

2017 City of Annapolis Municipal Elections
Exhibit C - Roles and Responsibilities

Task Name	Election	Organization Responsible for Task	Comments	Legal Authority
Candidate Filing	Primary/General	Annapolis City Board of Elections	The City shall enforce City Code requirements.	Code sec. 4.20.030 (g)
Campaign Finance Reports	Primary/General	Annapolis City Board of Elections	The City shall enforce City Code requirements.	Code Sec. 4.44.080 A(1)
Reserving polling places for Election Day	Primary/General	Annapolis City Board of Elections	The City shall reserve locations to serve as polling places for the 2017 Annapolis Municipal Primary and General Elections.	Code Sec. 4.08110 B
Reserving County Van	Primary/General	Anne Arundel County	Anne Arundel County shall provide the Anne Arundel County Board of Elections a county-owned 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 Day, and for all other travel to Annapolis in order to prepare for the Annapolis Municipal Elections.	
Mailing notice of Municipal Polling Place Location	Primary	Anne Arundel County Board of Elections	Anne Arundel County Board of Elections shall mail municipal polling place location to all active voters eligible to vote in the Annapolis Municipal Elections. The City of Annapolis shall reimburse the Anne Arundel County Board of Elections for printing and postage costs to notify voters of municipal polling place locations.	COMAR 33.15.03.02
Voter Registration and Voter Registration Deadline	Primary	Anne Arundel County Board of Elections	Annapolis City Board of Elections and Anne Arundel County Board of Elections shall be open until 9:00 P.M. on the night of the Voter Registration Deadline. Annapolis City Board of Elections shall also be available to receive and immediately timestamp voter registration applications. The Voter Registration deadline is August 8, 2017.	Registration and Election Laws of Maryland Title 3 Subtitle 4, Municipal Elections / Code Sec. 4.16.010 - 4.16.090
Recruiting, Hiring, Assigning Election Judges	Primary	Anne Arundel County Board of Elections	Election Judges shall be contractors of the City and shall be paid by the City. The start of term of office for Election Judges is August 22, 2017.	Code Sec. 4.08.050 D
Training Election Judges	Primary	Anne Arundel County Board of Elections	Election Judge training shall occur at the Anne Arundel County Board of Elections located at 6740 Baymeadow Drive, Glen Burnie MD 21060.	Code Sec. 4.08.050 D

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Task Name	Election	Organization Responsible for Task	Comments	Legal Authority
Ballot Content and Arrangement	Primary	Anne Arundel County Board of Elections	Candidates file for office at the Annapolis Board of Elections. Annapolis City Board of Elections shall immediately timestamp, email to joseph.torre@maryland.gov or david.garreis@maryland.gov, and mail Certificate of Candidacy Forms to the Anne Arundel County Board of Elections.	EL § 9-207
Certification of Ballot Content and Arrangement	Primary	Annapolis City Board of Elections	The City Board and the City Law Office shall review and certify the content and arrangement of the ballots based on the Certificates of Candidacy filed at the Annapolis Board of Elections.	Code Sec. 4.24.070 B
Posting of Ballot	Primary	Annapolis City Board of Elections	The City shall enforce City Code requirements.	Code Sec. 4.24.070 B
Absentee Ballot Application Receipt	Primary	Annapolis City Board of Elections	Annapolis City Board of Elections shall receive Absentee Ballot Applications, immediately timestamp the applications, and email a copy of the applications to Cindy Woodward (cindy.wooward@maryland.gov) Shekia Harding-Bey (shekia.harding-bey@maryland.gov) and Cheyenne Richards (cheyenne.richads@maryland.gov), at the Anne Arundel County Board of Elections.	Code Sec. 4.28.010
Mailing Absentee Ballots	Primary	Anne Arundel County Board of Elections	The City of Annapolis shall provide first class postage stamps to the Anne Arundel County Board of Elections in order to mail Absentee Ballots.	COMAR 33.11.03.05

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Task Name	Election	Organization Responsible for Task	Comments	Legal Authority
Issuing Emergency Absentee Ballots	Primary	Annapolis City Board of Elections	<p>The Anne Arundel Board of Elections shall assign staff at the Annapolis Board of Elections to assist the Annapolis City Board of Elections in receiving emergency Absentee Ballot Applications, immediately timestamping the applications, and emailing the applications to the Anne Arundel County Board of Elections Absentee Department to confirm the applicant is eligible to receive an absentee ballot. The City shall issue an Emergency Absentee Ballot to eligible voters after confirmation from the Anne Arundel Board of Elections. The Anne Arundel County Board of Elections staff shall document the Emergency Absentee ballots issued and received using a care, custody, and control form. The Anne Arundel County Board of Elections shall provide a courier to pickup voted absentee ballots on a daily basis. The Emergency Absentee Ballot process shall run from 8:30 A.M. until 4:30 P.M. on Monday, September 18, 2017 and from 7:00 A.M. until 8:00 P.M. on Tuesday, September 19, 2017.</p>	Code Sec. 4.28.030 A
Receipt of Voted Absentee Ballots	Primary	Anne Arundel County Board of Elections	<p>The City of Annapolis shall provide a Post Office Box at the post office located at 60 West Street, Annapolis, for voters to return their mailed-in voted Absentee Ballots. The Anne Arundel County Board of Elections shall arrange a courier to pickup the Absentee Ballots on a daily basis from the PO Box. The Annapolis Board of Elections shall also receive in-person Absentee Ballots, which the Annapolis Board of Elections shall timestamp and document using a care, custody, and control form. The Anne Arundel County Board of Elections shall pickup voted Absentee Ballots from the Annapolis Board of Elections as needed.</p>	Code Sec. 4.28.100 C (1b)
Publication of Election Notice in Newspaper	Primary	Annapolis Board of Elections	Publication dates are September 17, 2017 and September 18, 2017.	Code Sec. 4.08.090

