

**Memorandum of Understanding Between the Anne Arundel County Board of Elections,
and the City of Annapolis Regarding the City of Annapolis 2019 Special Primary and
General Elections (Ward 6)**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into this 22 day of MAY, 2019 by and among the Anne Arundel County Board of Elections (the “BOE”) and the City of Annapolis, a municipal corporation of the State of Maryland (the “City”).

WHEREAS, the City has determined a need for assistance with conducting its 2019 Special Primary and General Elections for Ward 6 (the “2019 Special Elections”); and

WHEREAS, pursuant to § 4.08.030 of the Annapolis City Code, the City Council may contract with the BOE to administer any election conducted under the provisions of this chapter; and

WHEREAS, the City has requested that the BOE provide assistance to the City for the 2019 Special Elections; and

WHEREAS, the Maryland State Board of Elections (the “SBE”) has created the “State Board of Elections Municipal Election Information” document that provides minimum requirements to protect the condition and integrity of the voting equipment a copy of which is attached hereto as Exhibit A (the “Municipal Information Document”).

NOW, THEREFORE, in consideration of these premises and the terms set forth below, and for other good and valuable consideration, the receipt and sufficiency of which the BOE and the City acknowledge, the BOE and the City hereby agree as follows:

1. BOE’s General Responsibilities

- a. The BOE shall provide the City with access to and use of voting units, ballot marking devices, pollbooks and pollbook printers, and any other equipment as identified on Exhibit B attached hereto (the “Voting Infrastructure”) for the period May 2, 2019 through August 12, 2019. The BOE, in cooperation with the City, shall secure and control possession of all Voting Infrastructure (including any time during which a hired vendor is transporting such Voting Infrastructure) and on the day of the Special Primary Election, June 4, 2019 and the day of Special General Election, July 2, 2019.
- b. The BOE shall assist the City with identifying and securing the use of polling places within the boundaries of Ward 6 of the City for use in the 2019 Special Elections. The City will have the final decision as to the polling places.
- c. The BOE shall provide the City with:
 - (1) Election Judges to staff the polling places and operate the Voting Infrastructure on the day of Special Primary Election, June 4, 2019 and the day of Special General Election, July 2, 2019. The BOE will have the final decision as to appropriate staffing levels for each polling place.
 - (2) Staff to act as Emergency and At-Large Judges, as may be required by the City.

- (3) Voting System staff to prepare the Voting Infrastructure.
 - (4) Administrative staff to perform the following:
 - (a) Voter registration transactions;
 - (b) Mail absentee ballots, as approved by the City, to those voters who request it;
 - (c) Recruit, hire, and train Election Judges, including training of a mutually agreed to security plan as part of Chief Judge Training (Ward Leaders); and
 - (d) Review ballot specimens, applications and other election documents, and present dispositions to the City for approval.
 - (5) Canvassing staff to perform the following:
 - (a) Assist the City with the conduct of the absentee ballot and provisional ballot canvasses at a mutually agreed upon location; and
 - (b) Assist the City with the conduct of a recount, as applicable, at a mutually agreed upon location.
- d. The BOE shall provide assistance to the City for the 2019 Special Elections, in compliance with all election provisions of the City of Annapolis Charter and Code, as may be amended from time to time. The specific election responsibilities of the BOE under this MOU are identified on Exhibit C attached hereto (the "Roles and Responsibilities").
- e. The BOE shall provide the following courier services for the purpose of transporting absentee ballot documents to the BOE:
- (1) Daily between a post office box created by the City and the BOE at the Annapolis Post Office, 60 West Street, Annapolis, Maryland; and
 - (2) As needed, between the City Office of the City Clerk and the BOE.
- f. The BOE shall submit an invoice to the City's points of contact within thirty (30) calendar days from the conclusion of the City's 2019 Special General Election, including any applicable recount, which shall reflect all costs, expenses and staff time incurred by the BOE in performing its Roles and Responsibilities under this MOU, including hiring and training of Election Judges. The City may ask the BOE to provide reasonable supporting documentation related to any such costs, expenses or staff time.
- g. If the BOE should require the City to provide any additional materials and/or services to the BOE for purposes of the Roles and Responsibilities, the BOE shall make a written request to the City's point of contact to that effect with a detailed list of materials and/or services needed, and a brief justification as to why just materials and/or services are required for the 2019 Special Elections.
- h. The BOE shall assist the City in arranging for the provision of all power and telecommunications services necessary for proper operation of the Voting Infrastructure, at the City's cost.
- i. The BOE's points of contact for all purposes related to this MOU are Joseph Torre, 410-222-0407 (E-Mail: joseph.torre@maryland.gov) and David Garreis, 410-222-0405 (E-Mail: david.garreis@maryland.gov).

2. City's General Responsibilities

- a. The City shall provide the BOE with a detailed election calendar complying in all respects with the Annapolis City Charter and Code. A copy of the Election Calendar, as mutually revised from time to time by the parties, shall be attached hereto as Exhibit D (the "Election Calendar").
- b. The City shall delegate to the BOE all right and authority to perform those election tasks as identified in the Roles and Responsibilities in compliance with the guidelines established in the Municipal Information Document approved by SBE. The specific election responsibilities be performed by the City under this MOU are identified on Exhibit C attached hereto (the "Roles and Responsibilities").
- c. Upon receipt of the invoice specified in Section 1(f), the City shall reimburse the BOE for all costs incurred by the BOE in providing assistance to the City pursuant to the terms of this MOU, including but not limited to staff costs (including all applicable payroll taxes and benefit expenses) and all materials required to provide such assistance. The parties acknowledge that such costs shall include election preparation activities and post-election activities, such as post-election maintenance of the Voting Infrastructure, as set forth in the Roles and Responsibilities (Exhibit C). Such payment shall be made no later than October 15, 2019. The City reserves the right to request such detail and additional information supporting the charges contained in the invoice as the City, in its discretion, deems appropriate and the BOE shall promptly provide the same.
- d. The City shall provide the BOE with a list of all current precinct polling place locations, addresses, ADA surveys, and points of contact to assist with the BOE's efforts to identify and secure the use of polling places.
- e. Despite the fact that the BOE shall be responsible for securing and controlling possession of all Voting Infrastructure during the 2019 Special Elections in accordance with Section 1(a), and subject the limitations specified in Section 2(h) below, the City shall be liable for any loss or damage to the Voting Infrastructure at all times when the Voting Infrastructure is on City property or at an agreed upon polling place.
- f. The City shall ensure the provision of all power and telecommunications services necessary for proper operation of the Voting Infrastructure at its own cost.
- g. Approve all ballot specimens, applications and other election documents presented to the City by the BOE in a timely manner.
- h. To the extent permitted by the laws of the State of Maryland, existing appropriations and/or available insurance coverage, and expressly subject to provisions of Section 5-301 *et seq.* of the Courts and Judicial Proceedings Article of the Annotated Code of Maryland, also known as the Local Government Tort Claims Act, the City shall indemnify and hold harmless the BOE and the SBE against any and all liability for any suits, actions or claims of any character arising from or relating to the actions under this MOU. The City shall not be liable for any negligent acts or omissions by the BOE.
- i. The City shall procure and/or pay for the following items at its own cost and expense, which

costs are not included in the cost estimate contained in Section 1(f) above:

- (1) Printing costs for all ballots, including specimen, absentee, provisional and regular ballots;
 - (2) Those additional materials and/or services, as identified by the BOE pursuant to Section 1(g);
 - (3) An SBE-approved vendor to deliver the Voting Infrastructure to the precincts and to return all Voting Infrastructure to the BOE after the 2019 Special Elections;
 - (4) All rental fees required for election day precinct polling places;
 - (5) A post office box at the Annapolis Post Office, 60 West Street, Annapolis, Maryland;
 - (6) Voting Infrastructure support from SBE and an SBE authorized voting system vendor; and
 - (7) Election and/or At-Large Judges as required by the City.
- j. The City shall maintain a separate account from which the payment of all expenses incurred for the 2019 Special Elections shall be made.
- k. The City shall pay for the services provided by all Election Judges for the 2019 Special Elections, and such Election Judges shall be considered contractors of the City only. Any costs to recruit, hire or train Election Judges may be included in the BOE's invoice pursuant to Section 1(f).
- l. The City's points of contact for all purposes related to this MOU are City Clerk Regina Watkins-Eldridge, 410-263-7942 (E-Mail: RCEldridge@annapolis.gov) and BOSE Chair Clifford O. Myers, 410-703-1673 (E-Mail: elections@annapolis.gov).
3. Cooperative Roles and Responsibilities
- a. The City and the BOE shall cooperate with each other in connection with their respective Roles and Responsibilities as set forth on Exhibit C attached hereto (the "Roles and Responsibilities").
 - b. The Information Technology Departments of the SBE, the BOE and the City shall coordinate to provide electronic unofficial election night results by precinct to the City for the 2017 Elections.
4. Miscellaneous
- a. The City and the BOE acknowledge that this MOU constitutes a valid agreement between the parties based on adequate and sufficient consideration, and that it is signed by persons who have authority to commit their respective jurisdictions or agencies, and that it is binding and enforceable against both jurisdictions.
 - b. This MOU sets forth the entire understanding among the parties as of the date this MOU has been fully executed by all parties relative to the subject matter hereof. No representation, promise or condition, whether oral or written, not incorporated herein shall be binding upon any party to this MOU. This MOU shall not be waived, amended or modified except in writing and signed by the authorized representative(s) of all parties.

- c. The recitals (WHEREAS clauses) are incorporated into this MOU.
- d. Whenever the concurrence or approval of the City and the BOE is required, such concurrence or approval shall not be unreasonably withheld, conditioned or delayed, and the City and the BOE agree to cooperate with each other to accomplish the terms and conditions of this MOU.
- e. Nothing contained in this MOU shall be construed to constitute the City or the BOE as an agent, representative or employee of any of the other parties hereto. Nor shall anything contained in this MOU be construed in any manner to create any relationship between the City and the BOE other than what is expressly specified herein, and the City the BOE shall not be considered partners or co-venturers for any purpose on account of this MOU.
- f. Any notice required to be delivered shall be deemed to have been received when the notice has been sent by certified mail, return receipt, overnight carrier, or hand delivered with signed receipt to the following addresses:

To the City: City Manager
 160 Duke of Gloucester Street
 Annapolis, Maryland 21401

with a copy to: City Clerk
 160 Duke of Gloucester Street
 Annapolis, Maryland 21401

To the BOE: Election Director
 Anne Arundel County Board of Elections
 6740 Baymeadow Drive
 Glen Burnie, Maryland 21060-0490

with a copy to: James C. Praley
 Board Attorney
 7419 Baltimore Annapolis Boulevard
 Glen Burnie, Maryland 21061

- g. Any action arising out of or in any way related to this MOU shall be brought exclusively in a court of competent jurisdiction located in Anne Arundel County, Maryland.
- h. Except as otherwise specified in this MOU, each party to this MOU shall be solely responsible for any and all costs and expenses incurred in order to accomplish its responsibilities under this MOU, and each party shall obtain all necessary approvals and/or appropriations from its governing bodies and/or executive officers in order to accomplish such responsibilities in a timely manner.
- i. Each party to this MOU shall be solely responsible for providing any and all labor that may be necessary to accomplish its responsibilities under this MOU, whether through employees, agents, contractors, volunteers and/or other third parties.

