

**Board of Election Supervisors  
Virtual Meeting  
February 10, 2022  
6:30 p.m.**

**Final Minutes**

<b>Member</b>	<b>District</b>	<b>Present</b>	<b>Absent</b>
1. Tina Batten	Mayoral Appointment	X	
2. Yousuf Jaleel	4	X	
3. John Payne	3	X	
4. Lynea Cooper	1	X	
5. Cameron Thurston	2	X Arrived at 7:16 p.m.	

**Also present:** Janeen S. Miller, City Clerk; Joi Woods, Contract Secretary

**1. Call to Order:**

The meeting was called to order by Chief John Payne at 7:08 p.m.

**2. Approval of the February 10, 2022 meeting agenda**

**Lynea Cooper made a motion to approve the February 10, 2022 meeting agenda. Yousuf Jaleel seconded the motion. The motion passed.**

**3. Approval of Minutes- January 20, 2022**

**Tina Batten made a motion to approve the January 20, 2022 minutes as amended. Lynea Cooper seconded the motion. The motion passed.**

**4. BOES 2021 Annual Report - Follow up Discussion**

The BOES discussed follow up action items from the meeting with the Mayor and City Council. Highlighted topics during discussion included:

- A. Mayor and Council initiated follow up with the County to request reconsideration of using ballot applications returned as undeliverable to purge Voter Rolls. A letter was approved and sent on behalf of the city. Janeen Miller will forward the letter to the board.
- B. Canvassing & Absentee Ballots
  - 1) The BOES inquired about an acceptable time line for canvassing. Consideration of canvassing to occur 1 week after Election Day with the results of the election announced after canvassing was presented to Mayor and Council. Additional discussion is forthcoming.
  - 2) 28 additional Absentee Ballots were received after Canvas Day of the 2021 election. 18 ballots were postmarked before the deadline and could have been counted if received on time. A federal holiday and mail processing time contributed to delays.

- a. Ballots can be mailed up to 2 weeks before the election. The BOES discussed adjusting the deadline to 3 weeks before the election to allow additional time for mailing.
- b. Voters would be required to pick up ballots at City Hall in person beyond the mailing date.

C. Ballot Focus Group

The BOES discussed ballot errors and establishing a Focus Group to review the mail-in ballot and accompanying instructions. Feedback from the Focus Group would be used improve the current mail-in ballots instructions. Noted points of discussion included:

- 1) 62 ballots were returned as invalid due to missing signatures from Oath Envelopes, missing Oath Envelopes, and envelopes without ballots
- 1) Including ballot completion instructions with Election Announcements in local publications
- 2) Providing step-by-step instructions to complete Mail-in Ballots on bright colored paper
- 3) Reminder checklist & messaging prominently displayed on the external envelop (signing the Oath Envelope, signing the ballot, etc.)
- 4) Creating a YouTube clips with instructions, modeling the completion process for mail-in ballots

D. Implementing mandatory Candidate Training in an online, self-paced, module format

- 1) Preliminary review of the training by existing city council members for feedback

E. Assessing and addressing low voter turnout & voter initiatives

- 1) The city staff will be conducting a survey to assess the reasons for low voter turnout. The survey will include open-ended questions to gain feedback about voter initiatives.
  - a. The role of the BOES is to make the information and opportunity to vote available to residents.
- 2) Related correlations among the number of voters who participate in early voting versus election day.
- 3) Instructions to return ballot of deceased and former residents
- 4) The impact of the transient student population within College Park and its impact on the city's Voter Rolls

- 5) Implementing a Vote-by-mail election with the intent of increasing voter participation.
  - a. Checks and balances to validate current residents' mailed ballots

## 5. Open discussion

- A. Janeen S. Miller shared plans to send a letter to The State Board of Elections and The County Board of Elections to solicit support to acquire rental Voter Equipment for during City Elections.
- B. The BOES discussed a timeline to receive responses from Mayor & Council about time sensitive changes involving the City Code or City Charter. Ordinance changes require 6 weeks to process. Changes to the City Charter require 3 months to process.
  - 1) The BOES recommended to Mayor & Council that changes for the 2023 election should be made by the Fall of 2022 to allow adequate time for securing vendors and election planning. Areas of focus include:
    - a. Election timeline, (last day to mail ballots, when petitions are due, and when ballots are due)
    - b. The number polls and designated locations, deciding to implement Voting Centers and early voting, mailing ballots and ballot applications
- C. The BOES revisited the meeting schedule and frequency for FY 2022. Highlighted points included:
  - 1) Meeting monthly to ensure there is ample time to implement procedural changes recommended by Mayor and Council
  - 2) Scheduling regular meetings on the second Thursday of the month at 7:00 p.m. with the exception of March and August. Meetings will be subject to cancelation pending agenda items.

## 6. Adjournment

**Lynea Cooper motioned to adjourn the meeting. Yousuf Jaleel seconded the motion. All were in favor. None opposed. The motion passed. The meeting adjourned at 8:12 p.m.**