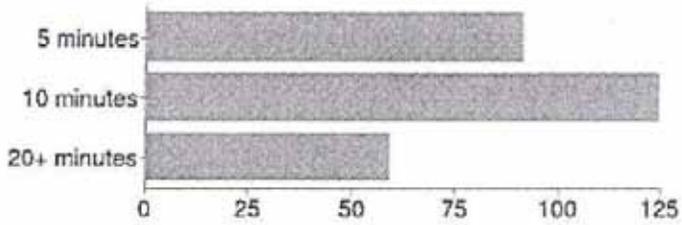
18. \*\*\* Closing Judges Only\*\*\* What time did you leave the polling place to go to the BOE?



Before 10:00 pm	80	5%
After 10:00 pm	166	11%
After 11:00 pm	57	4%

## 2014 Election Judge Post Election Survey

19. \*\*\* Closing Judges Only \*\*\* How long did you wait in line to return the precinct's materials?



5 minutes	91	6%
10 minutes	124	8%
20+ minutes	59	4%

DATE	LOCATION	ADDRESS	2013 CENSUS EST. (Hispanic/Latino)
Wednesday, May 15, 2013	RIO-AMC Movie Theater	9811 Washingtonian Blvd, Gaithersburg, MD	24.20%
Tuesday, May 28, 2013	Hometown Holidays	111 Maryland Ave. Rockville, MD 20850	14.30%
Tuesday, May 28, 2013	Corporate Outreach - GEICO	5260 Western Ave, Chevy Chase, MD 20815	5.50%
Saturday, June 8, 2013	Washingtonian-RIO Outreach	9811 Washingtonian Blvd, Gaithersburg, MD	24.20%
Sunday, June 9, 2013	Takoma Park Jazz fest	7611 Piney Branch Road, Takoma Park, MD	14.50%
Friday, July 12, 2013	Outreach Table @ RIO-Movie Theatre	9811 Washingtonian Blvd, Gaithersburg, MD	24.20%
Friday, August 9, 2013	National Night Out	Little Seneca Pkwy, Clarksburg, MD 20871	9.80%
Friday, August 16, 2013	Washingtonian-RIO Outreach	9811 Washingtonian Blvd, Gaithersburg, MD	24.20%
Monday, September 9, 2013	Takoma Park Folk Festival	7611 Piney Branch Road, Takoma Park, MD	14.50%
Friday, September 13, 2013	Washingtonian-RIO Outreach	9811 Washingtonian Blvd, Gaithersburg, MD	24.20%
Monday, September 23, 2013	Poolesville Day Celebration	b/ Woolton Ave & Elgin Rd, Poolesville, MD	7.00%
Saturday, September 28, 2013	Taste of Friendship Heights	4433 South Park Avenue, Chevy Chase, MD	5.50%
Saturday, September 28, 2013	South Silver Spring St Festival	8040 Kennett Ave., Silver Spring, MD	26.30%
Saturday, October 5, 2013	Taste of Bethesda	7700 Old Georgetown Rd, Bethesda, MD	6.80%
Saturday, October 5, 2013	Germantown Oktoberfest	23730 Frederick Rd, Clarksburg, MD 20871	9.80%
Sunday, October 13, 2013	Kentlands Oktoberfest	821 Center Point Way, Gaithersburg, MD	24.20%
Friday, October 18, 2013	Washingtonian-RIO Outreach	9811 Washingtonian Blvd, Gaithersburg, MD	24.20%
Wednesday, October 23, 2013	Westat Corp-Corporate Outreach	1600 Research Blvd, Rockville, MD 20850	14.30%
Friday, November 8, 2013	Veteran's Day Expo at Rider wood	3110 Gracefield Rd, Silver Spring, MD 20904	26.30%
Friday, November 15, 2013	Riderwood-Corporate Outreach	3110 Gracefield Rd, Silver Spring, MD 20904	26.30%
Friday, November 22, 2013	Washingtonian-RIO Outreach	9811 Washingtonian Blvd, Gaithersburg, MD	24.20%
Wednesday, January 8, 2014	Mont County Gov't Employee Outreach	401 Hungerford Drive, Rockville, MD 20850	14.30%
Tuesday, January 14, 2014	Mont County Gov't Employee Outreach	255 Rockville Pike, Rockville, MD 20850	14.30%
Thursday, January 23, 2014	Mont County Gov't Employee Outreach	101 Monroe Street, Rockville, MD 20850	14.30%
Wednesday, January 29, 2014	Mont County Gov't Employee Outreach	1335 Piccard Dr., Rockville, MD 20850	14.30%
Tuesday, February 4, 2014	Mont College Volunteer Fair-Takoma Park	7600 Takoma Ave, Takoma Park, MD	14.50%
Wednesday, February 5, 2014	Mont County Gov't Employee Outreach	255 Rockville Pike, Rockville, MD 20850	14.30%
Wednesday, February 5, 2014	Mont College Volunteer Fair-Rockville	900 Hungerford Drive, Rockville, MD 20850	14.30%
Thursday, February 6, 2014	Mont College Volunteer Fair-Germantown	20200 Observation Dr, Germantown, MD	18.40%

Thursday, February 11, 2014	Mont County Gov't Employee Outreach	101 Monroe Street, Rockville, MD 20850	14.30%
Tuesday, February 18, 2014	Mont County Gov't Employee Outreach	401 Hungerford Drive, Rockville, MD 20850	14.30%
Thursday, February 20, 2014	Mont County Gov't Employee Outreach	255 Rockville Pike, Rockville, MD 20850	14.30%
Wednesday, February 26, 2014	Mont County Gov't Employee Outreach	8630 Fenton St., Silver Spring, MD 20910	26.30%
Thursday, February 27, 2014	Riderwood Recruitment	3110 Gracefield Rd, Silver Spring, MD 20904	26.30%
Wednesday, February 26, 2014	Clarksburg Town Hall Meeting	22401 Brick Haven Way, Clarksburg, MD	9.80%
Saturday, March 22, 2014	Bauer Community Center Fair	14625 Bauer Dr, Rockville, MD 20853	14.30%
Friday, March 21, 2014	Holiday Park Senior Center	3950 Ferrara Drive, Wheaton, MD 20906	41.70%
Saturday, March 22, 2014	Bauer Drive Community Center	14625 Bauer Dr, Rockville, MD 20853	14.30%
Tuesday, March 25, 2014	Watkins Mill High School	10301 Apple Ridge Rd, Gaithersburg, MD	24.20%
Wednesday, March 26, 2014	Watkins Mill High School	10301 Apple Ridge Rd, Gaithersburg, MD	24.20%
Friday, March 28, 2014	Summer Job Fair @ Bauer Drive Ctr	14625 Bauer Dr, Rockville, MD 20853	14.30%
Saturday, March 29, 2014	Conference to End Poverty	1 Veterans Plaza, Silver Spring, MD	26.30%
Tuesday, April 1, 2014	Clarksburg High School	22500 Wims Rd, Clarksburg, MD 20871	9.80%
Wednesday, April 2, 2014	Clarksburg High School	22500 Wims Rd, Clarksburg, MD 20871	9.80%
Friday, April 4, 2014	Holiday Park Senior Center	3950 Ferrara Drive, Wheaton, MD 20906	41.70%
Saturday, April 5, 2014	Aspen Hill Library	4407 Aspen Hill Rd, Rockville, MD 20853	14.30%
Saturday, April 5, 2014	Bethesda Library	7400 Arlington Road, Bethesda, MD 20814	6.80%
Saturday, April 5, 2014	Gaithersburg Library	18330 Mont Village Ave, Gaithersburg, MD	24.20%
Saturday, April 5, 2014	Kensington Park Library	4201 Knowles Avenue, Kensington MD 20895	6.40%
Saturday, April 5, 2014	Quince Orchard Library	15831 Quince Orchard Rd., N Potomac, MD	4.80%
Saturday, April 5, 2014	Ama tu Vida Health Fair	506 S. Frederick Avenue, Gaithersburg, MD	24.20%
Saturday, April 5, 2014	Latin American Youth Center Job Fair	1 Veterans Plaza, Silver Spring, MD 20910	26.30%
Sunday, April 6, 2014	Bethesda Library	7400 Arlington Road, Bethesda, MD 20814	6.80%
Sunday, April 6, 2014	Gaithersburg Library	18330 Mont Village Ave, Gaithersburg, MD	24.20%
Monday, April 7, 2014	Richard Montgomery High School	250 Richard Montgomery Dr, Rockville, MD	14.30%
Tuesday, April 8, 2014	Richard Montgomery High School	250 Richard Montgomery Dr, Rockville, MD	14.30%
Wednesday, April 9, 2014	Mid-County BOE Community Outreach	2004 Queensguard Rd, Silver Spring, MD	26.30%
Saturday, April 12, 2014	Chevy Chase Library	8005 Connecticut Ave, Chevy Chase, MD	5.50%
Saturday, April 12, 2014	Germantown Library	19840 Century Blvd., Germantown, MD	18.40%

Saturday, April 12, 2014	Little Falls Library	5501 Massachusetts Ave, Bethesda, MD	6.80%
Saturday, April 12, 2014	Long Branch Library	8800 Garland Ave, Silver Spring, MD 20901	26.30%
Saturday, April 12, 2014	Twinbrook Library	202 Meadow Hall Drive, Rockville, MD 20851	14.30%
Sunday, April 13, 2014	Germantown Library	19840 Century Blvd., Germantown, MD 20874	18.40%
Sunday, April 13, 2013	Long Branch Library	8800 Garland Ave, Silver Spring, MD 20901	26.30%
Saturday, April 19, 2014	Damascus Library	9701 Main Street, Damascus, MD 20872	11.60%
Saturday, April 19, 2014	Poolesville Library	19633 Fisher Avenue, Poolesville, MD 20837	7.00%
Saturday, April 19, 2014	White Oak Library	11701 New Hampshire Ave., Silver Spring, MD	26.30%
Saturday, April 19, 2014	Brookside Gardens-Spring Fling	1800 Glenallan Ave, Silver Spring, MD 20902	26.30%
Wednesday, April 23, 2014	Montgomery College Political Forum	7995 Georgia Avenue, Silver Spring, MD	26.30%
Saturday, April 26, 2014	Davis Library	6400 Democracy Blvd., Bethesda, MD 20817	6.80%
Saturday, April 26, 2014	Potomac Library	10101 Glenolden Drive, Potomac, MD 20854	6.40%
Saturday, April 26, 2014	Rockville Memorial Library	21 Maryland Avenue, Rockville, MD 20850	14.30%
Saturday, April 26, 2014	Marilyn J. Praisner Library	14910 Old Columbia Pike, Burtonsville, MD	8.90%
Saturday, April 26, 2014	Silver Spring Library	8901 Colesville Rd, Silver Spring, MD 20910	26.30%
Saturday, April 26, 2014	Wheaton Library	11701 Georgia Ave, Silver Spring, MD 20902	26.30%
Saturday, April 26, 2014	Olney Library	3500 Olney-Laytonsville Road, Olney, MD	8.50%
Sunday, April 27, 2014	Rockville Memorial Library	21 Maryland Avenue, Rockville, MD 20850	14.30%
Sunday, April 27, 2014	Silver Spring Library	8901 Colesville Rd, Silver Spring, MD 20910	26.30%
Sunday, April 27, 2014	Marilyn J. Praisner Library	14910 Old Columbia Pike, Burtonsville, MD	8.90%
Sunday, April 27, 2014	Wheaton Library	11701 Georgia Ave, Silver Spring, MD 20902	26.30%
Sunday, April 27, 2014	Olney Library	3500 Olney-Laytonsville Road, Olney, MD	8.50%
Saturday, May 3, 2014	Long Branch Community Center	8700 Piney Branch Road, Silver Spring, MD	26.30%
Saturday, May 3, 2014	Housing Fair & Financial Fitness Day	506 S. Frederick Avenue, Gaithersburg, MD	24.20%
Sunday, May 4, 2014	Bradley Hills ES	8701 Hartsdale Ave, Bethesda, MD 20817	6.80%
Tuesday, May 6, 2014	Corporate Outreach - GEICO	5260 Western Ave, Chevy Chase, MD 20815	5.50%
Thursday, May 8, 2014	Corporate Outreach - WESTAT	1600 Research Blvd, Rockville, MD 20850	14.30%
Saturday, May 10, 2014	Mont County Youth Advisory Committee	51 University Blvd., E., Silver Spring, MD	26.30%
Friday, May 16, 2014	Holiday Park Senior Center	3950 Ferrara Drive, Wheaton, MD 20906	41.70%
Saturday, May 17, 2014	Good Hope Community Day	14715 Good Hope Road, Silver Spring, MD	26.30%

Saturday, May 17, 2014	Jane E. Lawton Community Center	4301 Willow Lane, Chevy Chase MD, 20815	5.50%
Saturday, May 17, 2014	Telemundo Dia de las Madres	1 Verterans Plaza, Silver Spring, MD	26.30%
Friday, May 30, 2014	Holiday Park Senior Center	3950 Ferrara Drive, Wheaton, MD 20906	41.70%
Friday, May 30, 2014	Voter Campaign: WHUR/Telemundo	1 Verterans Plaza, Silver Spring, MD	26.30%
Saturday, May 31, 2014	Bethesda Big Train	10600 Westlake Drive, Bethesda, MD 20852	6.80%
Sunday, June 1, 2014	Bethesda Big Train	10600 Westlake Drive, Bethesda, MD 20852	6.80%
Thursday, June 5, 2014	Early Voting-Election Day Outreach	Bethesda Metro Station	6.80%
Thursday, June 5, 2014	Early Voting-Election Day Outreach	Forest Glenn Metro Station	19.93%
Thursday, June 5, 2014	Early Voting-Election Day Outreach	Glenmont Metro Station	25.92%
Thursday, June 5, 2014	Early Voting-Election Day Outreach	Grosvenor-Strathmore Metro Station	14.30%
Thursday, June 5, 2014	Early Voting-Election Day Outreach	Medical Center Metro Station	6.80%
Thursday, June 5, 2014	Early Voting-Election Day Outreach	Rockville Metro Station	14.30%
Thursday, June 5, 2014	Early Voting-Election Day Outreach	Shady Grove Metro Station	24.20%
Thursday, June 5, 2014	Early Voting-Election Day Outreach	Silver Spring Metro Station	26.30%
Thursday, June 5, 2014	Early Voting-Election Day Outreach	Twinbrook Metro Station	14.30%
Thursday, June 5, 2014	Early Voting-Election Day Outreach	Wheaton Metro Station	41.70%
Thursday, June 5, 2014	Early Voting-Election Day Outreach	White Flint Metro Station	13.50%
Friday, June 6, 2014	Early Voting-Election Day Outreach	Bethesda Metro Station	6.80%
Friday, June 6, 2014	Early Voting-Election Day Outreach	Forest Glenn Metro Station	19.93%
Friday, June 6, 2014	Early Voting-Election Day Outreach	Glenmont Metro Station	25.92%
Friday, June 6, 2014	Early Voting-Election Day Outreach	Grosvenor-Strathmore Metro Station	14.30%
Friday, June 6, 2014	Early Voting-Election Day Outreach	Medical Center Metro Station	6.80%
Friday, June 6, 2014	Early Voting-Election Day Outreach	Rockville Metro Station	14.30%
Friday, June 6, 2014	Early Voting-Election Day Outreach	Shady Grove Metro Station	24.20%
Friday, June 6, 2014	Early Voting-Election Day Outreach	Silver Spring Metro Station	26.30%
Friday, June 6, 2014	Early Voting-Election Day Outreach	Twinbrook Metro Station	14.30%
Friday, June 6, 2014	Early Voting-Election Day Outreach	Wheaton Metro Station	41.70%
Friday, June 6, 2014	Early Voting-Election Day Outreach	White Flint Metro Station	13.50%
Sunday, June 8, 2014	Arora Hills Community Picnic	23030 Birch Mead Rd, Clarksburg, MD	9.80%
Sunday, June 8, 2014	Taste of Wheaton	Reedie Drive & Grandview Ave	41.70%

Monday, June 9, 2014	Early Voting-Election Day Voter Outreach	Bethesda Metro Station	6.80%
Monday, June 9, 2014	Early Voting-Election Day Voter Outreach	Forest Glenn Metro Station	19.93%
Monday, June 9, 2014	Early Voting-Election Day Voter Outreach	Glenmont Metro Station	25.92%
Monday, June 9, 2014	Early Voting-Election Day Voter Outreach	Grosvenor-Strathmore Metro Station	14.30%
Monday, June 9, 2014	Early Voting-Election Day Voter Outreach	Medical Center Metro Station	6.80%
Monday, June 9, 2014	Early Voting-Election Day Voter Outreach	Rockville Metro Station	14.30%
Monday, June 9, 2014	Early Voting-Election Day Voter Outreach	Shady Grove Metro Station	24.20%
Monday, June 9, 2014	Early Voting-Election Day Voter Outreach	Silver Spring Metro Station	26.30%
Monday, June 9, 2014	Early Voting-Election Day Voter Outreach	Twinbrook Metro Station	14.30%
Monday, June 9, 2014	Early Voting-Election Day Voter Outreach	Wheaton Metro Station	41.70%
Monday, June 9, 2014	Early Voting-Election Day Voter Outreach	White Flint Metro Station	13.50%
Saturday, June 21, 2014	Shady Grove Apartments	16125 Crabbs Branch Way, Derwood, MD	11.84%
Friday, July 11, 2014	Damascus Days	United Methodist Church Parking Lot	11.60%
Saturday, July 12, 2014	Damascus Days	United Methodist Church Parking Lot	11.60%
Saturday, July 12, 2014	The Willows Apartments	429 West Diamond Ave, Gaithersburg, MD 20877	24.20%
Wednesday, July 16, 2014	Stewarttown Homes	9310 Merust Ln in Gaithersburg, MD	24.20%
Sunday, August 3, 2014	3rd Annual Latino Health Fair	Corner of Reedie Drive and Grandview Avenue	41.70%
Thursday, September 4, 2014	Mont College Volunteer Fair -Rockville	900 Hungerford Dr., Rockville, MD 20850	14.30%
Friday, September 5, 2016	Damascus Community Day	United Methodist Church Parking Lot	11.60%
Saturday, September 6, 2014	Damascus Community Day	United Methodist Church Parking Lot	11.60%
Saturday, September 6, 2014	Aspen Hill Library	4407 Aspen Hill Rd, Rockville, MD 20853	14.30%
Saturday, September 6, 2014	Bethesda Library	7400 Arlington Rd, Bethesda, MD 20814	6.80%
Saturday, September 6, 2014	Gaithersburg Library	18330 Montgomery Village Ave, Gaithersburg, MD	24.20%
Saturday, September 6, 2014	Quince Orchard Library	15831 Quince Orchard Rd., North Potomac, MD	4.80%
Saturday, September 6, 2014	Kensington Park Library	4201 Knowles Avenue, Kensington MD 20895	6.40%
Saturday, September 6, 2014	Bethesda Library	7400 Arlington Rd, Bethesda, MD 20814	6.80%
Saturday, September 6, 2014	Gaithersburg Library	18330 Montgomery Village Ave, Gaithersburg, MD	24.20%
Sunday, September 7, 2014	Damascus Community Day	United Methodist Church Parking Lot	11.60%
Sunday, September 7, 2014	Takoma Park Folk Festival	7611 Piney Branch Rd, Silver Spring, MD 20910	14.50%
Tuesday, September 9, 2014	Corporate Outreach - WESTAT	1600 Research Blvd, Rockville, MD 20850	14.30%

