

ELECTION OFFICE

Stephanie Taylor
Director

Kimberley H. Slusar
Deputy Director



ELECTION BOARD

Michael Dykes, President
Marquita McMillan, Vice President
Christina Bracknell, Secretary
Joseph Price, Member
James Richardson, Member

Brian K. Young, Esq., Board Counsel

AGENDA

**Harford County Board of Elections
133 Industry Lane, Forest Hill, MD 21050
September 27, 2023
5:00 p.m.**

- 1) Call to Order; Declaration of Quorum
- 2) Welcome Members and Guests
- 3) Approval of Minutes
 - August 29, 2023, Regular Meeting
- 4) Request Additions or Changes to the Agenda
- 5) Election Office Report
- 6) Board Attorney's Report
- 7) Old Business
 - Bylaws
- 8) New Business
 - Open Meetings Act
 - Duties of Board and Election Director
- 9) Confirmation of Next Meeting
- 10) Members' Time
- 11) Closed Session*
- 12) Adjournment

NEXT MEETING: October 25, 2023

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

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HARFORD COUNTY BOARD OF ELECTIONS
MINUTES
August 29, 2023

PRESENT:

Board:	Staff:
Michael A. Dykes, President	Stephanie Taylor, Director
Marquita J. McMillan, Vice President	Kimberley Slusar, Deputy Director
Christina K. Bracknell, Secretary	Karen Perry, Election Judge Manager
James C. Richardson, Republican Member	Stephen Feryus, MIB/Candidate Specialist
Brian K. Young, Esq., Board Counsel	Barbara Salvatore, Judge Program Associate

QUORUM:

Mr. Dykes called the meeting to order at 5:03 pm and determined there was a quorum with at least one member of the minority party being present. Mr. Price was not present.

Steven A. McCurdy, Josephine Jetter, Joseph Fleckenstein, and Denise Loehr were present from the public.

Mr. Dykes welcomed the members and guests.

APPROVAL OF MINUTES:

The June 21, 2023, Regular Meeting minutes were presented, there were no corrections or additions to the minutes and Mr. Dykes asked for a motion to accept the minutes. Mr. Richardson made a motion to accept the minutes and Ms. Bracknell seconded the motion. The motion passed unanimously by those Board Members who were present for the June 21, 2023, Regular Meeting.

ADDITIONS OR CHANGES TO THE AGENDA:

There were no additions or changes to the agenda.

ELECTION OFFICE REPORT:

Ms. Taylor gave the Administration update.

Ms. Salvatore expanded on the Second Chance Resource Fair they attended on August 23rd. They received some updates for Voter Registration, a few new applicants, and election judge inquiries. Mr. Dykes asked what the Second Chance Resource Fair target audience was, and Ms. Taylor explained the program.

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Ms. Taylor gave the Staff update.

In reference to the 4 contractual pins, Ms. McMillan asked when the office would be ramping up for the next election. Ms. Taylor said 119,000 Mail-In Ballots were being mailed out in January.

Ms. Taylor gave the Election Operations update.

In reference to the solution to help process the mail-in ballots, Ms. Taylor explained the Tritex automated system, and stated that documents and letters are at the County for approval. Mr. Richardson asked if the machine would see if the ballots were filled out correctly. Ms. Taylor explained it would only be processing the envelopes. She further stated that ballots are not opened until canvass. Mr. Dykes asked if there was money in the budget and Ms. Taylor replied that there were funds available. Ms. McMillan asked if other counties, who already have this system, have experienced maintenance issues. Ms. Taylor said no. She also stated that with 9 counties having the Tritex system, they plan to ask for a Tritex Representative to be available during election time. Mr. Richardson asked about how many mail-in ballots were received in the 2020 Presidential Election. Ms. Taylor said around 60,000 but reminded everyone that the Primary was all mail-in ballots and Election Day there was only one Vote Center open due to COVID. She further explained there were around 20,000 mail-in ballots in the 2022 General Election, and we are anticipating around 30,000 – 40,000 mail-in ballots for the 2024 Presidential Election.

