

**Board of Election Supervisors
Council Chambers
City Hall
January 17, 2019
7:00pm
Final Minutes**

<u>Members</u>	Present	Absent
Maria Mackie	X	
Jack Robson	X	
Mary Katherine Theis		X
John Payne	X	
Lisa Williams	X	

Also Present:

Janeen Miller, City Clerk; Joi Woods, Recording Secretary

1. Call to Order

Mrs. Mackie motioned to call the meeting to order, Mr. Payne second the motion. All were in favor. The motion passed 4-0-0. The meeting was called to order to at 7:01 p.m. by Mr. Robson.

2. Approval of Minutes: November 15, 2018

Mrs. Williams motioned to approve the November 15, 2018 minutes. Mr. Payne seconded the motion. All were in favor. The motion passed 4-0-0.

3. Effect of recent "Same Day Registration" change to State Constitution

The Board discussed:

- Potential impact of Same Day Registration
- Memo to M&C - pertinent points and recommendations

Mrs. Williams will edit the memo and distribute it to the Board for additional review.

4. Discuss Progress in Implementing:

a. Voting Centers

- Report on County Early Voting setup

Ms. Miller contacted Alicia Alexander, Executive Director, Prince George's County Board of Elections to learn more about duplicating the setup for city elections and allowing intercommunication among each polling site.

- Miss Alexander advised that the equipment is not managed at the county level, decisions are made at the state level.

- The goal is to establish three polling places: City Hall and Davis Hall, and Stamp Student Union

The Board reviewed and discussed:

- College Park Absentee Ballot Request Form revised draft
 - City Clerk's office will add a section for administrative processes

b. On campus polling locations

The Board reviewed and discussed:

- On-campus parking
 - UMD stated that most student voters do not drive and therefore there is not a need for free parking at the Stamp Student Union. The University is willing to allow the city to purchase parking codes through the University's DOT.
 - Mrs. Mackie will contact UMD DOT to inquire about options for partnership to provide parking or shuttle bus service.
- Additional Supervisors (as opposed to Judges)
 - Implications on the City Code and/or City Charter related to acquiring additional supervisors.

A motion was made by Mr. Payne to increase the BOES by 1 additional person to ensure an adequate number of supervisors at each polling site. Mrs. Williams seconded the motion. All were in favor. The motion passed 4-0-0.

5. Next Meeting to discuss recommendations for Mayor and Council

April - date to be determined

Ms. Miller advised the Board to request a Worksession with Mayor and Council on February 19, 2019. The Board established a deadline to finalize recommendations by February 14, 2019. Recommendations to Mayor & Council include:

- Same day voter registration
- Modifications to the Charter to add an additional Board of Election Supervisor
- Additional voting poll at Stamp Student Center I
- Early Voting location and hours

c. Early Voting

- Mr. Robson has been in contact with Jim Bell, College Park Community Center Manager. The Board discussed:
- Date, time, and location: October 27, 2019; 10:00 a.m. to 6:00 p.m. at the College Park Community Center
- BOES members will arrive at 8:00 am to set- up and assemble the polling location
- Staffing: 2 Chief Judges, 2 Scanner Judges, 2 ePoll Judges, 2 Provisional Judges, 2 Ballot Judges, and 2 Judges to oversee the ballot marking device procedures.

6. Revision to Provisional Ballot Process

a. Form and envelope

No discussion held

7. \$100 Campaign Finance Report Requirement – Form

No discussion held

8. Changes to the Election Book

- a. Clarify Candidate's use of "Friends of"
- b. Clarify "Meet and Greet" expenditures as donations
- c. Clarify advertising giveaways and value
 - Mr. Payne presented a document from the State of Oregon [Election Law Summary](#) to provide clarity to Meet & Greet expenditures.
 - The Board reviewed and discussed use of the verbiage.
 - Ms. Miller will prepare and forward the document to the Board for additional editing.

9. Training

The Board discussed equipment and logistics:

- a. Acquiring equipment from ES&S prior to the election for training
- b. Ms. Miller offered an option to store equipment for training purposes
- c. Mr. Robson will conduct training the week of October 14th or 21st.

10. Modifications to Provisional Ballot processes

The Board discussed logistics and staffing:

- a. Mr. Robson will inquire with ES&S to obtain cost details
- b. Ms. Miller reported that recruitment efforts for a city staff person are in process.
The position will be part-time, seasonal to assist in processing Absentee and Day of Election (Emergency) Ballots.

11. Follow-up on City staff versus BOES election responsibilities

The Board discussed the Candidate book. Ms. Miller will assemble the components of the book.

Next meeting: Tentative, April 2019

Adjournment:

Mrs. Mackie motioned to adjourn the meeting. Mr. Payne seconded the motion. All were in favor. The motion passed 4-0-0. The meeting adjourned at 9:09 pm.