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Task Name	Election	Organization Responsible for Task	Comments	Legal Authority
Updating voting infrastructure forms with new polling place information	Primary	Anne Arundel County Board of Elections	Forms include Election Day Opening and Closing certificates, Chief Judges Logs, Logic and Accuracy Forms, and other forms as identified for the purposes of the Election.	
Updating voting equipment with new polling place labels	Primary	Anne Arundel County Board of Elections		
Drafting and editing 2017 Election Judge Manual	Primary	Anne Arundel County Board of Elections	The final version of the 2017 Election Judge Manual shall be prepared by the County and reviewed and approved by the City of Annapolis.	
Printing 2017 Election Judge Manual	Primary	Annapolis Board of Elections	Anne Arundel County Board of Elections shall provide 2017 Election Judge Manual order quantities to the Annapolis Board of Elections. The Annapolis Board of Elections shall order an adequate supply of the 2017 Election Judge Manuals. The City print vendor shall deliver the 2017 Election Judge Manuals to the Anne Arundel County Board of Elections. Printing to occur on or before July 1, 2017 unless notified otherwise by the Anne Arundel County Board of Elections. The Anne Arundel County Board of Elections shall distribute to Election Judges at the mandatory Election Judge Training class.	
Ordering polling place signs and supplies	Primary	Annapolis Board of Elections	Anne Arundel County Board of Elections shall provide an election supply list and order quantities, to include Polling Place Change signs, Precinct Registers, Street File Reports, and copy paper as well as other supplies as needed. The City shall pay for all supplies.	
Ordering and Printing Ballots	Primary	Annapolis Board of Elections	Anne Arundel County Board of Elections shall provide ballot order quantities to the Annapolis Board of Elections. The City shall directly contact an SBE-approved vendor to arrange for ballot printing and have the ballots delivered to the Anne Arundel County Board of Elections. The City shall pay for the ballots.	
Packing Election Day Polling Place Supplies	Primary	Anne Arundel County Board of Elections	The Anne Arundel Board of Elections shall pack the Election Day polling place supplies for election judges.	

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Task Name	Election	Organization Responsible for Task	Comments	Legal Authority
Election Day Polling Place Supply Bag Verification	Primary	Annapolis Board of Elections	On September 8, 2017, the Annapolis Board of Elections shall verify voting supplies according to the supply verification plan. Annapolis Board of Elections Board Members are required to be present at 6740 Baymeadow Drive, Glen Burnie MD 21060.	
Creation of Election Ballot Definition Database	Primary	Maryland State Board of Elections	In accordance with Exhibit A the Municipal Election Information Document.	
Creation of Electronic Pollbook Database	Primary	Maryland State Board of Elections	In accordance with Exhibit A the Municipal Election Information Document.	
Voting System Logic and Accuracy Programming the Voting Units	Primary	Anne Arundel County Board of Elections	Voting System Logic and Accuracy testing shall occur at least 14 days before Election Day. The Annapolis Board of Elections shall attend the Logic and Accuracy test of the voting system. The Logic and Accuracy test is scheduled at 9:00 A.M. on September 5, 2017 at 6740 Baymeadow Drive, Glen Burnie MD 21060.	COMAR 33.10.02.14, 16
Public Demonstration of the Voting System	Primary	Anne Arundel County Board of Elections	A Public Demonstration of the of voting system shall occur at least 10 days before Election Day. The Public Demonstration is scheduled for 9:00 A.M. on September 8, 2017 at the Anne Arundel County Board of Elections, 6740 Baymeadow Drive, Glen Burnie, MD 21060. The Annapolis Board of Elections shall attend the Public Demonstration of the Voting System.	
Electronic Pollbook Logic and Accuracy Testing	Primary	Anne Arundel County Board of Elections	The Electronic Pollbook Logic and Accuracy testing is scheduled September 14 and September 15, 2017. The voter registration data shall be installed on the Electronic Pollbooks at the Electronic Pollbook Logic and Accuracy test. The Annapolis Board of Elections shall attend the Electronic Pollbook Logic and Accuracy Testing located at 6740 Baymeadow Drive, Glen Burnie MD 21060 starting at 9:00 A.M.	
Logic and Accuracy Testing of the DS850 High Speed Canvassing Scanner	Primary	Anne Arundel County Board of Elections	The Annapolis Board of Elections shall attend the Logic and Accuracy test of the DS850 High Speed Canvassing Scanner scheduled on September 5, 2017 starting at 9:00 A.M. located at 6740 Baymeadow Drive, Glen Burnie MD 21060.	

Version 1.8

Created August 4, 2016

Edited August 10, 2016 to include revisions from James C. Praley

Edited August 16, 2016 to include revisions from Gary Elson, Joseph Torre, David Garreis

Edited August 17, 2016 and August 18, 2016.