Saturday, September 13, 2014	Chevy Chase Library	8005 Connecticut Ave, Chevy Chase, MD 20815	5.50%
Saturday, September 13, 2014	Germantown Library	19840 Century Blvd., Germantown, MD 20874	18.40%
Saturday, September 13, 2014	Little Falls Library	5501 Massachusetts Ave, Bethesda, MD 20816	6.80%
Saturday, September 13, 2014	Long Branch Library	8800 Garland Ave, Silver Spring, MD 20901	26.30%
Saturday, September 13, 2014	Twinbrook Library	202 Meadow Hall Drive, Rockville, MD 20851	14.30%
Sunday, September 14, 2014	Long Branch Library	8800 Garland Ave, Silver Spring, MD 20901	26.30%
Sunday, September 14, 2014	Germantown Library	19840 Century Blvd., Germantown, MD 20874	18.40%
Sunday, September 14, 2014	MoCo Friendship Picnic	Wheaton Regional Park	41.70%
Wednesday, September 17, 2014	NIST	100 Bureau Drive, Stop 1070, Gaithersburg, MD	24.20%
Thursday, September 18, 2014	Mont College Volunteer Fair -Takoma Pk	7600 Takoma Avenue, Takoma Park, MD 20912	14.50%
Thursday, September 18, 2014	Montgomery College-Takoma Park	7600 Takoma Ave, Takoma Park, MD 20912	14.50%
Friday, September 19, 2014	Rockville HS-MCPS Career Connection	2100 Baltimore Rd, Rockville, MD 20851	14.30%
Saturday, September 20, 2014	Poolesville Day Celebration	19633 Fisher Avenue, Poolesville, MD 20837	7.00%
Saturday, September 20, 2014	Damascus Library	9701 Main Street, Damascus, MD 20872	11.60%
Saturday, September 20, 2014	Marlyn J. Praisner Library	14910 Old Columbia Pike, Burtonsville, MD 20866	8.90%
Saturday, September 20, 2014	Olney Library	3500 Olney-Laytonsville Road, Olney, MD	8.50%
Saturday, September 20, 2014	Poolesville Library	19633 Fisher Avenue, Poolesville, MD 20837	7.00%
Saturday, September 20, 2014	Wheaton Library	11701 Georgia Ave, Silver Spring, MD 20902	26.30%
Saturday, September 20, 2014	White Oak Library	11701 New Hampshire Ave., Silver Spring, MD 20904	26.30%
Sunday, September 21, 2014	Marilyn J. Praisner Library	14910 Old Columbia Pike, Burtonsville, MD 20866	8.90%
Sunday, September 21, 2014	Olney Library	3500 Olney-Laytonsville Road, Olney, MD	8.50%
Sunday, September 21, 2014	Wheaton Library	11701 Georgia Ave, Silver Spring, MD 20902	26.30%
Sunday, September 21, 2014	Chalk for Peace	25520 Oak Dr, Damascus, MD 20872	11.60%
Tuesday, September 23, 2014	TESS Center	8513 Piney Branch Rd, Silver Spring, MD 20901	26.30%
Tuesday, September 23, 2014	Ana Mendez University	11006 Veirs Mill Road, Wheaton, MD	41.70%
Tuesday, September 23, 2014	National Voter Registration Day	Gaithersburg MARC Station	24.20%
Tuesday, September 23, 2014	National Voter Registration Day	Bethesda Metro Station	6.80%
Tuesday, September 23, 2014	National Voter Registration Day	Glenmont Metro Station	25.92%
Tuesday, September 23, 2014	National Voter Registration Day	Rockville Metro Station	14.30%
Tuesday, September 23, 2014	National Voter Registration Day	Shady Grove Metro Station	24.20%

Tuesday, September 23, 2014	National Voter Registration Day	Silver Spring Metro Station	26.30%
Tuesday, September 23, 2014	National Voter Registration Day	Twinbrook Metro Station	14.30%
Tuesday, September 23, 2014	National Voter Registration Day	Wheaton Metro Station	41.70%
Tuesday, September 23, 2014	Pentagon-NCRD	Washington, DC 20301	10.5% Active-11.3% Reserve (2012-DoD)
Tuesday, September 23, 2014	TESS Center	8513 Piney Branch Rd, Silver Spring, MD	26.30%
Tuesday, September 23, 2014	Corporate Outreach - GEICO	5260 Western Ave, Chevy Chase, MD 20815	5.50%
Saturday, September 27, 2014	Taste of Friendship Heights	4433 South Park Avenue, Chevy Chase, MD	5.50%
Saturday, September 27	South Silver Spring Street Fest	8040 Kennett Ave., Silver Spring, MD	26.30%
Saturday, September 27, 2014	Davis Library	6400 Democracy Blvd., Bethesda, MD 20817	6.80%
Saturday, September 27, 2014	Potomac Library	10101 Glenolden Drive, Potomac, MD 20854	6.40%
Saturday, September 27, 2014	Rockville Memorial Library	21 Maryland Avenue, Rockville, MD 20850	14.30%
Saturday, September 27, 2014	Silver Spring Library	8901 Colesville Rd, Silver Spring, MD 20910	26.30%
Saturday, September 27, 2014	Burtonsville Day	14906 Old Columbia Pike, Burtonsville, MD	8.90%
Saturday, September 27	South Silver Spring Street Fest	8040 Kennett Ave., Silver Spring, MD	26.30%
Sunday, September 28, 2014	Rockville Memorial Library	21 Maryland Avenue, Rockville, MD 20850	14.30%
Sunday, September 28, 2014	Silver Spring Library	8901 Colesville Rd, Silver Spring, MD 20910	26.30%
Thursday, October 2, 2014	Youth Leadership Montgomery	155 Gibbs St, Rockville, MD 20850	14.30%
Saturday, October 4, 2014	Georgian Court Community Day	3600 Bel Pre Road, Silver Spring, MD 20906	26.30%
Saturday, October 4, 2014	YMCA-MC Family Fall Festival	9800 Hastings Drive, Silver Spring, MD 20901	26.30%
Sunday, October 5, 2014	Germantown Oktoberfest	23730 Frederick Rd, Clarksburg, MD 20871	9.80%
Wednesday, October 8, 2014	Future Vote (FV) Training @ Whitman HS	7100 Whitter Blvd, Bethesda, MD	6.80%
Thursday, October 9, 2014	Ana Mendez University (Hispanic Heritage)	11006 Veirs Mill Road, Wheaton, MD	41.70%
Thursday, October 9, 2014	FV Training @ Northwest HS	13501 Richter Farm Rd, Germantown MD	18.40%
Saturday, October 11, 2014	Taste of Bethesda	7700 Old Georgetown Rd, Bethesda, MD	6.80%
Thursday, October 16, 2014	FV Training @ Blair HS	51 University Blvd, Silver Spring, MD	26.30%
Friday, October 17, 2014	Early Voting Outreach	Bethesda Metro Station	6.80%
Friday, October 17, 2014	Early Voting Outreach	Rockville Metro Station	14.30%
Friday, October 17, 2014	Early Voting Outreach	Shady Grove Metro Station	24.20%
Friday, October 17, 2014	Early Voting Outreach	Wheaton Metro Station	41.70%
Monday, October 20, 2014	Early Voting Outreach	Bethesda Metro Station	6.80%

Monday, October 20, 2014	Early Voting Outreach	Rockville Metro Station	14.30%
Monday, October 20, 2014	Early Voting Outreach	Shady Grove Metro Station	24.20%
Monday, October 20, 2014	Early Voting Outreach	Wheaton Metro Station	41.70%
Friday, October 17, 2014	FV Training @ Richard Montgomery HS	250 Richard Montgomery Dr, Rockville, MD	14.30%
Friday, October 17, 2014	FV Training @ Richard Montgomery HS	250 Richard Montgomery Dr, Rockville, MD	14.30%
Saturday, October 18, 2014	Ready for Tomorrow Forum	1700 April Ln, White Oak, MD 20904	18.40%
Sunday, October 19, 2014	World of Montgomery Festival	Wheaton Westfield Mall, Wheaton, MD	41.70%
Thursday, November 13, 2014	Homeless Resource Fair	506 South Frederick Avenue Gaithersburg, MD	24.20%

Election Judge Position Descriptions- Election Day				
Type	Training Pay	Service Pay	Total Pay	All Day/Morning/Evening/Shift
Chief Judge	50	200	250	All Day
Chief Judge - Consolidated	50	200	250	All Day
Standby Chief	50	100	150	All Day
Closing Judge	30	75	105	Evening
Closing Judge - Consolidated	30	75	105	Evening
Voting Operations (VOP)	30	150	180	All Day
Spanish Speaking VOP	30	150	180	All Day
VOP- Provisional	40	150	190	All Day
Opening Judge	30	50	80	Morning
Greeter (per shift)	10	50	60	6:30 am - 1:30 pm/1:00 pm - 8:00 pm
Line Management (per shift)	10	75	85	6:30 am - 1:30 pm/1:00 pm - 8:00 pm
Roamer	50	250	300	All Day
Technician	30	75	105	Morning
Runner (per shift) at BOE	0	100	100	5:30 am - 11:30 am/11:00 - 4:00 pm
Standby	30	50	80	Per position On-call up to 2:00 pm
EV Closer at BOE	30	150	180	12:00 pm - 8:00 pm
Election Judge Position Descriptions – Early Voting				
Type	Training Pay	Service Pay	Total Pay	Hours/Shifts
EV Chief Judge	0	200	200	9:00 am - Closing
EV Voting Operations Judge (SPN)	0	150	150	9:00 am - Closing
EV Line Manager (per shift)	0	75	75	9:00 am – 4:00 pm/4:00 pm – Closing
EV Runner	0	100	100	6:00 pm – Drop-off at BOE

**2014 General Election  
Operations Group  
Report to Board of Elections  
March 16, 2015**

The Operations group provides multiple roles leading into and during Election Day or Early Voting. Today you will have an opportunity to see various reports regarding Operations which includes Campaign Filing, Future Vote and Section 203 Outreach, Election Judge Recruitment and Training, Polling Place coordination, the Polling Place Support Program, mapping services and the Supply Warehouse. When the various tools were evaluated that Operations staff members use to determine election success and efficiency, it was clear that the General Election was conducted with the mission of providing a safe, efficient, welcoming environment for the voters of Montgomery County. Early Voting was received, once again, positively and the nine sites eliminated excessive lines. The performance report compiled for each polling place indicates that 52% performed at the "Outstanding" level. No particular issues were presented during the process outside of the final stage of Redistricting which created minimal change in precinct boundaries and voting locations.

**Campaign Filing:**

Candidate filing during the gubernatorial elections is the busiest filing period for the local boards of elections as the local contests are addressed during the gubernatorial elections. Approximately 140 local candidates were filed for the various contests and about 400 inquiries were addressed by Board of Elections staff members. During the second half of the cycle, questions regarding petitions were handled as well as Write-In candidates were processed. Ballot verification and candidate lists were proofed and provided to the public and Certificates of Nomination were prepared, as usual, for General Election candidates. Along with filing services, Board of Election staff was trained on new MDVoters software enabling campaign records to be incorporated into the State database.

**Supply Warehouse:**

The Warehouse staff consists of Mr. Ryan White, Project Specialist, Mr. Pena and two temporary staff members. Mr. White is detailed oriented and conscientious, providing a valuable service to voters and election judges. Supplies were prepared for 227 Election Day polling locations and nine Early Voting Centers. The staff is required to prepare all locations with an adequate compliment of materials. During the packing process, their output of work was focused and staff showed exceptional work ethic.

The implementation of additional Early Voting Centers presented additional planning, distribution logistics and material and equipment acquisitions; however the challenge was met successfully due to a solid communication network within the department as well as support from other County agencies. Previous lessons learned regarding Early Voting were pivotal in creating well-organized Centers.

Though the volume wasn't as intense as previous Presidential Elections, preparations were still detailed and planning was in place for contingencies. No additional Provisional Ballots were requested from the Centers throughout the course of the eight days and basic supply replenishment was minimal. Innovation remains a goal when planning for future elections, making the election process positive for both the Election Judges and most importantly, the voters.

The gubernatorial election cycles present challenges as the number of ballot styles is magnified. During the General Election, 33 styles were represented. Ballot packing was intense, requiring more space and maneuverability to accommodate the numerous packages which are precinct specific. A system has been developed to best utilize the limited space while ensuring accuracy during distribution—the most important aspect of ballot distribution. Ballots were correctly distributed to all precincts. As was the case during Early Voting, minimal supply requests were encountered for Election Day.

Election Night returns, using a double line of cars and an adequate number of personnel, has proved successful—intake went smoothly with minimal election judge issues.

During post-election reconciliation, minimal errors were detected. Election Judge competence can be attributed to training and reinforcement of communicating the importance of accuracy at the polls which improves voter confidence and establishes the integrity of the election. With each election cycle, staff will continue to review what works well and what can be improved. As we move into a new voting system, many of the positive lessons learned will continue to evolve and improve the process.

#### **Polling Place Support Program (PPSP):**

It is the responsibility of PPSP volunteers to direct concerns to the Board of Elections in order to ensure that superior voting service and high quality polling locations are maintained throughout Montgomery County. Each volunteer is assigned a route of several polling locations to visit and instructed to follow the Maryland State Board of Elections questionnaire provided to them. The questionnaire consists of yes/no questions regarding several items such as security for specific polling place supplies, procedures, etc. Each polling place is reviewed and a copy of the questionnaire is completed for the location; and then a copy is provided to the Chief Judges and a copy is kept and returned to the Board of Elections for review and action where appropriate.

#### **Training and Trainee Evaluations:**

The State of Maryland mandates all poll workers receive training before each election. The major goal and concern of training is to recruit new and retain returning judges. To achieve this goal efficiently, the Montgomery County (Maryland) Board of Elections develops training packages for citizens to obtain skills to work in one of the County polling sites as Election Judges. The goal in recruiting is to maintain a pool which will adequately staff Early Voting Centers and the polling places on Election Day. History has proven that people respond to attending sessions in a convenient location which is why the staff conducted classes at three off-site locations during the training cycle. The same training was available at all sites. Training is applicable to the various functions performed by the election judges and quizzes are administered throughout the sessions to confirm student comprehension.

As part of the training process, evaluations are requested from the students to provide feedback on the success of sharing of information and suggestions for better preparing prospective election judges. The perception of these trainees is valuable in creation of new or revised strategies in future training. The findings of the evaluation reflect thoughtful consideration indicating that trainees appeared to consider all components of the session. Trainees commented on positives and attributes of materials/equipment, time/class management, staff/trainer roles and behaviors. Recommendations emerged from the general comments and future Trainers and training efforts will incorporate the insights of the students.

**Polling Places:**

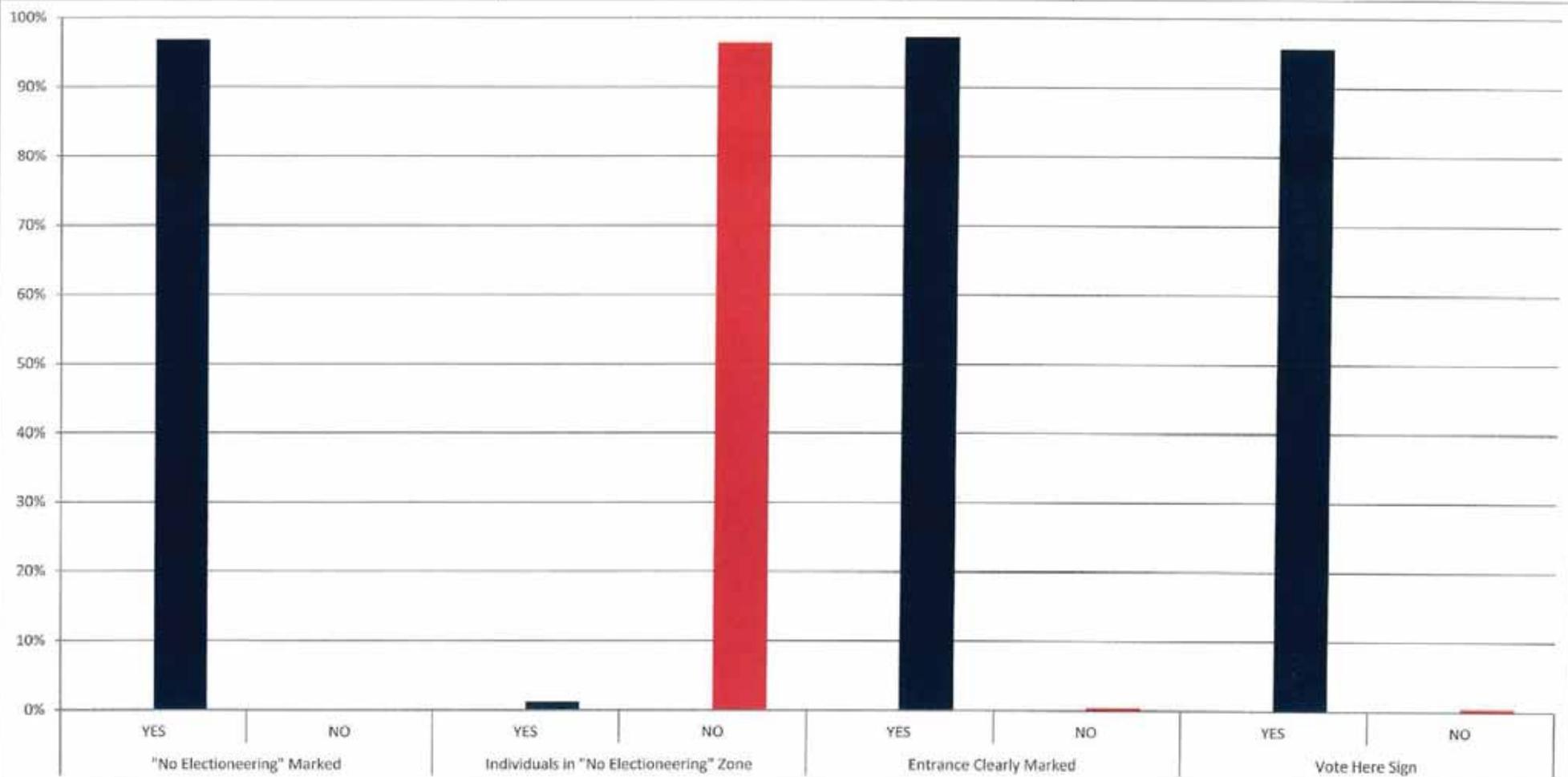
All polling places opened on time and a few reported lines. The lines were managed and "wait time" in the morning hours was short. An individual report reflecting Election Day "Wait Times" is included in your packet. Delivery of equipment went well with approximately 4000 pieces being delivered correctly. All 227 locations had all of the necessary equipment available and ready for setup at the Monday night meetings.

Voter comments were positive with most complimenting the operation and the friendliness of the election judges. As mentioned earlier, because 2014 implemented the new Legislative Districts, there were some changes in boundaries of precincts and polling locations. Pre-emptive measures were taken to alert voters of the potential changes for the 2014 Elections. Most voters were prepared and either voted early or arrived at their assigned precinct on Election Day.

As in the past, it is with pride that we provide the above information. The goal of Operations staff members is to provide a positive voting experience for the residents of Montgomery County, Maryland.