Ms. Perry gave the Election Judge update:

Ms. Perry said that as of today, there were 65 new potential judges signed up for Meet & Greet sessions. In reference to the texting app, Ms. Taylor said we plan to send some videos and text reminders to the judges. Ms. Perry stated we will tentatively start training judges in February. In reference to reviewing the polling place layouts, Ms. Taylor said this is the first election cycle the Judge Department and the Warehouse Department has collaborated on this project. Mr. Richardson asked if there would be any polling place changes and Ms. Taylor replied, no.

Mr. Feryus gave the Voter Registration update.

Ms. Taylor explained that volunteers reach out to us for voter registration volunteer training.

Ms. Taylor gave the Upcoming Events timeline.

Mr. Dykes asked what counties would be coming to the Voter Registration regional training. Ms. Taylor said there were several trainings throughout the state and that we had not received the sign-up list yet. Mr. Richardson asked if the Board Members were to attend the September MAEO meeting and Ms. Taylor said no.

BOARD ATTORNEY'S REPORT:

Mr. Young said there was no report this month.

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OLD BUSINESS

Mr. Dykes talked about the Bylaws and suggested there be a discussion regarding the meetings, times, locations, and attending by calling in. A discussion ensued about calling in to the monthly meetings. Mr. Richardson asked about video and Ms. Taylor said only speaker. Mr. Dykes asked about voting on ballots and Mr. Young explained that this is under the Board of Canvassers, and you must have a quorum present physically during this time. Ms. Taylor asked how many call ins would be allowed for a meeting. Mr. Richardson made a motion to state no more than 3 call ins per year but there must be a quorum in person for each meeting. Ms. McMillan seconded the motion, and the motion was unanimously approved by those Board members present. Mr. Dykes asked if there were any other changes to be discussed. There were none.

NEW BUSINESS:

There was no new business.

CONFIRMATION OF NEXT MEETING:

Mr. Dykes confirmed that the next Board Meeting would be September 27, 2023, at 5:00 pm.

MEMBERS TIME:

There was nothing to report.

CLOSED SESSION:

There was no closed session.

ADJOURNMENT:

Prior to adjournment, Ms. McMillan asked about the October 19th Biennial Meeting in Annapolis. Ms. Taylor stated that attendance is mandatory for all Board Members and that information would be sent as soon as possible. Mr. Richardson made a motion to adjourn the meeting and Ms. Bracknell seconded the motion. The motion was unanimously approved, and the meeting was adjourned at 5:40pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Michael A. Dykes", is written over a blue horizontal line.

Michael A. Dykes, President

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**HARFORD COUNTY BOARD OF ELECTIONS
ELECTION OFFICE REPORT
September 27, 2023**

Administration:

- We are replacing the exterior training room door with a security camera buzz in solution.
- Justin, Nate, Karen, and I attended the Smartsheet conference in Seattle.
- The new state administrator, Jared DeMarinis, and the new deputy administrator, Katie Berry, visited our office on September 11th.
- We got approval from the County to lease-to-own a Tri-Tek inbound highspeed ballot sorter.

Staff Updates:

- We have two open pins, one for Voter Registration and the other is for the warehouse.
- Three contractual pins we requested were posted earlier than we wanted but HR is extremely busy, and they wanted to make sure we got the candidate lists in a timely manner.

Election Operations

- Currently in the process of refreshing E-Pollbook software for the 2024 elections, as the State Board of Elections has formally decided to postpone the adoption of the new pollbook solution.
- Nate is still working on the polling place plan which is required by law.

Election Judges:

- The election judge master Smartsheet was updated with the primary equipment allocations.
- The SDR judge checklist was reviewed and revised for 2024.
- We had a meeting with a representative from Rifkin about Election Day supplies.
- Another edition of the Election Judge newsletter was sent out on September 5, 2023.
- Election Judges without an email address were contacted by phone regarding their return for the 2024 Election cycle.
- Ordered meet and greet, SDR, and polling place signs.
- As of today, 23, potential judges attended a meet and greet session.
- Assisted voter registration with ERIC report processing.
- We are in the process of creating and completing new election judge training documents.
- We are continuing to review/update files, forms, and Smartsheets in preparation for the 2024 election.

