
State Board of Elections

Municipal Election Information

Maryland State Board of Elections



November 2013
Version 2.5



Maryland State Board of Elections
Municipal Election Information

Version 2.4

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February, 2013

Dear Municipality:

The Maryland State Board of Elections (SBE) welcomes your interest in leasing the voting system and electronic pollbook purchased by the State of Maryland.

In this packet you should find:

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

A lease of the voting system and electronic pollbook 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 leasing 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 pollbook, county facilities, and personnel.

Any agreement for the lease of the State owned voting system, electronic pollbook, 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 leasing voting equipment or electronic pollbook from the local board of elections should complete the Municipal Election Questionnaire and fax 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 Leasing Standards provide minimum requirements to protect the condition and integrity of the voting equipment. Any leasing 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



MUNICIPAL ELECTION SUMMARY

Introduction

The State of Maryland has in place a touchscreen voting system in all jurisdictions across the State. Arrangements for municipal or other governmental or nongovernmental entities in each jurisdiction to lease voting system equipment must be coordinated through the local boards of elections and must adhere to SBE voting system standards and processes.

If a municipality wishes to use the voting system, election services must be provided by the local board of elections. Local boards of elections are not obligated to provide these services. See the attached letter from the State Administrator.

The voting systems include the AccuVote-TS touchscreen voting unit for polling place voting, the AccuVote-OS optical scan voting unit for absentee and/or provisional voting, and the ExpressPoll-5000 electronic pollbook for voter eligibility verification and check-in.

The touchscreen voting unit is a computerized, stand-alone voting unit. Touchscreen voting 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 reading and visually impaired voters. At the end of the election, results are printed from each unit, and can also be accumulated at the local board of elections into the Global Election Management System (GEMS), for more comprehensive results reporting.

The optical scan voting unit scans paper ballots for automatic tabulation of results. If optical scan voting units are leased from the local board of elections, they may only be used for absentee and/or provisional voting, as stated in the "Municipal Leasing Standards".

Additionally, 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 history file, automatically encodes the Voter Access Card with the proper ballot style for that voter to see on the touchscreen voting unit, and prints a Voter Authorization Card on demand for the voter to sign.

The State of Maryland has implemented several 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 lessee.



Ballot Production

Programming

Ballot programming services for the touchscreen voting units may be obtained through the local board of elections.

All ballot styles must be created in a ballot database in the GEMS application, which is installed on the GEMS server at each local board of elections. Background checks must be performed on any individual who has access to the GEMS server.

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

The municipality will receive either the preliminary ballot database, saved onto a memory card, for proofing the ballot directly onto the touchscreen voting unit, or screenshot facsimiles for proofing the ballot from a remote location. If the municipality chooses to use State-owned equipment to produce absentee and/or provisional ballots, it will also receive a facsimile of the absentee ballot.

Screenshots (i.e., images of each ballot screen) and absentee ballot facsimiles may be distributed to a municipality through e-mail. Memory cards with the ballot information, for use with the touchscreen voting unit, are generated from the GEMS server at the local board of elections.

SBE recommends that the municipality proofread and certify both the touchscreen voting unit ballots and any absentee and /or provisional ballots.

SBE recommends that the municipality use the touchscreen voting unit ballot and absentee ballot templates established by SBE. See [Appendix A](#) and [Appendix B](#) for examples.

If a municipality wishes to complete a full upload of tabulated results from the touchscreen voting units to the GEMS server, including the pre-formatted results reporting features of GEMS, a GEMS server is required. The local board of elections may make this server available to the municipalities and provide this service from the local board of elections office.



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 non-English languages. 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 voting system vendor, the local board of elections, 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 local board of elections, 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 adds to the cost of programming by increasing the number of contest headers and 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 Recording

Touchscreen voting units provide the option of having audio ballots available for reading or visually-impaired voters. Voters listen to the ballot through headphones and vote unassisted by pressing a numeric keypad to record their choices.

Audio ballot recording services may be obtained from the local board of elections.

To permit the programming of the audio ballot database, a municipality must supply the local board of elections with a tape or CD of ballot content pronunciations.

See Appendix C for audio standards established by SBE and the National Federation of the Blind (NFB).

SBE recommends that the municipality proof and certify the audio ballot on the touchscreen voting unit for pronunciation and clarity.

Absentee and/or Provisional Ballots

Absentee ballots may be tabulated manually or scanned using the optical scan voting unit. Absentee ballots are generated from the same ballot database that provides the touchscreen voting unit ballot.



