



Queen Anne's County Board of Elections
Board Meeting
June 16, 2022
Agenda

- I. Call Meeting to Order/Declaration of Quorum Present-Attendees
- II. Swearing-in of the Board of Canvassers
- III. Additions to the Agenda
- IV. Approval of Minutes-May 2022
- V. Old Business
- VI. New Business
 - A. Elect Chairman and Secretary for the Board of Canvassers
 - B. Public Demo of Logic & Accuracy Testing
 - C. Verification of Polling Place Supplies Certification
- VII. Correspondence
 - A. Registration Figures
- VIII. Confirmation of Next Meeting- July 21, 2022
- IX. Guest Comments
- X. Closed Session*
- XI. Adjournment

Closed Session: Part of the meeting may be closed in accordance with Maryland's Open Meetings Act procedures.



Queen Anne's County Board of Elections
Board Meeting Minutes
May 17, 2022

Present:

Bill Stoops, President (R)

Crystal McGinn, Staff

David Stevens (R)

Kim Spence, Deputy Director

Mary Walker, Secretary (D)

Kelly Eichelberger, Staff

Bill Seth, Vice President (D)

Jayne Lister, Staff

Jane Sparks (R)

Jena Anthony, Staff

Chrissy Jones, Director

Erin Fee, Staff

Absent:

None

Public:

None

Opening:

Mr. Stoops declared a quorum to be present and called the meeting to order at 3:09 pm.

Additions/Changes to the agenda:

None

Approval of Minutes

David Stevens made a motion to approve the minutes from April 28, 2022 as submitted. Bill Seth seconded the motion. The motion passed unanimously, the minutes were approved.

Directors Report

- We will be having two county techs, Lindsay and Jim, back for the election.
- Crystal McGinn will be leaving to be the Director in Talbot County. We will fill her position accordingly.
- We have finished election judge training. We will be having an open house June 28, 2022.
- June 17, 2022 at 9:00 am will be our swearing in and public demo.

Old Business

None

New Business

None

Correspondence:

Voter registration:

Total: 40979

DEM- 11559	REP- 20240	GRN- 52	LIB- 239	WCP- 30	UNA- 8527	OTHER- 332
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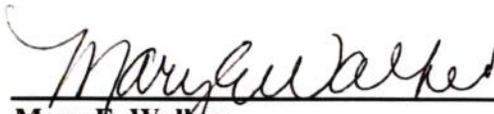
Confirmation of Next Meeting:

Friday, June 17th at 9:00 am

Adjournment:

Jayne Sparks made a motion to adjourn. Bill Seth seconded the motion. The meeting was adjourned at 3:29 pm.

Respectfully Submitted



Mary E. Walker
Board Secretary

Voting Supplies: Checklist & Certification for Election Day

Instructions: This document lists the critical voting supplies for a polling place. Each local board of elections may supplement this list with critical supplies not currently listed but needed for local procedures. After the supplies are packed, instruct two board members who verified the contents in accordance with the local board's verification plan to sign the certification below. Please email signed form to maryann.mogavero@maryland.gov.

General Supplies

- Election judges' forms
- Election Judges' Manual*
- Challenger & Watcher Manual*
- Challenger & Watcher opening & closing summaries
- Yellow mail-in ballot bags

Ballots for Regular Voting

- Pre-printed ballots
- Blank ballot activation cards
- Privacy sleeves
- Magnifiers

Voting Unit & Electronic Pollbook Supplies

- Blue ballot transfer bins
- Accessibility kit: Headset, keypad, cable, & magnifiers
- Power cords, network cables & surge protectors
- Routers, modems, antennas & switches
- UPS units
- Paper rolls for electronic pollbook printers
- Keys (voting equipment and ballot bins)
- Tamper tape & seals
- Scissors or other device to open seals

Provisional Voting

- Regular provisional ballot applications
- Same Day Registration provisional ballot applications
- Provisional ballots¹
- Provisional voting forms for election judges
- Orange provisional ballot bag
- Sign: Provisional Voting
- Orange privacy sleeves
- Magnifiers
- Supply envelope for returning supplies
- Envelopes for spoiled ballots¹ & provisional VACs
- Seals for container and orange bag after polls close

Polling Place Signs

- Identification Requirements
- Warning: Tampering with the voting unit
- How to Mark a Ballot by Hand
- How to Use a Ballot Marking Device
- Voters Needing Assistance
- Voting Rights in Maryland
- Voting Times for the Election
- No Electioneering & accessibility signs
- Text of ballot questions (general election only)
- List of write-in candidates (general election only)
- How to Write-in a Candidate Using the BMD (general election only)

Extended Hours

- Extended hours envelopes
- Provisional ballot applications marked with an "E"
- Election Judges' Manual: Appendix 1 – Extended Voting Hours*
- Extended hours instructions for election judges

Contingency Back-up Plans

Electronic Pollbook Back-up Plan

- At least one computer (preferred) or one paper precinct register
- Alpha breakdown signs
- Blank voter authority cards
- Electronic Pollbook Back-up Plan – Instructions*
- Contingency Voting Certificate & Tally Sheet*
- Affirmations of Residency for Inactive Voters

Ballot Marking Device Back-up Plan

- Pens
- Return Passes
- LBE contact information for complaints about inoperable BMD
- Ballot Marking Device Back-up Plan – Instructions*
- Flier with other voting options

Voting System (DS 200 Scanning Unit) Back-up Plan

- Voting Unit Back-up Plan – Instructions for judges*
- Ballot receptacle if emergency compartment is full
- Flier with other voting options
- Envelope for Voter Authority Cards

Please complete and sign for the early voting center named below.