IN WITNESS WHEREOF, the parties have executed this MOU the day and year first written above.

CITY OF ANNAPOLIS

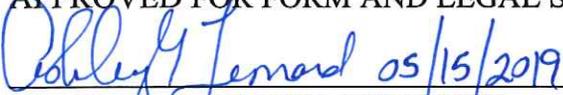

Regina C. Watkins-Eldridge, MMC,
City Clerk

By: 
Gavin Buckley, Mayor Date

APPROVED FOR SUFFICIENT APPROPRIATIONS
AND AVAILABILITY OF FUNDS:

 5/20/19 -
Joanna D. Dickinson, Director up to \$50,000
Finance Department
Source of Funds: 01160-530800

APPROVED FOR FORM AND LEGAL SUFFICIENCY:

 05/15/2019
OFFICE OF THE CITY ATTORNEY

ANNE ARUNDEL COUNTY BOARD OF ELECTIONS


Joseph A. Torre, Election Director

State Board of Elections

Municipal Election Information

Maryland State Board of Elections



February 2017
Version 3.0



Maryland State Board of Elections
Municipal Election Information

Version 3.0

DISCLAIMER
CONFIDENTIAL

This document contains sensitive material that may compromise the operation and security of your system. Only the Maryland State Board of Elections (SBE), its subsidiaries, and entities may possess or use this material. Unauthorized possession or use is illegal and is punishable by fine and/or imprisonment.



Version History

Revision	Description	Name, Date
0.1	Initial Document	DESI, Date unknown
0.2	SBE and DESI updates	DESI, Date unknown
0.3	Updated letter from State Administrator and adopted document as SBE driven	T. Robinson, 09/17/2007
0.4	Removed references to DESI	T. Robinson, 09/19/2007
0.5	Updated document following new document control guidelines set by SBE	T. Robinson, 10/17/2007
0.6 – 0.7	Changed references to voting equipment vendor making document Premier Election Solutions, Inc. specific; updated formatting	T. Robinson, 03/03/2008
0.8	Updated by EDS PMO Team	T. Robinson, 03/07/2008
0.9	Accepted updates	T. Robinson, 03/08/2008
0.10	Updated screen shots & incorporated revisions from Premier Election Solutions, Inc.	T. Robinson, 03/28/2008
0.11	Updated electronic pollbook information from SBE EPB Project Manager and Premier Election Solutions Project Manager	T. Robinson, 04/08/2008
0.12	Additional revisions from Premier Election Solutions, Project Manager, and EDS PMO; SBE approval of electronic pollbook pricing	T. Robinson, 04/10/2008
1.0	Final version 1.0	T. Robinson, 04/16/2008
2.0	Updates to reflect new VSSS contract	P. Aumayr, 01/12/2011
2.1	Updates to Transport Options	P. Pollinger 03/11/2011
2.2	Update to services provision, updating formatting	P. Aumayr 03/30/2011
2.3	Updated CIRDAN pricing	C. Burkhalter 07/03/12
2.3.1	Review document	S. Tulenko 07/10/12
2.4	Update to service provisions reflecting VSSS contracts	P. Aumayr 02/12/2013
2.5	Update municipal questionnaire to obtain additional information.	D. Gabbidon 11/12/13
3.0	Updated to reflect new NVSR voting system and delete all references to the Cirdan Group.	P. Thomas / P. Aumayr 2/1/2017



Table of Contents

MUNICIPAL ELECTION SUMMARY	8
Introduction	8
Ballot Production	10
Programming.....	10
Multiple Language Support	11
Audio Programming	11
Absentee and Provisional Ballots.....	11
Election Judge Training.....	12
Polling Place Site Survey	12
Pre-Election	12
USB Memory Drives.....	12
ExpressVote Ballot Marking Device (BMD) Preparation	12
DS200 Ballot Scanner Preparation	13
Ballot Marking Device, Ballot Scanner, and Peripheral Transportation	13
Electronic Pollbook Configuration (If Used)	13
Set-Up and Takedown	13
Election Support.....	14
Election Results	14
SITE SURVEY GUIDELINES	15
Tools Needed.....	15
Procedure.....	15
MUNICIPAL USAGE STANDARDS.....	16
Introduction	16
Use of Systems.....	17
Notice to SBE.....	17
Use Agreement Terms	17
Control of Used Property.....	18
Necessary Software and Instructional Materials.....	18
Transportation	19
Ballot Printing.....	19
Support.....	19



Training and Voter Education 19

System Counter 19

Intellectual Property 19

Insurance 20

Reporting 20

APPENDIX A –BALLOT SAMPLE 21

APPENDIX B - EXPRESSVOTE SAMPLE SCREENSHOT 22

APPENDIX C – MUNICIPAL ELECTION QUESTIONNAIRE 23

Key Dates 27

APPENDIX D – TRANSPORTATION REQUIREMENTS 30

Introduction 30

Delivery of Voting Equipment 30

Return of Voting Equipment..... 31

General 31

APPENDIX E - STATE BOARD OF ELECTIONS SERVICES 33

Electronic Pollbook Preparation 33

 Data Preparation Provided by SBE 33

Ballot Programming 34

 Ballot Programming Services Provided by SBE..... 34

APPENDIX F – BALLOT PRINTING..... 35

Ballot Printing 35

ExpressVote Ballot Activation Cards 35

STATE BOARD OF ELECTIONS

P.O. BOX 6486, ANNAPOLIS, MD 21401-0486 PHONE (410) 269-2840

David J. McManus, Chairman
Patrick J. Hogan, Vice Chairman
Michael R. Cogan
Kelley Howells
Gloria Lawlah



Linda H. Lamone
Administrator

Nikki Charlson
Deputy Administrator

February, 2017

Dear Municipality:

The Maryland State Board of Elections (SBE) welcomes your interest in using the voting system and electronic pollbooks used by the State of Maryland.

In this packet, you will find the following:

- [Municipal Election Summary](#)
- [Municipal Election Questionnaire](#)
- [Municipal Usage Standards](#)
- [Post-Election Summary Report](#)
- [SBE Services Cost Schedule](#)

Use of the voting system and electronic pollbooks for a Municipal Election must be coordinated through your local board of elections and must adhere to SBE voting system standards and processes. Section 9-105(b) of the Election Law Article of the *Annotated Code of Maryland* authorizes local boards of election to establish the terms, conditions, and costs of these user agreements.

The local board of elections will coordinate the contracting of services. The municipality is solely responsible for making arrangements with the local board of elections for use of the voting system, the electronic pollbooks, county facilities, and personnel.

Any agreement for the use of the State's voting system, electronic pollbooks, or for voting system related election services to be provided by the local board of elections, must be formalized in writing, signed, and provided to the SBE Voting System Director.

The Municipal Election Summary provides an overview of the voting system and election process guidelines approved by SBE. If you choose to deviate from these guidelines, SBE and the local board of elections cannot be held responsible for the performance of the voting system

Any municipality interested in using the voting equipment or electronic pollbooks from the local board of elections should complete the Municipal Election Questionnaire and forward it to the appropriate local Election Director.

The cost schedules include both minimum and itemized costs for various election services provided by SBE. Not all of the services listed are necessary to run a basic election. Costs for services provided by the local board of elections must be negotiated between the municipality and the local board of elections, and are NOT included in the cost schedule.

Finally, the *Municipal User Standards* provide minimum requirements to protect the condition and integrity of the voting equipment. Any user agreement must incorporate these standards, and must adhere to the terms and conditions of the contract between the voting system vendor and the State of Maryland.

If you have any further questions regarding this letter, please contact your local board of elections. Thank you.

Sincerely,

Linda H. Lamone
State Administrator
Maryland State Board of Elections



MUNICIPAL ELECTION SUMMARY

Introduction

The State of Maryland has in place a paper-based voting system for use in all jurisdictions across the State. The system includes DS200 ballot scanners, ExpressVote ballot marking devices (BMD) as well as ancillary equipment. The State also uses electronic pollbooks for voter eligibility verification and check-in.

Arrangements for municipal or other governmental or nongovernmental entities in each jurisdiction to use the voting system equipment must be coordinated through the local boards of elections (LBE) and must adhere to SBE voting system standards and processes. Election services must also be provided by the LBE. LBEs are not obligated to provide these services. See the attached letter from the State Administrator.

Voters are issued the correct paper ballot based on their verified address information and are shown to a voting booth. After marking their ballot, the voter inserts the voted ballot in the DS200 scanner for tabulation.

The DS200 ballot scanner scans paper ballots for tabulation of results. Scanners are used for regular in-person voting, absentee and provisional voting (if applicable). At the end of the election, results are tabulated and may be uploaded at the LBE into the ElectionWare system for more comprehensive results reporting.

The ExpressVote is a stand-alone ballot marking device (BMD). The BMD units include height-adjustable voting booths for voters with disabilities, the option of having the ballot in additional languages for non-English-speaking voters, and audio ballots for visually impaired voters. The ExpressVote unit does not tabulate votes. Instead, it marks the ballot for the voter, who then inserts the ballot into the DS200 scanner for tabulation with all other ballots cast in the polling place.

The DS200 ballot scanner and ExpressVote BMD are programmed for each polling place using the ElectionWare application, installed at the local boards of elections. At the end of the election, data from the ballot scanners may be uploaded to Election Results Manager (ERM) and Electionware, also at the local boards of elections, to provide comprehensive election results.

The State of Maryland uses the electronic pollbook in the precinct for the check-in of eligible voters. The electronic pollbook provides a rapid electronic look-up of the voter registration database and prints a Voter Authorization Card indicating the proper ballot that the voter is to receive. The voter verifies that the voter information is correct and signs this card.



The State of Maryland has implemented many security features for the voting system. The security rules apply to the care, control, and custody of the voting systems and must be adhered to by the Municipality.



Ballot Production

Programming

Ballot programming services for the voting system must be obtained through the Maryland State Board of Elections.

All ballot styles must be created in an election database in the ElectionWare application, which is installed in each LBE. Background checks must be performed on any individual who has access to the ElectionWare application in the LBE.

To ensure the accurate programming of the ballot database, a municipality must supply an electronic copy of contest information, candidate lists, referendum questions, and district/precinct data.