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Task Name	Election	Organization Responsible for Task	Comments	Legal Authority
Voting System Transportation to and from the polling places.	Primary	Anne Arundel County Board of Elections / Annapolis Board of Elections	The Annapolis City Board of Elections shall contract with an SBE-approved vendor in accordance Exhibit A the Municipal Election Information Document to transport the Voting System Transport Carts. Voting System Transport Carts shall be shipped from the Anne Arundel County Board of Elections located at 6740 Baymeadow Drive, Glen Burnie MD 21060 to the Annapolis Polling Places.	
Election Day Communication Plan	Primary	Annapolis Board of Elections / Anne Arundel County Board of Elections	The Anne Arundel County Board of Elections shall provide Verizon cell phones for Chief Judges, and iPads and iPhones for Election Field Support to report, resolve, and escalate Election Day issues from the Annapolis polling places. The Anne Arundel County Board of Elections shall provide the City with the Verizon invoice for cell phone and data use costs for the City to pay directly.	
Election Judge Supply Pickup	Primary	Anne Arundel County Board of Elections	Election Judge Supply pickup shall occur Monday, September 18, 2017 at the Anne Arundel County Board of Elections located at 6740 Baymeadow Drive, Glen Burnie MD 21060.	
Polling Place Setup and Helpdesk Monday Before Election Day	Primary	Anne Arundel County Board of Elections	Election Judges shall setup polling places Monday, September 18, 2017. The Board of Elections shall be open until 9:00 P.M. to support polling place setup including Helpdesk and Election Field Support.	
Election Day	Primary	Annapolis Board of Elections / Anne Arundel County Board of Elections	Annapolis Board of Elections and Anne Arundel County Board of Elections shall be open from 5:30 A.M. until 11:00 P.M. or later on Election Day. The Annapolis Board of Elections shall arrive at the Anne Arundel Board of Elections located at 6740 Baymeadow Drive, Glen Burnie MD 21060 no later than 5:30 A.M. in order to resolve questions from the Election Day Helpdesk. The City and County Board of Elections shall agree on a meal plan and the City shall reimburse the County for the cost.	Code Sec. 4.24.020

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Task Name	Election	Organization Responsible for Task	Comments	Legal Authority
Election Day Field Support	Primary	Anne Arundel County Board of Elections	Anne Arundel County Board of Elections staff shall provide on-site support to Annapolis Polling Places on Election Day.	Code Sec. 4.24.190(A)
Election Day Contingency Supplies and Floater Election Judges	Primary	Anne Arundel County Board of Elections	Anne Arundel County Board of Elections shall have Floater Election Judges, staff and a county 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 starting at 5:30 A.M. in the Auxiliary Gym.	
Election Day Helpdesk	Primary	Anne Arundel County Board of Elections	Anne Arundel County Board of Elections staff shall provide helpdesk support to Annapolis Polling Places. The helpdesk shall be located at 6740 Baymeadow Drive, Glen Burnie MD 21060.	
Election Night Results Tabulation	Primary	Anne Arundel County Board of Elections	Unofficial Election Results shall be tabulated at the Anne Arundel County Board of Elections located at 6740 Baymeadow Drive, Glen Burnie MD 21060.	
Online publication of unofficial results (TBD)	Primary	State Board of Elections/Anne Arundel County Board of Elections/Annapolis Office of Information Technology	The City MIT shall partner with the County Office of Information Technology (OIT) and SBE to publish unofficial results online Election Night. The City MIT, the County OIT, and SBE shall meet at a date to be determined in order to coordinate efforts to seamlessly publish unofficial election results election night.	
Election Night Polling Place Supply Return	Primary	Anne Arundel County Board of Elections	When polls close on Election Night, Election Judges shall return Election Supplies, Memory Sticks, voted Provisional Ballots, and Electronic Pollbooks to the Anne Arundel County Board of Elections located at 6740 Baymeadow Drive, Glen Burnie MD 21060	

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Task Name	Election	Organization Responsible for Task	Comments	Legal Authority
Processing Provisional Ballot Applications with ballot disposition recommendations	Primary	Anne Arundel County Board of Elections	Provisional Ballot Applications shall be returned to the Anne Arundel County Board of Elections on Election Night after polls close. Prior to the Provisional Ballot Canvass, the Anne Arundel County Board of Elections shall review the Provisional Ballot Application and MDVOTERS Voter Registration list and make a disposition recommendation for the Annapolis Board of Elections at the Provisional Ballot Canvass.	
Preparation of Provisional Ballot Canvassing Batches	Primary	Anne Arundel County Board of Elections	The Anne Arundel County Board of Elections shall arrange Provisional Ballot Applications by polling place and disposition recommendation prior to the Provisional Ballot Canvass. The Provisional Ballot applications shall be presented to the Annapolis Board of Elections by polling place and ballot disposition recommendation at the Provisional Ballot Canvass and the Annapolis Board of Elections shall officially accept or reject the Provisional Ballots.	
Resolution of Multiple Status Voters (E-40 Reports)	Primary	Anne Arundel County Board of Elections	The Anne Arundel County Board of Elections shall investigate voters with multiple voting credits prior to the Provisional Ballot Canvass. If a voter is determined to have attempted to vote multiple times during the Primary Election, the ballots and supporting documentation shall be presented to the Annapolis Board of Elections at the Provisional Ballot Canvass.	
Canvasser Training / Annapolis Board of Elections Canvassing Training	Primary	Anne Arundel County Board of Elections	The Anne Arundel County Board of Elections shall conduct a training class for all bipartisan canvassing teams. The Annapolis Board of Elections shall attend a canvasser training class prior to the Absentee Ballot Canvass on September 8, 2017 located at 6740 Baymeadow Drive, Glen Burnie MD 21060.	