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Voter Registration

August

- List Maintenance
 - Social Security verifications – 4
 - Inactivated – 574
- DHMH (Deceased) list through the Maryland Department of Health – 152
- AOC List (Felons) – 4
- ERIC Reports
 - NCOA (National Change of Address) – 3546
 - Cross State - 400
 - In-State Update – 880
 - In-State Duplicate – 5 pairs
- Address Change Postcards – 1404
- Cancelled for Non-citizenship – 2
- Volume from Electronic Voter Registration Applications (EVRAs) – 3501
 - Voter Registration Applications – 3467
 - Mail-in Ballot Applications – 34

Current as of 9/15/2023

We continue to receive documents from the Jury Commissioner weekly. We have received and processed our AOC list and expect to receive our MDE/DHMH list soon.

Upcoming Events:

- September 28th – Diversity Fair
- October 3rd – Sexual harassment training
- October 4th – MAEO Mail-in Ballot Committee meeting
- October 19th – SBE Biennial Meeting

Assignment of Local Board of Elections' Duties to Members of the Local Board, the Election Director and Staff

This table shows the duties of the local board of elections and shows which duties are the responsibility of the members of the local board of elections and which are either delegated to the Election Director or are administrative, ministerial functions performed by the Election Director or staff. These duties associated with the members of the local boards of elections generally require personal participation and final decision making of board members, although local board staff will likely assist in performing these duties. Any duties that are delegated to the Election Director or staff should be delegated in an open meeting and captured in the meeting's minutes.

Citation	Duties of the Local Board of Elections	Responsible Party	
		LBE Board Members	Election Dir./Staff
EL §2-104(b)(1)	Attend State Board's biennial meeting (held in odd-numbered years)	✓	✓
EL §2-202(b)(1)	Oversee the conduct of all elections	✓	✓
EL §2-202(b)(2)	Appoint an election director to manage office and staff	✓	
EL §2-202(b)(3)	Maintain an office and be open for business as provided by §2-302(b) of the Election Law Article		✓
EL §2-202(b)(3)	Provide for supplies and equipment necessary for the proper and efficient conduct of voter registration and election, including supplies and equipment required by the State Board and office and polling place equipment supplies		✓
EL §2-202(b)(4)	Subject to SBE's approval for conformity with State laws, regulations and procedures, adopt regulations	✓	
EL §2-202(b)(5) ¹	Perform the canvass of the election (serving as the local board of canvassers) and certify the results of each election conducted by the local board.	✓	
EL §2-202(b)(6)	Establish and alter boundaries and number of precincts in accordance with Election Law Article, §2-303	✓	
EL §2-202(b)(6); EL §10-101	Provide a suitable polling place for each precinct		✓
EL §2-202(b)(6)	Assign voters to precincts		✓
EL §2-202(b)(7) ²	Give voters information about the election process		✓
EL §2-202(b)(8)	Conduct hearings and render determinations as allowed by law	✓	✓
EL §2-202(b)(9)	Refer appropriate matters for prosecution and assist with prosecution		✓
EL §2-202(b)(10)	Maintain and dispose of its records in accordance with the State Board's record retention plan		✓
EL §3-505(c)	Administer voter registration and absentee voting for residents of nursing homes and assisted living facilities		✓
EL §2-202(b)(11)			
EL §2-202(c)(1)	<i>Garrett County only:</i> Evaluate the population of the county commissioner districts to determine whether the districts are of substantially equal population		✓

¹ EL §11-301 – 11-303 and §11-401 also include duties related to canvassing and certification requirements.

² The following provisions of the Election Law Article include duties related to providing voters with information about the election process: EL §2-301(c)(1); EL §7-105; EL §8-102; EL §9-214; EL §10-301.1(f); and EL §10-306

