

**Board of Election Supervisors  
February 20, 2020  
Davis Hall  
7:00 p.m.  
Draft Minutes**

<b>Members</b>	<b>District</b>	<b>Present</b>	<b>Absent</b>
John Robson, Chief	Mayoral	X	
Lisa Williams	District 1	X	
Diane Ligon	District 2		X
Yousuf Jaleel	District 4	X	
John Payne	District 3	X	
Cameron Thurston	Mayoral	X	

**Also Present:**

Janeen S. Miller, City Clerk; Joi Woods, Contract Secretary

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**1. Call to Order:**

The meeting was called to order by Chief Robson at 7:01 p.m.

**2. Approval of Minutes:**

A motion was made by Mr. Payne and seconded by Mrs. Williams to approve the minutes of the January 9, 2020 meeting without amendment. The motion passed.

**3. 2020 Annual Municipal County Survey:**

- The board reviewed and discussed the 2020 Annual Municipal survey form from the County
- Chief Robson highlighted some requirements including the need for street addresses for each polling place.
- The Board reviewed and validated a listing of city streets – one correction was noted

**4. Additional Discussion**

**A. 2020 Census and subsequent Redistricting:**

- Council Redistricting will be done after the census data is received
  - A potential target date of May 2021 was discussed for any relevant changes that impact the November 2021 election.
    - Redistricting is done through a Charter Amendment
    - Ample time must be allowed for changes, updates, and final approvals by Mayor & Council.
    - The Redistricting Process entails:
      - Redistricting Commission report to Mayor & Council

- Mayor & Council hold a Public hearing
- Mayor & Council select a Redistricting plan
- Mayor & Council adopt the selected plan by a charter amendment
- Amendment becomes effective 50 days after adoption

**B. January 2020 Mayor & Council Work session recap**

The Board discussed the Mayor & Council Work session on January 21, 2020.

Highlighted points discussed included:

- Election costs comparison with other municipalities
- Continuing the Voting Center Approach
  - The Board discussed methods to monitor the amount of votes cast at each voting center

**C. Appointment Terms:**

- The Board discussed Appointment Term options and potential Charter amendments to ensure continuity of Board Members during an election year.

**A motion was made by Mrs. Williams and seconded by Mr. Payne to recommend two-year terms for the Board of Election Supervisors. The motion passed.**

**D. Vote by Mail Institute**

- Ms. Miller and Chief Robson provided information about a webinar series from the Vote by Mail Institute they attended.
- Ms. Miller is awaiting a response from the city of Rockville to provide a presentation for the board about their experiences with Vote by Mail (VBM).

**E. COG Election Committee: Multi-Jurisdictional Conference**

The Board briefly discussed the upcoming COG Election Committee: Multi-Jurisdictional Conference scheduled for 3/27/2020.

**F. Other Issues and Concerns:**

*No discussion held*

**G. Adjournment:**

**A motion was made by Mr. Payne and seconded by Mrs. Williams to adjourn the meeting. The motion passed. The meeting adjourned at 8:39 p.m.**