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Task Name	Election	Organization Responsible for Task	Comments	Legal Authority
Absentee Ballot Canvass Preparation	Primary	Anne Arundel County Board of Elections	The Anne Arundel County Board of Elections shall arrange voted Absentee Ballots by disposition recommendation prior to the Absentee Ballot Canvass. The Absentee Ballots shall be presented to the Annapolis Board of Elections by ballot disposition recommendation at the Absentee Ballot Canvass and the Annapolis Board of Elections shall officially accept or reject the Absentee Ballots.	
Absentee and Provisional Ballot Canvasses	Primary	Annapolis Board of Elections / Anne Arundel County Board of Elections	Absentee and Provisional Ballot Canvasses shall be performed by the Annapolis Board of Elections and occur at the Anne Arundel County Board of Elections located at 6740 Baymeadow Drive, Glen Burnie MD 21060. Annapolis Board of Elections Board Members shall attend the Absentee and Provisional Ballot Canvasses on September 26, 2017.	Code Sec. 4.32.010
Tabulation of Official Results including Election Certification Sheets	Primary	Anne Arundel County Board of Elections	The Anne Arundel County Board of Elections shall generate Official Results and populate Election Certification Sheets. The Annapolis Board of Elections shall sign the Election Certification Sheets on September 26, 2017.	
Transmitting Statement of Returns to City Council and Clerk of the Circuit Court	Primary	Annapolis Board of Elections	The Annapolis Board of Elections shall transmit the certified Election Results to the City Council and Clerk of the Court no later than September 28, 2017.	Code Sec.4.32.050 A
DS200 Scanning Unit Post-Election Maintenance	Primary	Anne Arundel County Board of Elections	The City shall provide written notice to the Anne Arundel Board of Elections authorizing the release of the voting units after a recount and any counter appeal, or the deadline to file a petition for a recount and any counter appeal of the election results passes. The Anne Arundel County Board of Elections shall then conduct a preventative maintenance check and clear the election results from the voting infrastructure.	

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Task Name	Election	Organization Responsible for Task	Comments	Legal Authority
DS850 High Speed Canvassing Scanner Post-Election Maintenance	Primary	Anne Arundel County Board of Elections	The City shall provide written notice to the Anne Arundel Board of Elections authorizing the release of the voting units after a recount and any counter appeal, or the deadline to file a petition for a recount and any counter appeal of the election results passes. The Anne Arundel County Board of Elections shall then conduct a preventative maintenance check and clear the election results from the voting infrastructure.	
Electronic Pollbooks Post-Election Maintenance	Primary	Anne Arundel County Board of Elections	The City shall provide written notice to the Anne Arundel Board of Elections authorizing the release of the voting units after a recount and any counter appeal, or the deadline to file a petition for a recount and any counter appeal of the election results passes. The Anne Arundel County Board of Elections shall then conduct a preventative maintenance check and clear the election results from the voting infrastructure.	
Electronic Pollbook Printers Post-Election Maintenance	Primary	Anne Arundel County Board of Elections	The City shall provide written notice to the Anne Arundel Board of Elections authorizing the release of the voting units after a recount and any counter appeal, or the deadline to file a petition for a recount and any counter appeal of the election results passes. The Anne Arundel County Board of Elections shall then conduct a preventative maintenance check and clear the election results from the voting infrastructure.	
Ballot Marking Devices Post-Election Maintenance	Primary	Anne Arundel County Board of Elections	The City shall provide written notice to the Anne Arundel Board of Elections authorizing the release of the voting units after a recount and any counter appeal, or the deadline to file a petition for a recount and any counter appeal of the election results passes. The Anne Arundel County Board of Elections shall then conduct a preventative maintenance check and clear the election results from the voting infrastructure.	
Voting Booth Post-Election Maintenance	Primary	Anne Arundel County Board of Elections	The Anne Arundel County Board of Elections shall conduct a preventative maintenance check of the voting infrastructure.	

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Task Name	Election	Organization Responsible for Task	Comments	Legal Authority
Voting System Transport Cart Post-Election Maintenance	Primary	Anne Arundel County Board of Elections	The Anne Arundel County Board of Elections shall conduct a preventative maintenance check of the voting infrastructure.	
Inventory and cleanup of Polling Place Supplies	Primary	Anne Arundel County Board of Elections	The Anne Arundel Board of Elections shall inventory Election Day polling place supplies. The Election Day polling place supplies shall be replaced and the Annapolis Board of Elections shall pay for replacement supplies needed for the General Election.	
Ordering replacement Election Day Polling Place supplies	Primary	Annapolis Board of Elections	Anne Arundel County Board of Elections shall provide an election supply list and order quantities, to include Precinct Registers, Street File Reports, and copy paper as well as other supplies as needed. The City shall pay for all supplies.	
Archiving Election Documentation and voted ballots	Primary	Anne Arundel County Board of Elections / Annapolis Board of Elections	Anne Arundel County Board of Elections shall pack and label all Annapolis Election documents in the Anne Arundel County Board of Elections care, custody, and control including voted ballots for archive storage. The Annapolis Board of Elections shall pickup the election documents and voted ballots at 6740 Baymeadow Drive, Glen Burnie MD 21060.	
Election Judge Payroll	Primary	Anne Arundel County Board of Elections	Anne Arundel County Board of Elections shall provide an Election Judge 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 Board of Elections.	
Paying Election Judges	Primary	Annapolis Board of Elections	Annapolis Board of Elections shall mail payment within thirty (30) days to all Election Judges listed on the payroll spreadsheet provided by the Anne Arundel County Board of Elections. The Annapolis Board of Elections shall be responsible for resolving any payment issues with the assistance of the Anne Arundel County Board of Elections.	
Removal of campaign signs	Primary	Annapolis Board of Elections	The City of Annapolis will enforce City Code requirements.	Code Sec. 4.48.170 E