Respectfully submitted by Christine Rzeszut on Behalf of the Operations Group

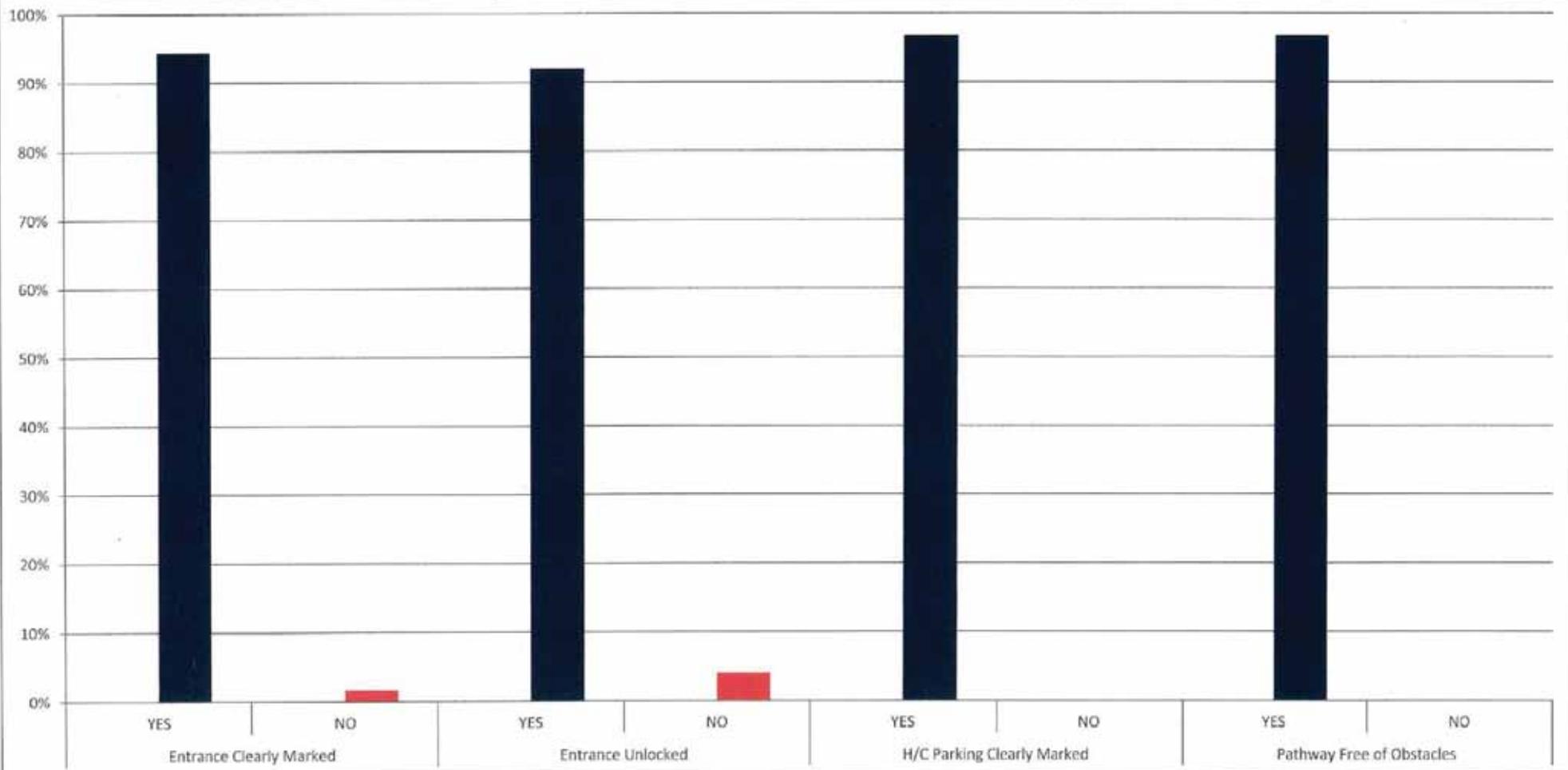
2014 Polling Evaluation – Outside the Polling Place



Comments: Data is based on 250 Precincts. It should be noted that five precincts were not surveyed because of an emergency—the volunteer was unavailable on Election Day.

"Vote Here Signs" were moved or not received; however once judges were aware, signs were obtained and the correct location marked. At Rosemary Hills, roamer had moved sign to the street.

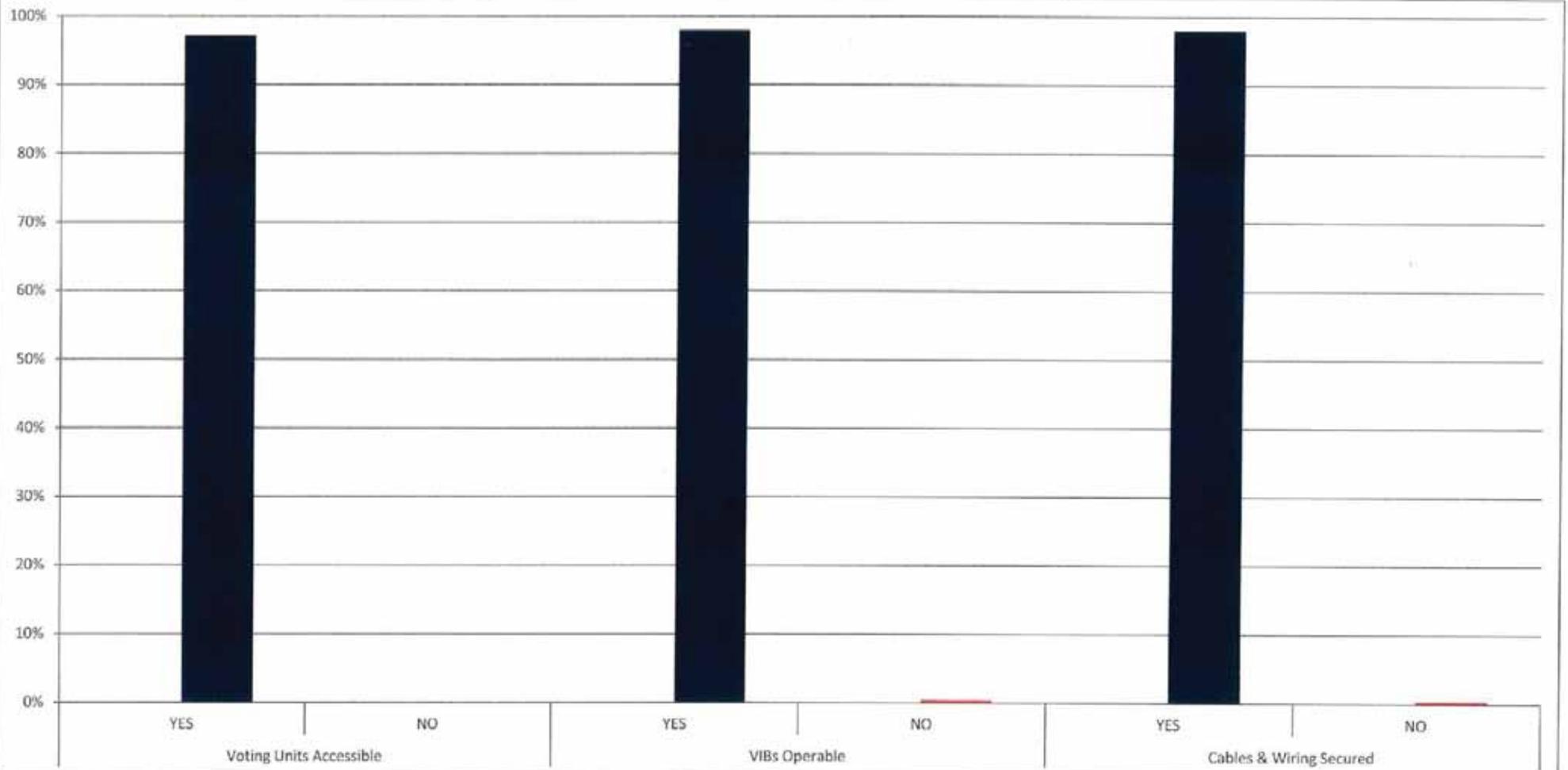
2014 Polling Evaluation – Outside Accessibility



Comments: Data is based on 250 Precincts. It should be noted that five precincts were not surveyed because of an emergency—the volunteer was unavailable on Election Day.

It was requested that some locations have more signage at the street leading to the polling place and issues arose regarding entrances where most voters choose to use alternate entrances rather than the main entrance. Additional outdoor signs were requested in order to direct voters to appropriate entrances. Prior to the election, arrangements were made with MCPS administration to unlock all main entrances electronically. It should be noted that modernized schools no longer provide a push plate accessible door; however doors are designed for easy access by providing appropriate door handles.

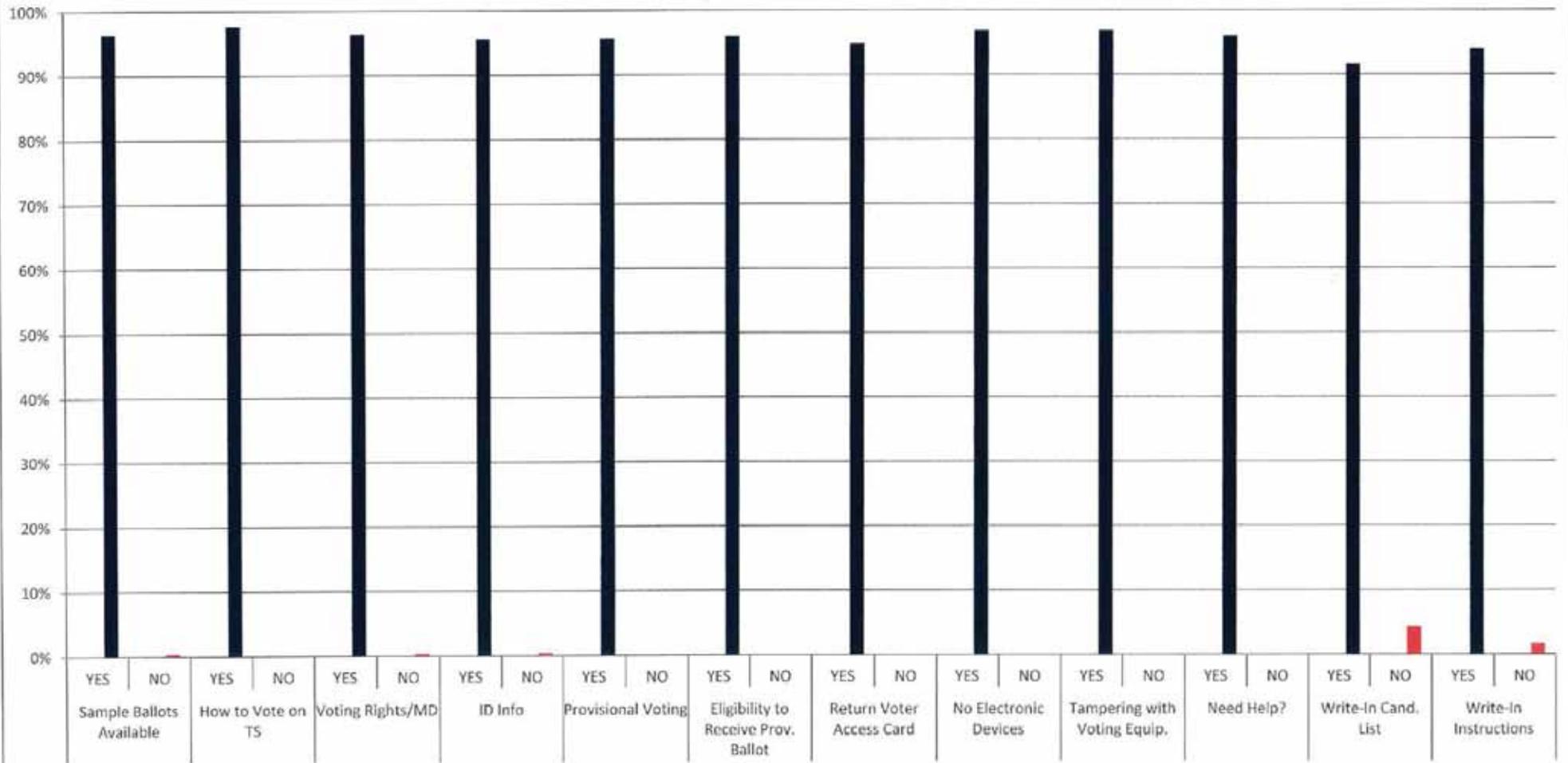
### 2014 Polling Evaluation – Inside Accessibility



Comments: Data is based on 250 Precincts. It should be noted that five precincts were not surveyed because of an emergency—the volunteer was unavailable on Election Day.

It was discovered at a polling location that the VIBs audio had not been confirmed by the election judges.

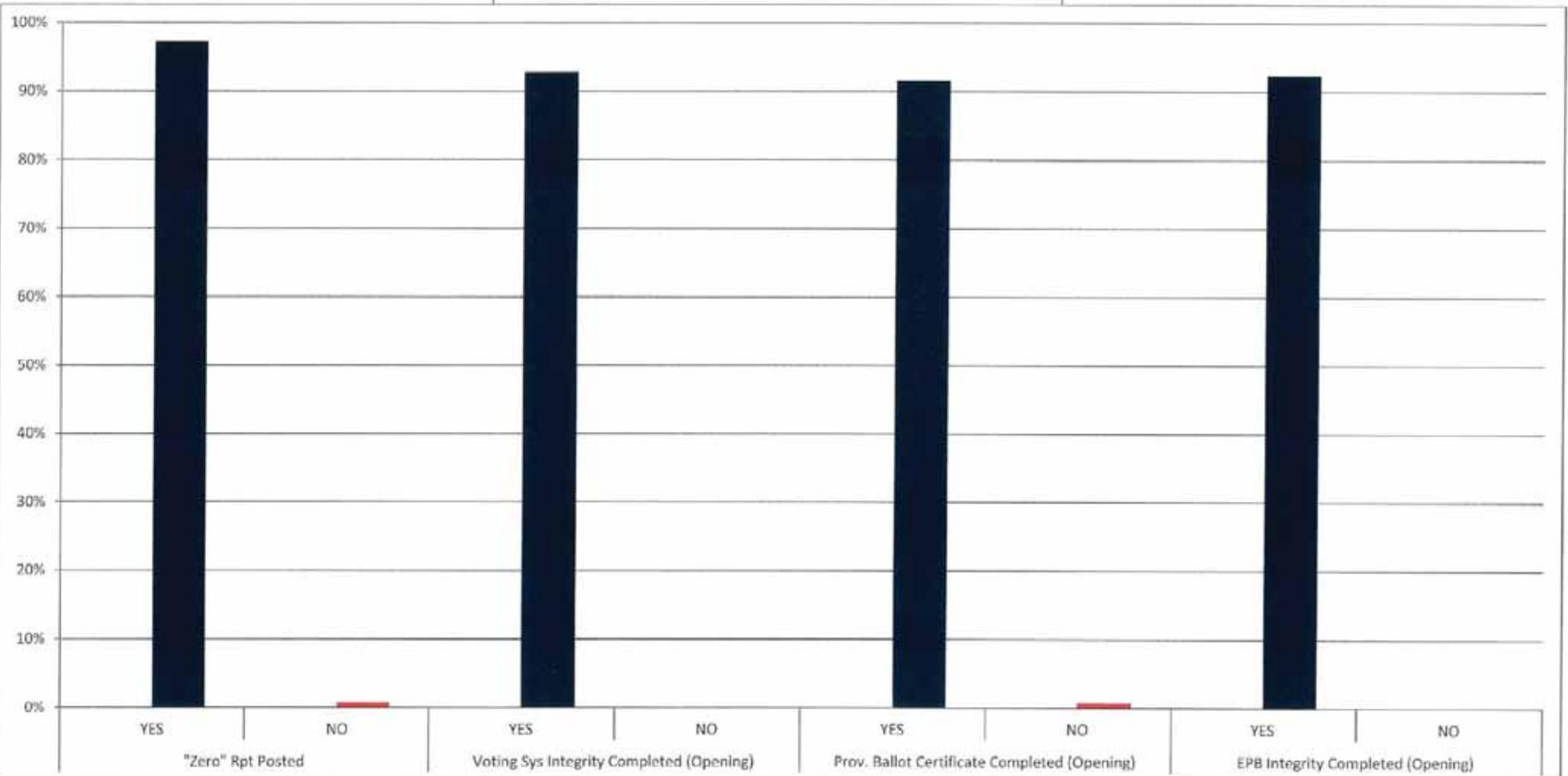
### 2014 Polling Evaluation - Polling Place Signs



Comments: Data is based on 250 Precincts. It should be noted that five precincts were not surveyed because of an emergency—the volunteer was unavailable on Election Day.

It was noted that some Write-In information was not displayed; however where noted corrections were made. Directions are also provided to voters on the Touch Screen voting unit and are included in the Sample (Specimen) Ballot.

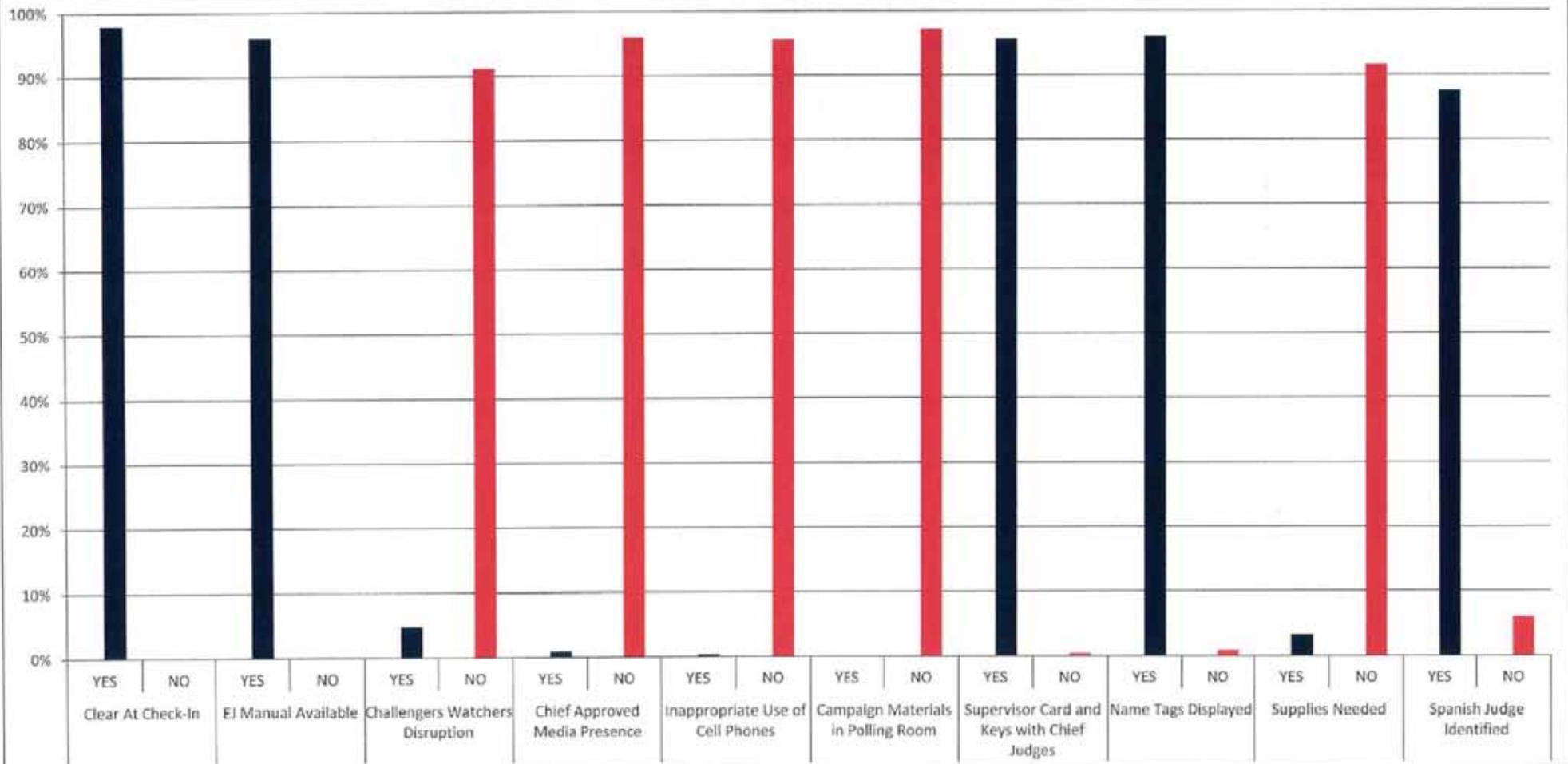
### 2014 Polling Evaluation – Reports



Comments: Data is based on 250 Precincts. It should be noted that five precincts were not surveyed because of an emergency—the volunteer was unavailable on Election Day.