For ballot proofing, the municipality will receive an electronic copy of each ballot style, as well as screenshots of the ballot styles to be displayed on the ExpressVote BMD (if applicable). These electronic copies and screenshots may be delivered by e-mail, or may be shown and displayed at the LBE.

SBE requires that the municipality proofread and certify the paper ballot artwork as correct prior to printing of ballots. Note that the ballots for regular voting, absentee ballots and provisional ballots are all identical.

SBE recommends that the municipality use the paper ballot templates established by SBE. See Appendix A for an example.



Multiple Language Support

SBE does not require that municipal ballots be provided in any language other than English, but the Federal Voting Rights Act or other law may impose such a requirement. A municipality may also choose voluntarily to provide the ballot in languages other than English. If the municipality is required or elects to provide the ballot in additional languages, this will require translation services and additional programming services, which may be obtained from the LBE or independently.

If the municipality wishes to provide for translation itself or to contract with a vendor to provide translation services, it must obtain advance approval from SBE. The municipality must arrange for at least one local translator or "reader," approved by the LBE, to review the translation before certifying the ballot.

After ballot translation and review, each additional language must be programmed into the ballot database. Each additional language may add to the cost of programming by increasing the ballot text, number of contest headers as well as ballot styles.

SBE recommends that municipalities providing the ballot in non-English languages also supply voter materials and signs in those languages, and if possible, recruit election judges fluent in those languages to assist non-English speaking voters at the polls.

Audio Programming

The ExpressVote BMD provides the option of having audio available for visually-impaired voters. Voters listen to the ballot through headphones and mark their ballots unassisted by using a keypad to record their choices. Audio programming adds to the total cost of ballot programming.

The audio programming of the ballot content is synthesized. A municipality may supply the LBE or SBE with MP3 or WAV files of ballot content pronunciations to assist in the audio programming.

SBE requires that at least 30 days prior to the election the municipality proof and certify the audio ballot on the ExpressVote BMD for pronunciation and clarity.

Absentee and Provisional Ballots

Absentee and Provisional ballots are identical to regular ballots, and may be scanned using the same DS200 ballot scanners or with high-speed scanners in some local boards of elections.

Absentee instructions may be obtained from the LBE or independently. Absentee envelope printing may be obtained from any printer. SBE recommends that the municipality use absentee ballot, envelope, and instruction templates established by SBE and maintained by the LBE.



If the municipality intends to contract with Election Systems and Software for absentee ballots and printing, it must notify them at least 45 days before the election.

Election Judge Training

Election Judges must be trained. SBE strongly recommends that a municipality use the State's Election Judges' Manual and Quick Reference Guides (QRG) established by SBE and maintained by the local boards of elections.

Polling Place Site Survey

If a polling place site has not been used with this voting equipment, a site survey should be conducted. See the Site Survey Guidelines for site plan standards developed by SBE and the voting system vendor. Polling place site survey services may be obtained from the LBE or independently.

Pre-Election

USB Memory Drives

After the municipality certifies the content of the ballot database, USB memory drives are programmed with ballot content from the ElectionWare system at the LBE.

ExpressVote Ballot Marking Device (BMD) Preparation

ExpressVote BMD unit preparation services must be obtained from the LBE.

The ExpressVote BMD preparation services includes:

- Downloading the ballot data to the USB memory stick.
- Loading qualification data in to BMD.
- Inserting the programmed USB memory stick into BMD.
- Performing diagnostic testing on the BMD.
- Performing Logic & Accuracy testing on the BMD.
- Sealing the BMD prior to Election Day.



DS200 Ballot Scanner Preparation

The DS200 ballot scanner preparation services must be obtained from the LBE.

- Downloading the ballot data to the USB memory stick.
- Loading qualification data in to scanner.
- Inserting the programmed USB memory stick into scanner.
- Performing diagnostic testing on the BMD.
- Performing Logic & Accuracy testing using test decks on the scanner.
- Sealing the scanner prior to Election Day.

Ballot Marking Device, Ballot Scanner, and Peripheral Transportation

Transportation of voting equipment from the LBE to the polling places must be in accordance with the requirements shown in **Appendix D**. Voting equipment and peripherals may be transported by the local board or by a contractor.

Electronic Pollbook Configuration (If Used)

The electronic pollbook requires a specially formatted database. Voter data is extracted from the statewide voter registration system, and then converted to the electronic pollbook required format. After the election, log files are collected from the electronic pollbook Compact Flash (CF) cards and used to generate voter history files that are imported back into the voter registration system.

Electronic pollbook data preparation for municipal elections must be performed by SBE. Local boards of elections will be responsible for conducting the precinct register pull from the voter registration system, with assistance from the SBE Voter Registration Division, if necessary.

Set-Up and Takedown

Set-up and takedown services may be obtained from the LBE or independently.

Set-up occurs before the election and includes, but is not limited to, setting up voting booths, setting up and positioning the DS200, the ExpressVote BMD, and the electronic pollbooks. Instructions for setup is included in the election judge manual and QRG. The polling place must be setup according to the site survey, provided by the Municipality.

Takedown occurs after the closing of the polls.



Election Support

Election support services may be obtained from the LBE.

For any election larger than 10 precincts, SBE recommends one Election Field Support Technician for every 10 - 15 precincts.

Election Results

Precinct totals can be printed from the DS200 ballot scanner for tabulation for a single precinct.

For more complete reporting, precinct results on USB memory sticks will be physically transported to the LBE for upload into the ElectionWare system. The ElectionWare system offers a variety of election reports.



SITE SURVEY GUIDELINES

Prior to delivery and setup of the precinct, a site survey should be conducted by the municipality. The site survey is necessary to determine if the site is suitable to be used as a precinct and capture necessary information for the election judges and voters.

Tools Needed

- Site survey sheet
- Measuring tape
- Number of voting units assigned to the polling place
- Camera (if available)
- Notepad
- Circuit Tester

Procedure

- Generate a polling site survey sheet with the polling site name, address, phone number, description of the polling place, contact name and phone number.
- Contact polling site to confirm contact information
- Inform polling site of the day and time you intend to perform site survey.
- Arrive at polling site with tools listed above.
- Sketch an outline of the polling site with dimensions.
- Identify power outlets, light switches, windows, doors, and handicapped access points.
- Test power outlets, switches, and other key items to evaluate functionality.
- SBE recommends that ExpressVote BMD units are plugged into grounded outlets.
- Determine whether power strips, and extension cords, will be needed based on your layout.
- Add any personal comments and suggestions.
- Attach all photographs and sketches.
- Provide election judges with copies of site survey and layout.



MUNICIPAL USAGE STANDARDS

Introduction

In accordance with Section 9-101 of the Election Law Article of the *Annotated Code of Maryland*, the State Board of Elections (SBE) has certified a uniform voting system for use in polling places throughout the State and a uniform voting system for absentee voting. SBE has also adopted regulations (Regulation 33.10.01 in the Code of Maryland Regulations) relating to each uniform voting system and the use of each system for elections conducted under the Election Law Article.

All hardware and software components of each uniform system are controlled by the State. Section 9-105(b) of the Election Law Article of the *Annotated Code of Maryland*, however, permits the local boards of elections, designated as the using entity, to use the components to any governmental or nongovernmental entity within the jurisdiction, on terms and conditions determined by the local boards of elections, as long as the local boards of elections promptly pay over any usage proceeds to the local governing body.

Within the legal framework established by these provisions of the Election Law Article, SBE is hereby establishing minimum *Municipal Usage Standards* that must be included in any use of State-controlled voting system components to a municipal corporation or other governmental or nongovernmental entity. As long as these minimum *Municipal Usage Standards* are met and the State's interest in the systems is protected, a LBE is free to set additional terms and conditions, as long as the locally set requirements are not inconsistent with these Standards or the law and contractual provisions under which the State has acquired the systems. In addition, as noted above, §9-105(b) (3) of the Election Law Article mandates that the LBE pay over any usage proceeds to the local governing body.

Neither these standards, nor the fact that State-controlled voting system components may have been used, may be construed to make the State, SBE, or a LBE responsible for any election conducted by a municipal corporation or other governmental or nongovernmental entity under authority other than the Election Law Article.



Use of Systems

A Municipality may use system components only for election purposes. A Municipality may not use system components for early or curbside voting or at any location other than a regular election office or Election Day polling place, except with the expressed and advance approval of SBE.

Notice to SBE

The LBE must notify the SBE Voting System Director of any use of voting system components within one business day, and must provide the SBE Voting System Director with a copy of a written usage agreement.

Use Agreement Terms

The usage agreement between the LBE and any Municipality must specify:

- The name of the Municipality single point of contact for purposes of the use agreement and the use of the components;
- The location where each piece of hardware will be located, the hours when that location will be available for the voting equipment vendor or LBE to deliver or remove, or for State inspection of the hardware, the security measures that will be taken to ensure appropriate access to and to prevent unauthorized access to the hardware, and inventory control procedures for all used components;
- The number of each system component to be used, including any equipment to make voting units accessible to the disabled and any demonstration or back-up components; and
- The schedule for delivery and return of system components, which may not conflict with the use of those components for any election conducted under the Election Law Article. The schedule should take into account the need to program voting units, set-up and test all equipment, and conduct any post-election reporting, testing, and recounts.



The use agreement must also contain the following:

- Provisions making the agreement subject to Maryland law and making Title 22, Maryland Uniform Computer Information Transactions Act, of the Commercial Law Article of the Annotated Code of Maryland, inapplicable;
- Acknowledgment that the State is not responsible for the administration or supervision of, or for any costs associated with conducting, an election not governed by the Election Law Article;
- Requirement that the Municipality provide all power necessary for proper operation of those components being used;
- An indemnification provision, under which the Municipality agrees to indemnify both the LBE and the State against liability for any suits, actions, or claims of any character arising from or relating to the use of system components by the Municipality; and
- A provision allowing the State to have reasonable access to the used components at any time for the purpose of inspecting the components and protecting the State's ownership interest.

Control of Used Property

The Municipality must maintain control of all used components from the time of delivery until the time of release. The Municipality shall not make the components or any of them available to any other person or entity.

Necessary Software and Instructional Materials

When a LBE permits the use of the ExpressVote BMD, the DS200 ballot scanner or both, the LBE must also contract for ElectionWare services, at a minimum for creating the election database. The LBE must provide the Municipality with appropriate manuals and other instructional materials to enable the Municipality to conduct an election.



Transportation

The Municipality must either contract for transportation or have the LBE transport voting equipment from the LBE storage location to polling place and back. The contractor shall be responsible for loss of or damage to the voting equipment while they are within contractor's control, and the Municipality shall be responsible for loss or damage while the components are within the Municipality control.