Absentee ballot design must be obtained from the same source that provides ballot programming. The printing of absentee ballots that are to be scanned, using the optical scanner, may be obtained from Election Systems and Software, inc., through the local board of elections, or through the local board of elections themselves..

Absentee Instructions may be obtained from the local board of elections or independently. Absentee envelope printing may be obtained from any local printer.

SBE recommends that the municipality use absentee ballot, envelope, and instruction templates established by SBE and maintained by the local board of elections. See [Appendix B](#).

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

Election Judge Training

SBE recommends that a municipality use the election judge manual and Quick Reference Guides (QRG) established by SBE and maintained by the local board of elections.



Polling Place Site Survey

SBE recommends that the municipality conduct a polling place site survey. 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 voting system vendor, the local board of elections, or independently.

Pre-Election

Memory Cards

After the municipality certifies the final ballot, memory cards of the ballot are generated from the GEMS server at the local board of elections.

One memory card is generated for each touchscreen voting unit or optical scan voting unit. SBE recommends preparing one touchscreen voting unit per 200 registered voters or part thereof, with a minimum of two per precinct, plus an additional spare unit for every 10 voting units used at the polls.

Touchscreen Voting Unit Preparation

Touchscreen voting unit preparation services may be obtained from the local board of elections.

Touchscreen voting unit preparation services should include: inserting the programmed memory cards into each touchscreen voting unit, downloading the ballot, performing Logic & Accuracy tests, resetting the touchscreen voting unit for Election Day with zero totals and sealing the touchscreen voting units.

Optical Scan Voting Unit Preparation

Optical scan voting unit preparation services may be obtained from the local board of elections or from voting system vendor, through the local board of elections. Municipalities printing absentee ballots on a local computer printer for manual tabulation do not need to perform optical scan voting unit preparation.

Optical scan voting unit preparation services should include: creating the memory card with the ballot information for tabulating, running test decks, performing Logic & Accuracy tests, and resetting the optical scan voting units for counting with zero totals.



Touchscreen Voting Unit and Peripheral Transportation

Transportation of voting units from the Local Board to the polling places must be in accordance with the requirements shown in Appendix D. Voting units and peripherals may be transported by the Local Board or by a contractor.



Electronic Pollbook Configuration

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 using the ExpressPoll Interface Control (EPIC) database server located at SBE. After the election, log files are harvested from the electronic pollbook Compact Flash (CF) cards, then imported back onto the EPIC server to generate voter history files that are imported back into the voter registration system.

Inasmuch as the EPIC server is not configured for external access, electronic pollbook data preparation for municipal elections will 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. Whoever performs the ballot preparation for the municipal election will be responsible for providing a copy of the GEMS election database to SBE.

Set-Up and Takedown

Set-up and takedown services may be obtained from the local board of elections or independently.

SBE recommends that the municipality avoid having elderly election judges lift the touchscreen voting units, as the units themselves weigh approximately 30 pounds.

Set-up occurs before the election and includes opening the voting booth legs, turning the units upright, and positioning the booths according to the site survey provided by the municipality.

Takedown occurs after the closing of the polls, and includes storing the extension cords, closing the voting booth lid and legs, and positioning the touchscreen voting units for pick-up.



Election Support

Election support services may be obtained from the local board of elections.

For any election larger than 8 precincts or 30 touchscreen voting units, SBE recommends one EFSS for every 10 - 15 precincts.

Election Results

Precinct totals can be printed from each touchscreen voting unit for manual tabulation or accumulated onto one touchscreen voting unit for a single precinct total.

For more complete reporting, accumulated precinct results can be physically transported or sent electronically by modem to the local board of elections, for upload into the GEMS system. The GEMS system offers a variety of election reports.