At one location the judge had forgotten to print the "0" report for one voting unit and at another location, the judge missed completing the Provisional certificate at the beginning of the day.

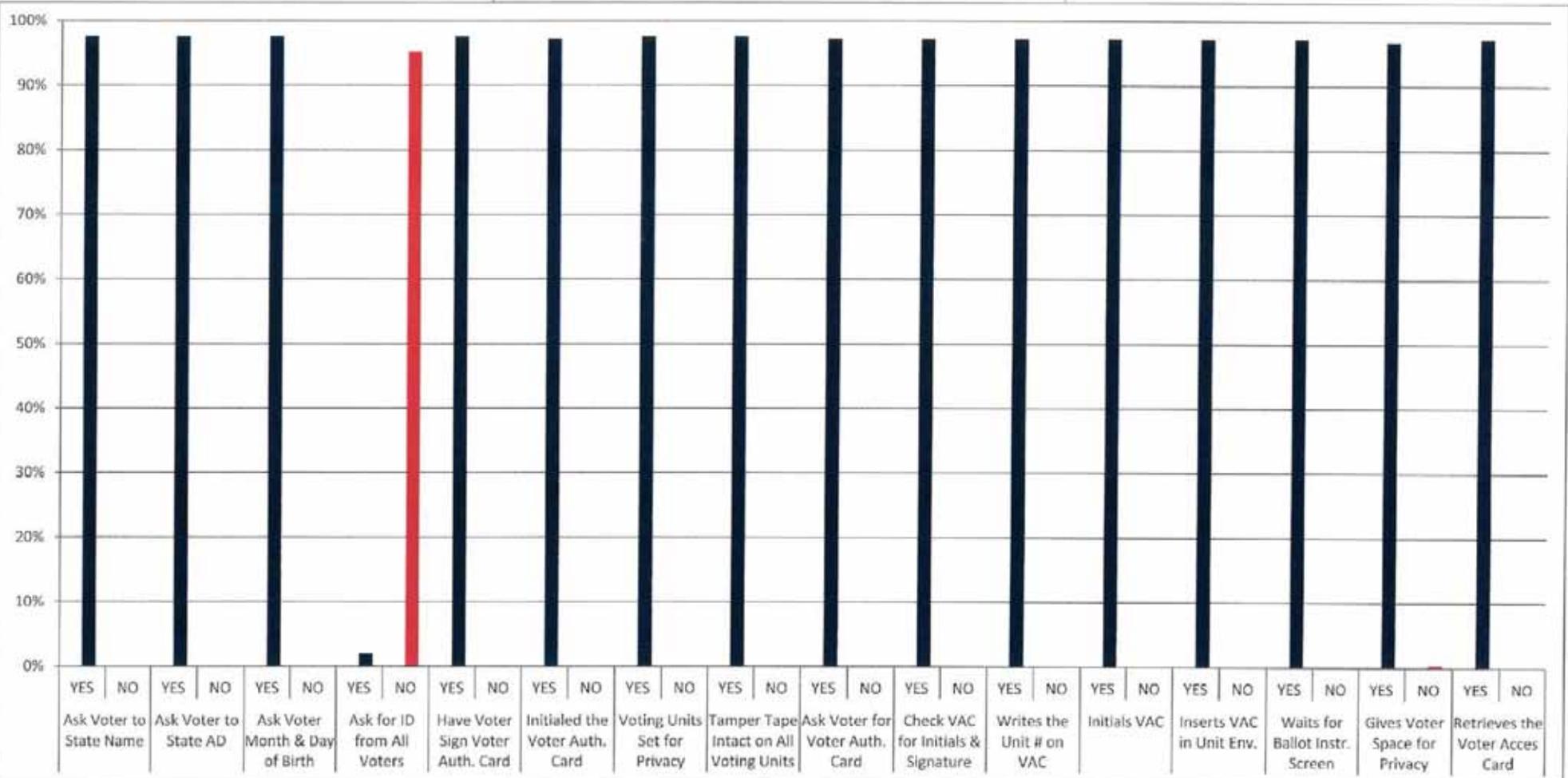
### 2014 Polling Evaluation – Inside the Polling Place



Comments: Data is based on 250 Precincts. It should be noted that five precincts were not surveyed because of an emergency—the volunteer was unavailable on Election Day.

In a few instances, voters attempted to use cell phones inside the polling room. Some locations a Spanish speaking judge had not reported on Election Day and substitutes were arranged.

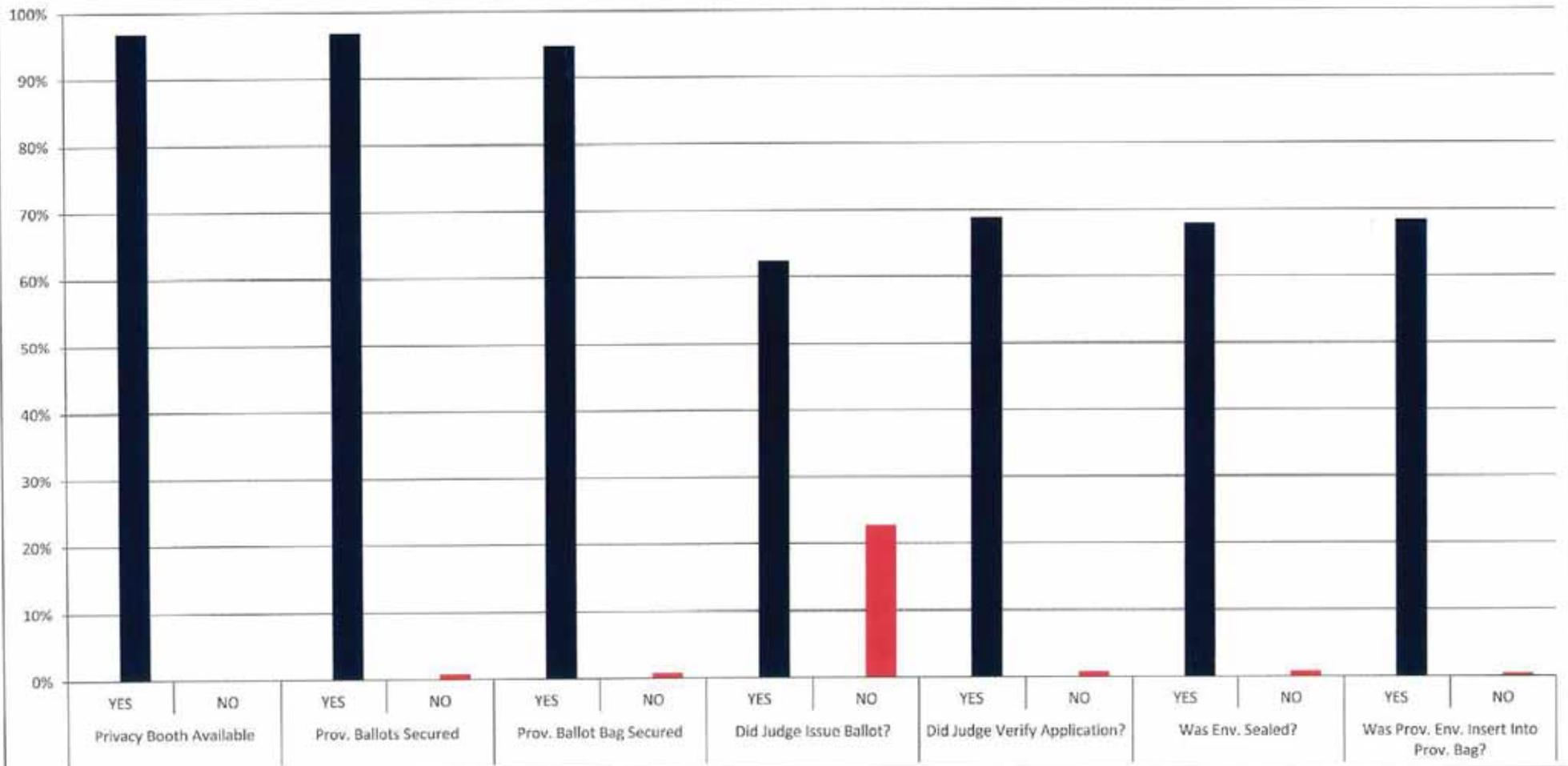
### 2014 Polling Evaluation – Election Judges



Comments: Data is based on 250 Precincts. It should be noted that five precincts were not surveyed because of an emergency—the volunteer was unavailable on Election Day.

At a polling location it was noted that voting units were not positioned for maximum privacy; however it was noted and the voting units were repositioned for better voter privacy.

2014 Polling Evaluation – Provisional



Comments: Data is based on 250 Precincts. It should be noted that five precincts were not surveyed because of an emergency—the volunteer was unavailable on Election Day.

A voter was observed receiving a Provisional ballot or League volunteer acted as the voter by doing "role playing." When discrepancies were noted, the volunteer spoke with election judges to ensure the process continued correctly.

## 2014 Gubernatorial General Opening "Wait Times"

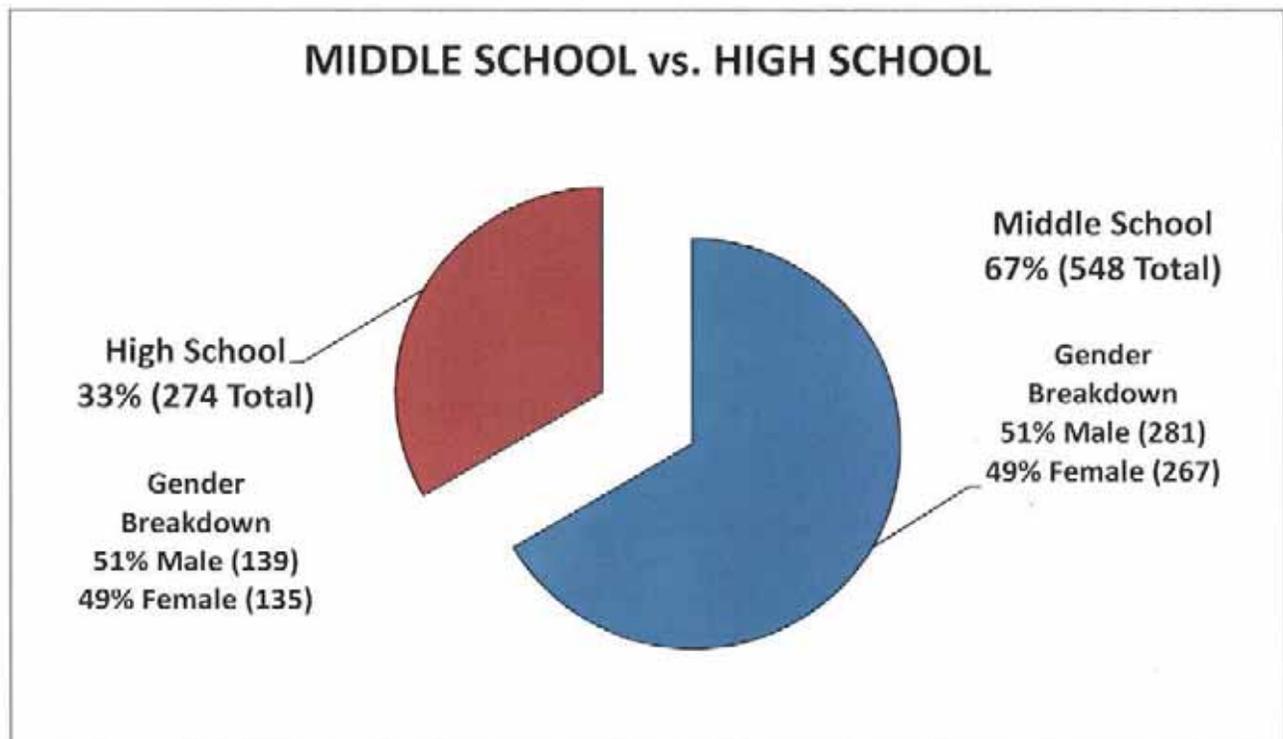
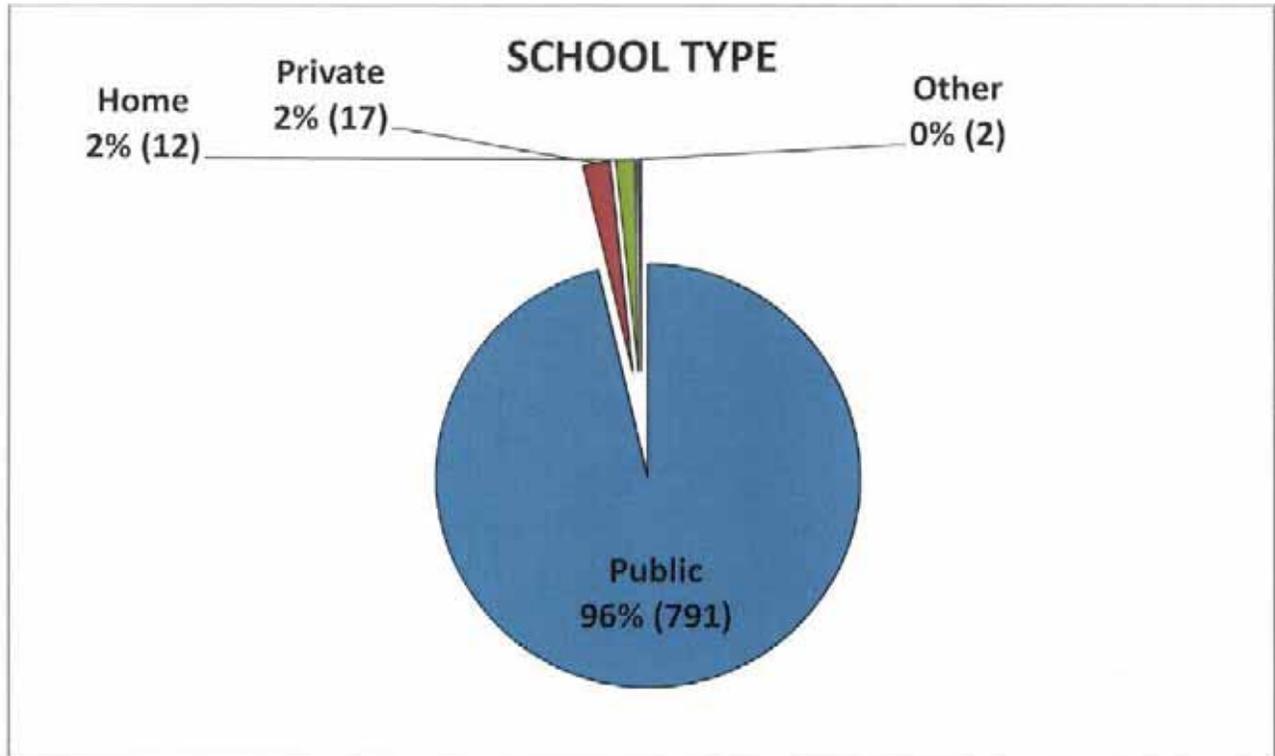
Election Day, November 4, 2014

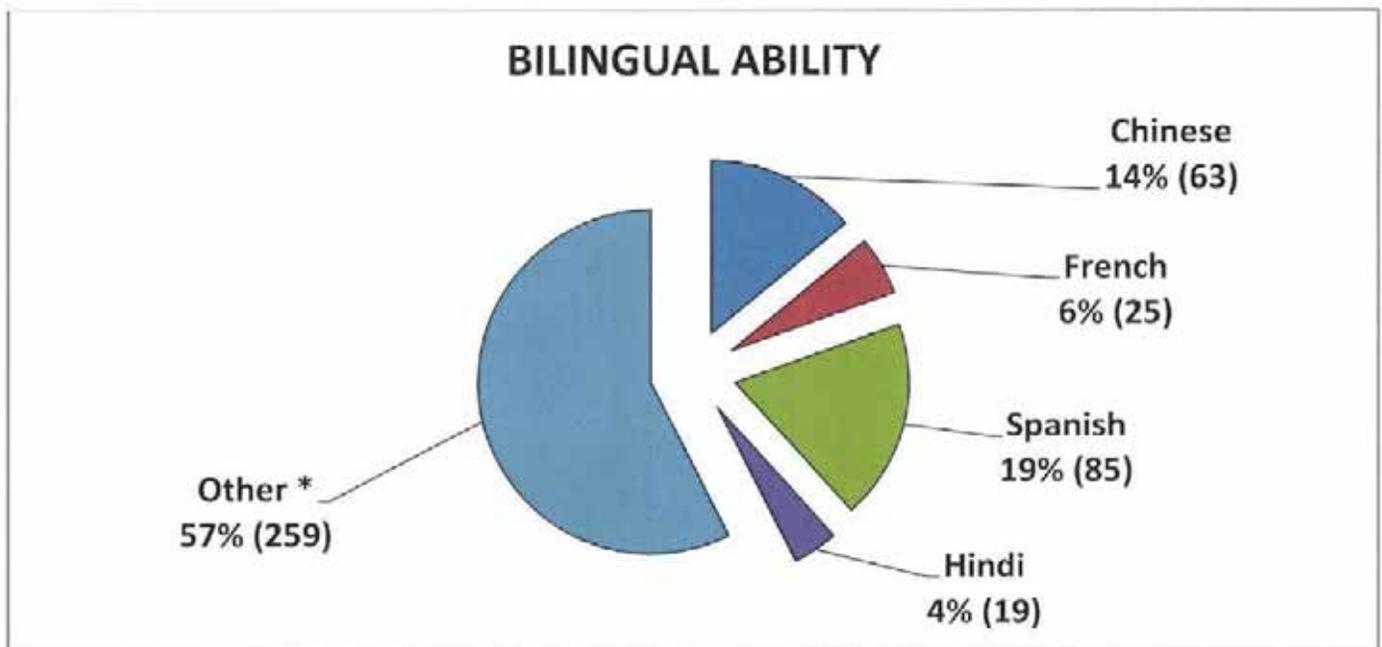
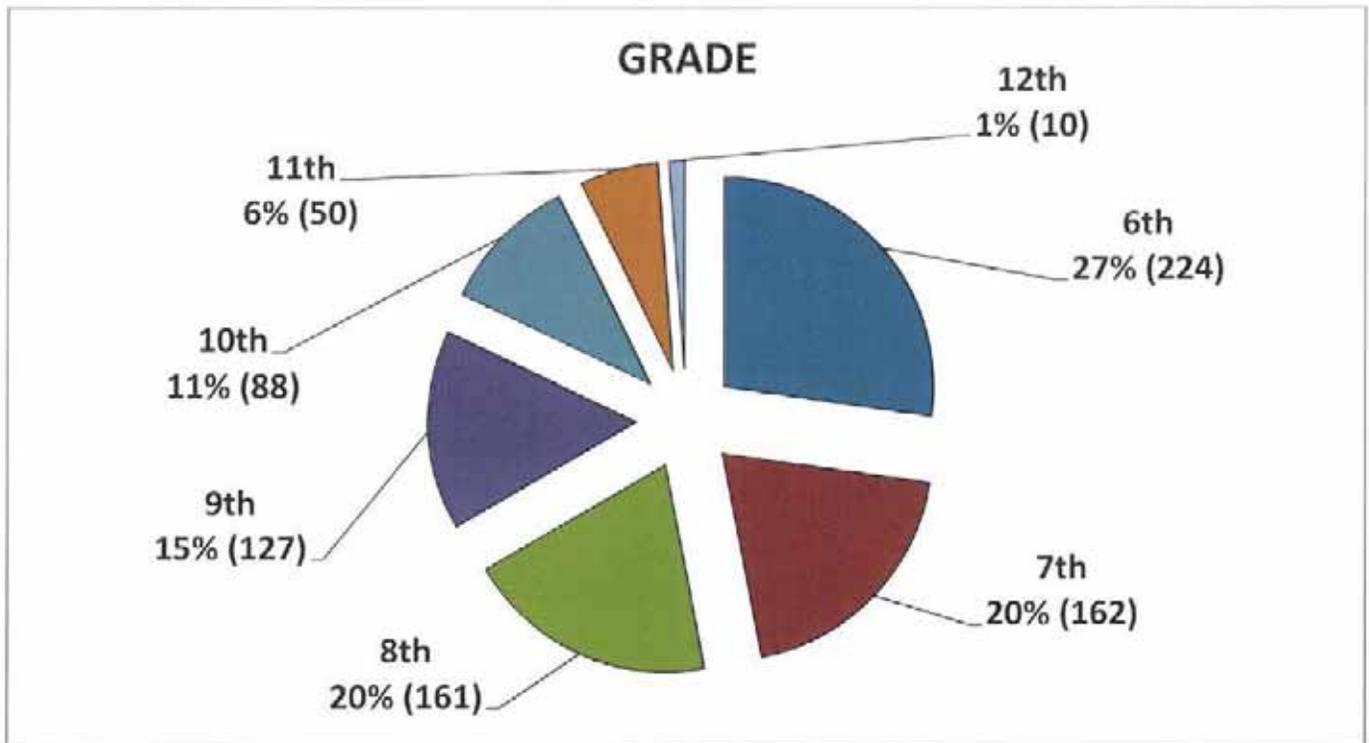
- "Wait Time" Results based on 250 Precincts
- 6,852 Voters were in line at 7:00 am ready to vote throughout the County
- At 7:00 am at each precinct, a card was given to the last voter in line by the Chief Judge requesting that the voter return the card to the Check-In Judge when the voter arrived at Check-In
- The Election Judge was to record the time and the number of voters already checked in
- Sixteen Precincts did not report
- 847 Electronic Poll Books were deployed to the polling locations
- Precincts with 1 or 2 voters checked in averaged a "Wait Time" of 2.06 minutes
- Precincts with 3 to 5 voters checked in averaged a "Wait Time" of 2.20 minutes
- Precincts with 6 to 10 voters checked in averaged a "Wait Time" of 1.97 minutes
- Precincts with 11 to 15 voters checked in averaged a "Wait Time" of 1.90 minutes
- Precincts with 17 to 31 voters checked in averaged a "Wait Time" of 1.07 minutes
- An overall average "Wait Time" was 1.84 minutes