Citation	Duties of the Local Board of Elections	Responsible Party	
		LBE Board Members	Election Dir./Staff
EL \$2-202(c)(2)	<i>Garrett County only:</i> Recommend to the Garrett County Delegation to the General Assembly any adjustments of the boundaries of those districts that are necessary to maintain districts of substantially equal population.		✓
EL \$2-202	Appoint or retain counsel (except for Baltimore City)	✓	
EL \$2-206(1)	Appoint employees of the local board		✓
EL \$2-106(2)	Train election judges		✓
EL \$2-206(3)	Give notice of elections		✓
EL \$2-206(4); EL \$10-102(c)	If asked, provide elderly voters or voters with disabilities an alternate polling place		✓
EL \$2-206(5); EL \$3-301(c)	Mail voter notification cards		✓
EL \$2-206(6) ³	Receive certificates of candidacy (includes withdrawal of candidacy filings) for local offices		✓
EL \$2-206(7) ⁴	Verify petitions		✓
EL \$2-206(8)	With the local board, conduct the canvass following an election	✓	✓
EL \$2-206(9) ⁵	Process and reject absentee ballot applications		✓
EL \$2-302(b)(2)	Be available as needed on election day and during the canvass	✓	
EL \$2-303(a)(1)(i)	Create and alter boundaries for precincts in the county except during the period beginning 13 weeks before a primary election through the general election and in accordance with State Board regulations	✓	
EL \$2-303(a)(1)(ii)	Designate the location for polling places in any election district, ward, or precinct in the county		✓
EL \$2-303(a)(1)(iii)	Combine or abolish precincts	✓	
EL \$2-303(a)(2)(i)	Establish a separate precinct on campus or within ½ mile of the campus to specifically serve a public or private institution of higher education if the local board determines that at least 500 students, faculty, and staff who attend or work at the institution are registered voters in the precinct in which the institution is located.	✓	✓
EL \$2-303(d)	Provide State Administrator with description of new precinct boundaries		✓
EL \$2-303(f)	Determine whether an emergency exists. If so, create a new precinct or change a precinct boundary or polling place and submit request to State Board	✓	
EL \$2-303(h)	Maintain a list of individuals and organizations interested in being notified about polling place changes and give notice before a local board considers polling place changes		✓
EL \$2-303.1	Submit to State Board a polling place plan and if the initial plan is rejected, submit a revised plan	✓	✓

³ EL \$5-302(c) and EL \$5-503(a) also include duties related to certificates of candidacy.

⁴ EL \$6-205(a) and EL \$6-206 - \$6-208 also include duties related to receiving, processing and certifying petitions.

⁵ EL \$9-302 and 9-306 also include duties related to processing absentee ballot applications.

Citation	Duties of the Local Board of Elections	Responsible Party	
		LBE Board Members	Election Dir./Staff
EL \$3-301(a)	Determine whether a voter registration applicant is qualified to be a registered voters and if qualified, enter into the statewide voter registration list		✓
EL \$3-303(c); EL \$3-502	Process timely name, address, and party affiliation changes		✓
EL \$3-304(b)	Promptly process in the statewide voter registration system changes of name or address submit by registered voters		✓
EL \$3-501; EL \$3-502(e); EL \$3-504(c)	After following required steps, remove from the statewide voter registration list voters for authorized reasons		✓
EL \$3-502(b), (c)	Perform required steps and send confirmation notice when receive information about voter's registration in another county or state		✓
EL \$3-502(d) EL \$3-601.1	Make corrections to voter's record in statewide voter registration list		✓
EL \$3-504(b)(4)	Make arrangements to receive change of address information from an entity approved by the State Board		✓
EL \$5-705(b)(2)	Issue a certificate of nomination to each candidate who qualifies for the nomination		✓
EL \$6-202(b) EL \$6-210(a), (b)	Determine sufficiency of any summary of a local law or charter amendment that is contained in a petition and explain any determination of insufficiency		✓
EL \$8-103(b)	If emergency circumstances interfere with the electoral process and the Governor has not declared a state of emergency, petition a circuit court – after conferring with the State Board – to take action	✓	
EL \$9-216(a)	Maintain a system to account for and maintain control over the ballots		✓
EL \$9-306	Provide requesting voters with a mail-in ballots ⁶		✓
EL \$9-402	Maintain a full record of provisional voting		✓
EL \$10-101	For each precinct, designate a polling place that meets certain requirements	✓	
EL \$10-201 ⁷	Recruit, assign, train, and pay appointed election judges		✓
EL \$10-203	Appoint election judges based on election director's recommendation	✓	
EL \$10-205	Pay election judges at least the minimum compensation for training and service		✓
EL \$10-207	Upon receiving complaint about an election judge, promptly investigate and remove any election judge who is unfit or incompetent	✓	✓
EL \$10-301.1	Identify and recommend to the local board members locations for that county's early voting centers		✓

⁶ The State Board provides most voters requesting a mail-in ballot with their ballots. The local board staff provides mail-in ballots for in-person requests, ballots for residents of nursing homes and assisted living facilities, and ballots requested after a specific date before each election.