Ballot Printing

Ballots, including test decks, must be printed by SBE's printing vendor, Election Systems & Software or by the LBE. Printers must be notified no later than 45 days prior to the election, and ballot artwork must be submitted to the printers no later than 30 days prior to the election.

Support

The Municipality may need pre-election, Election Day, or post-election support, and in producing of ballots in languages other than English. The Municipality shall contract to obtain this support from the LBE on terms acceptable to the LBE. If the Municipality elects to obtain these services from any other sources, however, that source must be approved in advance by SBE and the LBE.

Training and Voter Education

The Municipality must arrange for adequate training of election officials and election judges and for appropriate voter education and instructions, and must describe to the satisfaction of the LBE how these will be accomplished. An Election Judges' Training Manual is available from the LBE.

System Counter

The Municipality shall keep a record of and report to the LBE the protected counter totals on all equipment when received and when released.

Intellectual Property

The Municipality must acknowledge and respect the intellectual property rights of Election Systems and Software, Inc. in the system components used in the State. The Municipality may not make any use of those components or of documents and materials generated through the use of the components that the State would not be permitted to make under the contract between SBE and Election Systems and Software, Inc.



Insurance

The Municipality must provide property and casualty insurance, through a company licensed to do business in Maryland, with limits sufficient to replace any system components destroyed, damaged, lost, or stolen while they are in the custody of the Municipality. The State of Maryland and Election Systems and Software must be named as an additional insured on any policy providing this insurance, and the lessee must provide to the LBE, for transmission to SBE, certificates evidencing the required coverage.

Reporting

The LBE must file a written report with SBE within 15 days after any election conducted by a Municipality, detailing any problems, by voting equipment component, that were encountered in using the voting equipment components.

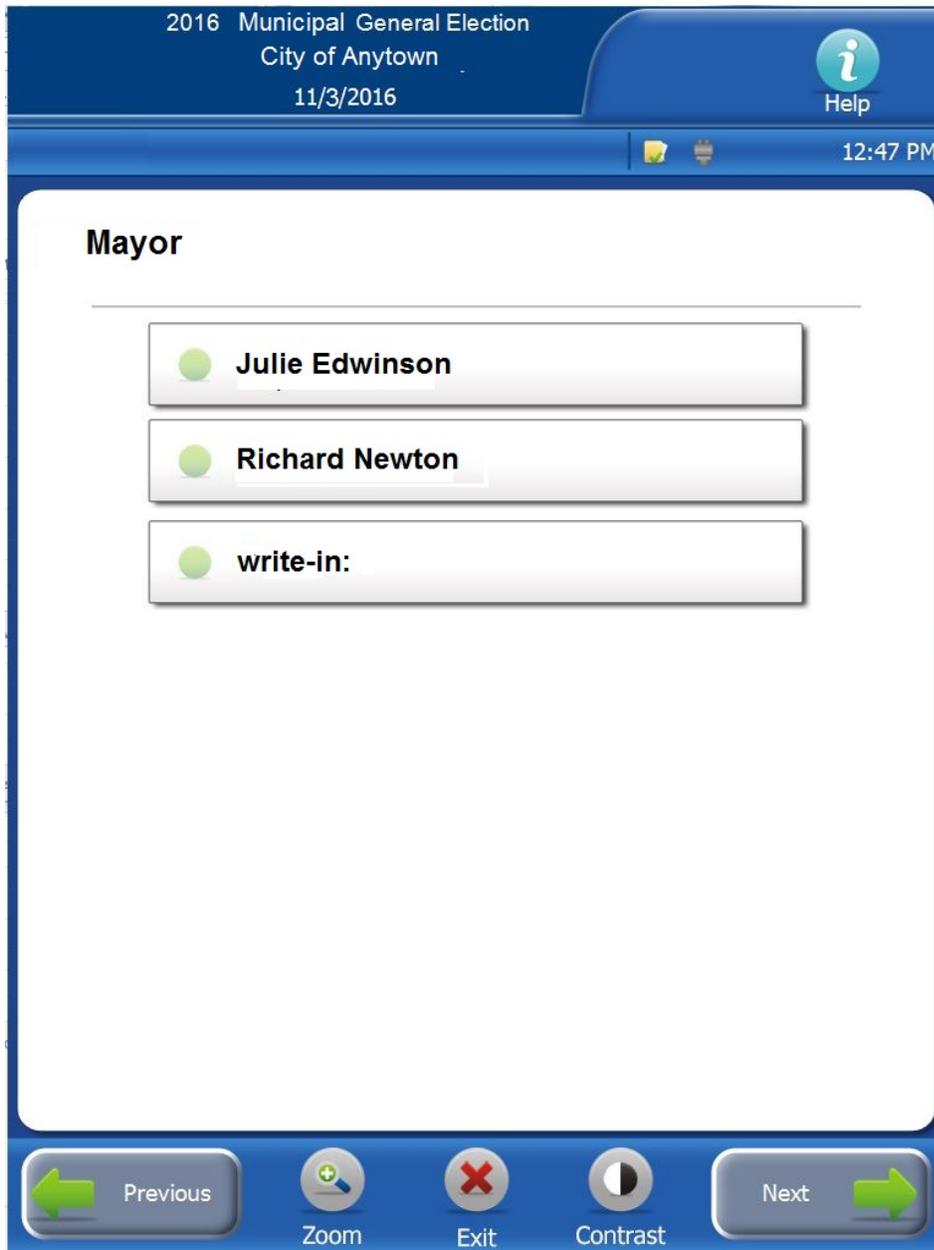


APPENDIX A –BALLOT SAMPLE

11 Official Ballot City of Anytown Municipal Election November 3, 2016 State of Maryland, Any County		BS NON 1
21 Instructions Making Selections  <p>40 41 42 Fill in the oval to the left of the name of your choice. You must blacken the oval completely, and do not make any marks outside of the oval. You do not have to vote in every race.</p> <p>43</p> <p>!</p> <p>51 Do not cross out or erase, or your vote may not count. If you make a mistake or a stray mark, you may ask for a new ballot.</p>	Mayor Vote for 1 <input type="radio"/> Julie Edwinson <input type="radio"/> Richard Newton <input type="radio"/> or write-in _____	City Council Vote for up to 2 <input type="radio"/> Bridget Nantwich <input type="radio"/> David Parkin <input type="radio"/> Michael Williams <input type="radio"/> Michael Wu <input type="radio"/> or write-in _____ <input type="radio"/> or write-in _____
		End of Ballot !



APPENDIX B - EXPRESSVOTE SAMPLE SCREENSHOT





APPENDIX C – MUNICIPAL ELECTION QUESTIONNAIRE

Note that this questionnaire must be completed and submitted to the LBE at least 60 days prior to the election.

Municipality Details

Today's Date: _____

Municipality: _____

County: _____

Election Title: _____

Primary Election Date: _____

General Election Date: _____

Municipality Contact: _____

Title: _____

Phone: _____

Ext: _____

Cell: _____

Email: _____

Municipality Mailing Address: _____

Election Structure

of Jurisdictional Districts: _____

Total # of Precincts: _____

Total number of Contests: _____

of Primary Parties: _____

Are Write-In votes permitted? _____

What are your Districts labeled: _____

What is the top level Precinct with voters: (i.e. city, ward,): _____



What state precinct lines are included in your election: _____

Do you plan on using an ElectionWare database? (circle one) Yes No

Do you plan on using ExpressVote(s)? (circle one) Yes No

Do you plan on using DS200(s)? (circle one) Yes No

What date will the final ElectionWare database be required? _____

Estimated number of Ballot Styles: _____ Estimated Voter Turnout: _____

Number of split precincts: _____

Number of ExpressVotes needed: _____

Number of registered voters: _____

Number of DS200s needed: _____

Number of privacy booths needed: _____

Number of test decks needed: _____

MDVOTERS

** The LBE must create an election in MDVOTERS , the ballot structure, and race structure must be entered, and the current precinct must be associated with all ballot styles. If the ballot styles have not been finalized it doesn't matter if the numbers change. The structure is more important** This information must be received no later than 60 days before the election.

Partisan or Non-Partisan Election (Primary only): _____

Will there be Early Voting (must be approved by SBE)? Yes No

If Yes, what are the dates? _____

Is Provisional Voting allowed? (circle one) Yes No

Is a DS200 training database needed? (circle one) Yes No

Is an Expressvote training database needed? (circle one) Yes No



Is a Pollbook training database needed? (circle one) Yes No

What date is the training database(s) needed?

Will pollbook L&A sheets be needed for this election? (circle one) Yes No

List the number of pollbooks per polling place

What date is the final pollbook database needed?

(** Note: Latest possible date must be no less than 14 days before the actual election day)

Are all qualified voters in MDVOTERS, or will the municipality provide a list of voters to be added?

Is same day registration permitted? Yes No

If yes, are ballots tabulated on election day or later?

Does the election include absentee ballots? (circle one) Yes No

Do you plan on using Absentee ballots with pollbooks? (circle one) Yes No

If Yes, Will you generate Absentees through MDVOTERS? (circle one) Yes No

Is a Bulk update needed for Absentee Status and new registrations? Yes No

On what date is the bulk update needed?

Are there any Custom instructions needed?

Ballot

Will there be an Audio Ballot: (circle one) Yes No

Will there be languages other than English: (circle one) Yes No



Ballot Stub Needed? (circle one) Yes No

If yes, does the stub needed be numbered: Yes No

Training

Will training will be needed for any of the following:

Election Judges Training Yes # of Students

Election Day Support Specialist Training Yes # of Students

Election Results

In consolidated precincts, are results required at the precinct level? (circle one) Yes No

Will results be uploaded to Electionware for election reports? (circle one) Yes No

When will Absentee Ballots (if applicable) be counted?

When will Write-in votes (if applicable) be canvassed?

Additional Comments / Instructions:



Key Dates

MDVOTERS Key Dates:

	Primary	General
Candidate Filing Deadline		
Registration Deadline		
Voters Born on or Before Date (normally must be 18 by the General election)		
Ballot Definition Structure entered into MDVOTERS (create race by ballot style and associate Ballot styles with current precincts)		
Precinct Register Pull		
Election Created in MDVOTERS.		