**Future Vote Breakdown: 2014 Gubernatorial General Election**

**Prepared by: Gilberto Zelaya II, Ph.D., CERA  
Early Voting/Outreach Coordinator**

- 822 Future Vote Ambassadors served on Tuesday, November 4, 2014





**\* OTHER LANGUAGE:**

Albanian, American Sign Language, Arabic, Armenian, Assamese, Bengali, Catalan, Danish, Korean, Farsi, Georgian, German, Greek, Gujarati, Hebrew, Indonesian, Italian, Japanese, Kannada, Konkani, Korean, Latin, Malayalam, Mandarin, Marathi, Nepali, Nepali, Oriya, Polish, Punjabi, Russian, Tagalog, Tamil, Telugu, Thai, Urdu and Vietnamese.

## Future Vote Breakdown: 2014 Gubernatorial General Election

Prepared by: Gilberto Zelaya II, Ph.D., CERA

During the 2014 Gubernatorial Election cycle, Future Vote Ambassadors were an integral part of the Board of Elections outreach efforts aimed at creating opportunities for civic engagement. Future Vote's intent is to increase current and future voter and family with knowledge, education and strengthen ties related to civic participation for Montgomery County's youth and families by actively providing an opportunity for civic duty, community involvement, and emphasizing the importance of preserving participatory democracy.

- **Total Volunteer Hours (General Election):**

1. Office Support 319 hrs.
2. Outreach 406 (hrs.
3. Early Voting 148 hrs.
4. Election Day 3954 hrs.

- **Outreach Events:** 155 community events were staffed by Future Vote Ambassadors & Families

- Acknowledgement to the numerous organizations supporting the Board of Elections**

- **Montgomery County Government:** County Executive Office, Departments of Public Libraries, Recreation, Senior & Swim Centers, Health and Human Services, Latin American Health Initiative, Regional Services Centers, Office of Human Rights, Community Engagement Cluster, Human Resources, Office of Community Partnerships Community Use of Public Facilities, Public Safety Police, Fire and Homeland Security, General Services, Permitting Services, Transportation and Gilchrist Center for Cultural Diversity.
- **Academia:** Montgomery County Public Schools, Montgomery College (Rockville, Takoma Park & Germantown Campus), Archdiocese of Washington (Catholic Schools), University of Maryland, Ana Mendez University, Mother of God School, Academy of the Holy Cross, Bullis, Stoneridge, Georgetown Prep and Maryland Home School Association.
- **Non-profit/Faith:** Montgomery County League of Women Voters, Boat People S.O.S., Chinese Culture & Community Service Center, Casa de Maryland, Latin American Youth Center, Boys Scouts of America, Jack and Jill of America, 4H Club, Girl Scouts of America, KEEN, ARC of Montgomery County, Maryland Federation for the Blind, Friends of the Library, Linkages to Learning, Guide Youth Services, Liberty's Promise, Latino Student Fund, Korean Society of Maryland, Organization of Chinese Americans, Peoples Community Baptist, Church and Leadership Montgomery.
- **Other:** Montgomery County Housing Opportunities Commission, City of Rockville, City of Gaithersburg, National Institutes of Health, George Washington University, Alpha Kappa Alpha Sorority, Washington Metropolitan Area Transit Authority (METRO-WMATA), MARC and Township of Chevy Chase.
- **Media:** Telemundo, Univision, El Zol (107.9FM), La Mega (96.5FM), Radio America (1540AM), Radio One, WHUR (96.3FM), WPGC (95.5FM), Majic (102.3FM), WKYS (93.9FM), WTOP (103.5FM), El Pregonero, , Montgomery County Media, El Tiempo Latino, Somos Montgomery, Revista Semanal, Montgomery al Dia and Week in Review.

### Future Vote Breakdown: 2014 Gubernatorial Election

During the 2014 Gubernatorial Election cycle, Future Vote Ambassadors were an integral part of the Board of Elections outreach efforts aimed at creating opportunities for civic engagement. Future Vote's intent is to increase current and future voter and their family's knowledge, education and strengthen ties related to civic participation for Montgomery County's youth and families by actively providing an opportunity for civic duty, community involvement, and emphasizing the importance of preserving participatory democracy.

- **Outreach Events:** 155 community events were staffed by Future Vote Ambassadors & Families
- **Total Volunteer Hours (General Election):** Office Support (319 hrs.), Outreach (406 hrs.), Early Voting (148 hrs.) & Election Day (3954 hrs.)

DATE	LOCATION	ADDRESS
Monday, September 23, 2013	Poolesville Day Celebration	b/ Wootton Ave & Elgin Rd, Poolesville, MD
Saturday, March 22, 2014	Bauer Community Center Fair	14625 Bauer Dr, Rockville, MD 20853
Friday, March 21, 2014	Holiday Park Senior Center	3950 Ferrara Drive, Wheaton, MD 20906
Saturday, March 22, 2014	Bauer Drive Community Center	14625 Bauer Dr, Rockville, MD 20853
Friday, April 4, 2014	Holiday Park Senior Center	3950 Ferrara Drive, Wheaton, MD 20906
Saturday, April 5, 2014	Aspen Hill Library	4407 Aspen Hill Rd, Rockville, MD 20853
Saturday, April 5, 2014	Bethesda Library	7400 Arlington Road, Bethesda, MD 20814
Saturday, April 5, 2014	Gaithersburg Library	18330 Mont Village Ave, Gaithersburg, MD
Saturday, April 5, 2014	Kensington Park Library	4201 Knowles Avenue, Kensington MD 20895
Saturday, April 5, 2014	Quince Orchard Library	15831 Quince Orchard Rd., N Potomac, MD
Saturday, April 5, 2014	Ama tu Vida Health Fair	506 S. Frederick Avenue, Gaithersburg, MD
Sunday, April 6, 2014	Bethesda Library	7400 Arlington Road, Bethesda, MD 20814
Sunday, April 6, 2014	Gaithersburg Library	18330 Mont Village Ave, Gaithersburg, MD
Wednesday, April 9, 2014	Mid-County Community Center	2004 Queensguard Rd, Silver Spring, MD
Saturday, April 12, 2014	Chevy Chase Library	8005 Connecticut Ave, Chevy Chase, MD
Saturday, April 12, 2014	Germantown Library	19840 Century Blvd., Germantown, MD
Saturday, April 12, 2014	Little Falls Library	5501 Massachusetts Ave, Bethesda, MD
Saturday, April 12, 2014	Long Branch Library	8800 Garland Ave, Silver Spring, MD 20901
Saturday, April 12, 2014	Twinbrook Library	202 Meadow Hall Drive, Rockville, MD 20851
Sunday, April 13, 2014	Germantown Library	19840 Century Blvd., Germantown, MD 20874
Sunday, April 13, 2013	Long Branch Library	8800 Garland Ave, Silver Spring, MD 20901
Saturday, April 19, 2014	Damascus Library	9701 Main Street, Damascus, MD 20872

Saturday, April 19, 2014	Poolesville Library	19633 Fisher Avenue, Poolesville, MD 20837
Saturday, April 19, 2014	White Oak Library	11701 New Hampshire Ave., Silver Spring, MD
Saturday, April 26, 2014	Davis Library	6400 Democracy Blvd., Bethesda, MD 20817
Saturday, April 26, 2014	Potomac Library	10101 Glenolden Drive, Potomac, MD 20854
Saturday, April 26, 2014	Rockville Memorial Library	21 Maryland Avenue, Rockville, MD 20850
Saturday, April 26, 2014	Marilyn J. Praisner Library	14910 Old Columbia Pike, Burtonsville, MD
Saturday, April 26, 2014	Silver Spring Library	8901 Colesville Rd, Silver Spring, MD 20910
Saturday, April 26, 2014	Wheaton Library	11701 Georgia Ave, Silver Spring, MD 20902
Saturday, April 26, 2014	Olney Library	3500 Olney-Laytonsville Road, Olney, MD
Sunday, April 27, 2014	Rockville Memorial Library	21 Maryland Avenue, Rockville, MD 20850
Sunday, April 27, 2014	Silver Spring Library	8901 Colesville Rd, Silver Spring, MD 20910
Sunday, April 27, 2014	Marilyn J. Praisner Library	14910 Old Columbia Pike, Burtonsville, MD
Sunday, April 27, 2014	Wheaton Library	11701 Georgia Ave, Silver Spring, MD 20902
Sunday, April 27, 2014	Olney Library	3500 Olney-Laytonsville Road, Olney, MD
Saturday, May 3, 2014	Long Branch Community Center	8700 Piney Branch Road, Silver Spring, MD
Saturday, May 3, 2014	Housing Fair & Financial Fitness Day	506 S. Frederick Avenue, Gaithersburg, MD
Sunday, May 4, 2014	Bradley Hills ES	8701 Hartsdale Ave, Bethesda, MD 20817
Friday, May 16, 2014	Holiday Park Senior Center	3950 Ferrara Drive, Wheaton, MD 20906
Saturday, May 17, 2014	Good Hope Community Day	14715 Good Hope Road, Silver Spring, MD
Saturday, May 17, 2014	Jane E. Lawton Community Center	4301 Willow Lane, Chevy Chase MD, 20815
Saturday, May 17, 2014	Telemundo Dia de las Madres	1 Verterans Plaza, Silver Spring, MD
Friday, May 30, 2014	Holiday Park Senior Center	3950 Ferrara Drive, Wheaton, MD 20906
Friday, May 30, 2014	Voter Campaign: WHUR/Telemundo	1 Verterans Plaza, Silver Spring, MD
Saturday, May 31, 2014	Bethesda Big Train	10600 Westlake Drive, Bethesda, MD 20852
Sunday, June 1, 2014	Bethesda Big Train	10600 Westlake Drive, Bethesda, MD 20852
Thursday, June 5, 2014	Early Voting-Election Day Outreach	Bethesda Metro Station
Thursday, June 5, 2014	Early Voting-Election Day Outreach	Forest Glenn Metro Station
Thursday, June 5, 2014	Early Voting-Election Day Outreach	Glenmont Metro Station
Thursday, June 5, 2014	Early Voting-Election Day Outreach	Grosvenor-Strathmore Metro Station
Thursday, June 5, 2014	Early Voting-Election Day Outreach	Medical Center Metro Station
Thursday, June 5, 2014	Early Voting-Election Day Outreach	Rockville Metro Station

Thursday, June 5, 2014	Early Voting-Election Day Outreach	Shady Grove Metro Station
Thursday, June 5, 2014	Early Voting-Election Day Outreach	Silver Spring Metro Station
Thursday, June 5, 2014	Early Voting-Election Day Outreach	Twinbrook Metro Station
Thursday, June 5, 2014	Early Voting-Election Day Outreach	Wheaton Metro Station
Thursday, June 5, 2014	Early Voting-Election Day Outreach	White Flint Metro Station
Friday, June 6, 2014	Early Voting-Election Day Outreach	Bethesda Metro Station
Friday, June 6, 2014	Early Voting-Election Day Outreach	Forest Glenn Metro Station
Friday, June 6, 2014	Early Voting-Election Day Outreach	Glenmont Metro Station
Friday, June 6, 2014	Early Voting-Election Day Outreach	Grosvenor-Strathmore Metro Station
Friday, June 6, 2014	Early Voting-Election Day Outreach	Medical Center Metro Station
Friday, June 6, 2014	Early Voting-Election Day Outreach	Rockville Metro Station
Friday, June 6, 2014	Early Voting-Election Day Outreach	Shady Grove Metro Station
Friday, June 6, 2014	Early Voting-Election Day Outreach	Silver Spring Metro Station
Friday, June 6, 2014	Early Voting-Election Day Outreach	Twinbrook Metro Station
Friday, June 6, 2014	Early Voting-Election Day Outreach	Wheaton Metro Station
Friday, June 6, 2014	Early Voting-Election Day Outreach	White Flint Metro Station
Sunday, June 8, 2014	Arora Hills Community Picnic	23030 Birch Mead Rd, Clarksburg, MD
Sunday, June 8, 2014	Taste of Wheaton	Reedie Drive & Grandview Ave
Monday, June 9, 2014	Early Voting-Election Day Outreach	Bethesda Metro Station
Monday, June 9, 2014	Early Voting-Election Day Outreach	Forest Glenn Metro Station
Monday, June 9, 2014	Early Voting-Election Day Outreach	Glenmont Metro Station
Monday, June 9, 2014	Early Voting-Election Day Outreach	Grosvenor-Strathmore Metro Station
Monday, June 9, 2014	Early Voting-Election Day Outreach	Medical Center Metro Station
Monday, June 9, 2014	Early Voting-Election Day Outreach	Rockville Metro Station
Monday, June 9, 2014	Early Voting-Election Day Outreach	Shady Grove Metro Station
Monday, June 9, 2014	Early Voting-Election Day Outreach	Silver Spring Metro Station
Monday, June 9, 2014	Early Voting-Election Day Outreach	Twinbrook Metro Station
Monday, June 9, 2014	Early Voting-Election Day Outreach	Wheaton Metro Station
Monday, June 9, 2014	Early Voting-Election Day Outreach	White Flint Metro Station
Saturday, June 21, 2014	Shady Grove Apartments	16125 Crabbs Branch Way, Derwood, MD
Friday, July 11, 2014	Damascus Days	United Methodist Church Parking Lot

Saturday, July 12, 2014	Damascus Days	United Methodist Church Parking Lot
Saturday, July 12, 2014	The Willows Apartments	429 West Diamond Ave, Gaithersburg, MD
Wednesday, July 16, 2014	Stewartown Homes	9310 Merust Ln in Gaithersburg, MD
Sunday, August 3, 2014	3rd Annual Latino Health Fair	Corner of Reddie Drive and Grandview Avenue
Friday, September 5, 2016	Damascus Community Day	United Methodist Church Parking Lot
Saturday, September 6, 2014	Damascus Community Day	United Methodist Church Parking Lot
Saturday, September 6, 2014	Aspen Hill Library	4407 Aspen Hill Rd, Rockville, MD 20853
Saturday, September 6, 2014	Bethesda Library	7400 Arlington Rd, Bethesda, MD 20814
Saturday, September 6, 2014	Gaithersburg Library	18330 Montgomery Village Ave, Gaithersburg
Saturday, September 6, 2014	Quince Orchard Library	15831 Quince Orchard Rd., N Potomac
Saturday, September 6, 2014	Kensington Park Library	4201 Knowles Avenue, Kensington MD 20895
Saturday, September 6, 2014	Bethesda Library	7400 Arlington Rd, Bethesda, MD 20814
Saturday, September 6, 2014	Gaithersburg Library	18330 Montgomery Village Ave, Gaithersburg
Sunday, September 7, 2014	Damascus Community Day	United Methodist Church Parking Lot
Saturday, September 13, 2014	Chevy Chase Library	8005 Connecticut Ave, Chevy Chase, MD 20815
Saturday, September 13, 2014	Germantown Library	19840 Century Blvd., Germantown, MD 20874
Saturday, September 13, 2014	Little Falls Library	5501 Massachusetts Ave, Bethesda, MD 20816
Saturday, September 13, 2014	Long Branch Library	8800 Garland Ave, Silver Spring, MD 20901
Saturday, September 13, 2014	Twinbrook Library	202 Meadow Hall Drive, Rockville, MD 20851
Sunday, September 14, 2014	Long Branch Library	8800 Garland Ave, Silver Spring, MD 20901
Sunday, September 14, 2014	Germantown Library	19840 Century Blvd., Germantown, MD 20874
Sunday, September 14, 2014	MoCo Friendship Picnic	Wheaton Regional Park
Saturday, September 20, 2014	Poolesville Day Celebration	19633 Fisher Avenue, Poolesville, MD 20837
Saturday, September 20, 2014	Damascus Library	9701 Main Street, Damascus, MD 20872
Saturday, September 20, 2014	Marilyn J. Praisner Library	14910 Old Columbia Pike, Burtonsville, MD
Saturday, September 20, 2014	Olney Library	3500 Olney-Laytonsville Road, Olney, MD
Saturday, September 20, 2014	Poolesville Library	19633 Fisher Avenue, Poolesville, MD 20837
Saturday, September 20, 2014	Wheaton Library	11701 Georgia Ave, Silver Spring, MD 20902
Saturday, September 20, 2014	White Oak Library	11701 New Hampshire Ave., Silver Spring, Md
Sunday, September 21, 2014	Marilyn J. Praisner Library	14910 Old Columbia Pike, Burtonsville, MD
Sunday, September 21, 2014	Olney Library	3500 Olney-Laytonsville Road, Olney, MD