⁷ The following provisions of the Election Law Article include duties related to election judges: EL \$10-205 – 206; EL \$10-305; and EL \$10-314(a).

Citation	Duties of the Local Board of Elections	Responsible Party	
		LBE Board Members	Election Dir./Staff
EL \$10-301.1	Approve early voting centers in that county	✓	
EL \$10-302	Deliver supplies and equipment to each voting location		✓
EL \$10-307(a)	Be available as needed on election day	✓	
EL \$10-307(b)	Provide way for voting locations to communicate with LBE office		✓
EL \$10-311(a)(1)(ii)	Designate voters registered in the county as challengers or watchers	✓	
EL \$10-312(d)	Determine whether ballot from challenged voter should be accepted	✓	
EL \$11-302(a)(1) & (b)	Convene to canvass mail-in ballots and canvass according to State law, regulations, and guidance	✓	✓
EL \$11-302(b)(1)(ii)	Seek a waiver of the requirement to canvassing of mail-in ballots before election day	✓	
EL \$11-302(a)(2) & (d)(3)	Review each mail-in ballot envelope for a signed oath and if there no signature, contact voter		✓
EL \$11-302(a)(3)	Record the receipt of each mail-in ballot within specified timeframe		✓
EL \$11-302(e)	At the end of each day of canvassing on or after election day, prepare and release a report of unofficial returns of the mail-in ballot tabulation	✓	✓
EL \$11-303	Convene to canvass provisional ballots and canvass according to State law, regulations, and guidance	✓	✓
EL \$11-309	Perform manual audit of voted ballots		✓
EL \$11-402	Prepare a statement of election results and declare who is elected or nominated for local contests	✓	
EL \$12-106(a)	Conduct recounts	✓	
SPP \$7-502(a)	Perform written performance appraisal of Election Director using State PEP form every July and January	✓	
SPP Titles 9, 11, & 12	Follow requirements of the State Personnel and Pensions Article and any applicable regulations or merit system requirements in all matters related to the Election Director's leave, discipline, or termination	✓	
SPP \$1-101(k); SPP \$11-109(c)	Act as (Board President), or consult with (the other Board members), the head of the principal unit for the purposes of appeals and grievances filed under the State Personnel and Pensions Article	✓	
SPP \$7-502(a)	Perform written performance appraisal of staff members every July and January		✓
SPP Titles 9, 11, & 12	Follow requirements of the State Personnel and Pensions Article and any applicable regulations or merit system requirements in all matters related to the staff members' leave, discipline, or termination		✓
GP \$3-213	Designate at least one board member to be trained in the Open Meetings Act	✓	
	Follow county processes for developing and submitting budget, paying invoices, submitting reimbursements, etc.		✓
	Administer oath to new employees (within 45 days of employment) (see below for language)	✓	
	Prepare and present at local board meetings reports on achievement of goals, objectives, and projects		✓
	Monitor budget expenditures		✓
	Plan agenda for meetings of the local board of elections	✓	✓
	Take minutes at meetings of the local board of elections and submit to SBE approved minutes		✓
	Adopt minutes of local board of elections	✓	

Citation	Duties of the Local Board of Elections	Responsible Party	
		LBE Board Members	Election Dir./Staff
EL = Election Law Article GP = General Provisions SPP = State Personnel & Pensions Article	File ethics forms yearly	✓	✓

Oath for election judges and staff (Art. 1, Sec. 9 of the Maryland Constitution)

I,, do swear, (or affirm, as the case may be,) that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and Laws thereof; and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of, according to the Constitution and Laws of this State

Note: The oath required by Article I, § 9 of the Constitution of Maryland includes the following language: "I. . . . do swear (or affirm, as the case may be) that I will support the Constitution of the United States. . . ." (Emphasis added) There is no legal distinction between "swearing" and "affirming." Generally, an individual who does not believe in a higher religious being opts to "affirm," while an individual who believes in a higher being opts to "swear." The choice to "swear" or "affirm" is made by the individual taking the oath. Local board members, as well as local board employees who swear in election judges, should be mindful of the distinction and use the language preferred by the individual taking the oath.

