

**Board of Election Supervisors
Virtual Meeting
March 9, 2023
7:00 p.m.**

Final Minutes

Member	District	Present	Absent
1. Tina Batten	Mayoral Appointment	X	
2. Ben Hovland		X	
3. Yousuf Jaleel	4	X Arrived at 7:07 p.m.	
4. John Payne	3	X	
5. Lynea Cooper	1	X	
6. Cameron Thurston	2	X Arrived at 7:11 p.m.	

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

I. Call to Order:

John Payne called the meeting to order at 7:06 p.m.

II. Approval of the meeting agenda- March 9, 2023

The BOES reviewed and approved the March 9, 2023 meeting agenda.

III. Approval of Minutes- February 22, 2023

**Ben Hovland moved to approve the February 22, 2023 meeting minutes as corrected .
Tina Batten seconded the motion. All were in favor. None opposed. The motion passed.**

IV. Approval of Minutes- March 3, 2023

Tina Batten moved to approve the March 3, 2023 meeting minutes as corrected. Ben Hovland seconded the motion. All were in favor. None opposed. The motion passed.

V. Special Election Discussion

A. The BOES discussed special election logistics

1. The Candidacy Guide and forms have been finalized and are in the process of being translated into Spanish. The Candidacy Guide and forms have been published on the Election Page of the city website, additional notices about the special election will be published across the city's social media accounts, in The Diamondback and in The College Park Here and Now.
2. Processing procedures
E-poll books will not be used during the Special Election. A paper roster of Registered Voters and Voter Authority Cards (VACs) will be provided by the County and used to check in voters.
 - a. The Roster is used to maintain a record of voters who request ballots.
 - b. As voters check in, their Voter Authority Card (VAC) will be pulled, stamped, and stored separately.

- b-1. Voter Authority Cards (VACs) are later returned to the County’s Board of Elections for voter credit.
- 3. 2023 Special Election for Mayor Timeline Review
 - The BOES reviewed and discussed procedures and adjustments made to the timeline for the 2023 Special Election.
 - a. Janeen Miller was advised by the PG County Board of Elections (PGCBOE) that the last day to register to vote will be Tuesday, April 18, 2023, two weeks before the start of early voting. The adjustment will allow sufficient time to provide the necessary materials in time for Early Voting.
 - b. Timeline Adjustments & scheduled procedures
 - b-1. **Monday, May 8, 2023 at 10:00 a.m.** -Review the provisional ballots and pre-process mail-in ballots.
 - b-2. **Tuesday, May 9, 2023 & Wednesday, May 10, 2023-** Time for voters to cure their ballot
 - b-3. **Thursday, May 11, 2023-** Complete count of ballots at City Hall
 - The process will be broadcast.
 - b-4. **Friday, May 12, 2023 at 3:00 p.m.** -Canvass ends/ Election Certification
 - b-5. **Saturday, May 13 - Monday, May 15, 2023-** 3-day Challenge Period
 - b-6. **Tuesday, May 16, 2023-** Present the Official Election Report to the Mayor Pro Tempore & City Council, and Swearing in of the Mayor-Elect.
- 4. Election Judge needs & logistics
 - The BOES discussed the number of Election Judges needed and specific roles that judges will fulfill during the election. In addition to the Chief Judge, the BOES identified that (9) Election Judges are needed for the Special Election.
 - a. (2) Election Judges- ballot collection from drop boxes and the city’s Post Office Box. Collection occurs daily Monday-Friday from end of March through May 8.
 - b. (2) Election Judges -Provisional Voting
 - b-1. Rotating throughout the day
 - b-2. (1) Floating Election Supervisor to support the judges
 - c. (1) Ballot Judge to receive the Voter Authority Card and hand out ballot
 - d. (1) Ballot Box judge (may distribute “I voted” Stickers)
 - e. (4) Check-in Judges- 2 at each check in station
 - d-1. Check-in Stations are organized by Alphabetical Order
 - f. (1) Additional Election Judge- Substitute/Floater
- 5. Election Judge Training- City Hall- Community Room April 22, 2023 at 2:00 p.m.

VI. Meeting Schedule

A. Election Guard Demonstration & in Person meeting, Thursday, March 16, 2023, was cancelled.

B. The BOES discussed weekly meeting dates

1. March 23, 2023
2. March 30, 2023
3. April 6, 2023
4. April 13, 2023
5. April 20, 2023
6. April 27, 2023
7. May 4, 2023

C. Goals for the next meeting

1. Finalize BOES availability May 5, 2023- May 11, 2023
2. Election Judge Recruitment
3. Election Judge Training content

VII. Adjournment

John Payne adjourned the meeting at 9:05 p.m.