Sunday, September 21, 2014	Wheaton Library	11701 Georgia Ave, Silver Spring, MD 20902
Sunday, September 21, 2014	Chalk for Peace	25520 Oak Dr, Damascus, MD 20872
Tuesday, September 23, 2014	TESS Center	8513 Piney Branch Rd, Silver Spring, MD 20901
Tuesday, September 23, 2014	Ana Mendez University	11006 Veirs Mill Road, Wheaton, MD
Tuesday, September 23, 2014	National Voter Registration Day	Gaithersburg MARC Station
Tuesday, September 23, 2014	National Voter Registration Day	Bethesda Metro Station
Tuesday, September 23, 2014	National Voter Registration Day	Glenmont Metro Station
Tuesday, September 23, 2014	National Voter Registration Day	Rockville Metro Station
Tuesday, September 23, 2014	National Voter Registration Day	Shady Grove Metro Station
Tuesday, September 23, 2014	National Voter Registration Day	Silver Spring Metro Station
Tuesday, September 23, 2014	National Voter Registration Day	Twinbrook Metro Station
Tuesday, September 23, 2014	National Voter Registration Day	Wheaton Metro Station
Tuesday, September 23, 2014	TESS Center	8513 Piney Branch Rd, Silver Spring, MD
Saturday, September 27, 2014	Davis Library	6400 Democracy Blvd., Bethesda, MD 20817
Saturday, September 27, 2014	Potomac Library	10101 Glenolden Drive, Potomac, MD 20854
Saturday, September 27, 2014	Rockville Memorial Library	21 Maryland Avenue, Rockville, MD 20850
Saturday, September 27, 2014	Silver Spring Library	8901 Colesville Rd, Silver Spring, MD 20910
Saturday, September 27, 2014	Burtonsville Day	14906 Old Columbia Pike, Burtonsville, MD
Sunday, September 28, 2014	Rockville Memorial Library	21 Maryland Avenue, Rockville, MD 20850
Sunday, September 28, 2014	Silver Spring Library	8901 Colesville Rd, Silver Spring, MD 20910
Thursday, October 2, 2014	Youth Leadership Montgomery	155 Gibbs St, Rockville, MD 20850
Saturday, October 4, 2014	Georgian Court Community Day	3600 Bel Pre Road, Silver Spring, MD 20906
Saturday, October 4, 2014	YMCA-MC Family Fall Festival	9800 Hastings Drive, Silver Spring, MD 20901
Sunday, October 5, 2014	Germantown Oktoberfest	23730 Frederick Rd, Clarksburg, MD 20871
Wednesday, October 8, 2014	Future Vote Training @ Whitman HS	7100 Whitter Blvd, Bethesda, MD
Thursday, October 9, 2014	Ana Mendez University	11006 Veirs Mill Road, Wheaton, MD
Thursday, October 9, 2014	FV Training @ Northwest HS	13501 Richter Farm Rd, Germantown MD
Thursday, October 16, 2014	FV Training @ Blair HS	51 University Blvd, Silver Spring, MD
Friday, October 17, 2014	Early Voting Outreach	Bethesda Metro Station
Friday, October 17, 2014	Early Voting Outreach	Rockville Metro Station
Friday, October 17, 2014	Early Voting Outreach	Shady Grove Metro Station

Friday, October 17, 2014	Early Voting Outreach	Wheaton Metro Station
Monday, October 20, 2014	Early Voting Outreach	Bethesda Metro Station
Monday, October 20, 2014	Early Voting Outreach	Rockville Metro Station
Monday, October 20, 2014	Early Voting Outreach	Shady Grove Metro Station
Monday, October 20, 2014	Early Voting Outreach	Wheaton Metro Station
Friday, October 17, 2014	FV Training @ Richard Montgomery HS	250 Richard Montgomery Dr, Rockville, MD
Friday, October 17, 2014	FV Training @ Richard Montgomery HS	250 Richard Montgomery Dr, Rockville, MD
Sunday, October 19, 2014	World of Montgomery Festival	Wheaton Westfield Mall, Wheaton, MD
Thursday, November 13, 2014	Homeless Resource Fair	506 South Frederick Avenue Gaithersburg, MD

Date	Time <sup>1,2</sup>	Event Name	Description	Computation	Legal Authority <sup>3</sup>
Thursday, January 01, 2015		New Year's Day	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201
Monday, January 19, 2015		Martin Luther King Jr.'s Birthday	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201
Wednesday, January 21, 2015	11:59 pm	Campaign Finance Report	Deadline to file annual campaign finance report for all political committees.	3rd Wednesday in January.	EL § 13-309(b)(2)
Monday, February 16, 2015		President's Day	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201
Tuesday, January 13, 2015	COB	Begin Candidate Filing	First day candidates for the 2016 election can file a <i>Certificate of Candidacy</i> .	1 year before the deadline to file a <i>Certificate of Candidacy</i> .	SBE Policy
Monday, April 06, 2015		Early Voting Center Approval Form	Deadline for SBE to provide the local boards with the form for a proposed early voting center.	At least one year before a primary election.	COMAR 33.17.02.02A(1)
Friday, May 01, 2015	COB	Request for Advance Determination of Sufficiency for 2015 Referendum Petition	Deadline for petition sponsor to submit to SBE a request for advance determination of sufficiency of a referendum petition format.	At least 30 days before the deadline to file a petition.	EL § 6-210(a)(1)
Wednesday, May 06, 2015	COB	Determination of Referendum Petition Format Sufficiency	Deadline for SBE to determine sufficiency of a referendum petition format.	Within 5 days of receiving the request for advance determination.	EL § 6-210(a)(2)
Friday, May 08, 2015	COB	Notification of Outcome of Advance Determination of a Referendum Petition Format	Deadline for SBE to notify petition sponsor of the approval or deficiency of referendum petition format.	Within 2 business days after determining sufficiency of referendum petition format.	EL § 6-210(b)
Friday, May 22, 2015		Service Reduction Day	SBE and most local boards will be closed.	Friday before Memorial Day.	Executive Order 01.01.2011.08
Monday, May 25, 2015		Memorial Day	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201
Sunday, May 31, 2015	11:59 pm	Filing Referendum Petition on Acts of the 2015 General Assembly	Deadline for petition sponsor to submit to Secretary of State at least one-third of the referendum petition signatures and a petition fund report.	Petitions are filed with the Secretary of State before the 1st day of June.	MD Const. Art. XVI, § 3(b)
Monday, June 22, 2015	COB	Verification and Counting of Referendum Petition	Deadline for the local boards to verify and count the signatures on the referendum petition.	Within 20 days after the filing of a petition.	EL § 6-210(c)
Wednesday, June 24, 2015	COB	Certification of Referendum Petition	Deadline for SBE to certify the results of the first submission of the required signatures.	Within 2 business days after verification and counting is completed; deadline is extended if judicial review is pending.	EL § 6-210(d)
Tuesday, June 30, 2015	11:59 pm	Filing Referendum Petition on Acts of the 2015 General Assembly	Deadline for petition sponsor to submit to Secretary of State the balance of referendum petition signatures and a petition fund report.	Petitions are filed with the Secretary of State by the 30th day of June.	MD Const. Art XVI, § 3(b)
Friday, July 03, 2015		Independence Day	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201
Monday, July 06, 2015	COB	Judicial Review of Referendum Petition Certification	Deadline for petition sponsor to seek judicial review of referendum petition certification of the first submission of the required signatures.	10th day following SBE's determination or 63rd day before the general election (September 6, 2016), whichever is earlier.	EL § 6-210(e)
Monday, July 20, 2015	COB	Verification and Counting of Referendum Petition	Deadline for the local boards to verify and count the balance of the signatures on the referendum petition.	Within 20 days after the filing of a petition.	EL § 6-210(c)
Wednesday, July 22, 2015	COB	Certification of Referendum Petition	Deadline for SBE to certify the results of the full referendum petition verification.	Within 2 business days after verification and counting is completed; deadline is extended if judicial review is pending.	EL § 6-210(d)
Monday, August 03, 2015	COB	Judicial Review of Referendum Petition Certification	Deadline for petition sponsor to seek judicial review of referendum petition certification.	10th day following SBE's determination or 63rd day before the general election (September 6, 2016), whichever is earlier.	EL § 6-210(e)
Tuesday, August 04, 2015		Determination of Number of Registered Voters (Early Voting Centers)	Deadline for the State Administrator to determine the number of active registered voters for use when determining the number of early voting centers in each jurisdiction.	Tuesday that is 8 months before a primary election.	COMAR 33.17.02.01A(1)
Monday, August 10, 2015		Notice of Number of Early Voting Centers	Deadline for the State Administrator to provide the local boards with the number of early voting centers in each jurisdiction.	Within 5 days of determination of number of registered voters.	COMAR 33.17.02.01B

\* This calendar includes dates affected by legislation enacted through the 2014 Legislative Session. Legislation enacted in the 2015 Legislative Session may impact certain dates.

<sup>1</sup> Under Maryland law, if a deadline is a Saturday, Sunday or State holiday, the deadline is moved to the next regular business day. See EL § 1-301.

<sup>2</sup> COB means close of business. For SBE, the close of business is 5 pm. Because the close of business varies by county, please contact the appropriate local board of elections or circuit court to find out when the office closes.

<sup>3</sup> Most citations refer to the Election Law (EL) Article of the Annotated Code of Maryland. COMAR refers to the Code of Maryland Regulations. USC refers to the United States Code.

2016 Presidential Election Calendar  
 Revised 2/13/2015

Date	Time <sup>1,2</sup>	Event Name	Description	Computation	Legal Authority <sup>3</sup>
Monday, September 07, 2015		Labor Day	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201
Tuesday, September 08, 2015		Early Voting Center Approval Form	Deadline for the local boards to submit to SBE a form for each proposed early voting center.	At least 7 months before a primary election.	COMAR 33.17.02.02A(2)
Thursday, September 17, 2015		Constitution Day and Citizenship Day	Commemorate the signing of the U.S. Constitution and require public schools to celebrate the day and instill in students knowledge of history, importance, and meaning of the U.S. Constitution and Maryland Constitution.	Anniversary of signing of the U.S. Constitution on September 17, 1787.	Education Art., § 7-116
Wednesday, September 30, 2015	COB	Certification of Number of Convention Delegates	Deadline for political parties to certify to SBE the total number of convention delegates and alternate delegates that will represent the parties at the national conventions.	Not later than October 1st in the year preceding the election.	EL § 8-501(b)
Monday, October 05, 2015	COB	Designation of Early Voting Centers	Deadline for SBE, in collaboration with the local boards, to designate early voting centers.	No later than 6 months before a primary election.	EL § 10-301.1(c) (2009 Laws of Maryland)
Monday, October 05, 2015	COB	Determination of Eligible Primary Election Voters	Deadline for the chairs of the principal political parties to notify SBE whether they will allow voters not affiliated with its political party to vote in the primary election.	6 months prior to a primary election.	EL 8-202(c)
Monday, October 12, 2015		Columbus Day	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201
Wednesday, November 11, 2015		Veteran's Day	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201
Thursday, November 26, 2015		Thanksgiving	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201
Friday, November 27, 2015		American Indian Heritage Day	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201
Monday, December 14, 2015	COB	Request for Advance Determination of Sufficiency for U.S. Presidential Primary Election Candidacy Petition Format	Deadline for U.S. Presidential candidate to submit to SBE a request for advance determination of sufficiency of the candidacy petition format. Petition is only required for Presidential primary election candidates not recognized by the Secretary of State for automatic ballot placement.	At least 30 days before the deadline to file the petition but not more than 2 years and one month before the deadline to file petition.	EL § 6-210(a)(1)
Monday, December 21, 2015	COB	Determination of U.S. Presidential Candidacy Petition Format Sufficiency	Deadline for SBE to determine sufficiency of a U.S. Presidential candidacy petition format.	Within 5 days of reviewing the request of advance determination.	EL § 6-210(a)(2)
Wednesday, December 23, 2015	COB	Notification of Outcome of Advance Determination of U.S. Presidential Candidacy Petition Format	Deadline for SBE to notify candidate of the approval or deficiency of candidacy petition format.	Within 2 business days after determining sufficiency of candidacy petition format.	EL § 6-210(b)
Friday, December 25, 2015		Christmas	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201
Friday, January 01, 2016		New Year's Day	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201
Monday, January 04, 2016		Determination of Number of Registered Voters (Nomination Petition)	Deadline for SBE to determine the number of registered voters required to satisfy the requirement for a nomination by petition.	January 1st of the year of a primary election for which the nomination is sought.	EL § 5-703(e)(3)
Tuesday, January 05, 2016		Alternate Early Voting Center	Deadline for the local boards to submit to SBE a form for each proposed alternate early voting center.	At least 3 months before a primary election.	COMAR 33.17.02.02G(3)
Tuesday, January 05, 2016		Appointment of Election Judges	Start of term of office for election judges.	Beginning the Tuesday that is 13 weeks before a primary election.	EL § 10-203(c)
Tuesday, January 05, 2016	COB	Polling Place Change	Deadline for the local boards to create or change a precinct boundary or polling place.	Tuesday that is 13 weeks before a primary election.	EL § 2-303(b)
Wednesday, January 06, 2016		Request to Waive Absentee Mailing Deadline	Deadline for SBE to submit a request to the Federal Voting Assistance Program for a waiver of the deadline to mail absentee ballots to certain voters.	At least 90 days before an election.	42 USC 1973ff-1(g)(3)
Wednesday, January 06, 2016		NVRA Confirmation Mailing Deadline	Deadline for the local boards to send to voters confirmation mailings to verify addresses and make voters inactive.	No later than 90 days before an election.	42 USC §1973gg-6(c)(2)

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Wednesday, January 13, 2016	9 pm	Filing U.S. Presidential Candidacy Petition	Deadline for U.S. Presidential candidates not recognized by the Secretary of State to file with SBE a <i>Certificate of Candidacy</i> and petition.	Not later than the Wednesday that is 83 days before the day of the election.	EL § 8-502(d)
Wednesday, January 13, 2016	9 pm	Certificate of Candidacy	Deadline for candidates to file a <i>Certificate of Candidacy</i> .	Wednesday that is 83 days before the primary election.	EL § 5-303(a)(2)
Wednesday, January 13, 2016	9 pm	Declaration of Intent	Deadline to file a <i>Declaration of Intent</i> for unaffiliated candidates to seek nomination by petition.	Date and time specified for candidate to file <i>Certificate of Candidacy</i> .	EL §§ 5-703(c)(3)(i)
Friday, January 15, 2016	COB	Withdrawal of Candidacy	Deadline for a candidate to withdraw his or her candidacy before primary election.	Within 2 days after the deadline to file a <i>Certificate of Candidacy</i> .	EL § 5-502(a)
Monday, January 18, 2016		Martin Luther King Jr.'s Birthday	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201
Tuesday, January 19, 2016	COB	Certification of Republican and Democratic Presidential Candidates	Deadline for the Secretary of State to certify to SBE the names of the candidates for U.S. President for the primary election.	Beginning 90 days before a primary election and ending 80 days before a primary election.	EL § 8-502(c)(1)
Tuesday, January 19, 2016		Vacancy in Candidacy	Deadline for central committee(s) to fill a vacancy for an office appearing on the primary election ballot.	5th day after the deadline to file a <i>Certificate of Candidacy</i> .	EL § 5-901(e)
Tuesday, January 19, 2016	COB	Challenge Residency of Candidate	Deadline for a registered voter to file in circuit court a petition challenging the residency of a candidate.	8 days after the deadline to file <i>Certificate of Candidacy</i> or <i>Declaration of Intent</i> .	EL § 5-305(c)(1)
Wednesday, January 20, 2016	11:59 pm	Campaign Finance Report	Deadline to file annual campaign finance report for all political committees.	3rd Wednesday in January.	EL § 13-309(b)(2)
Wednesday, January 20, 2016	COB	Replacement Delegate	Deadline for a Presidential candidate to file with SBE a designation for a replacement delegate.	No later than 5 days after the withdrawal deadline.	EL § 8-501(b)(2)(iii)
Monday, January 25, 2016		Certification of Ballot	Deadline for SBE to prepare and certify content and arrangement of ballots for the primary election.	Not more than 11 days after the deadline to file a <i>Certificate of Candidacy</i> .	EL § 9-207(a)(1)
Tuesday, January 26, 2016	COB	Display of Ballot	Deadline for SBE to display on its website the content and arrangement of each certified ballot.	Within 1 day of certifying the ballot.	EL § 9-207(c)
Wednesday, January 27, 2016	COB	Judicial Review of Content and Arrangement of Ballot	Deadline for a registered voter to seek judicial review of the content and arrangement or to correct any other error on the ballot.	Within 2 days of certifying the ballot.	EL § 9-209(a)
Thursday, January 28, 2016		Security Plan for Early Voting Centers	Deadline for the local boards to submit to the State Administrator an early voting security plan.	At least 8 weeks before early voting begins.	COMAR 33.17.02.04A
Friday, January 29, 2016		Printing of Ballots	SBE may begin printing ballots and correct noted errors.	After 2 days of public display of ballot.	EL § 9-207(e)
Tuesday, February 02, 2016	COB	Verification and Counting of U.S. Presidential Candidacy Petition	Deadline for the local boards to verify and count the signatures on the U.S. Presidential candidacy petition.	Within 20 days after the filing of the petition.	EL §6-210(c)
Thursday, February 04, 2016	COB	Certification of U.S. Presidential Candidacy Petition	Deadline for SBE to certify the results of the U.S. Presidential candidacy petition verification.	Within 2 business days after verification and counting is completed; deadline is extended if judicial review is pending.	EL § 6-210(d)
Monday, February 15, 2016		President's Day	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201