Signatures

Member

Member

Member

Member

Member

ST

Witness (Election Director)

Witness (Board Counsel)

Precinct Voter Counts Report

Precinct : All Status : Active Inactive Status Reason: All Split : All

	TOTAL	DEM	REP	LIB	UNA	OTHERS
PRECINCT 01001	1620	373	856	11	363	17
PRECINCT 01002	2588	1012	927	17	585	47
PRECINCT 01003	5320	1862	2020	31	1356	51
PRECINCT 01004	4546	1376	2093	16	1026	35
PRECINCT 01005	4820	1762	1741	43	1217	57
PRECINCT 01006	2428	804	992	19	566	47
PRECINCT 01007	4853	1625	2048	31	1113	36
PRECINCT 01008	1949	632	769	6	532	10
PRECINCT 01009	505	138	232	5	121	9
PRECINCT 01010	1451	617	420	10	387	17
PRECINCT 01011	2443	914	907	23	573	26
PRECINCT 01012	2278	962	770	10	506	30
PRECINCT 01013	3317	1479	943	26	830	39
PRECINCT 01014	4166	2097	990	27	999	53
PRECINCT 01015	4277	1991	1247	29	960	50
PRECINCT 01016	4255	1640	1613	34	917	51
PRECINCT 01017	1881	767	630	14	434	36
PRECINCT 01018	2646	1159	820	20	619	28
PRECINCT 01019	3582	2068	558	23	851	82
PRECINCT 01020	3594	2188	501	9	813	83
PRECINCT 01021	5739	3092	1203	37	1324	83
PRECINCT 01022	2092	1042	497	13	506	34
PRECINCT 02001	3181	805	1623	30	689	34
PRECINCT 02002	391	116	183	6	81	5
PRECINCT 02003	52	18	23	0	11	0
PRECINCT 02004	196	59	81	5	45	6
PRECINCT 02005	1875	1008	368	15	463	21
PRECINCT 02006	3893	1633	1259	25	926	50
PRECINCT 02007	5644	2687	1396	51	1389	121
PRECINCT 02008	2411	1113	513	18	708	59
PRECINCT 02009	1056	397	268	16	363	12
PRECINCT 02010	2020	854	656	22	459	29
PRECINCT 03001	5786	1227	3231	47	1222	59

MDVOTERS * = Former Precinct/Split

Precinct Voter Counts Report

Precinct : All Status : Active Inactive Status Reason: All Split : All

	TOTAL	DEM	REP	LIB	UNA	OTHERS
PRECINCT 03002	3115	766	1654	18	651	26
PRECINCT 03003	3546	1008	1744	14	751	29
PRECINCT 03004	3841	921	2148	26	734	12
PRECINCT 03005	3281	901	1573	16	765	26
PRECINCT 03006	6388	1788	3060	41	1446	53
PRECINCT 03007	6530	1620	3287	42	1542	39
PRECINCT 03008	2849	724	1494	13	598	20
PRECINCT 03009	7481	1958	3839	47	1570	67
PRECINCT 03010	2615	721	1255	16	594	29
PRECINCT 03011	5482	1783	2374	40	1227	58
PRECINCT 03012	638	185	305	8	131	9
PRECINCT 03013	5664	1804	2432	43	1311	74
PRECINCT 03014	3079	873	1422	15	746	23
PRECINCT 03015	2607	820	1187	7	577	16
PRECINCT 03016	5090	1585	2200	29	1226	50
PRECINCT 03017	3316	956	1518	30	788	24
PRECINCT 04001	2756	498	1681	17	537	23
PRECINCT 04002	2212	486	1263	9	434	20
PRECINCT 04003	3230	623	1946	19	619	23
PRECINCT 04004	3021	710	1658	20	592	41
PRECINCT 04005	2156	516	1167	13	443	17
PRECINCT 04006	4040	976	2193	24	801	46
PRECINCT 04007	697	186	370	2	134	5
PRECINCT 05001	5507	1024	3398	34	1002	49
PRECINCT 05002	2798	542	1632	19	568	37
PRECINCT 05003	1689	375	923	12	356	23
PRECINCT 06001	269	84	123	5	53	4
PRECINCT 06002	2666	955	956	22	706	27
PRECINCT 06003	770	337	225	5	195	8
PRECINCT 06004	5207	2042	1752	16	1326	71
PRECINCT 06005	4690	1979	1365	35	1208	103
Grand Total	204085	69263	84522	1346	46585	2369