AUDIO RECORDING GUIDELINES

If the municipality chooses to obtain audio recording independently, SBE recommends the following standards:

- 16 bit 22 kHz. for English and Spanish
- Average signal level recorded at minus 16 dBFS to minus 12 dBFS
- A sine wave recorded at full scale (barely touching plus or minus 32768 for 16-bit recording) will have an RMS value of -3 dBFS
- Eliminate audible clipping for any signal peak
- Marked segments must be cued at less than 100 milliseconds, retaining a natural pause at the end of the segment



SITE SURVEY GUIDELINES

Tools Needed

- Site survey sheet
- Modular RJ11 jack tester
- Measuring tape
- Number of voting units assigned to the polling place
- Analog phone
- Camera (if available)
- Notepad

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 phone jacks, power outlets, light switches, windows, doors, and handicapped access points
- Test power outlets, switches, and other key items to evaluate functionality
- Draft a layout of the touchscreen voting units based on your site survey
- SBE recommends that touchscreen voting units are plugged into grounded outlets and positioned approximately 2 feet apart, against a wall, and at a slight angle for voter privacy
- Determine whether power strips, extension cords, and phone 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



If Using Modem Transfer

Using your analog phone, determine if a "9" or other access number needs to be dialed to reach an outside line

Determine if a "1" needs to be dialed for long distance calls to the LBE office

If someone needs to be contacted to access the phone line on election day, obtain contact name, phone number, and emergency phone number

Take a picture of the location of the analog phone line, to eliminate any confusion about the correct line to use on election night



MUNICIPAL LEASING 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 33.10.02 and Regulation 33.10.11 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 owned by the State, but Section 9-105(b) of the Election Law Article of the *Annotated Code of Maryland* permits the local board of elections, designated as the using entity, to lease the components to any governmental or nongovernmental entity within the jurisdiction, on terms and conditions determined by the local board of elections, as long as the local board of elections promptly pays over any lease 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 Leasing Standards that must be included in any lease of State-owned voting system components to a municipal corporation or other governmental or nongovernmental entity. As long as these minimum Municipal Leasing Standards are met and the State's interest in the systems is protected, a local board of elections is free to set additional terms and conditions, including charges for the use of the systems, 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 local board of elections pay over any lease proceeds to the local governing body.

Neither these standards nor the fact that State-owned voting system components may have been used may be construed to make the State, SBE, or a local board of elections 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 lessee may lease and use system components only for election purposes. In addition, a lessee may lease and use the optical scan voting units only for absentee and provisional ballot counting, except with the expressed and advance approval of SBE.

A lessee 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 local board of elections must notify the SBE Voting System Director of any lease of voting system components within one business day, and must provide the SBE Voting System Director with a copy of a written lease agreement.

Lease Terms

The lease agreement between the local board of elections and any lessee must specify:

The name of the lessee's single point of contact for purposes of the lease and the use of the leased components;

The location where each piece of leased hardware will be located, the hours when that location will be available for the voting equipment vendor 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 leased components;

The number of each system component to be leased, 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 lease 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 lessee provide all power and telecommunications necessary for proper operation of those components being leased;

An indemnification provision, under which the lessee agrees to indemnify both the local board of elections and the State against liability for any suits, actions, or claims of any character arising from or relating to the lease or the use of system components by the lessee; and

A provision allowing the State to have reasonable access to the leased components at any time for the purpose of inspecting the components and protecting the State's ownership interest.

Control of Leased Property

The lessee must maintain control of all leased components from the time of delivery until the time of release. The lessee may not sublease or otherwise make the components or any of them available to any other person or entity.

Necessary Software and Instructional Materials

When a local board of elections leases the touchscreen voting unit, the optical scan voting unit or both, the local board of elections must also contract for GEMS services, at a minimum for creating the election database. The local board of elections must provide the lessee with appropriate manuals and other instructional materials to enable the lessee to conduct an election.

Transportation

The lessee must either contract for transportation or have the local board transport system hardware components from the local board of elections storage location to each election office or polling place and back. The contractor shall be responsible for loss of or damage to system components while they are within contractor's control, and the lessee shall be responsible for loss or damage while the components are within the lessee's control.

Absentee Ballot Printing

While the voting system GEMS software can be used to create absentee ballots for use as part of the optical scan voting unit, ballots intended to be scanned through the optical scan voting units must be printed by Election Systems & Software or by the local board of elections.

Support

The lessee may need pre-election, Election Day, or post-election support, including assistance in producing audio ballots for the reading or visually impaired, and in producing paper



or electronic ballots in languages other than English. The lessee may contract to obtain this support from the local board of elections on terms acceptable to the local board of elections. However, if the lessee elects to obtain these services from any other source, that source must be approved in advance by SBE and the local board of elections.

Translation

If a lessee elects to provide either electronic or paper ballots in one or more languages other than English, the municipality must arrange for at least one local translator or "reader," who is fluent in the other language and approved by the local board of elections and SBE, to review the translation before certifying the ballot.

