

**Board of Election Supervisors
August 13, 2020
Virtual Meeting
7:00 p.m.
Draft Minutes**

<u>Members</u>	<u>District</u>	<u>Present</u>	<u>Absent</u>
John Robson, Chief	Mayoral	X	
Lisa Williams	District 1	X 7:07 p.m.	
Yousuf Jaleel	District 4	X	
John Payne	District 3	X	
Cameron Thurston	Mayoral	X	

Also Present:

Lynea Cooper-Pitts, Pending Member; Janeen S. Miller, City Clerk; Yvette Allen, Assistant City Clerk; LaToya Moore, Administrative Assistant; Joi Woods, Contract Secretary

I. Call to Order:

The meeting was called to order by Chief Robson at 7:04 p.m.

A. Board Vacancy Update

Chief Robson introduced Lynea Cooper-Pitts, Pending Member.

II. Special Election for District 2

A. District 2 Special Election Voting options: Absentee Voting, Vote by Mail

1. Voting Location

- The College Park Community Center will allow the City to host the special election during facility closure.

- The Board will provide to the Community Center a logistical plan including precautionary measures to protect against COVID-19 exposure.

2. Special Elections Requirements: City Charter and PG County Board of Elections

Ms. Miller provided an update about previous actions items to follow up with Alisha Alexander from the PG County Board of Elections and the City Attorney.

PG County Board of Elections

The board discussed:

- Logistical Challenge as it pertains to the City Charter's Special Elections requirements.
 - A Special Election must be held by December 4, 2020, no later than 65 days after the vacancy exists.

- PG County Election books are closed from October 13 - November 16, 2020 for the General Election. No changes can be made to voter registration during that time. PG County will provide support for our election where possible.
- Ms. Miller requested that the county mail voter notification cards on behalf of the city.
- Ms. Miller advised Ms. Alexander that the use of paper VACs or E-poll books is pending the Board's decision.

City Attorney Opinion

- Ms. Miller contacted Suellen Ferguson, City Attorney, to clarify early voting requirements for Special Elections (Chapter 34 of the City Code). The City Attorney advised that the Code enables but does not require early voting.
- Per the Charter, an Election must be held 28 days after close of voter registration. The County is closing books for the Presidential election on October 13, 2020.

3. Providing applications for Absentee Ballots

The board discussed:

- Providing applications for absentee ballots by mail to all District 2 Residents. Applications must be returned to a designated drop box or via mail. The Board voted and unanimously agreed to provide the requests for Absentee Ballot Applications with pre-paid postage envelopes.

4 Ballot Drop Box

- Ms. Miller will inquire about use of a drop box to be housed at Davis Hall. The drop box for ballots must be available 24 hours/day with continuous security monitoring. The board will follow the same protocol as the previous election to receive absentee ballot applications.

5 Voting Options

The Board discussed:

- Options to provide opportunities for residents to vote (Absentee Ballots, Provisional, Vote-by-Mail, Ballot Drop off).
- Planning considerations including benefits, drawbacks, associated costs, and logistics.
- Adjustments to final Canvass dates, the Board reserves the decision to adjust the date.
 - Chief Robson proposed closing voter registration (28) days prior to the special election. Voters who do not appear on the registration after the closing date will be offered a Provisional Ballot. Ms. Miller will confer with the City Attorney to ensure compliance with the City Charter.

6 Proposed timeline:

- September 1, 2020
Present Special Election timeline for approval by M & C,
- October 1, 2020
Petitions and Candidacy forms are due

- October 19, 2020
Voter Registration closes
- November 15, 2020, 9:00-6:00 p.m. Election Day
All Special Election ballots must be postmarked by Saturday, November 14, 2020. Hand delivered and ballots to the drop box must be placed in the drop box by Sunday, November 15, 6:00 p.m. 2020.
- November 23, 2020, Time TBA
The Board will complete the Canvass and Election Certification Memo to report results immediately thereafter.
- December 8, 2020
Official Report from Chief Robson to Mayor and City Council and Swearing-in of the new Council Member

A motion was made by Mr. Payne and seconded by Mrs. Williams to implement the timeline as follows Election Announcements (9/1/20); Voter Registration closes (10/19/20);; Special Election (11/15/20), Absentee Ballots must be postmarked by (11/14/ 20), hand delivered, or collected from the drop box on (11/15/ 20). Canvass completed and Election Certification Memo prepared (11/23/20); Chief Robson will officially report election results to the Mayor and City Council. The new Council Member will be sworn in (12/8/20).

7 Ballots

The board discussed:

- Using Voter Authorization Cards prepared by the County instead of E-Poll books
- Securing a quote for a ballot marking devices
- Securing a Mail Vendor to distribute Absentee Ballot Applications

8 Election, Certification, Challenge, Swearing in Period

The elected Council Member is slated to be sworn in by the last Council Meeting of the year, December 8, 2020. Chief Robson will report official results at this time.

III. Next meeting

August 25, 2020, 7:00pm

IV. Adjournment:

A motion was made by Mrs. Williams and seconded by Mr. Thurston to adjourn the meeting. The motion passed. The meeting adjourned at 9:00 p.m.