Election Schedule

	Primary	General
Candidate Filing Deadline:		
Election Data from Municipality to be received by:		
ElectionWare Database Completed by:		
Candidate Pronunciation Recorded by:		
Audio Complete & Proofed by:		
Screenshots for Specimen required by:		
Ballots Printed by:		
Absentee Ballots Mailing by:		
Election Judges Training by:		
Polling Place Site Surveys by:		
Election Media Download to ExpressVote and DS200. (Includes Qualification media and Reporting Key Media.)		
Logic & Accuracy Testing - ExpressVote		
Logic & Accuracy Testing - DS200		



	Primary	General
Logic & Accuracy Testing - Pollbooks		
Public Test / Demonstration		
Election Day		
Absentee Count		
Provisional Count		
Certify Election		

Election Services to be provided by:

	SBE	Local Election Board	Municipality	ES&S
ElectionWare / Ballot Programming	N/A		N/A	N/A
Audio Programming	N/A		N/A	N/A
Language Translation	N/A		SBE Approval Required	N/A
Design Absentee Envelope	N/A		N/A	N/A
Design Absentee Instruction Sheet				N/A
Print Ballots (Please note if vendor will print ballots)	SBE Vendor	N/A		
Print Absentee Instruction Sheet	N/A			N/A
Prepare Specimen Ballot				N/A
Training of LBE / Municipality Staff	N/A			
Training of Election Judges	N/A			
Training of Election Day Support	N/A			
Polling Place Site Survey	N/A			N/A
Election Media Download ExpressVote, DS200	N/A		N/A	N/A
Logic & Accuracy Testing ExpressVote	N/A			
Logic & Accuracy Testing DS200	N/A			



Maryland State Board of Elections
Municipal Election Information

Version 3.0

	SBE	Local Election Board	Municipality	ES&S
Logic & Accuracy Testing Pollbooks	N/A			
Public Test / Demonstration	N/A		N/A	N/A
ElectionWare Specialist			N/A	
Provide Election Day Support Specialist	N/A			



APPENDIX D – TRANSPORTATION REQUIREMENTS

Introduction

The transportation of voting equipment must adhere to the following requirements.

- Transportation may be carried out by the local board or by a transportation contractor.
- Any Agreement for the transportation/delivery of voting units, must be formalized in writing, signed, and provided to the State Board of Elections Voting System Director at least ten days before the scheduled election.

Delivery of Voting Equipment

If using a contractor, the contractor shall provide a project manager. This project manager will serve as the local board's direct point of contact for all issues related to the delivery of voting equipment. The project manager will direct the timely shipment and delivery of the equipment and assure the correctness of each delivery. The project manager must be available by telephone to LBE personnel on a 24-hour basis, from the time that the delivery process begins until the pickup and return process is completed. The project manager is required to meet with the LBE prior to the start of delivery to provide an overview of the process, to address any concerns of either party, and discuss changes to the process and schedule that may be required to complete the task.

Using a list of polling sites provided by the LBE or the municipality, the transportation contractor shall propose a delivery schedule. The contractor shall create a Delivery Ticket for each delivery site from information provided by the LBE or municipality, showing delivery location, number and type of voting equipment and the serial numbers of each piece of voting equipment. The contractor shall provide a copy of each delivery ticket to the LBE at commencement of deliveries. The contractor's delivery team shall, upon completion of delivery, obtain a signature from an individual affiliated with the delivery site affirming correct delivery of the proper voting equipment, and return all signed copies to the designated project manager for the LBE at the end of each day's delivery. The Delivery Ticket shall also include a notation to indicate that all seals on voting units are intact upon delivery, or all exceptions noted.

The transportation contractor shall pick up the loaded carts, if applicable, from the LBE's warehouse. The transportation contractor shall load the carts containing the voting equipment onto a suitable truck for transport and unloading at the polling locations. If a broken or missing seal is noticed during loading of voting units at the LBE's facility, the contractor's personnel shall immediately cease loading of said unit and notify the staff of the LBE. Transport shall be performed utilizing enclosed box, straight truck or panel style vehicles. Truck-trailer combinations are not acceptable. Trucks used to haul carts shall be equipped with mechanical or hydraulic lift-gate mechanisms for unloading of carts. The contractor will be required to secure carts with e-channel strap, cargo bar load locks or other suitable devices to prevent damage resulting from movement or shifting of carts while in transit. Additionally, any equipment



not shipped on carts must be suitably secured to prevent shifting of cargo and damage during transit.

Return of Voting Equipment

The transportation contractor is expected to utilize the same number of days to return the voting equipment as was required to deliver the voting units.

Voting equipment will be returned in a fashion similar to that in which they were delivered

The contractor is required to generate a pickup ticket for each pickup site, with the same information as the aforementioned delivery ticket. The contractor's pickup team will indicate on the pickup ticket all items picked up at the specified site, and obtain a signature from an individual affiliated with the pickup site. The transportation contractor shall verify all items delivered to each site are the same items returned from that site. In the event of a discrepancy, the pickup team will note on the pickup ticket the exact nature of the discrepancy, and sign the pickup ticket with their explanation. The transportation contractor's team shall also notify the project manager immediately of all discrepancies, who will in turn notify the designated LBE personnel.

Upon successful completion of return of the voting equipment to the warehouse each day, the transportation contractor's pickup team will submit all signed pickup tickets to the project manager for delivery to the designated LBE representative.

General

- The transportation contractor shall be required to provide proof of adequate insurance coverage for cost replacement of voting units and/or peripherals being delivered. Additionally, the transportation contractor shall bear responsibility for loss or damage to any units or peripherals incurred in the loading, transport and unloading of the voting equipment during the delivery and pickup process.
- The transportation contractor must possess proper licenses and permits as required to perform deliveries for all jurisdictions listed for the LBE. The transportation contractor shall produce said documentation, to the LBE Election Director, and the Maryland State Board of Elections Voting System Director.
- The transportation contractor shall certify that all personnel involved in the delivery of voting equipment will have undergone and passed a thorough background check, as well as be on record as passing a recent drug test. All drivers shall have a clean driving record and adhere to all OSHA, DOT, and MDOT standards applicable to safe operation.



- The transportation contractor shall have a real-time communication system in place during deliveries between each project manager and their respective delivery drivers/teams. The system may be radio, radio-telephone, cell phone or other acceptable means for immediate two-way contact between the parties.
- The transportation contractor shall have backup trucks available in the event of an accident or breakdown in order to maintain the schedule of deliveries.
- Drivers and delivery/pickup team members shall present a professional image of the LBE to the customer at all times.
- The transportation contractor shall acknowledge all security components required of voting equipment transport and handling, and agree to adhere at all times to all security practices in place and noted by the LBE and the Maryland State Board of Elections.
- The transportation contractor shall make available to the LBE, at separate cost and under separate agreement with said LBE, delivery service to transport certain LBE owned election peripherals required by the same polling sites, such as signs, tables and/or banners. Each LBE shall decide individually as to their need for this service and the quantity of peripherals to be transported.
- During the unloading process at the polling site, the transportation contractor shall verify all seals on voting equipment are intact. If the transportation contractor's personnel identify a broken or missing seal on a voting unit during delivery, loading, or at any other time, they shall immediately take the following actions:
 - Notify the LBE point of contact immediately, indicating the unit serial number, seal number, if possible, and location of the unit (i.e., at polling site, on truck, etc.).
 - Await further instructions from LBE.



APPENDIX E - STATE BOARD OF ELECTIONS SERVICES

Electronic Pollbook Preparation

Data preparation services and materials for the electronic pollbook will be provided by SBE. Electronic pollbook tasks other than data preparation and post-election processing may be performed by the local boards of elections or by the municipality itself under the direction of either of the local board. Tasks in this category will include Logic & Accuracy testing, precinct assignment, transportation, Election Day setup and support, harvesting of electronic pollbook log files, and transfer of log files to SBE.

If the municipality contracts with SBE for these services, SBE will charge a flat fee for the services based on the number of registered voters eligible to vote in the election.

Data Preparation Provided by SBE

Cost of Services by Number of Eligible Registered Voters

Less than 5,000	\$ 500.00
5,000 – 14,999	\$ 750.00
15,000 – 24,999	\$ 1,000.00
25,000 or more	\$ 1,250.00

Services

- Data extract from the voter registration system
- EPIC data processing and conversion to electronic pollbook configured database
- Electronic pollbook resource file customization as necessary
- Copies of the electronic pollbook configured database and electronic pollbook resource file on suitable media
- Logic & Accuracy Forms
- Compact Flash (CF) Card Labels
- Control Count Report
- “Test Voter” Lookup Script for testing and training
- Log file Upload Worksheet
- Import Log file data into EPIC server
- Voter History File generated for import into voter registration system
- Spreadsheet of voters who voted in the election



Ballot Programming

Ballot programming will be provided by SBE. This programming will primarily take place at the LBE, but may also take place SBE office in Annapolis. If performed at SBE, the final database will be transmitted or delivered to the LBE facility for equipment preparation.

Ballot Programming Services Provided by SBE

Cost of Services by Number of Ballot Styles

Without Audio Ballots

5 or less	\$ 500.00
6 - 10	\$ 750.00
11-15	\$ 1,000.00
16 or more	\$ 1,250.00

With Audio Ballots

5 or less	\$ 1,000.00
6 - 10	\$ 1,500.00
11-15	\$ 2,000.00
16 or more	\$ 2,500.00

Services

- Data input for ballot database, including, but not limited to: Ballot header information, candidate information, jurisdiction information, and ballot question text and options.
- Ballot layout.
- Provide proofing ballot artwork, and make changes to ballot artwork following feedback from Municipality.
- Audio ballot preparation, and providing audio ballot to LBE for proofing by Municipality.
- Generation of Test Deck artwork and table of expected results.
- Generate specimen ballots.
- Provide ballot artwork in PDF format to municipality or ballot printer for ballot printing



APPENDIX F – BALLOT PRINTING

Ballot Printing

Ballots must be printed in accordance with ES&S Ballot Printing Specifications. Ballots can only be printed on ballot stock that meets those specifications. Ballots may be printed by SBE's ballot print vendor or ES&S. Ballots may also be printed by the LBE at their discretion.

Ballots are 8.5" wide and may be 11", 14" or 17" in length, but only one length may be used in one municipal election. Ballots may be printed on two sheets of paper if necessary.

Test deck ballots must also be printed. The number of ballots in a test deck is determined by the number of ballot styles, and the number of candidates in contests on the ballot.

The cost to print ballots will depend on the vendor. A one-time set-up fee of \$500 may be applied based on the ballot design.

ExpressVote Ballot Activation Cards

If the Municipality wishes to use the ExpressVote BMD, then Ballot Activation Cards will be required. These activation cards are only available from ES&S. Ballot Activation Cards are required to be of the same length as the ballots used in the election.