Training and Voter Education

The lessee 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 local board of elections how these will be accomplished. An election judges' training manual is available from the local board of elections.

System Counter

The lessee shall keep a record of and report to the local board of elections the protective counter settings on all equipment when received and when released.

Intellectual Property

The lessee must acknowledge and respect the intellectual property rights of Election Systems and Software, Inc. in the system components it has sold to the State. The lessee 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 lessee 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 lessee. The State of Maryland must be named as an additional insured on any policy providing this insurance, and the lessee must provide to the local board of elections, for transmission to SBE, certificates evidencing the required coverage.

Reporting

The local board of elections must file a written report with SBE within 15 days after any election conducted by a lessee, detailing any problems, by component, that were encountered in using the leased system components.



APPENDIX A - TOUCHSCREEN VOTING UNIT SCREEN SHOT SAMPLE

DEMONSTRATION BALLOT MARYLAND GENERAL ELECTION NOVEMBER 7, 2010	
Governor Vote for one of the five candidates or one write-in	Comptroller Vote for no more than two of the five candidates
<input type="checkbox"/> John Adams	<input type="checkbox"/> Samuel Chase
<input type="checkbox"/> Benjamin Franklin	<input type="checkbox"/> Frederick Douglass
<input type="checkbox"/> Dolly Madison	<input type="checkbox"/> Billie Holliday
<input type="checkbox"/> Harriet Tubman	<input type="checkbox"/> Francis Scott Key
<input type="checkbox"/> George Washington	<input type="checkbox"/> Thurgood Marshall
<input type="checkbox"/> Write-in	<input type="checkbox"/> Write-in
<input type="checkbox"/> Write-in	<input type="checkbox"/> Write-in
← Back Instructions Page 1 of 2 Next →	



APPENDIX B - ABSENTEE BALLOT FACSIMILES SAMPLE

The absentee ballot included below has been cropped from its original dimensions of 11 x 17. The sample ballot also demonstrates the option of including both English and Spanish languages.

<p>DEMONSTRATION BALLOT GUBERNATORIAL GENERAL ELECTION NOVEMBER 7, 2010</p> <p>STATE OF MARYLAND</p>	
<p>Instructions</p>	
<p>To vote, completely fill in the oval <input type="radio"/> to the LEFT of your choice(s). Mark only with a #2 pencil. DO NOT ERASE. If you make a mistake you may request a new ballot. If your vote for a candidate or question is marked in such a manner that your intent is not clearly demonstrated, your vote for that office may not be counted. To protect the secrecy of your vote, do not put your name, initials, or any identifying mark on your official ballot. To vote for a candidate whose name is not printed on the ballot, write in the name of the candidate on the designated write-in line under that office title and completely fill in the oval <input type="radio"/> to the LEFT of the write-in candidate's name.</p>	
<p>Instrucciones</p>	
<p>Para votar, rellene completamente el óvalo <input type="radio"/> a la izquierda de su(s) elección(es). Marque solamente utilizando un lápiz # 2. NO BORRE. Si comete un error, podría solicitar una nueva boleta electoral. Si su voto por un candidato o pregunta está marcado de tal manera que su intención no es claramente demostrable, su voto por ese cargo podría no ser contado. Para proteger el secreto del voto, no escriba su nombre, sus iniciales o cualquier marca distintiva en la boleta electoral oficial. Para votar por un candidato cuyo nombre no está impreso en la boleta electoral, escriba el nombre del candidato en el renglón designado para candidatos escritos bajo ese título del cargo y llene completamente el óvalo a la izquierda del nombre del candidato escrito.</p>	
<p style="text-align: center;">GOVERNOR / LT. GOVERNOR Vote for One</p> <p><input type="radio"/> John Adams And Benjamin Franklin</p> <p><input type="radio"/> Dolly Madison And Harriet Tubman</p> <p><input type="radio"/> George Washington And Abraham Lincoln</p> <p><input type="radio"/></p> <p>Write-in _____</p>	<p style="text-align: center;">FAMOUS MARYLANDERS Vote for No More Than Two</p> <p><input type="radio"/> Samuel Chase</p> <p><input type="radio"/> Frederick Douglass</p> <p><input type="radio"/> Billie Holliday</p> <p><input type="radio"/> Francis Scott Key</p> <p><input type="radio"/> Thurgood Marshall</p>
<p>Be sure that you have completed both sides of the ballot. Asegurase que haya llenado completamente los dos lados de la boleta.</p>	

FRONT Card 1 SEQ# 1 FOR PROOF ONLY



APPENDIX C – MUNICIPAL ELECTION QUESTIONNAIRE

(Today's Date)

Election Title: _____

Primary Date: _____ General Date: _____

Municipality: _____

Election Contact: _____ Title: _____

Phone: _____ Ext: _____ Cell: _____

Fax: _____ Email: _____

Physical Address: _____ Mailing Address: _____

Election Structure

of Jurisdictional Districts: _____ What are your Districts labeled as:

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

of Races: _____
What state precinct lines are included in you election.