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Tuesday, February 16, 2016		Judicial Review of U.S. Presidential Candidacy Petition Certification	Deadline to seek judicial review of candidacy petition certification.	10th day following SBE's determination (February 14, 2016) or 63rd day before a general election (September 8, 2016), <b>whichever is earlier.</b>	EL § 6-210(e)
Saturday, February 20, 2016		Transmitting Absentee Ballots	Deadline for the local boards to transmit absentee ballots to certain voters unless the Federal Voting Assistance Program grants the State a waiver of the deadline.	No later than 45 days before an election unless the Federal Voting Assistance Program grants the State a waiver of the 45 day transmittal <b>deadline.</b>	42 USC 19730a-1(a)(6)
Tuesday, February 23, 2016		Public Education for Early Voting	SBE and local boards start public education about early voting.	30 days before early voting for an election.	EL § 10-301.1(f)
Monday, February 29, 2016		Review of Early Voting Security Plan	Deadline for the State Administrator to review and provide feedback on a local board's early voting security plan.	Within 30 days of receipt of an early voting security plan.	COMAR 33.17.02.04C(2)
Tuesday, March 01, 2016	11:59 pm	Campaign Finance Report	Deadline to file first pre-primary report for political committees participating in the presidential election.	5th Tuesday before a primary election.	EL § 13-309(a)(1)
Wednesday, March 09, 2016		Early Voting & Election Day Supply Verification	Deadline for the local boards to verify voting supplies according to the supply verification plan.	No later than 15 days before early voting starts	SBE policy
Tuesday, March 15, 2016	9 pm	Close of Registration & Party Affiliation Deadline	Deadline to register to vote or change party affiliation for the primary election.	21st day preceding an election.	EL § 3-302(a)
Tuesday, March 15, 2016	9 pm	Polling Place Reassignment	Deadline for elderly voters or voters with disabilities to submit a request to the local boards for reassignment to an accessible polling place.	No later than the close of registration before an election.	EL § 10-102(b)(1)
Tuesday, March 15, 2016		Voter Registration Lists	Deadline for a registered voter to request a voter registration list (New requests will not be taken until registration reopens).	On or before the registration deadline.	COMAR 33.03.02.05(B)
Wednesday, March 16, 2016		Notice of Election	Deadline for the local boards to provide notice of the election.	At least one week before any early voting period before an election.	EL § 6-102
Monday, March 21, 2016	COB	Logic and Accuracy Testing - Early Voting (Public Demonstration & Notice)	Deadline for the local boards to complete logic and accuracy testing of the voting units being used for early voting. (Note: A public demonstration of the test must be conducted before any voting units are delivered to an early voting center. Notice of the public demonstration must be provided at least 10 days before the demonstration.)	At least 14 days before an election.	COMAR 33.10.02.14,16
Wednesday, March 23, 2016	7:00 PM	Campaign Signs	Beginning of period when campaign signs must be allowed at early voting centers.	The day before early voting starts.	EL § 10-101(a)(3)(iii)(2)
Thursday, March 24, 2016	10 am to 8 pm	Early Voting Begins	Early voting for the primary election begins.	2nd Thursday before an election through the Thursday before an election.	EL § 10-301.1
Friday, March 25, 2016	COB	Voter Registration Lists	Deadline for SBE and the local boards to prepare a voter registration list that includes registrants through the registration deadline.	Within 10 days of the voter registration deadline.	COMAR 33.03.02.05C(2)
Friday, March 25, 2016	COB	Logic and Accuracy Testing - Election Day	Deadline for the local boards to complete logic and accuracy testing of the election management system and voting units being used for election day voting and absentee and provisional voting. (Note: A public demonstration of the test must be conducted before any voting units are delivered to an early voting center.)	At least 10 days before an election.	COMAR 33.10.02.14,16 COMAR 33.10.11.15,16
Friday, March 25, 2016	11:59 pm	Campaign Finance Report	Deadline to file the first pre-primary election campaign finance report.	2nd Friday immediately preceding a primary election.	EL § 13-309(a)(2)
Friday, March 25, 2016	11:59 pm	Affidavit of Contributions and Expenditures	Deadline for Presidential-designated political committees receiving and spending campaign funds of \$999.99 or less in a reporting period to file an affidavit.	On or before the deadline to file the first pre-primary election campaign finance report.	EL § 13-305
Monday, March 28, 2016		Notice of Canvass	Deadline for the local boards to provide notice of the absentee and provisional canvasses.	At least 10 days before the first absentee canvass.	COMAR 33.08.01.05-1
Monday, March 28, 2016	COB	Judicial Review of any Ballot Printing Errors	Deadline for a registered voter to seek judicial review if an error is discovered after the ballots have been printed and the local boards fail to correct the error.	Not later than the 2nd Monday preceding an election.	EL § 9-209(c)
Tuesday, March 29, 2016	6 pm (mail) or 11:59 pm (fax/email)	Absentee Ballot Request Deadline: Ballot Delivered by Mail or Fax	Deadline for a registered voter to request a mailed or faxed absentee ballot.	Tuesday before an election.	EL § 9-305(b)(1); COMAR 33.11.02.02E
Thursday, March 31, 2016	10 am to 8 pm	Early Voting Ends	Early voting for the primary election ends.	2nd Thursday before an election through the Thursday before an election.	EL § 10-301.1

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Friday, April 01, 2016	8 am	Campaign Signs	End of period when campaign signs must be allowed at early voting centers.	The day after early voting ends.	EL § 10-101(a)(3)(iii)(2)
Friday, April 01, 2016	5 pm (mail) or 11:59 pm (email/fax)	Absentee Ballot Request Deadline: Ballot Delivered via Internet	Deadline for a registered voter to request an electronic absentee ballot.	Friday before an election.	EL §9-305(b)(2)
Monday, April 04, 2016	7 pm	Campaign Signs	Beginning of period when campaign signs must be allowed at early voting centers.	The day immediately preceding election day.	EL § 10-101(a)(3)(iii)(2)
Tuesday, April 05, 2016	7 am to 8 pm	Primary Election	Presidential Primary Election Day.	First Tuesday in April.	EL § 8-201(a)(2)(i)
Tuesday, April 05, 2016	8 pm	Absentee Ballot Request Deadline: Voter Picks Up Ballot	Deadline for a registered voter or voter's agent to request an absentee ballot in person at a local board.	No later than the close of the polls on election day.	EL § 9-305(b)(3); COMAR 33.11.02.04A
Tuesday, April 05, 2016	8 pm	Extended Voter Registration Deadline	Extended deadline for receipt of voter registration applications sent by mail for voting in the primary election.	An application received by mail after the close of registration is timely if it is properly postmarked.	EL § 3-302(c); COMAR 33.05.04.01C, D
Tuesday, April 05, 2016	8 pm	Absentee Ballot Deadline	Deadline for the local boards to receive an absentee ballot.	An absentee ballot is timely received if it is received by the local board before 8 pm on election day.	COMAR 33.11.03.06B(1)
Tuesday, April 05, 2016	8 pm	Precincts for Post-Election Verification & Audits	Deadline for local boards to select randomly the precincts for post-election verification and audits.	8 pm on election day.	COMAR 33.08.05.03 (revised by SBE)
Wednesday, April 06, 2016	8 am	Campaign Signs	End of period when campaign signs must be allowed at early voting centers.	The day immediately after election day	EL § 10-101(a)(3)(iii)(2)
Thursday, April 07, 2016	10 am	Absentee Ballot Canvass 1	Local boards of canvassers are required to begin the 1st canvass of absentee ballots.	10 am on the Thursday after an election.	COMAR 33.11.04.03A(1)
Friday, April 08, 2016		Precincts for Post-Election Verification & Audits	Deadline for the local boards to submit to the State Administrator a list of the precincts selected for the post-election verification and audits.	Within 3 days of selecting the precincts.	COMAR 33.08.05.03B
Wednesday, April 13, 2016	10 am	Provisional Ballot Canvass	Local boards of canvassers are required to begin the canvass of provisional ballots.	10 am on the 2nd Wednesday after an election.	COMAR 33.18.05.02
Friday, April 15, 2016	10 am	Extended Absentee Ballot Deadline	Deadline for the local boards to receive absentee ballots by mail.	10 am on the 2nd Friday after an election provided there is a proper postmark or date on voter's oath.	COMAR 33.11.03.08B(2)
Friday, April 15, 2016	10 am	Absentee Ballot Canvass 2	Local boards of canvassers are required to begin the 2nd canvass of absentee ballots.	10 am on the 2nd Friday after an election.	COMAR 33.11.04.03A(2)
Friday, April 15, 2016		Post-Election Audit	Deadline for the local boards to conduct the post-election verification and audits.	Before certifying the results of an election.	COMAR 33.08.05.02A
Friday, April 15, 2016		Verification of Vote Count	Deadline for the local boards of canvassers to verify the primary election vote count.	Within 10 days after an election and before certifying the results of an election.	EL § 11-308(a)
Friday, April 15, 2016		Post-Election Audit	Deadline for the local boards to conduct the post-election verification and audits.	Before certifying the results of an election.	COMAR 33.08.05.02A
Friday, April 15, 2016		Certification of the Election	Deadline for the local boards of canvassers to certify the results of primary election.	After the verification of vote count is completed.	EL § 11-308(b)
Friday, April 15, 2016		Transmittal of Results	Local boards of canvassers must transmit certified copies of election results to the Governor, SBE, and appropriate Clerk of the Circuit Court.	2nd Friday after an election or if canvass is completed after that day, within 48 hours after completion.	EL § 11-401(c)
Monday, April 18, 2016		Voter Registration Reopens	Voter registration reopens.	11th day after an election.	EL § 3-302(a)
Monday, April 18, 2016		Statewide Certification of Results	Deadline for SBE to convene to certify election results.	2 days after official results are received from the local boards.	EL § 11-501(a)
Monday, April 18, 2016	COB	Declination of Nomination (Baltimore City)	Deadline for declination of nomination by Baltimore City candidate in general election.	Within 2 days after the results from a primary election are certified.	EL § 5-801(b)(2)(i)
Monday, April 18, 2016		Petition for Recount - Local Offices	Deadline to file a petition for a recount of the votes cast for a local office on the ballot.	Within 3 days after the results of an election have been certified.	EL § 12-101(d)
Tuesday, April 19, 2016	11:59 pm	Campaign Finance Report	Deadline to file report for campaign finance entities not required to file annual campaign finance report.	3rd Tuesday in April.	EL §13-309(a)(1)
Thursday, April 21, 2016	COB	Petition for Recount - State Offices	Deadline to file a petition for a recount of the votes cast for a State office on the ballot.	Within 3 days after the results of an election have been certified.	EL § 12-101(d)
Monday, May 02, 2016	COB	Request for Advance Determination of Sufficiency for 2016 Referendum Petition Format	Deadline for petition sponsor to submit to SBE a request for advance determination of sufficiency of a referendum petition format.	At least 30 days before the deadline to file a petition.	EL § 6-210(a)(1)
Monday, May 09, 2016	COB	Determination of Referendum Petition Format Sufficiency	Deadline for SBE to determine sufficiency of a referendum petition format.	Within 5 days of receiving the request for advance determination.	EL § 6-210(a)(2)
Wednesday, May 11, 2016	COB	Notification of Outcome of Advance Determination of a Referendum Petition Format	Deadline for SBE to notify petition sponsor of the approval or deficiency of referendum petition format.	Within 2 business days after determining sufficiency of referendum petition format.	EL § 6-210(b)
Monday, May 30, 2016		Memorial Day	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art. § 9-201

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Tuesday, May 31, 2016	11:59 pm	Filing Referendum Petition on Acts of the 2016 General Assembly	Deadline for petition sponsor to submit to Secretary of State at least one-third of the referendum petition signatures and a petition fund report.	Petitions are filed with the Secretary of State before the 1st day of June.	MD Const. Art. XVI, § 3(b)
Monday, June 20, 2016	COB	Verification and Counting of Referendum Petition	Deadline for the local boards to verify and count the signatures on the referendum petition.	Within 20 days after the filing of a petition.	EL § 6-210(c)
Wednesday, June 22, 2016	COB	Certification of Referendum Petition	Deadline for SBE to certify the results of the first submission of the required signatures.	Within 2 business days after verification and counting is completed; deadline is extended if judicial review is pending.	EL § 6-210(d)
Thursday, June 30, 2016	11:59 pm	Filing Referendum Petition on Acts of the 2016 General Assembly	Deadline for petition sponsor to submit to Secretary of State the balance of referendum petition signatures and a petition fund report.	Petitions are filed with the Secretary of State by the 30th day of June.	MD Const. Art XVI, § 3(b)
Friday, July 01, 2016	8 pm	Declaration of Intent	Deadline for a candidate who seeks nomination by a recognized non-principal party to file Declaration of Intent to seek nomination.	July 1 in the year in which the President is elected.	EL § 5-703.1(c)(3)(ii)
Friday, July 01, 2016	9 pm	Declaration of Intent	Deadline for an unaffiliated candidate or a candidate who is affiliated with a non-recognized political party who intends to seek nomination by petition to file a Declaration of Intent to seek nomination.	July 1 in the year in which the President is elected.	EL § 5-703(c)(3)(ii)
Monday, July 04, 2016		Independence Day	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art. § 9-201
Tuesday, July 05, 2016	COB	Judicial Review of Referendum Petition Certification	Deadline for petition sponsor to seek judicial review of referendum petition certification of the first submission of the required signatures.	10th day following SBE's determination or 63rd day before the general election (September 2, 2014), whichever is earlier.	EL § 6-210(e)
Tuesday, July 05, 2016	COB	Request for Advance Determination of Sufficiency for Candidacy or New Party Petition Format	Deadline for candidate or petition sponsor to submit to SBE or the appropriate local board a request for advance determination of sufficiency of a candidacy or new party petition format.	At least 30 days before the deadline to file the petition but not more than 2 years and one month before the deadline to file petition.	EL § 6-210(a)(1)
Friday, July 08, 2016	COB	Request for Advance Determination of Sufficiency for Charter Amendment Petition Format	Deadline for petition sponsor to submit to the appropriate local board a request for advance determination on the sufficiency of a charter amendment petition format.	At least 30 days before the deadline to file the petition but not more than 2 years and one month before the deadline to file petition.	EL § 6-210(a)(1)
Monday, July 11, 2016	COB	Determination of Candidacy or New Party Petition Format Sufficiency	Deadline for SBE or the appropriate local board to determine sufficiency of a candidacy or new party petition.	Within 5 days of reviewing request of advance determination.	EL § 6-210(a)(2)
Wednesday, July 13, 2016	COB	Notification of Outcome of Advance Determination of a Candidacy or New Party Petition Format	Deadline for SBE or the appropriate local board to notify candidate or petition sponsor of the approval or deficiency of candidacy or new party petition format.	Within 2 business days after determining sufficiency of a candidacy or new party petition format.	EL § 6-210(b)
Wednesday, July 13, 2016	COB	Determination of Charter Amendment Petition Format Sufficiency	Deadline for the local boards to determine sufficiency of a charter amendment petition format.	Within 5 days of reviewing request of advance determination.	EL § 6-210(a)(2)
Friday, July 15, 2016	COB	Notification of Outcome of Advance Determination for Charter Amendment Petition Format	Deadline for the local boards to notify petition sponsor of the approval or deficiency of charter amendment petition format.	Within 2 business days after determining sufficiency of charter amendment petition format.	EL § 6-210(b)
July 18, 2016 - July 21, 2016		Republican National Convention	Republican National Convention in Ohio	Dates established by Republican National Committee.	
Wednesday, July 20, 2016	COB	Verification and Counting of Referendum Petition	Deadline for the local boards to verify and count the balance of the signatures on the referendum petition.	Within 20 days after the filing of a petition.	EL § 6-210(c)
Friday, July 22, 2016	COB	Certification of Referendum Petition	Deadline for SBE to certify the results of the full referendum petition verification.	Within 2 business days after verification and counting is completed; deadline is extended if judicial review is pending.	EL § 6-210(d)
July 25, 2016 - July 29, 2016		Democratic National Convention	Democratic National Convention	Dates established by Democratic National Committee.	
Monday, August 01, 2016	COB	Judicial Review of Referendum Petition Certification	Deadline for petition sponsor to seek judicial review of referendum petition certification.	10th day following SBE's determination or 63rd day before a general election (September 2, 2014), whichever is earlier.	EL § 6-210(e)
Monday, August 01, 2016	COB	Filing New Party Petition	Deadline for petition sponsor to file with SBE a new political party petition.	1st Monday in August.	EL § 4-102(c)(2)(ii)
Monday, August 01, 2016	5 pm	Filing Candidacy Petition & Certificate of Candidacy	Deadline for general election petition candidate to file with SBE or the appropriate local board the Certificate of Candidacy and candidacy petition.	1st Monday in August.	EL § 5-703(d) & (f)
Monday, August 01, 2016	5 pm	Filing Certificates of Nomination and Candidacy	Deadline for candidates seeking nomination from a non-principal political party to file with SBE or the appropriate local board the Certificate of Nomination and Certificate of Candidacy.	1st Monday in August.	EL § 5-703.1(d)

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Monday, August 08, 2016	COB	Filing Charter Amendment Petition	Deadline for petition sponsor to file with local government authority a charter amendment petition.	2nd Monday in August.	EL § 7-104(b)
Monday, August 08, 2016		Certification of General Assembly Ballot Questions	Deadline for SBE to prepare and certify to the local boards ballot questions referred by the General Assembly to voters of one county or part of one county.	2nd Monday in August.	EL § 7-103(c)(2)
Tuesday, August 09, 2016		Request to Waive Absentee Mailing Deadline	Deadline for SBE to submit a request to the Federal Voting Assistance Program for a waiver of the deadline to transmit absentee ballots to certain voters.	At least 90 days before an election.	42 USC 1973ff-1(g)(3)
Wednesday, August 10, 2016		NVRA Confirmation Mailing Deadline	Deadline for the local boards to send to voters confirmation mailings to verify addresses and make voters inactive.	No later than 90 days before an election.	42 USC §1973gg-8(c)(2)
Monday, August 15, 2016		Certification of Statewide Ballot Questions and Ballot Questions Petitioned to Referendum	Deadline for Secretary of State to certify to SBE statewide ballot questions and questions relating to Acts of the General Assembly petitioned to referendum.	3rd Monday in August.	EL § 7-103(c)(1)
Monday, August 15, 2016		Certification of Local Ballot Questions	Deadline for County Attorney or Baltimore City Solicitor to certify to the local boards each question to be voted on in the county or part of the county.	3rd Monday in August.	EL § 7-103(c)(3)
Monday, August 22, 2016		Alternate Certification of Local Ballot Questions	Deadline for Clerk of the Circuit Court to prepare and certify local ballot questions if the County Attorney or Baltimore City Solicitor does not do so.	4th Monday in August if County Attorney or Baltimore City Solicitor has not timely certified the ballot questions.	EL § 7-103(c)(3)(ii)
Monday, August 22, 2016	COB	Verification and Counting of Candidacy or New Party Petition	Deadline for the local boards to verify and count the signatures on a candidacy or new party petition.	Within 20 days after the filing of a petition.	EL § 6-210(c)
Wednesday, August 24, 2016	COB	Certification of Candidacy or New Party Petition	Deadline for SBE or the appropriate local board to certify the results of the candidacy or new party petition verification.	Within 2 business days after verification and counting is completed; deadline is extended if judicial review is pending.	EL § 6-210(d)
Monday, August 29, 2016	COB	Verification and Counting of Charter Amendment Petition	Deadline for the local boards to verify and count the signatures on a charter amendment petition.	Within 20 days after the filing of a petition.	EL § 6-210(c)
Tuesday, August 30, 2016	11:59 pm	Campaign Finance Report	Deadline to file the first pre-general report for political committees participating in the presidential election.	Last Tuesday in August immediately preceding a general election.	EL §13-309(a)(4)
Tuesday, August 30, 2016	COB	Declination of Nomination	Deadline for declination of nomination by a filed candidate before general election.	70th day preceding the general election.	EL § 5-801(b)(2)(i)
Wednesday, August 31, 2016	COB	Certification of Charter Amendment Petition	Deadline for the local boards to certify the results of the charter amendment petition verification.	Within 2 business days after verification and counting is completed; deadline is extended if judicial review is pending.	EL § 6-210(d)
Monday, September 05, 2016		Labor Day	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201
Tuesday, September 06, 2016	COB	Judicial Review of Candidacy Petition Certification	Deadline for candidate to seek judicial review of candidacy petition certification.	10th day following determination (September 3, 2016) or 63rd day before a general election (September 5, 2016), whichever is earlier.	EL § 6-210(e)(2)
Tuesday, September 06, 2016	COB	Judicial Review of New Party Petition Certification	Deadline for petition sponsor to seek judicial review of new party petition certification.	10th day after determination.	EL § 6-210(e)(1)
Tuesday, September 06, 2016	COB	Judicial Review of Charter Amendment Petition Certification	Deadline for petition sponsor to seek judicial review of charter amendment petition certification.	10th day following determination (September 10, 2016) or 63rd day before a general election (September 8, 2016), whichever is earlier.	EL § 6-210(e)(2)
Wednesday, September 14, 2016		Certification of Ballot	Deadline for SBE to prepare and certify content and arrangement of ballots for the general election.	At least 55 days before an election.	EL § 9-207(a)(2)(i)
Thursday, September 15, 2016		Display of Ballot	Deadline for SBE to display on its website the content and arrangement of each certified ballot.	Within 1 day of certifying the ballot.	EL § 9-207(d)
Friday, September 16, 2016	COB	Judicial Review of Content and Arrangement of Ballot	Deadline for a registered voter to seek judicial review of the content and arrangement or to correct any other error on the ballot.	Within 2 days of certifying the ballot.	EL § 9-209(a)
Saturday, September 17, 2016		Constitution Day and Citizenship Day	Commemorate the signing of the U.S. Constitution and require public schools to celebrate the day and instill in students knowledge of history, importance, and meaning of the U.S. Constitution and Maryland Constitution.	Anniversary of signing of the U.S. Constitution on September 17, 1787.	Education Art., § 7-116
Sunday, September 18, 2016		Printing of Ballots	SBE may begin printing ballots and correct noted errors.	After 2 days of public display of ballot.	EL § 9-207(e)
Saturday, September 24, 2016		Transmitting Absentee Ballots	Deadline for the local boards to transmit absentee ballots to certain voters unless the Federal Voting Assistance Program grants the State a waiver of the deadline.	No later than 45 days before an election unless the Federal Voting Assistance Program grants the State a waiver of the 45 day transmittal deadline.	42 USC 1973ff-1(a)(8)
Tuesday, September 27, 2016		Public Education for Early Voting	SBE and the local boards start public education about early voting.	30 days before early voting for an election.	EL § 10-301.1(f)