		VOTING SYSTEM INFRASTRUCTURE											ELECTION JUDGE ALLOCATION					
Ward - Precinct	Polling Place Locations Used in 2017 Annapolis Municipal Elections	DS200 Scanning Unit	Ballot Box	Ballot Transfer Bins	ExpressVote	Voting Unit Flashdrives	Privacy Booths	Privacy Sleeves	Provisional Privacy Sleeves	Supply Cart	Electronic Pollbooks (EPB)	EPB Printers	Chief	Check-in	Ballot Area	Provisional	Voting Area	Total Election Judges
06-006	Eastport Community Center	1	1	3	1	2	7	35	4	1	2	2	2	2	1	1	3	9
06-016	Eastport Community Center	1	1	3	1	2	7	35	4	1	2	2	2	2	1	1	3	9
TOTAL		2	2	6	2	4	14	70	8	2	4	4	4	4	2	2	6	18
Primary Election Date:		Tuesday, June 4, 2019																
General Election Date:		Tuesday, July 2, 2019																
Emergency Absentee Election Staff:		2 staff on Monday & Tuesday																
NOTES																		
Equipment allocation and Election Judge assignments based on estimated General Election turnout based on SBE customary policy.																		
DS200 Allocation based on 1 scanning unit for every 3,000 Registered Voters																		
Privacy Booth Allocation based on privacy booth for every 200 Registered Voters																		
Privacy Sleeve Allocation based on 5 privacy sleeves per voting booth.																		
Electronic Pollbook Allocation based on 1 Electronic Pollbook for every 600 Registered Voters.																		

Task Name	Election	Organization Responsible	Comments	Legal Authority
Candidate Filing	Primary/General	Annapolis BOE	Candidates file for office with Annapolis BOE.	Code sec. 4.20.030 (g)
Campaign Finance Reports	Primary/General	Annapolis BOE		Code Sec. 4.44.080 A(1)
Reserving polling places for Election Day	Primary/General	Annapolis BOE	AAC BOE will assist with identifying/securing polling places.	Code Sec. 4.08110 B
Reserving Van	Primary/General	AAC BOE	The AAC BOE will provide/secure a van in order to transport voted absentee ballots from Annapolis to Glen Burnie prior to the Primary and General Elections, to transport contingency supplies on Election Days, and for all other travel to Annapolis in order to prepare for the Annapolis Special Elections.	
Mailing notice of Municipal Polling Place Locations, Dates & Other General Information	Primary	Annapolis BOE	Annapolis BOE will mail these notices to all active voters eligible to vote in the Annapolis Special Elections.	
Voter Registration	Primary/General	AAC BOE / Annapolis BOE	Both the Annapolis BOE and the AAC BOE will be open until 9:00 P.M. on the night of the Voter Registration Deadline. Annapolis BOE will also be available to receive and immediately timestamp voter registration applications.	Code Sec. 4.16.040 A
Recruiting, Hiring, Assigning Election Judges	Primary/General	AAC BOE		Code Sec. 4.08.050 D
Training Election Judges	Primary/General	AAC BOE	Training will occur at the AAC BOE located at 6740 Baymeadow Drive, Glen Burnie MD 21060. Training for General Special Election may be limited to open house events and required training for any new election judges.	Code Sec. 4.08.050 D
Ballot Content and Arrangement	Primary/General	AAC BOE	Annapolis BOE will receive Certificate of Candidacy Forms, immediately timestamp, fax and mail those forms to the AAC BOE. AAC BOE will use those forms to develop ballots.	EL § 9-207
Certification of Ballot Content and Arrangement	Primary/General	Annapolis BOE		Code Sec. 4.24.070 B
Posting of Ballot	Primary/General	Annapolis BOE		Code Sec. 4.24.070 B
Absentee Ballot Application Receipt	Primary/General	Annapolis BOE	Annapolis BOE will receive Absentee Ballot Applications, immediately timestamp the applications, and email a copy of the applications to the AAC BOE.	Code Sec. 4.28.010
Mailing Absentee Ballots	Primary/General	AAC BOE	The City will provide first class postage stamps to the AAC BOE in order for the AAC BOE to mail the Absentee Ballots.	COMAR 33.11.03.05

2019 City of Annapolis Special Elections
 Exhibit C - Roles and Responsibilities

Task Name	Election	Organization Responsible	Comments	Legal Authority
Issuing Emergency Absentee Ballots	Primary /General	Annapolis BOE	The Annapolis BOE will receive Emergency Absentee Ballot Applications, immediately timestamp the applications, and email the applications to the AAC BOE. The Annapolis BOE will issue an Emergency Absentee Ballot. The Annapolis BOE will document Emergency Absentee ballots issued and received using a Care, Custody, and Control Form. The AAC BOE will provide a courier to pickup voted Emergency Absentee Ballots on a daily basis through emergency period.	Code Sec. 4.28.030 A
Receipt of Voted Absentee Ballots	Primary/General	AAC BOE	The City will provide a P.O. Box for voters to use in returning their voted Absentee Ballots (not Emergency). The AAC BOE will arrange a courier to pickup the Absentee Ballots on a daily basis from the P.O. Box. The Annapolis BOE will also receive voted Absentee Ballots at its office, which the Annapolis BOE will timestamp and document using a Care, Custody, and Control Form. The AAC BOE will pickup voted Absentee Ballots received by the Annapolis BOE on a regular basis.	Code Sec. 4.28.100 C (1b)
Publication of Election Notice in Newspaper	Primary/General	Annapolis BOE		Code Sec. 4.08.090
Updating forms with new polling place information	Primary	AAC BOE		
Updating voting equipment with new polling place labels	Primary	AAC BOE		
Drafting/editing/finalizing Election Judge Manual	Primary	AAC BOE	The final version of the Election Judge Manual will be approved by the Annapolis BOE.	
Printing Election Judge Manual	Primary	Annapolis BOE	The AAC BOE will provide the Annapolis BOE with the Election Judge Manual order quantities that AAC BOE needs.	
Ordering polling place signs and supplies	Primary	Annapolis BOE	The AAC BOE will provide an election supply list and order quantities to the Annapolis BOE. The Annapolis BOE will order and pay for such supplies.	
Ordering and Printing Ballots	Primary/General	AAC BOE / Annapolis BOE	The AAC BOE will order all ballots. The Annapolis BOE will be invoiced and pay for all ballots.	
Packing Election Day Polling Place Supplies	Primary/General	AAC BOE	The AAC BOE will prepare a supply verification plan.	
Election Day Polling Place Supply Bag Verification	Primary/General	Annapolis BOE	No later than 10 days before each Election Day, the Annapolis BOE may verify the AAC BOE-packed voting supplies according to the supply verification plan.	

2019 City of Annapolis Special Elections
Exhibit C - Roles and Responsibilities

Task Name	Election	Organization Responsible	Comments	Legal Authority
Creation of Election Database	Primary/General	State Board of Elections	Coordinated through the AAC BOE.	
Creation of Electronic Pollbook Database	Primary/General	State Board of Elections	Coordinated through the AAC BOE.	
Voting System Logic and Accuracy: Programming the Voting Units and Public Demonstration of the Voting System	Primary/General	AAC BOE	Voting System Logic and Accuracy testing will occur in accordance with the Election Calendar. A Public Demonstration of the of voting system will occur at the AAC BOE, 6740 Baymeadow Drive, Glen Burnie, MD 21060 at least 10 days before each Election Day.	
Electronic Pollbook Logic and Accuracy Testing	Primary/General	AAC BOE		
Logic and Accuracy Testing of the DS850 High Speed Canvassing Scanner	Primary/General	AAC BOE		
Voting System Transportation to and from the polling places.	Primary/General	AAC BOE / Annapolis BOE	The Annapolis BOE will contract with an SBE-approved vendor to transport the Voting System Transport Carts from 6740 Baymeadow Drive, Glen Burnie MD 21060 to the polling places. The AAC BOE will oversee the loading, unloading, and transport of the Voting System Transport Carts.	
Election Judge Supply Pickup	Primary/General	AAC BOE	Election Judge Supply pickup will occur the Monday before each Election Day at the AAC BOE located at 6740 Baymeadow Drive, Glen Burnie MD 21060.	
Polling Place Setup and Helpdesk Monday Before Election Day	Primary/General	AAC BOE	Election Judges, under the AAC BOE's supervision, will setup polling places the Monday night before each Election Day. The AAC BOE will be open until 9:00 P.M. that night to support polling place setup including Helpdesk and Election Field Support.	
Election Day Administration	Primary/General	AAC BOE / Annapolis BOE	The AAC BOE will be open from 5:30 A.M. until 11:00 P.M. on each Election Day. City staff and/or members of the Annapolis BOE shall assist the AAC BOE with the administration of each Election.	Code Sec. 4.24.020 & City Charter, Art. II, Sec. 2 &
Election Day Field Support	Primary/General	AAC BOE	AAC BOE staff will provide on-site support to Annapolis polling places on each Election Day, including arranging for emergency and at-large judges as needed.	Code Sec. 4.24.190(A)
Election Day Contingency Supplies	Primary/General	AAC BOE	AAC BOE will have staff and a van with contingency supplies and spare ballots available at the Roger "Pip" Moyer Community Recreation Center in order to provide emergency supplies and ballots to Annapolis polling places as needed.	

2019 City of Annapolis Special Elections
Exhibit C - Roles and Responsibilities

Task Name	Election	Organization Responsible	Comments	Legal Authority
Election Day Helpdesk	Primary/General	AAC BOE	AAC BOE staff will provide helpdesk support to Annapolis polling places. The helpdesk will be located at 6740 Baymeadow Drive, Glen Burnie MD 21060. City staff and/or members of the Annapolis BOE shall assist with the helpdesk as required.	
Election Night Results Tabulation	Primary/General	AAC BOE	Unofficial Election Results will be tabulated at the AAC BOE located at 6740 Baymeadow Drive, Glen Burnie MD 21060. The Annapolis BOE may watch such tabulation.	
Online publication of unofficial results	Primary/General	State Board of Elections/AAC BOE/Annapolis BOE/City MIT	The City Management Information Technology will work with the AAC BOE, Annapolis BOE, and SBE to publish unofficial results online at the City's website for each Election night.	
Election Night Supply Return	Primary/General	AAC BOE	When polls close on each Election night, Election Judges (under the AAC BOE's supervision) will return election supplies, memory sticks, voted Provisional Ballots, and electronic pollbooks to the AAC BOE located at 6740 Baymeadow Drive, Glen Burnie MD 21060.	
Processing Provisional Ballot Applications with ballot disposition recommendations	Primary/General	AAC BOE	Final disposition is subject to approval by the Annapolis BOE.	
Preparation of Provisional Ballot Canvassing Batches	Primary/General	AAC BOE		
Resolution of Multiple Status Voters (E-40 Reports)	Primary/General	AAC BOE		
Canvasser Training	N/A	N/A		
Absentee Ballot Canvass Preparation	Primary/General	AAC BOE		
Absentee and Provisional Ballot Canvasses	Primary/General	AAC BOE / Annapolis BOE	Absentee and Provisional Ballot Canvasses will be performed by the Annapolis BOE and occur at the AAC BOE located at 6740 Baymeadow Drive, Glen Burnie MD 21060. The AAC BOE will provide trained canvassers to assist the Annapolis BOE.	Code Sec. 4.32.010
Tabulation of Official Results including Election Certification Sheets	Primary/General	AAC BOE		
Transmitting Statement of Returns to City Council and Clerk of the Circuit Court	Primary/General	AAC BOE		Code Sec.4.32.050 A
DS200 Scanning Unit Post-Election Maintenance	Primary/General	AAC BOE		
DS850 High Speed Canvassing Scanner Post-Election Maintenance	Primary/General	AAC BOE		
Electronic Pollbooks Post-Election Maintenance	Primary/General	AAC BOE		