Do you plan on using a GEMS database and Touchscreen units?

Yes: _____ No: _____

of Primary Parties: _____

What date is the final Touchscreen database needed by? _____



of Ballot Styles: _____ Estimated Voter Turnout: _____ %
 # of Split Precincts: _____ # of Touchscreens needed: _____
 # of Registered Voters: _____ # of Optical Scanners needed: _____
 One TS per _____ Voters

MDVoters

** An election must be created in MDVOTERS immediately, 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 two months before the election.

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

Will there be Early Voting? Yes ____ No ____
If Yes, what are the dates? _____

Is Provisional Voting allowed? Yes ____ No ____

Is a training Database needed? Yes ____ No ____
If Yes
What date is the training database needed by? _____

Will L&A sheets be needed for this election? Yes ____ No ____
If Yes,
List the number of pollbooks per polling place. _____

What date is the final pollbook database needed by? _____
(* Note: Latest possible date must be no less than 14 days before the actual election day)

Will the election use TS units or Paper Ballots? _____

Are all Qualified Voters in MDVoters or is there a manual list to be added? _____

Do you plan on using Absentee ballots with pollbooks? Yes ____ No ____
If Yes,
Will you generate Absentee's through MDVOTERS? Yes ____ No ____

Is a Bulk update needed for Absentee Status and new registrations? Yes ____ No ____
If Yes,
On what date is the bulk update needed? _____

Are there any Custom instructions needed?



Ballot

Is the Primary Election Partisan or Non-Partisan: _____

Will there be an Audio Ballot: Yes ____ No ____

Will there be additional languages: Yes ____ No ____

If Yes, List Languages: 1) _____ 2) _____ 3) _____

How will Absentee Ballots be counted: Optical Scan Unit _____ Manual Tabulation _____

Estimated number of Absentee Ballots required: _____

Estimated number of Provisional Ballots required: _____

Ballot Stub: Yes ____ No ____ Stub Numbered: Yes ____ No ____

Training

Training will be needed for the following:

GEMS Database / Ballot Programming Yes ____ # of Students: _____

Accu-Vote TS Post Election Maintenance Yes ____ # of Students: _____

Accu-Vote TS Logic & Accuracy Testing Yes ____ # of Students: _____

Accu-Vote OS Logic & Accuracy Testing Yes ____ # of Students: _____

Election Judges Training Yes ____ # of Students: _____

Election Day Support Specialist Training Yes ____ # of Students: _____

Election Results

Will results be accumulated on one Accu-Vote Touchscreen per precinct: Yes ____ No ____

Will results be uploaded to GEMS for consolidated election reports: Yes ____ No ____

Will results be transmitted via modem to GEMS: Yes ____ No ____

Absentee Ballots are counted: Election Night _____ After Election _____



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 Database Complete		
Candidate Pronunciation Recorded		
Audio DB Complete & Proofed		
Screen Shoots for Specimen Ballots or Newspaper Advertising		
Absentee Ballots Printed		
Absentee Ballots Mailing		
Election Judges Training		
Polling Place Site Surveys		



Memory Card Download AccuVote TS & OS		
Logic & Accuracy Testing AccuVote TS		
Logic & Accuracy Testing AccuVote OS		
Public Test / Demonstration		
Election Day		
100% Verification		
Absentee Count		
Certify Election		

Election Services Provided by:

	SBE	Local Election Board	Municipality
GEMS / Ballot Programming			N/A
Audio Recording	N/A		N/A
Language Translation	N/A		SBE Approval Required
Design Absentee Ballot			N/A
Design Absentee Envelope		N/A	N/A
Design Absentee Instruction Sheet			
Print Absentee / Provisional Ballots			N/A



Print Absentee Instruction Sheet			
Prepare Specimen Ballot			
Training of LBE / Municipality Staff	N/A		
Training of Election Judges	N/A		
Training of Election Day Support	N/A		
Polling Place Site Survey			
Accu-Vote TS Memory Card Download			N/A
Accu-Vote TS Logic & Accuracy Testing			
Accu-Vote OS Memory Card Download			N/A
Accu-Vote OS Logic & Accuracy Testing			
Public Test / Demonstration			N/A
GEMS Specialist			N/A
Election Day Support Specialist			

¹ – For ballots that will be manually counted.