I certify that: (1) the contents listed above have been packed for a polling place; (2) the process adopted by the local board of elections for verifying the contents of the supplies has been followed; and (3) documentation is available to show that the verification of polling place supplies was performed.

3-2 of _____
Precinct # of precincts selected

Mary E Walker 6/17/22
Board member signature

Jan G Spake 6/17/2022
Board member signature

¹ A local board may choose to send provisional ballots with the regular ballot supply or send provisional ballots separate from the regular ballot supply.

State of Maryland

Voting Supplies: Checklist & Certification for Early Voting

Instructions: This document lists the critical voting supplies for early voting. Each local board of elections may supplement this list with critical supplies not currently listed but needed for local procedures. After the supplies are packed, instruct two board members who verified the contents in accordance with the local board's verification plan to sign the certification below. Please email signed form to maryann.mogavero@maryland.gov.

General Supplies

- Election judges' forms
- Challenger & Watcher Manual
- Challenger & Watcher opening & closing summaries
- Instructions for overnight storage
- Yellow mail-in ballot bags

Ballots for Regular Voting

- Pre-printed ballots
- Blank ballot activation cards
- Privacy sleeves
- Magnifiers

Voting Unit & Electronic Pollbook Supplies

- Blue ballot transfer bins
- Accessibility kit: Headset, cable, & magnifiers
- Power cords, network cables & surge protectors
- Routers, modems, antennas & switches
- UPS units
- Paper rolls for electronic pollbook printers
- Keys (voting equipment and ballot bins)
- Tamper tape & seals
- Scissors or other device to open seals

Provisional Voting

- Regular provisional ballot applications
- Special provisional ballot applications
- Provisional ballots¹
- Provisional voting forms for election judges
- Orange provisional ballot bag
- Sign: Provisional Voting
- Orange privacy sleeves
- Magnifiers
- Sealable container for overnight storing of supplies
- Supply envelope for returning supplies
- Envelopes for spoiled ballots¹ & provisional VACs
- Seals for container and orange bag after polls close

Polling Place Signs

- Identification Requirements
- Warning: Tampering with the voting unit
- How to Mark a Ballot by Hand
- How to Use a Ballot Marking Device
- Voters Needing Assistance
- Voting Rights in Maryland
- Voting Times for the Election
- No Electioneering & accessibility signs
- Text of ballot questions (general election only)
- List of write-in candidates (general election only)
- How to Write-in a Candidate Using the BMD (general election only)

Extended Hours

- Extended hours envelopes
- Provisional ballot applications marked with an "E"
- Election Judges' Manual: Appendix 1 – Extended Voting Hours
- Extended hours instructions for election judges

Contingency Back-up Plans

Electronic Pollbook Back-up Plan

- Counties with more than 1 early voting center: computer(s) with pollbook emulator software and searchable list of registered voters
- Counties with 1 early voting center: computer(s) with pollbook emulator and searchable list of registered voters OR paper precinct register
- Blank voter authority cards (VACs)
- Electronic Pollbook Back-up Plan* – Instructions
- Affirmations of Residency for Inactive Voters

Ballot Marking Device Back-up Plan

- Pens
- Return Passes
- LBE contact information for complaints about inoperable BMD
- Ballot receptacle if emergency compartment is full
- Ballot Marking Device Back-up Plan* – Instructions
- Flier with other voting options

Voting System (DS 200 Scanner) Back-up Plan

- Voting Unit Back-up Plan* – Instructions for judges
- Ballot receptacle if emergency compartment is full
- Flier with other voting options
- Envelope for Voter Authority Cards

Please complete and sign for the early voting center named below.

I certify that: (1) the contents listed above have been packed for early voting; (2) the process adopted by the local board of elections for verifying the contents of the supplies has been followed; and (3) documentation is available to show that the verification of early voting supplies was performed.

Early Voting Center and County

Jane L. Spahr 6/17/2022

Board member signature

MaryEll Walker 6/17/22

Board member signature

¹ A local board may choose to send provisional ballots with the regular ballot supply or send provisional ballots separate from the regular ballot supply.

Precinct Voter Counts Report

	Precinct : All Status : Active Inactive Pending Status Reason: All Split : All									
	TOTAL	DEM	REP	GRN	LIB	WCP	UNA	OTHERS		
PRECINCT 01001	1740	412	952	1	6	2	355	12		
PRECINCT 02001	3499	1043	1674	4	19	4	728	27		
PRECINCT 03002	7304	2135	3643	6	32	5	1436	47		
PRECINCT 04001	3082	851	1528	3	22	1	649	28		
PRECINCT 04002	6494	1932	3057	17	41	3	1379	65		
PRECINCT 04003	4752	1206	2405	6	28	1	1073	33		
PRECINCT 04006	2774	661	1443	3	19	3	627	18		
PRECINCT 05001	2093	620	1041	1	9	2	403	17		
PRECINCT 05002	5323	1614	2537	4	36	4	1087	41		
PRECINCT 06001	1928	421	1112	2	13	2	358	20		
PRECINCT 07001	2147	689	951	3	15	2	470	17		
Grand Total	41136	11584	20343	50	240	29	8565	325		