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Task Name	Election	Organization Responsible for Task	Comments	Legal Authority
Conducting Election Results Recount	Primary	Annapolis Board of Elections / Anne Arundel County Board of Elections	Annapolis Board of Elections shall be responsible for conducting election recounts by petition and counter appeal. The only role of the Anne Arundel County Board of Elections staff is to provide canvassing assistance. Election recounts shall be conducted at the Anne Arundel County Board of Elections located at 6740 Baymeadow Drive, Glen Burnie MD 21060. The deadline to file a petition for a recount is September 29, 2017. Counter Appeals shall be filed no later than two days after the determination on the petition for a recount is rendered.	Code Sec. 4.20.190 - 4.20.250
Public Display of Ballot Question Text	General	Annapolis Board of Elections	The Annapolis Board of Election shall comply with City Code.	Code Sec. 4.40.080
Certification of Ballot Questions	General	Annapolis City Council	The Annapolis Board of Elections shall certify any ballot questions to the Anne Arundel County Board of Elections by cover letter.	Code Sec. 4.40.010
Voter Registration and Voter Registration Deadline	General	Anne Arundel County Board of Elections	Annapolis City Board of Elections and Anne Arundel County Board of Elections shall be open until 9:00 P.M. on the night of the Voter Registration Deadline. Annapolis City Board of Elections shall also be available to receive and timestamp voter registration applications. The deadline for the General Election October 9, 2017.	Registration and Election Laws of Maryland Title 3 Subtitle 4, Municipal Elections / Code Sec. 4.16.010 - 4.16.090
Recruiting, Hiring, Assigning Election Judges	General	Anne Arundel County Board of Elections	Election Judges shall be contractors of the City and shall be paid by the City. The start of term of office for Election Judges is August 22, 2017.	Code Sec. 4.08.050 D
Training Election Judges	General	Anne Arundel County Board of Elections	Training may be limited to providing supplemental training to returning election judges and required training for any new election judges. Training shall occur at the Anne Arundel County Board of Elections located at 6740 Baymeadow Drive, Glen Burnie MD 21060.	Code Sec. 4.08.050 D
Campaign Finance Reports	General	Annapolis City Board of Elections	The City shall enforce City Code requirements.	Code Sec. 4.44.080 A(1)

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Task Name	Election	Organization Responsible for Task	Comments	Legal Authority
Ballot Content and Arrangement	General	Anne Arundel County Board of Elections	Candidates file for office at the Annapolis Board of Elections. Annapolis City Board of Elections shall immediately timestamp, email to joseph.torre@maryland.gov or david.garreis@maryland.gov, and mail Certificate of Candidacy Forms to the Anne Arundel County Board of Elections.	EL § 9-207
Certification of Ballot Content and Arrangement	General	Annapolis City Board of Elections	The City Board and the City Law Office shall review and certify the content and arrangement of the ballots based on the Certificates of Candidacy filed at the Annapolis Board of Elections.	Code Sec. 4.24.070 B
Posting of Ballot	General	Annapolis City Board of Elections	The shall enforce City Code requirements.	Code Sec. 4.24.070 B
Absentee Ballot Application Receipt	General	Annapolis City Board of Elections	Annapolis City Board of Elections shall receive Absentee Ballot Applications, immediately timestamp the applications, and email a copy of the applications to Cindy Woodward (cindy.wooward@maryland.gov) Shekia Harding-Bey (shekia.harding-bey@maryland.gov) and Cheyenne Richards (cheyenne.richads@maryland.gov), at the Anne Arundel County Board of Elections.	Code Sec. 4.28.010
Mailing Absentee Ballots	General	Anne Arundel County Board of Elections	The City of Annapolis shall provide first class postage to the Anne Arundel County Board of Elections in order to mail Absentee Ballots.	COMAR 33.11.03.05