² – For ballots that will be electronically scanned.

³ – Electronic Pollbook Data Preparation is carried out by SBE.



APPENDIX D – TRANSPORTATION REQUIREMENTS

Introduction

The transportation of voting units 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 Units and Peripherals

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 units and peripherals. 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, the hauling contractor shall propose a delivery schedule. The contractor shall create a Delivery Ticket for each delivery site from information provided by the LBE, showing delivery location, number of voting units and the serial numbers of each unit. 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 units, 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 hauling contractor shall pick up the loaded carts or individual units from the LBE's warehouse. The contractor shall load the carts containing the voting units 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. In cases where a proposed route does not involve delivery of carts, a cargo van may be acceptable. The contractor will be required to secure carts with e-channel strap, cargo bar load locks or other suitable devices to prevent movement or shifting of carts while in transit. Additionally, any units not shipped on carts must be suitably secured to prevent shifting of cargo and damage during transit.

The contractor shall deliver and unload the appropriate quantity and specific serial numbered voting units and peripherals at each location. In some instances, a fully or partially loaded cart may be delivered intact to the location. In other instances, individual voting units may be



removed from the cart and unloaded by hand. This may involve unstacking units from the cart and unloading those appropriate units to a location, as well as unloading the cart itself with the appropriate quantity and serial numbered units on the cart. Voting units delivered to a polling site without a cart will be secured together once delivered with tie wraps or other suitable secure measures provided by the LBE. This procedure will be determined by the contractor in conjunction with the LBE Election Director or designated staff member, taking into consideration the best method and most logical manner in which to complete the task. All carts, whether fully or partially loaded, will be left at a delivery location. The contractor will not be required to return any empty carts to the warehouse. When requested by the LBE, if a cart with six or more units is left at the polling location, the contractor's delivery personnel will be required to unstack enough voting units so that no more than two stacks of three units each will remain on the cart at the polling location. The voting units removed from the cart will be secured together with tie wraps or other suitable secure measures provided by the LBE.

Return of Voting Units

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

Voting units will be returned in a fashion similar to that in which they were delivered. Units delivered on carts will be returned on carts; voting units removed from carts and hand-unloaded during delivery will be reloaded onto carts and secured for return delivery. Loading of loose voting units onto trucks will be not be permitted unless pre-approved by the LBE, such as those initially delivered by cargo vans.

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 hauling 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 hauling 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 units to the warehouse each day, the hauling contractor's pickup team will submit all signed pickup tickets to the project manager for delivery to the designated LBE representative.

General

The contractor shall be required to provide proof of adequate insurance coverage for cost replacement of voting units and/or peripherals being delivered. Additionally, the contractor shall bear responsibility for loss or damage to any units or peripherals incurred in the loading, transport and unloading of the voting units during the delivery and pickup process.



The contractor must possess proper licenses and permits as required to perform deliveries for all jurisdictions listed for the LBE. The contractor shall produce said documentation, to the LBE Election Director, and the Maryland State Board of Elections Voting System Director.

The 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 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 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 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 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.

When transporting voting units on carts, the contractor shall verify that the red security cables are in proper use and secured with tie wraps. No cart shall be loaded onto a truck or transported by truck until the red security cable has been properly secured.

During the unloading process at the polling site, the contractor shall verify all seals on voting units are intact. If the 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.).

Remove a 7" tie wrap from any available cart and secure the voting unit case in a closed position with the tie wrap, by inserting the tie wrap through the holes provided for the seals, and affixing the tie wrap.

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



APPENDIX F – ELECTION SYSTEMS AND SOFTWARE SERVICES

Printing Absentee Ballots

A one-time set-up fee of \$500 may be applied based on the ballot design.

The cost to print absentee ballots is \$0.39 per ballot for 11” and 14” ballots. Ballots of 18” in length will be quoted separately. Absentee test decks, if required, will be printed at same per ballot price and will be pre-marked at no additional cost.