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Date	Time <sup>1,2</sup>	Event Name	Description	Computation	Legal Authority <sup>3</sup>
Thursday, September 29, 2016	COB	Vacancy in Nomination	Deadline for central committees to fill a vacancy in nomination if the vacancy occurred on or before the 40th day before the election.	The later of the 40th day before a general election or the 5th day following the vacancy. Because the 40th day before a general election is after absentee ballots must be transmitted to certain voters, a central committee should fill a vacancy as early as possible to ensure that the name of the candidate filling the vacancy is printed on all ballots.	EL §§ 5-1002(b), 5-1003(b), & 5-1004(b)
Friday, October 07, 2016	COB	Presidential Electors	Deadline for the State political parties of the Presidential nominees to submit to SBE the names and addresses of 10 electors.	At least 30 days before the general election.	EL § 8-503(c)(3)
Monday, October 10, 2016		Columbus Day	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201
Wednesday, October 12, 2016		Early Voting & Election Day Supply Verification	Deadline for the local boards to verify voting supplies according to the supply verification plan.	No later than 15 days before early voting starts	SBE policy
Friday, October 14, 2016	11:59 pm	Campaign Finance Report	Deadline for ballot issue committees to file pre-general report.	4th Friday before a general election.	EL §13-309(a)(3)
Tuesday, October 18, 2016	9 pm	Close of Registration	Deadline to register to vote for the general election.	21st day preceding an election.	EL § 3-302(e)
Tuesday, October 18, 2016	9 pm	Polling Place Reassignment	Deadline for elderly voters or voters with disabilities to submit a request to the local boards for reassignment to an accessible polling place.	No later than the close of registration before an election.	EL § 10-102(b)(1)
Tuesday, October 18, 2016	COB	Voter Registration Lists	Deadline for a registered voter to request a voter registration list (New requests will not be taken until registration reopens).	On or before the registration deadline.	COMAR 33.03.02.05(B)
Wednesday, October 19, 2016		Notice of Election	Deadline for the local boards to provide notice of the election.	At least one week before any early voting period before an election.	EL § 8-102
Monday, October 24, 2016	COB	Logic and Accuracy Testing - Early Voting (Public Demonstration & Notice)	Deadline for the local boards to complete logic and accuracy testing of the voting units being used for early voting. (Note: A public demonstration of the test must be conducted before any voting units are delivered to an early voting center.)	At least 14 days before an election.	COMAR 33.10.02.14,16
Wednesday, October 26, 2016	7:00 PM	Campaign Signs	Beginning of period when campaign signs must be allowed at early voting centers.	The day before early voting starts	EL § 10-101(a)(3)(iii)(2)
Thursday, October 27, 2016	8 am to 8 pm	Early Voting Begins	Early voting for the general election begins.	2nd Thursday before an election through the Thursday before an election.	EL § 10-301.1
Friday, October 28, 2016	COB	Voter Registration Lists	Deadline for SBE and the local boards to prepare a voter registration list that includes registrants through the registration deadline.	Within 10 days of the voter registration deadline.	COMAR 33.03.02.05C(2)
Friday, October 28, 2016	11:59 pm	Campaign Finance Report	Deadline to file the pre-general election campaign finance report for political committees participating in the presidential election.	2nd Friday immediately preceding an election.	EL § 13-309(a)(4)
Friday, October 28, 2016	11:59 pm	Affidavit of Contributions and Expenditures	Deadline for Presidential-designated political committees receiving and spending campaign funds of \$999.99 or less in a reporting period to file an affidavit.	On or before the deadline to file the first pre-general election campaign finance report.	EL §13-305
Friday, October 28, 2016	COB	Logic and Accuracy Testing - Election Day	Deadline for the local boards to complete logic and accuracy testing of the election management system and voting units being used for election day voting and absentee and provisional voting. (Note: A public demonstration of the test must be conducted before any voting units are delivered to an early voting center.)	At least 10 days before an election.	COMAR 33.10.02.14,16 COMAR 33.10.11.14,16
Monday, October 31, 2016	COB	Judicial Review of any Ballot Printing Errors	Deadline for a registered voter to seek judicial review if an error is discovered after the ballots have been printed and the local boards fails to correct the error.	Not later than the 2nd Monday preceding an election.	EL § 9-209(c)
Monday, October 31, 2016		Notice of Canvass	Deadline for the local boards to provide notice of the absentee and provisional canvasses.	At least 10 days before the first absentee canvass.	COMAR 33.08.01.05-1
Tuesday, November 01, 2016	8 pm (mail) or 11:59 pm (fax/email)	Absentee Ballot Request Deadline: Ballot Delivered by Mail or Fax	Deadline for a registered voter to request a mailed or faxed absentee ballot.	Tuesday before an election.	EL § 9-305(b)(1); COMAR 33.11.02.02D
Wednesday, November 02, 2016	5 pm	Write-in Candidate	Deadline for write-in candidates to file a Certificate of Candidacy. Only filed write-in candidates will have their votes reported on the official canvass.	Earlier of Wednesday preceding a general election or within 7 days after expenditure of \$51 to promote candidacy.	EL § 5-303(c)

Date	Time <sup>1,2</sup>	Event Name	Description	Computation	Legal Authority <sup>3</sup>
Thursday, November 03, 2016	8 am to 8 pm	Early Voting Ends	Early voting for the general election ends.	2nd Thursday before an election through the Thursday before an election.	EL § 10-301.1
Friday, November 04, 2016	8 am	Campaign Signs	End of period when campaign signs must be allowed at early voting centers.	The day after early voting ends	EL § 10-101(a)(3)(iii)(2)
Friday, November 04, 2016	5 pm (mail) or 11:59 pm (email/fax)	Absentee Ballot Request Deadline: Ballot Delivered via Internet	Deadline for a registered voter to request an electronic absentee ballot.	Friday before an election.	EL §9-305(b)(2)
Monday, November 07, 2016	7 pm	Campaign Signs	Beginning of period when campaign signs must be allowed at early voting centers.	The day immediately preceding election day	EL § 10-101(a)(3)(iii)(2)
Tuesday, November 08, 2016	7 am to 8 pm	General Election	Presidential General Election Day.	Tuesday after the first Monday in November.	MD Const. Art. XV, § 7; EL § 10-301
Tuesday, November 08, 2016	8 pm	Absentee Ballot Request Deadline: Voter Picks Up Ballot	Deadline for a registered voter or voter's agent to request an absentee ballot in person at a local board.	No later than the close of the polls on election day.	EL § 9-305(b)(3); COMAR 33.11.02.04A
Tuesday, November 08, 2016	8 pm	Extended Voter Registration Deadline	Extended deadline for receipt of voter registration applications sent by mail for voting in general election.	An application received by mail after the close of registration is timely if it is properly postmarked.	EL § 3-302(c); COMAR 33.05.04.01C, D
Tuesday, November 08, 2016	8 pm	Absentee Ballot Deadline	Deadline for the local boards to receive an absentee ballot.	An absentee ballot is timely received if it reaches the local boards before 8 pm on election day.	COMAR 33.11.03.08B(1)
Tuesday, November 08, 2016	8 pm	Precincts for Post-Election Verification & Audits	Deadline for local boards to select randomly the precincts for post-election verification and audits.	8 pm on election day.	COMAR 33.11.03.08B(1)
Wednesday, November 09, 2016	8 am	Campaign Signs	End of period when campaign signs must be allowed at early voting centers.	The day immediately after election day	EL § 10-101(a)(3)(iii)(2)
Thursday, November 10, 2016	10 am	Absentee Ballot Canvass 1	Local boards of canvassers are required to begin the 1st canvass of absentee ballots.	10 am on the Thursday after an election.	COMAR 33.11.04.03A(1)
Friday, November 11, 2016		Precincts for Post-Election Verification & Audits	Deadline for the local boards to submit to the State Administrator a list of the precincts selected for the post-election verification and audits.	Within 3 days of selecting the precincts.	COMAR 33.08.05.03B
Friday, November 11, 2016		Veteran's Day	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201
Wednesday, November 16, 2016	10 am	Provisional Ballot Canvass	Local boards of canvassers are required to begin the canvass of provisional ballots.	10 am on the 2nd Wednesday after an election.	COMAR 33.16.05.02
Friday, November 18, 2016	10 am	Extended Absentee Ballot Deadline	Deadline for the local boards to receive absentee ballots by mail.	10 am on the 2nd Friday after an election provided there is a proper postmark or date on voter's oath.	COMAR 33.11.03.08B(2)
Friday, November 18, 2016	10 am	Absentee Ballot Canvass 2	Local boards of canvassers are required to begin the 2nd canvass of absentee ballots.	10 am on the 2nd Friday after an election.	COMAR 33.11.04.03A(2)
Friday, November 18, 2016		Post-Election Audit	Deadline for the local boards to conduct the post-election verification and audits.	Before certifying the results of an election.	COMAR 33.08.05.02A
Friday, November 18, 2016		Verification of Vote Count	Deadline for the local boards of canvassers to verify the general election vote count.	Within 10 days after an election and before certifying the results of an election.	EL § 11-308(a)
Friday, November 18, 2016		Post-Election Audits	Deadline for the local boards to complete various post-election audits on randomly selected precincts and any other identified precincts.	Before certifying the results of an election.	SBE policy
Friday, November 18, 2016		Certification of the Election	Deadline for the local boards of canvassers to certify the results of the general election.	After the verification of vote count is completed.	EL § 11-308(b)
Friday, November 18, 2016		Transmittal of Results	Local boards of canvassers must transmit certified copies of election results to the Governor, SBE, and appropriate Clerk of the Circuit Court.	2nd Friday after an election or if canvass is completed after that day, within 48 hours after completion.	EL § 11-401(c)
Monday, November 21, 2016	COB	Petition for Recount - Local Questions	Deadline to file a petition for a recount of the votes cast for a local question on the ballot.	Within 2 days after the results of an election have been certified.	EL § 12-103(d)
Monday, November 21, 2016	COB	Petition for Recount - Local Offices	Deadline to file a petition for a recount of the votes cast for a local office on the ballot.	Within 3 days after the results of an election have been certified.	EL § 12-101(d)
Monday, November 21, 2016		Voter Registration Reopens	Voter registration reopens.	11th day after an election.	EL § 3-302(a)
Tuesday, November 22, 2016	11:59 pm	Campaign Finance Report Due	Deadline to file the post-general election campaign finance report.	On or before the 2nd Tuesday after a general election.	EL 13-309(a)(5)
Wednesday, November 23, 2016		Service Reduction Day	SBE and most local boards will be closed.	Wednesday before Thanksgiving.	Executive Order 01.01.2011.08
Thursday, November 24, 2016		Thanksgiving	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201
Friday, November 25, 2016		American Indian Heritage Day	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201

**2016 Presidential Election Calendar**  
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Date	Time <sup>1,2</sup>	Event Name	Description	Computation	Legal Authority <sup>3</sup>
Tuesday, November 29, 2016	11:59 PM	Campaign Finance Report Due	Deadline to file post-general election campaign finance report for Presidential-designated political committees.	On or before the 3rd Tuesday after a general election.	EL 13-309(a)(7)
Tuesday, November 29, 2016	11:59 PM	Affidavit of Contributions and Expenditures	Deadline for Presidential-designated political committees receiving and spending campaign funds of \$999.99 or less in a reporting period to file an affidavit.	On or before the deadline for post-general election campaign finance report.	EL 13-305
Tuesday, December 13, 2016	COB	Statewide Certification of Results	Deadline for the State Board of Canvassers to convene to certify election results.	Within 35 days after a general election.	EL § 11-503(a)(1)(ii)
Wednesday, December 14, 2016		Delivery of Election Results	SBE shall deliver to the winners of the general election a certified statement under its seal.	Prompt delivery.	EL 11-603(b)
Wednesday, December 14, 2016		Certification of the Campaign Finance Reports	SBE shall certify to the official receiving the Commissions of Election that all campaign finance reports due have been filed.	Prior to the delivery of the Commissions of Election.	EL 13-333(b)
Thursday, December 15, 2016	COB	Petition for Recount - State Questions	Deadline to file a petition for a recount of the votes cast for a State question on the ballot.	Within 2 days after the results of an election have been certified.	EL § 12-103(d)
Friday, December 16, 2016	COB	Petition for Recount - State Offices	Deadline to file a petition for a recount of the votes cast for a State office on the ballot.	Within 3 days after the results of an election have been certified.	EL § 12-101(d)
Monday, December 19, 2016		Meeting of the Presidential Electors	Official casting of votes by members of the Electoral College.	1st Monday after the 2nd Wednesday in December.	3 U.S.C. § 7
Monday, December 26, 2016		Christmas	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201
Monday, January 02, 2017		New Year's Day	State holiday. SBE and most local boards will be closed.		State Personnel & Pensions Art., § 9-201

**State Board of Elections Timeline**  
*DRAFT as of February 18 2015*

Old equipment moved to central warehouse.	04/30/15
Train the staff sessions commence	05/31/15
Delivery of New Equipment	06/30/15
Biennial Conference/Orientation	06/08/15
EJ Manual Finalized	07/31/15
EJ Manuals Printed	07/31/15
Training Materials Finalized	07/31/15
Training Equipment Delivered	07/31/15
Mock Election	09/30/15
Final EPB Software Release	09/01/15
EV Judge Training Materials - SDR	10/31/15
Salisbury Municipal - Pilot	11/03/15
Rockville Municipal - Pilot	11/03/15
Filing Deadline	01/20/16
Ballot Proofing	01/20/16
Ballot Production	01/20/16
Election Judge Train the Trainer	01/04/16
Election Judge Training	02/01/16
Logic & Accuracy	02/29/16
Early Voting begins with Same Day Registration	03/31/16
Early Voting closes	04/07/16
2016 Primary Election	04/12/16
Audit Commence	04/14/16
Certification & Audit Complete	04/26/16

March 14, 2015  
NVRS Project Management Workgroup

The Project Management Workgroup has met three times since the initial meeting in January. The Project management workgroup defined the scope of the work with initially examining the rules and regulation and to compile all the documents currently on file in the SBE on-line-library for review.

- The Project Management overall scope of assignment is as follows:
- Ballot Management coordinating with LBE Requirements
- Document Review of On-Line Library content
- Rules and Regulations review and update
- Mock Election
- Pilot Elections
- Audits

This committee's initial focus has been to review all the rules and regulations that need to be re-written, written or eliminated. This includes recommendation for the SBE Staff to consult with the Attorney General's Office to advise if there is any further statutory changes required prior to the Presidential Primary election. The workgroup has reviewed approximately 50% of the regulations that impact the voting equipment.

The Document sub-group working with Rules and Regulations workgroup and SBE staff including input with the other work groups compiled and reviewed 300 documents utilized by the State Board and Local Board staff related to the voting equipment and the conduct of elections. The documentation subcommittee then met and identified all documents that required new guidelines or recommended for deletion because redundant or no longer applicable, The group will meet again after the updated list has been circulated to other committees for their comments.

The Ballot Management Committee is developing the recommendations on ballot accounting for Early Voting and Election Day. At this time ballot accounting for Absentee Ballots will remain the same. This will be reviewed upon completion of the vendor decision related to printing ballots. The rules and regulations related to managing and auditing the ballots will need to have input from other workgroups before the recommendation can to submit for State Board review and approval.

The Mock Election, Pilot Elections and Audit sub-groups have not met at this time. These subgroups are waiting for further information from other stakeholders or pending Legislation.

## **SBE Communications Workgroup Status Report**

*March 9, 2015*

As a part of its implementation process for the new statewide voting system, the State Board of Elections has established a series of workgroups that consist of state and local board personnel. Each workgroup is chaired by SBE staff, with two local board staff members appointed to assist in the leadership of the group.

### Communications workgroup leadership:

Sarah Hilton – SBE Chair  
Alysoun McLaughlin, Montgomery County – LBE Leader  
Alicia Alexander, Prince George's County – LBE Leader

### Additional communications workgroup members:

Duane Powell, State Board of Elections  
Jared DeMarinis, State Board of Elections  
Armstead Jones, Baltimore City  
Dionne Church, Wicomico County  
Gilberto Zelaya, Montgomery County  
Mary-Frances Vavra-Alcoser, Baltimore County  
Sarah Mohan, Harford County  
Val Patterson, Howard County

The purpose of the workgroup is to assist State Board personnel with development of communications material and to plan voter outreach and media relations. The workgroup may also assist with internal communication.

### Duties are to include:

- Advising the creative services agency to be selected by the State Board of Elections. An RFP has been posted and a pre-bid conference was held on March 6.
- Developing voter outreach materials and guidance for local boards in preparing publications such as the sample ballot. The communications workgroup will hold its first meeting on March 11 to review existing sample ballots sent for the 2014 gubernatorial election and begin a conversation about the changes that will be needed for 2016.
- Assisting with internal communication. An intranet site has been developed that local board staff can access to get the latest calendar and/or other materials related to the new voting system replacement project.
- Assisting with online content. Working group members have provided advice to the State Board of Elections that has been reflected in edits to information about the new voting system on the SBE website.

## New Voting System - Election Judge Workgroup Progress Report (2/27/15)

Leslie Woods, Election Judge Coordinator

### Goal:

To provide documentation and resources to be used by LBE's to effectively and efficiently prepare election judges to perform their duties in accordance with Federal and State election laws and policies.

### Objectives:

- A. Identify changes being made to the voting process that affect election judges
- B. Review current election judge duties and responsibilities in light of changes being made to the voting process
  - a. To enhance efficiency, simplify the process, reduce or eliminate errors
- C. Identify, review, and modify existing documentation and resource materials used to support election judges in the performance of their duties
  - a. EJ Manual (Election Day & Early Voting)
  - b. EJ Training (Curriculum, Presentation material)
  - c. Training Evaluation (from trainees and SBE)
  - d. Checklists, Guides, Forms and Signs
- D. Create new documents or resources where needed

### Timeline:

August 2015 - EJ Manual Complete

November 2015 – Available for Municipal Election, November 3, 2015 (Rockville)

### Status:

The workgroup has met three times since inception in January 2015; we have been hampered by inclement weather. To date we have reviewed Chapters 1 – 5.

Unfortunately too many questions remain, in terms of regulations, specific components of the voting equipment to be used, EPB software upgrades, etc... We have elevated our concerns to the SBE Project Management team and parking lot.

The next meeting will focus on Chapters 6 and 7. I am on a sub-group tasked with updating the Checklists and have been asked to draft a new sign regarding the prohibition of electronic devices in the precinct.