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Task Name	Election	Organization Responsible for Task	Comments	Legal Authority
Issuing Emergency Absentee Ballots	General	Annapolis City Board of Elections	<p>The Anne Arundel Board of Elections shall assign staff at the Annapolis Board of Elections to assist the Annapolis City Board of Elections in receiving emergency Absentee Ballot Applications, immediately timestamping the applications, and emailing the applications to the Anne Arundel County Board of Elections Absentee Department to confirm the applicant is eligible to receive an absentee ballot. The City shall issue an Emergency Absentee Ballot to eligible voters after confirmation from the Anne Arundel Board of Elections. The Anne Arundel County Board of Elections staff shall document the Emergency Absentee ballots issued and received using a care, custody, and control form. The Anne Arundel County Board of Elections shall provide a courier to pickup voted absentee ballots on a daily basis. The Emergency Absentee Ballot process shall run from 8:30 A.M. until 4:30 P.M. on Monday, November 6, 2017 and from 7:00 A.M.until 8:00 P.M. on Tuesday, November 7, 2017.</p>	Code Sec. 4.28.030 A
Receipt of Voted Absentee Ballots	General	Anne Arundel County Board of Elections	<p>The City of Annapolis shall provide a Post Office Box at the post office located at 60 West Street, Annapolis, for voters to return their mailed-in voted Absentee Ballots. The Anne Arundel County Board of Elections shall arrange a courier to pickup the Absentee Ballots on a daily basis from the PO Box. The Annapolis Board of Elections shall also receive in-person Absentee Ballots, which the Annapolis Board of Elections shall timestamp and document using a care, custody, and control form. The Anne Arundel County Board of Elections shall pickup voted Absentee Ballots from the Annapolis Board of Elections as needed.</p>	Code Sec. 4.28.100 C (1b)
Publication of Election Notice in Newspaper	General	Annapolis Board of Elections	Publication dates are November 5, 2017 and November 6, 2017.	Code Sec. 4.08.090

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Ordering and Printing Ballots	General	Annapolis Board of Elections	Anne Arundel County Board of Elections shall provide ballot order quantities to the Annapolis Board of Elections. The City shall directly contact an SBE-approved vendor to arrange for ballot printing and have the ballots delivered to the Anne Arundel County Board of Elections. The City shall pay for the ballots.	
Packing Election Day Polling Place Supplies	General	Anne Arundel County Board of Elections	The Anne Arundel Board of Elections shall pack the Election Day polling place supplies for election judges.	
Election Day Polling Place Supply Bag Verification	General	Annapolis Board of Elections	On October 27, 2017, the Annapolis Board of Elections shall verify voting supplies according to the supply verification plan. Annapolis Board of Elections Board Members are required to be present at 6740 Baymeadow Drive, Glen Burnie MD 21060.	
Creation of Election Database	General	Maryland State Board of Elections	In accordance with Exhibit A the Municipal Election Information Document.	
Creation of Electronic Pollbook Database	General	Maryland State Board of Elections	In accordance with Exhibit A the Municipal Election Information Document.	
Voting System Logic and Accuracy Programming the Voting Units	General	Anne Arundel County Board of Elections	Voting System Logic and Accuracy testing shall occur at least 14 days before Election Day. The Annapolis Board of Elections shall attend the Logic and Accuracy test of the voting system. The Logic and Accuracy test is scheduled at 9:00 A.M. on October 23, 2017 at 6740 Baymeadow Drive, Glen Burnie MD 21060.	COMAR 33.10.02.14, 16
Public Demonstration of the Voting System	General	Anne Arundel County Board of Elections	A Public Demonstration of the of voting system shall occur at least 10 days before Election Day. The Public Demonstration is scheduled for 9:00 A.M. on October 27, 2017 at the Anne Arundel County Board of Elections, 6740 Baymeadow Drive, Glen Burnie, MD 21060. The Annapolis Board of Elections shall attend the Public Demonstration of the Voting System.	

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Task Name	Election	Organization Responsible for Task	Comments	Legal Authority
Electronic Pollbook Logic and Accuracy Testing	General	Anne Arundel County Board of Elections	The Electronic Pollbook Logic and Accuracy testing is scheduled November 2, 2017 and November 3, 2017. The voter registration data shall be installed on the Electronic Pollbooks at the Electronic Pollbook Logic and Accuracy test. The Annapolis Board of Elections shall attend the Electronic Pollbook Logic and Accuracy Testing located at 6740 Baymeadow Drive, Glen Burnie MD 21060 starting at 9:00 A.M.	
Logic and Accuracy Testing of the DS850 High Speed Canvassing Scanner	General	Anne Arundel County Board of Elections	The Annapolis Board of Elections shall attend the Logic and Accuracy test of the DS850 High Speed Canvassing Scanner scheduled on October 23, 2017 starting at 9:00 A.M. located at 6740 Baymeadow Drive, Glen Burnie MD 21060.	
Voting System Transportation to and from the polling places.	General	Anne Arundel County Board of Elections / Annapolis Board of Elections	The Annapolis City Board of Elections shall contract with an SBE-approved vendor in accordance Exhibit A the Municipal Election Information Document to transport the Voting System Transport Carts. Voting System Transport Carts shall be shipped from the Anne Arundel County Board of Elections located at 6740 Baymeadow Drive, Glen Burnie MD 21060 to the Annapolis Polling Places.	
Election Day Communication Plan	General	Annapolis Board of Elections / Anne Arundel County Board of Elections	The Anne Arundel County Board of Elections shall provide Verizon cell phones for Chief Judges, and iPads and iPhones for Election Field Support to report, resolve, and escalate Election Day issues from the Annapolis polling places. The Anne Arundel County Board of Elections shall provide the City with the Verizon invoice for cell phone and data use costs for the City to pay directly.	
Election Judge Supply Pickup	General	Anne Arundel County Board of Elections	Election Judge Supply pickup shall occur Monday, November 6, 2017 at the Anne Arundel County Board of Elections located at 6740 Baymeadow Drive, Glen Burnie MD 21060.	