2019 City of Annapolis Special Elections
Exhibit C - Roles and Responsibilities

Task Name	Election	Organization Responsible	Comments	Legal Authority
Electronic Pollbook Printers Post-Election Maintenance	Primary/General	AAC BOE		
Ballot Marking Devices Post-Election Maintenance	Primary/General	AAC BOE		
Voting Booth Post-Election Maintenance	Primary/General	AAC BOE		
Voting System Transport Cart Post-Election Maintenance	Primary/General	AAC BOE		
Inventory and cleanup of Polling Place Supplies	Primary/General	AAC BOE		
Ordering replacement polling place supplies	Primary/General	AAC BOE / Annapolis BOE	The AAC BOE will order all such supplies. The Annapolis BOE will be invoiced for and pay for such supplies.	
Archiving Election Documentation and voted ballots	Primary/General	AAC BOE / Annapolis BOE	AAC BOE will pack and label all Election documents and voted ballots for archive storage. The Annapolis BOE will receive the election documents and voted ballots from the AAC BOE, and store in accordance with City document retention policies.	
Creation of Election Judge Payroll	Primary/General	AAC BOE	The AAC BOE will provide a spreadsheet detailing the name, pay rate, address, training date(s), work date(s), job title(s), contract information, and total payment for all Election Judges to the Annapolis BOE.	
Paying Election Judges	Primary/General	Annapolis BOE	The Annapolis BOE will provide payment to all Election Judge Payroll created by the AAC BOE. The Annapolis BOE and/or the City will be responsible for resolving any payment issues with the assistance of the AAC BOE.	
Removal of campaign signs	Primary/General	Annapolis BOE		Code Sec. 4.48.170 E
Conducting Election Results Recount	Primary/General	AAC BOE / Annapolis BOE	The Annapolis BOE will be responsible for conducting Election results recounts as needed with the assistance of the AAC BOE staff. Elections results recounts will be conducted at the AAC BOE located at 6740 Baymeadow Drive, Glen Burnie MD 21060.	
Public Display of Ballot Question Text	N/A	N/A		Code Sec. 4.40.080 B
Certification of Ballot Questions	N/A	N/A		Code Sec. 4.40.010 A

NOTES

"Annapolis BOE" refers to the staff and Board Members of the City of Annapolis Board of Supervisors of Elections.

"AAC BOE" refers to the administration and staff of the Anne Arundel County Board of Elections. It does not refer to the Board Members of the Anne Arundel County Board of Elections.

2019 Annapolis Municipal Special Primary Election and General Election Calendar

Date	Time ^{1,2}	Event Name	Description	Computation	Legal Authority ³
Monday, July 02, 2018	4:30 PM	Aldermanic Residency Requirement Deadline	Deadline for being registered to vote in the City for determination of residency for aldermanic candidates. (CBOE) ²	Aldermen, except those first elected from areas annexed to the City, shall be registered voters at least 1 year immediately preceding their election and a registered voter in the ward from which they are elected for at least 6 months and must have resided in that ward for at least 6 months immediately preceding the date of the general election.	City Charter, Art. II, Sec. 3(c)
Wednesday, January 02, 2019	4:30 PM	Aldermanic - Ward Voter Registration	Deadline for being registered to vote in the ward for aldermanic candidates. (CBOE)	Aldermen, except those first elected from areas annexed to the City, shall be registered voters at least 1 year immediately preceding their election and a registered voter in the ward from which they are elected for at least 6 months and must have resided in that ward for at least 6 months immediately preceding the date of the general election.	City Charter, Art. II, Sec. 3(c)
Tuesday, April 30, 2019		City Council Vacancy	Beginning of Special Election Cycle for May/June 2019 Municipal Election. (CBOE)	That period of time beginning on the day of a vacancy and ending on the canvass day after the Special General Election date.	City Charter, Art II, Sec 7, (b) (1) (2)
Tuesday, May 07, 2019	9:00 AM	Begin Candidate Filing	First day candidates for the 2019 Special election can file a <i>Certificate of Candidacy</i> . (CBOE)	7 days before the deadline to file a <i>Certificate of Candidacy</i> .	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe
Tuesday, May 07, 2019	4:30 PM	Polling Place Change	Deadline to create or change a polling place. (CBOE)	equal to the same day as the opening of Candidacy filings in a special election	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe
Monday, May 13, 2019	9:00 PM	Filing Certificate of Candidacy	Deadline for filing certificate of candidacy, except for write-in candidates. (CBOE)	Not later than nine p.m. on the Monday which is 3 weeks before the day on which the primary election should be held under the Special primary election law.	City Charter, Art. II, Sec. 7(b)(4)
Monday, May 13, 2019	9:00 PM	Filing Petition for Nomination by Petition	Deadline for filing petition for nomination by petition. (CBOE)	At the time of the filing of the <i>Certificate of Candidacy</i> .	City Code Sec. 4.20.100(a)
Wednesday, May 15, 2019	4:30 PM	Written Withdrawal of Candidacy	Deadline for a candidate to withdraw his or her candidacy before primary election. (CBOE)	Within 2 days after the deadline to file a <i>Certificate of Candidacy</i> .	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe
Friday, May 17, 2019	4:30 PM	Vacancy in Candidacy	Deadline for the central committee(s) to fill a vacancy for any office elected by the voters. (CBOE)	No later than the 2nd day after the date on which candidates may withdraw their candidacy before the primary election.	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe
Monday, May 20, 2019	9:00pm	Voter Registration for Primary Election Ends (Ward 6)	Deadline for voter registration for primary election. (CBOE/AABOE³)	On or before 3rd Monday preceding the election.	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe

2019 Annapolis Municipal Special Primary Election and General Election Calendar

Date	Time ^{1,2}	Event Name	Description	Computation	Legal Authority ³
Monday, May 20, 2019	9:00pm	PRIMARY Election: Written Request for Change of Address or Name, or for Party Designation or Change in Party Affiliation (Ward 6)	Deadline for change of address or name, or request for party designation or change in party affiliation. (CBOE/AABOE)	On or before 3rd Monday preceding the election.	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe
Monday, May 20, 2019	9:00pm	PRIMARY ELECTION: Polling Place Reassignment (Ward 6)	Deadline for elderly voters or voters with disabilities to submit a request to BE for reassignment to an accessible polling place. (CBOE)	No later than the close of registration before an election.	EL § 10-102(b)(1)
Tuesday, May 21, 2019	4:30 PM	Appointment of Election Judges	Start of term of office for election judges. (CBOE)	Not later than the Tuesday that is 2 weeks before a primary election.	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe
Tuesday, May 21, 2019	4:30 PM	First Campaign Finance Report	Deadline to file first campaign finance report for political candidates participating in the primary election. (CBOE)	No later than the 2nd Tuesday preceding any primary election.	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe
Tuesday, May 22, 2018		City Board approval of Ballot			
Wednesday, May 22, 2019	8:30 AM	PRIMARY ELECTION: Begin Posting of Ballot	Deadline to make available for inspection by any registered voter the form and arrangement of all ballots to be used in the election. (CBOE)	No less than 11 days before any election.	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe
Friday, May 24, 2019	4:30 PM	End Posting of Ballot	Deadline to make available for inspection by any registered voter the form and arrangement of all ballots to be used in the election. (CBOE)	No less than 11 days before any election.	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe
Friday, May 24, 2019	4:30 PM	Filing petition for Judicial Review of Form and Arrangement of Ballot	Deadline for a registered voter to seek judicial review of the form and arrangement or to correct any other error on the ballot. (CBOE)	Following 4 days of public display of the ballot(s).	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe
Monday, May 27, 2019		Printing of Ballots	BE may begin printing ballots and correct noted errors. (CBOE)	After 5 days of public display of ballot.	City Code Sec. 4.24.070(b)
Monday, May 27, 2019		Memorial Day	City holiday. City closed.		City Code Chapter 1.12
Tuesday, May 28, 2019	4:30 PM	Party Registration Report	Deadline for preparation of a report of registration including name of each political party with which 1 or more registered voters are then affiliated as of date on which voters are no longer allowed to designate or change party affiliation, and the total number of registered voters affiliated with each such political party. (CBOE)	Within 7 days after commencement of 5-week period before primary election when voters already registered are not allowed to affiliate or change party affiliation.	City Code Sec. 4.16.050
Tuesday, May 28, 2019	4:30 PM	Second Campaign Finance Report	Deadline to file second campaign finance report for political candidates participating in the primary election. (CBOE)	No later than the Tuesday immediately preceding any primary election.	City Code Sec. 4.44.080(a)(2)