MDVOTERS * = Former Precinct/Split

BYLAWS OF THE HARFORD COUNTY BOARD OF ELECTIONS

TABLE OF CONTENTS

ARTICLE 1 – ADOPTION OF BYLAWS GENERALLY2
 Section 1.1 – Definitions2
 Section 1.2 – Purpose.....2
 Section 1.3 – Adoption and Amendment of Bylaws.....2
ARTICLE 2 – ORGANIZATION OF THE BOARD2
 Section 2.1 – New Members2
 Section 2.2 – Officers3
 Section 2.3 – Board of Canvassers3
ARTICLE 3 – MEETINGS3
 Section 3.1 – Time and Location.....3
 Section 3.2 – Rules of Order4
 Section 3.3 – Meeting Agenda and Minutes5
ARTICLE 4 – RULES OF CONDUCT6
 Section 4.1 - Attendance6
 Section 4.2 – Political Activity6
 Section 4.3 – Ethics7
 Section 4.4 – Resignation and Vacancies7
 Section 4.5 – Level of Effort.....8
 Section 4.6 – Fiduciary Duty to the Board.....8
 Section 4.7 – Non-Disclosure/Confidentiality8
ARTICLE 5 – ROLES AND RESPONSIBILITIES.....8
 Section 5.1 – The Board8
 Section 5.2 – The Election Director and Staff.....8
 Section 5.3 – Counsel to the Board.....8
 Section 5.4 – Personnel Management9
ARTICLE 6 – MISCELLANEOUS9
 Section 6.1 – Membership in MAEO.....9
 Section 6.2 – Training and Continuing Education.....9
 Section 6.3 – Public Information Act9
 Section 6.4 – Litigation9
 Section 6.5 – Reimbursement for Travel and Expenses9
SIGNATURES 10
APPENDIX 1..... 11

BYLAWS OF THE HARFORD COUNTY BOARD OF ELECTIONS

ARTICLE 1 – ADOPTION OF BYLAWS GENERALLY

Section 1.1 – Definitions

- A. “Absence” means a duly appointed member is not present at or able to take part in a meeting.
- B. “Board” means the local board of elections for Harford County.
- C. “Member” includes a regular member of the Board unless a specific reference to a regular member is provided.
- D. “Board term” means the four-year term beginning the first Monday in June in the year immediately following a gubernatorial election.
- E. “Vacancy” means the position of a duly appointed member who was removed, died, or resigned from the Board.

Section 1.2 – Purpose

These bylaws, adopted by the members of the Harford County Board of Elections, provide the rules of governance for the Board during the conduct of all duties assigned under State and federal laws, regulations, and guidelines and policies of the State Board of Elections (SBE). Further, these bylaws set a standard of personal conduct for members of the Board requiring them to conduct themselves in accordance with high ethical standards to assure the public that members act independently of partisan pressures and conflicting interests and make decisions that are not influenced by personal views regarding any political party. The Harford County Board of Elections is to provide all eligible citizens of Harford County convenient access to voter registration; to provide all registered voters accessible locations in which they may exercise their right to vote; to ensure uniformity of election practices; to promote fair and equitable elections; and to maintain registration records, campaign fund reports, and other election related data accurately and in a form that is accessible to the public **as permitted by law**.

Section 1.3 – Adoption and Amendment of Bylaws

- A. Initial Bylaws Approval. Bylaws shall be reviewed and approved by a majority vote of the full Board at the third meeting of each new Board term or as soon as practical thereafter.
- B. Effective. These bylaws are effective and binding on all members as evidenced by each member’s signature on this document.
- C. New Member. When a new member is appointed to fill a vacancy during a Board term, the new member must sign the bylaws.
- D. Amendments. To amend the bylaws:
 - 1. Each proposed amendment must be presented to the Board at a regularly scheduled meeting of the Board for the Board’s review, discussion, and any revisions.
 - 2. At the next regularly scheduled meeting of the Board, a motion to adopt the amendment, including any revisions made when the proposed amendment was initially presented, must be adopted by at least three members of the Board.
- E. Forward to SBE. A copy of the approved bylaws and any amendments shall be sent to SBE for review and approval.
- F. Effective date. Any amendment to the bylaws shall take effect on the date at which SBE approves the amended bylaws.

