

Queen Anne's County Board of Canvassers
 110 Vincit St Centreville, MD 21617

April 22, 2024- Pre-Mail-in Ballot Canvass

ATTENDEES

Board of Canvassers:

Name	Position	Party
Jane Sparks	Member	Republican
Marion Grier	Member	Democrat
Bill Stoops	Board Vice President	Republican
Mary Walker	Board President	Democrat

Board of Canvassers Absent:

Name	Position	Party
Dorotheann Sadusky	Secretary	Democrat

LBE Staff (in person):

Name	Position
Chrissy Jones	Director
Kim Spence	Deputy Director
Jena Anthony	Election Program Specialist I
Erin Fee	Election Program Specialist I
Kelly Eichelberger	Election Program Assistant II
Colby Martin	Election Program Specialist II
Kyle Durham	Election Program Assistant I
Lindsay Guiberson	County Tech
Jim Campbell	County Tech

Public

Name	Organization (if applicable)
None	

All canvassing teams, duplicating team members, and ballot scanner operating team members in attendance are listed under the Canvass Participants section below.

DECLARATION OF QUORUM PRESENT

The meeting of the Board of Canvassers began at 10:00 am on April 22, 2024 at 110 Vincit St, Centreville, MD 21617. There was a quorum of the Board of Canvassers, and at least one

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member of the Board of Canvassers who is a registered voter of the principal minority party was present.

RECONVENING THE MEETING

The mail-in ballot canvass was reconvened on May 16, 2024 at 10:00am. A quorum of the Board of Canvassers was present.

CONFIRMATION OF OATH

Katherine Hager, the Clerk of the Court for Queen Anne's County, administered and recorded the oath of each member of the Board of Canvassers on April 16, 2024. Substitute members of the Board of Elections were also sworn-in on the same day.

ELECTION OF OFFICERS

Jane Sparks made a motion that Marion Grier serve as Chairman of the Board of Canvassers. Mary Walker seconded the motion, which was passed unanimously. Bill Stoops made a motion that Jane Sparks serve as Secretary for the Board of Canvassers. Mary Walker seconded the motion, which passed unanimously.

PUBLIC NOTICE OF CANVASS

Christine Jones noted that public notice of the mail-in ballot canvass was provided and that the notice was provided by mail, on our website and posted for public view.

VERIFICATION OF THE SCANNING UNITS

Christine Jones presented documents to the Board of Canvassers showing that the ballot scanners being used in the canvass successfully passed Logic and Accuracy Testing on April 8, 2024. Christine Jones reported that the memory sticks created for this canvass were placed in the ballot scanners and sealed. Christine Jones provided the Board of Canvassers with the results from the Logic and Accuracy Testing. Christine Jones noted the Ballot Scanner Serial Numbers and Seal Numbers from the Logic and Accuracy Testing documentation for each ballot scanner being used in the canvass.

Colby Martin verified that the seals on the ballot scanners were intact and recorded the scanner's serial number and seal number on the Scanning Unit Opening Integrity Report. Colby Martin noted that the ballot scanner's serial numbers and seal numbers from Logic and Accuracy Testing matched the ballot scanner's serial numbers and seal numbers before the canvass began.

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The Board of Canvassers confirmed that the counts on the ballot scanners were zero. Christine Jones posted one copy of the Zero Report from the ballot scanners on the wall in the conference room. Colby Martin printed a second copy of the Zero Report, which remained attached to the ballot scanners. At the direction of the Board of Canvassers, Christine Jones and Mary Walker signed the Zero Report attached to the ballot scanners. Christine Jones also confirmed that the ballot boxes were empty.

A copy of the *Scanning Unit Opening Integrity Report* is attached to the minutes.

CANVASSING OF BALLOTS

Overview of Canvass Process

Christine Jones explained the rules concerning public observation of the canvass. Christine Jones provided an overview of the canvassing process and noted that the rules were posted in the canvass room. Ballots were distributed to the ballot processing canvassing teams in batches. Each canvassing team reviewed the envelope first to determine whether it was timely received.

For timely received ballots, each canvassing team determined whether the voter signed the oath. After verifying that the oath is signed, each canvassing team opened the envelopes. With the envelope face down, each canvassing team removed the ballot, taking care that the envelope stays face down. After removing all of the ballots in the batch, the ballot envelopes were set aside. Each canvassing team reviewed the ballots for compliance and tabulating acceptability.

Web delivered ballots were duplicated by a bi-partisan ballot duplication team and verified for accuracy.

Ballots that were untimely or otherwise not in compliance were placed in a folder/envelope, with the canvassing team's number, or other information identifying the canvassing team to which the ballot belonged, and the reason for the referral written on the envelope. The envelope with the ballots inside was referred to the Board of Canvassers for later review.

Those timely ballots that were in compliance and could be read by the ballot scanner were referred to the Board of Canvassers for acceptance.

The Board of Canvassers ruled on whether to accept or unanimously reject the referred ballots.

Christine Jones explained the process to provide information to the Board of Canvassers or challenged a decision of the Board.

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Canvass Participants

Canvasser	Names of Ballot Processing Canvassing Teams
Team #1	Erin Fee and Jane Sparks
Team #2	Kyle Durham and Mary Walker
Team #3	Kelly Eichelberger and Marion Grier
Team #4	
Team #5	
Team #6	

Team	Names of Bi-Partisan Duplicating Team Members
Team #1	Jena Anthony and Lindsay Guiberson
Team #2	

Team	Names of Ballot Scanner Operating Team
Team #1	Colby Martin and Jim Campbell
Team #2	

Canvassing of Ballots

Jane Sparks made a motion to accept and approve the opening and tabulation of the ballots. Bill Stoops seconded the motion, and the motion passed unanimously.

Canvass Closing

Shutting Down Scanners

After scanning all accepted mail-in ballots, Colby Martin verified the total public count matched the amount of ballots canvassed, locked the ballot scanners and shut them down without printing results.

A copy of the *Scanning Unit Closing Integrity Report* is attached to the minutes.

DAILY CANVASSING STATISTICS

Mail-In Ballot Canvass Statistics- Day 1	Number of Ballots
Total Ballots Presented	500
Accepted Ballots	500
Rejected Ballots	0
Ballots held over by the Board of Canvassers (if applicable)	N/A

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RECESS

The canvass recessed at 11:20am and will reconvene on May 16, 2024 at 10:00 am. Colby Martin recorded the public count, turned the scanners off, and affixed a seal.