2019 Annapolis Municipal Special Primary Election and General Election Calendar

Date	Time ^{1,2}	Event Name	Description	Computation	Legal Authority ³
Thursday, May 30, 2019	9:00 AM	Electronic Pollbook Logic and Accuracy Testing	The list of eligible voters for the Primary Election shall be loaded on to the Electronic Pollbooks. (CBOE/AABOE)		
Friday, May 31, 2019	9:00 AM	Election Day Supply Verification	Deadline for the local boards to verify voting supplies according to the supply verification plan. (CBOE/AABOE)	No later than 4 days before Election Day	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe
Friday, May 31, 2019	4:30 PM	Application for Regular Absentee Ballot	Deadline for receipt of application for regular absentee ballot. (CBOE)	No later than 4:30 PM on the Friday preceding any election.	City Code Sec. 4.28.010
Friday, May 31, 2019	4:30 PM	Notice of Canvass	Deadline to provide notice of the absentee and provisional canvasses. (CBOE)	At least 10 days before the first absentee canvass	COMAR 33.08.01.05-1
Sunday, June 02, 2019		Notice of Election	Date to publish election notice in 1 or more newspapers of general circulation within the City. (CBOE)	2 consecutive days prior to each election.	City Code Sec. 4.08.090
Monday, June 03, 2019		Notice of Election	Date to publish election notice in 1 or more newspapers of general circulation within the City. (CBOE)	2 consecutive days prior to each election.	City Code Sec. 4.08.090
Monday, June 03, 2019	8:30 AM	Begin Accepting Application for Emergency Absentee Ballot	Begin accepting applications for emergency absentee ballot. (CBOE)	After the Friday preceding an election and on the day of the election prior to the time the polls close.	City Code Sec. 4.28.030(a)
Tuesday, June 04, 2019	8:00 PM	Deadline to Accept Application for Emergency Absentee Ballot	Deadline for receipt of emergency absentee ballots. (CBOE)	After the Friday preceding an election and on the day of the election prior to the time the polls close.	City Code Sec. 4.28.030(a)
Tuesday, June 04, 2019	5:30 AM to 8:00 PM	Primary Election	Special Primary Election Day (CBOE/AABOE)	23-30 days after Mayoral Proclamation of vacancy	City Charter, Art II, Sec 7, (b)(2)
Tuesday, June 04, 2019	8:00 PM	Receipt of Walk-In Absentee Ballot Deadline	Deadline to receive an absentee ballot, but excluding ballots which are mailed. (CBOE)	An absentee ballot is timely received if it is received by the EB before the closing of the polls on election day; or it was mailed before election day and it is received not later than 4:30 PM on the Wednesday following election day.	City Code Sec. 4.28.030(a), 4.28.100(c)(1)
Wednesday, June 05, 2019	4:30 PM	Receipt of Mailed Absentee Ballot Deadline	Deadline to receive an absentee ballot which has been mailed by the day before election day. (CBOE)	An absentee ballot is timely received if it is received by the EB before the closing of the polls on election day; or it was mailed before election day and it is received not later than 4:30 PM on the Wednesday following election day.	City Code Sec. 4.28.100(c)(1)
Friday, June 07, 2019	8:00 AM	Voter Registration Reopens (Ward 6)	Voter registration reopens. (CBOE/AABOE)		
Friday, June 07, 2019	9:00 AM	Canvass	Board of Canvassers to begin canvass of all ballots. (CBOE)	On the Friday following the special election primary and General election	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe
Friday, June 07, 2019	4:30 PM	Transmittal of Results	Deadline for transmitting statement of returns to City Council and Clerk of the Circuit Court. (CBOE)	Within 48 hours after completion of canvass.	City Code Sec. 4.32.050(a)

2019 Annapolis Municipal Special Primary Election and General Election Calendar

Date	Time ^{1,2}	Event Name	Description	Computation	Legal Authority ³
Tuesday, June 11, 2019	4:30 PM	Campaign Signs	Deadline for removal of campaign signs. (CBOE)	7 days after the election to which the sign was applicable.	City Code 4.48.170(e)
Tuesday, June 11, 2019	4:30 PM	Petition for Recount	Deadline to file a petition for a recount and counter appeal. (CBOE)	Within 10 days after the day of a Primary election, or within 2 days after the results of canvass are declared official. Deadline to file a petition for a recount of the votes cast by any candidate for a nomination or for member of a central committee who has been defeated on the face of the returns. Counter Appeal shall be filed no later than two days after the determination on the petition for a recount is rendered.	City Code Sec. 4.20.190
Wednesday, June 12, 2019	4:30 PM	Declination of Nomination	Deadline for declination of nomination by a filed candidate before general election. (CBOE)	Within 10 days after the date of the primary election.	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe
Friday, June 14, 2019	4:30 PM	Vacancy in Nomination	Deadline for central committees to fill a vacancy in nomination. (CBOE)	At least 15 days before the election.	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe
Monday, June 17, 2019	4:30 PM	Public Inspection of Text of Ballots Questions	Beginning of time for public inspection of text of ballots' questions (if applicable) on City website and in BE office. (CBOE)	Made available for 15 days preceding the election.	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe
Monday, June 17, 2019	9:00pm	Voter Registration for General Election Ends (Ward 6)	Deadline to register to vote for the general election. (CBOE/AABOE)	On or before 3rd Monday preceding the election.	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe
Monday, June 17, 2019	9:00pm	Change of Address or Name, or Request for Party Designation or Change in Party Affiliation	Deadline for change of address or name, or request for party designation or change in party affiliation. (CBOE/AABOE)	On or before 3rd Monday preceding the election.	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe
Monday, June 17, 2019	4:30pm	City Board approval of Ballot			
Monday, June 17, 2019	4:30 PM	Voter Registration Lists	Deadline for a registered voter to request a voter registration list. (CBOE)	On or before the registration deadline.	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe
Tuesday, June 18, 2019	8:30 AM	Begin Posting of Ballot	Deadline to make available for inspection by any registered voter the form and arrangement of all ballots to be used in the election. (CBOE)	No less than 13 days before any election.	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe
Tuesday, June 18, 2019	4:30 PM	Third Campaign Finance Report	Deadline to file third campaign finance report for political candidates participating in the general election. (CBOE)	No later than the 2nd Tuesday preceding any general election.	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe
Friday, June 21, 2019	4:30 PM	End Posting of Ballot	Deadline to make available for inspection by any registered voter the form and arrangement of all ballots to be used in the election. (CBOE)	Following 4 days of public display of the ballot(s).	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe

2019 Annapolis Municipal Special Primary Election and General Election Calendar

Date	Time ^{1,2}	Event Name	Description	Computation	Legal Authority ³
Friday, June 21, 2019	4:30 PM	Judicial Review of Form and Arrangement of Ballot	Deadline for a registered voter to seek judicial review of the form and arrangement or to correct any other error on the ballot. (CBOE)	Following 4 days of public display of the ballot(s).	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe
Monday, June 24, 2019		Printing of Ballots	CBOE may begin printing ballots and correct noted errors.	After 5 days of public display of ballot.	City Code Sec. 4.24.070(b)
Tuesday, June 25, 2019	4:30 PM	Fourth Campaign Finance Report	Deadline to file fourth campaign finance report for political candidates participating in the general election. (CBOE)	No later than the Tuesday immediately preceding any general election.	City Code Sec. 4.44.080(a)
Tuesday, June 25, 2019	9:00 AM	Electronic Pollbook Logic and Accuracy Testing	The list of eligible voters for the General Election shall be loaded on to the Electronic Pollbooks. (CBOE/AABOE)		
Wednesday, June 26, 2019	9:00 AM	Public Demonstration of the Voting System	A public demonstration of the test must be conducted before any voting units are delivered to Election Day polling places. (CBOE)	No later than 5 days before Election Day	
Wednesday, June 26, 2019	9:00 AM	Election Day Supply Verification	Deadline for the local boards to verify voting supplies according to the supply verification plan. (CBOE/AABOE)	No later than 5 days before Election Day	
Friday, June 28, 2019	4:30 PM	Notice of Canvass	Deadline to provide notice of the absentee and provisional canvasses. (CBOE)	At least 10 days before the first absentee canvass	COMAR 33.08.01.05-1
Friday, June 28, 2019	4:30 PM	Application for Regular Absentee Ballot	Deadline for receipt of application for regular absentee ballot. (CBOE)	No later than 4:30 PM on the Friday preceding any election.	City Code Sec. 4.28.040, 4.28.010
Sunday, June 30, 2019		Notice of Election	Date to publish election notice in 1 or more newspapers of general circulation within the City. (CBOE)	2 consecutive days prior to each election.	City Code Sec. 4.08.090
Monday, July 01, 2019		Notice of Election	Date to publish election notice in 1 or more newspapers of general circulation within the City. (CBOE)	2 consecutive days prior to each election.	City Code Sec. 4.08.090
Monday, July 01, 2019	8:30 AM	Begin Accepting Application for Emergency Absentee Ballot	Begin accepting applications for emergency absentee ballot. (CBOE)	After the Friday preceding an election and on the day of the election prior to the time the polls close.	City Code Sec. 4.28.030(a)
Tuesday, July 02, 2019	8:00 PM	End Accepting Application for Emergency Absentee Ballot	Deadline for receipt of application for emergency absentee ballot. (CBOE)	After the Friday preceding an election and on the day of the election prior to the time the polls close.	City Code Sec. 4.28.030(a)
Tuesday, July 02, 2019	8:00 PM	Receipt of Walk-In Absentee Ballot Deadline	Deadline to receive an absentee ballot, but excluding ballots which are mailed. (CBOE)	An absentee ballot is timely received if it is received by the EB before the closing of the polls on election day; or it was mailed before election day and it is received not later than 4:30 PM on the Wednesday following election day.	City Code Sec. 4.28.030(a), 4.28.100(c)(1)
Tuesday, July 02, 2019	5:30 AM to 8:00 PM	General Election	General Election Day (CBOE/AABOE)	City Charter, Special Election code - 21-30 days after the Special Election Primary	City Charter Art. II, Sec. 7 (b)(2)
Tuesday, July 02, 2019		End of Election Cycle	Ending of Election Cycle for 2019 May/June/July Special Election. (CBOE)	That period of time beginning on the day after the day of a general election and ending on the day of the next general election.	City Code Sec. 4.04.010

2019 Annapolis Municipal Special Primary Election and General Election Calendar

Date	Time ^{1,2}	Event Name	Description	Computation	Legal Authority ³
Wednesday, July 03, 2019	4:30 PM	Receipt of Mailed Absentee Ballot Deadline	Deadline to receive an absentee ballot which has been mailed by the day before election day. (CBOE)	An absentee ballot is timely received if it is received by the EB before the closing of the polls on election day; or it was mailed before election day and it is received not later than 4:30 PM on the Wednesday following election day.	City Code Sec. 4.28.100(c)(1)
Thursday, July 04, 2019		Independence day	City holiday. City closed.		City Code Chapter 1.12
Monday, July 08, 2019	9:00 AM	Canvass	Board of Canvassers to begin canvass of all ballots. (CBOE)	On the Friday following the primary and general special election.	City Charter, Art II, Sec 7, (b) (3) - authority to select a reasonable timeframe
Monday, July 08, 2019	4:30 PM	Transmittal of Results	Deadline for transmitting statement of returns to City Council and Clerk of the Circuit Court. (CBOE)	Within 48 hours after completion of canvass.	City Code Sec. 4.32.050(a)
Tuesday, July 09, 2019	4:30 PM	Campaign Signs	Deadline for removal of campaign signs by defeated candidates. (CBOE)	7 days after the election to which the sign was applicable.	City Code Sec. 4.48.170(e)
Tuesday, July 09, 2019	8:00 AM	Voter Registration Reopens (Ward 6)	Voter registration reopens. (AABOE)		
Wednesday, July 10, 2019	4:30 PM	Petition for Recount	Deadline to file a petition for a recount and counter appeal. (CBOE)	Within 10 days after the day of a Primary election, or within 2 days after the results of canvass are declared official. Deadline to file a petition for a recount of the votes cast by any candidate for a nomination or for member of a central committee who has been defeated on the face of the returns. Counter Appeal shall be filed no later than two days after the determination on the petition for a recount is rendered.	City Code Sec. 4.36.010, 4.20.190, 4.20.200
¹ City Code refers to the Code of the City of Annapolis. City Charter refers to the Charter of the City of Annapolis.					
² Refers to the Annapolis City Board of Elections					
³ Refers to the Anne Arundel County Board of Elections					