2017 City of Annapolis Municipal Elections
Exhibit C - Roles and Responsibilities

Task Name	Election	Organization Responsible for Task	Comments	Legal Authority
Polling Place Setup and Helpdesk Monday Before Election Day	General	Anne Arundel County Board of Elections	Election Judges shall setup polling places Monday, November 6, 2017. The Board of Elections shall be open until 9:00 P.M. to support polling place setup including Helpdesk and Election Field Support.	
Election Day	General	Anne Arundel County Board of Elections / Annapolis Board of Elections	Annapolis Board of Elections and Anne Arundel County Board of Elections shall be open from 5:30 A.M. until 11:00 P.M. or later on Election Day. The Annapolis Board of Elections shall arrive at the Anne Arundel Board of Elections located at 6740 Baymeadow Drive, Glen Burnie MD 21060 no later than 5:30 A.M. in order to resolve questions from the Election Day Helpdesk. The City and County Board of Elections shall agree on a meal plan and the City shall reimburse the County for the cost.	City Charter, Art. II, Sec. 2 & Code Sec. 4.24.020
Election Day Field Support	General	Anne Arundel County Board of Elections	Anne Arundel County Board of Elections staff shall provide on-site support to Annapolis Polling Places on Election Day.	
Election Day Contingency Supplies and Floater Election Judges	General	Anne Arundel County Board of Elections	Anne Arundel County Board of Elections shall have Floater Election Judges, staff and a county 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 starting at 5:30 A.M. in the Auxiliary Gym.	
Election Day Helpdesk	General	Anne Arundel County Board of Elections	Anne Arundel County Board of Elections staff shall provide helpdesk support to Annapolis Polling Places. The helpdesk shall be located at 6740 Baymeadow Drive, Glen Burnie MD 21060.	
Election Night Unofficial Results Tabulation	General	Anne Arundel County Board of Elections	Unofficial Election Results shall be tabulated at the Anne Arundel County Board of Elections located at 6740 Baymeadow Drive, Glen Burnie MD 21060.	

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Task Name	Election	Organization Responsible for Task	Comments	Legal Authority
Online publication of unofficial results (TBD)	General	State Board of Elections/Anne Arundel County Board of Elections/Annapolis Office of Information Technology	The City MIT shall partner with the County Office of Information Technology (OIT) and SBE to publish unofficial results online Election Night. The City MIT, the County OIT, and SBE shall meet at a date to be determined in order to coordinate efforts to seamlessly publish unofficial election results election night.	
Election Night Polling Place Supply Return	General	Anne Arundel County Board of Elections	When polls close on Election Night, Election Judges shall return Election Supplies, Memory Sticks, voted Provisional Ballots, and Electronic Pollbooks to the Anne Arundel County Board of Elections located at 6740 Baymeadow Drive, Glen Burnie MD 21060	
Processing Provisional Ballot Applications with ballot disposition recommendations	General	Anne Arundel County Board of Elections	Provisional Ballot Applications shall be returned to the Anne Arundel County Board of Elections on Election Night after polls close. Prior to the Provisional Ballot Canvass, the Anne Arundel County Board of Elections shall review the Provisional Ballot Application and MDVOTERS Voter Registration list and make a disposition recommendation for the Annapolis Board of Elections at the Provisional Ballot Canvass.	
Preparation of Provisional Ballot Canvassing Batches	General	Anne Arundel County Board of Elections	The Anne Arundel County Board of Elections shall arrange Provisional Ballot Applications by polling place and disposition recommendation prior to the Provisional Ballot Canvass. The Provisional Ballot applications shall be presented to the Annapolis Board of Elections by polling place and ballot disposition recommendation at the Provisional Ballot Canvass and the Annapolis Board of Elections shall officially accept or reject the Provisional Ballots.	
Resolution of Multiple Status Voters (E-40 Reports)	General	Anne Arundel County Board of Elections	The Anne Arundel County Board of Elections shall investigate voters with multiple voting credits prior to the Provisional Ballot Canvass. If a voter is determined to have attempted to vote multiple times during the Primary Election, the ballots and supporting documentation shall be presented to the Annapolis Board of Elections at the Provisional Ballot Canvass.	

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Task Name	Election	Organization Responsible for Task	Comments	Legal Authority
Canvasser Training	General	Anne Arundel County Board of Elections	The Anne Arundel County Board of Elections shall conduct a training class for all bipartisan canvassing teams. The Annapolis Board of Elections may attend a canvasser training class prior to the Absentee Ballot Canvass on October 27, 2017 located at 6740 Baymeadow Drive, Glen Burnie MD 21060.	
Absentee Ballot Canvass Preparation	General	Anne Arundel County Board of Elections	The Anne Arundel County Board of Elections shall arrange voted Absentee Ballots by disposition recommendation prior to the Absentee Ballot Canvass. The Absentee Ballots shall be presented to the Annapolis Board of Elections by ballot disposition recommendation at the Absentee Ballot Canvass and the Annapolis Board of Elections shall officially accept or reject the Absentee Ballots.	
Absentee and Provisional Ballot Canvasses	General	Annapolis Board of Elections / Anne Arundel County Board of Elections	Absentee and Provisional Ballot Canvasses shall be performed by the Annapolis Board of Elections and occur at the Anne Arundel County Board of Elections located at 6740 Baymeadow Drive, Glen Burnie MD 21060. Annapolis Board of Elections Board Members shall attend the Absentee and Provisional Ballot Canvasses on November 14, 2017.	Code Sec. 4.32.010
Tabulation of Official Results including Election Certification Sheets	General	Anne Arundel County Board of Elections	The Anne Arundel County Board of Elections shall generate Official Results and populate Election Certification Sheets. The Annapolis Board of Elections shall sign the Election Certification Sheets on November 14, 2017.	
Transmitting Statement of Returns to City Council and Clerk of the Circuit Court	General	Annapolis Board of Elections	The Annapolis Board of Elections shall transmit the certified Election Results to the City Council and Clerk of the Court no later than November 16, 2017.	Code Sec. 4.32.050 A

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Task Name	Election	Organization Responsible for Task	Comments	Legal Authority
DS200 Scanning Unit Post-Election Maintenance	General	Anne Arundel County Board of Elections	The City shall provide written notice to the Anne Arundel Board of Elections authorizing the release of the voting units after a recount and any counter appeal, or the deadline to file a petition for a recount and any counter appeal of the election results passes. The Anne Arundel County Board of Elections shall then conduct a preventative maintenance check and clear the election results from the voting infrastructure.	
DS850 High Speed Canvassing Scanner Post-Election Maintenance	General	Anne Arundel County Board of Elections	The City shall provide written notice to the Anne Arundel Board of Elections authorizing the release of the voting units after a recount and any counter appeal, or the deadline to file a petition for a recount and any counter appeal of the election results passes. The Anne Arundel County Board of Elections shall then conduct a preventative maintenance check and clear the election results from the voting infrastructure.	
Electronic Pollbooks Post-Election Maintenance	General	Anne Arundel County Board of Elections	The City shall provide written notice to the Anne Arundel Board of Elections authorizing the release of the voting units after a recount and any counter appeal, or the deadline to file a petition for a recount and any counter appeal of the election results passes. The Anne Arundel County Board of Elections shall then conduct a preventative maintenance check and clear the election results from the voting infrastructure.	
Electronic Pollbook Printers Post-Election Maintenance	General	Anne Arundel County Board of Elections	The City shall provide written notice to the Anne Arundel Board of Elections authorizing the release of the voting units after a recount and any counter appeal, or the deadline to file a petition for a recount and any counter appeal of the election results passes. The Anne Arundel County Board of Elections shall then conduct a preventative maintenance check and clear the election results from the voting infrastructure.	

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Task Name	Election	Organization Responsible for Task	Comments	Legal Authority
Ballot Marking Devices Post-Election Maintenance	General	Anne Arundel County Board of Elections	The City shall provide written notice to the Anne Arundel Board of Elections authorizing the release of the voting units after a recount and any counter appeal, or the deadline to file a petition for a recount and any counter appeal of the election results passes. The Anne Arundel County Board of Elections shall then conduct a preventative maintenance check and clear the election results from the voting infrastructure.	
Voting Booth Post-Election Maintenance	General	Anne Arundel County Board of Elections	The Anne Arundel County Board of Elections shall conduct a preventative maintenance check of the voting infrastructure.	
Voting System Transport Cart Post-Election Maintenance	General	Anne Arundel County Board of Elections	The Anne Arundel County Board of Elections shall conduct a preventative maintenance check of the voting infrastructure.	
Inventory and cleanup of Polling Place Supplies	General	Anne Arundel County Board of Elections	The Anne Arundel Board of Elections shall inventory Election Day polling place supplies. The Election Day polling place supplies shall be replaced and the Annapolis Board of Elections shall pay for replacement supplies needed for the 2018 Gubernatorial Primary Election.	
Ordering replacement polling place supplies	General	Anne Arundel County Board of Elections	Anne Arundel County Board of Elections shall provide an election supply list and order quantities. The City shall pay for all supplies.	
Archiving Election Documentation and voted ballots.	General	Anne Arundel County Board of Elections / Annapolis Board of Elections	Anne Arundel County Board of Elections shall pack and label all Annapolis Election documents in the Anne Arundel County Board of Elections care, custody, and control including voted ballots for archive storage. The Annapolis Board of Elections shall pickup the election documents and voted ballots at 6740 Baymeadow Drive, Glen Burnie MD 21060.	
Election Judge Payroll	General	Anne Arundel County Board of Elections	Anne Arundel County Board of Elections shall provide an Election Judge 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 Board of Elections.	

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Task Name	Election	Organization Responsible for Task	Comments	Legal Authority
Paying Election Judges	General	Annapolis Board of Elections	Annapolis Board of Elections shall mail payment within thirty (30) days to all Election Judges listed on the payroll spreadsheet provided by the Anne Arundel County Board of Elections. The Annapolis Board of Elections shall be responsible for resolving any payment issues with the assistance of the Anne Arundel County Board of Elections.	
Removal of campaign signs	General	Annapolis Board of Elections	The City shall enforce City Code requirements.	Code Sec. 4.48.170 E
Conducting Election Results Recount	General	Annapolis Board of Elections / Anne Arundel County Board of Elections	Annapolis Board of Elections shall be responsible for conducting election recounts by petition and counter appeal. The only role of the Anne Arundel County Board of Elections staff is to provide canvassing assistance. Election recounts shall be conducted at the Anne Arundel County Board of Elections located at 6740 Baymeadow Drive, Glen Burnie MD 21060. The deadline to file a petition for a recount is November 17, 2017. Counter Appeals shall be filed no later than two days after the determination on the petition for a recount is rendered.	

NOTES

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

Anne Arundel County Board of Elections 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