ARTICLE 2 – ORGANIZATION OF THE BOARD

Section 2.1 – New Members

New members shall be sworn in by the Clerk for the Circuit Court for Harford County or the Clerk’s duly appointed designee within 30 days of receiving the commission of appointment from the Governor.

BYLAWS OF THE HARFORD COUNTY BOARD OF ELECTIONS

Section 2.2 – Officers

- A. Election of Officers. The Board shall elect, by a majority vote a member to serve as President, a member to serve as Vice President, and a member to serve as Secretary.
- B. Timing of Election. The election of officers shall occur within:
 - 1. The first 20 days of a new Board term; or
 - 2. The first 30 days after the date on which an officer dies, resigns, is removed, or become ineligible, or at the next regularly scheduled Board meeting, whichever is sooner.
- C. Duties – President. The duties of the President include:
 - 1. Presiding at meetings and setting agendas with the assistance of the Election Director;
 - 2. Along with the Election Director, serving as the Board’s spokesperson for media inquiries or appointing an appropriate designee to serve as the contact for media inquiries; and
 - 3. Acting as the Board’s primary point of contact for the Election Director.
 - 4. Ensuring that all public business is conducted in compliance with the Open Meetings Act.
- D. Duties – Vice President. The Vice President shall:
 - 1. Perform the duties of the President if the President is unable to carry out the assigned duties until a new President can be elected or the President is able to resume full duties.
- E. Duties – Secretary. The Secretary shall ensure that minutes are accurately compiled and transmitted to SBE.

Section 2.3 – Board of Canvassers

- A. Membership. As required by § 11-301(a) of the Election Law Article, the members shall serve as the Board of Canvassers following each election.
- B. Applicability. These bylaws remain in effect while the members are serving as the Board of Canvassers.
- C. Officers. The Board shall elect, by a majority vote of the members, a President and a Secretary of the Board of Canvassers.
- D. Oath. The members shall take an oath, administered and recorded by the Clerk of the Circuit Court for Harford County or the Clerk’s duly appointed designee, to canvass and declare the votes cast truthfully and to perform other duties required by law. The Clerk of the Circuit Court or his or her designee shall administer the oath:
 - 1. Before the start of early voting if there is early voting; or
 - 2. By 5 pm on election day if there is no early voting.
- E. Requirements. In order to take action as a Board of Canvassers, there shall be:
 - 1. A quorum, as defined in § 3.2A below; and
 - 2. A member of the minority party present.
- F. Rules. The Board shall follow at all canvassing sessions the rules of order established under § 3.2 below and rules for minutes established under § 3.3 below.
- G. Governing Authority. The Board shall conduct the canvass pursuant to State law, regulations, and instructions issued by SBE.

ARTICLE 3 – MEETINGS

Section 3.1 – Time and Location

- A. Regular Meetings. Unless circumstances dictate otherwise, the Board shall meet every month at 5:00 p.m. on the fourth Wednesday of the month.
- B. Location. Unless the President sets an alternate location advertised in advance, meetings will be held in the election office.
- C. Notice. Except as provided in § E below, public notice of regular meetings shall be given at least one week prior to the meeting.

BYLAWS OF THE HARFORD COUNTY BOARD OF ELECTIONS

- D. Cancellation of Regular Meeting. The President may cancel a regular meeting of the Board if he or she determines that there is no new business that needs to be shared with or acted upon by the Board.
1. Notice of cancellation for lack of new business or the inability of a quorum of members to attend shall be given at least one week prior to the meeting if those circumstances are known at that time.
 2. Notice of cancellation for lack of a quorum or circumstances arising during the week before the meeting shall be given as soon as practicable after the reason is known.
- E. Special Meetings. The President may call a special meeting. Except for meetings convened to address issues that arise during an election, including early voting, election day, and canvassing, the Board shall not take any votes at a special meeting unless three days prior notice has been given to all members, staff and the public.

Section 3.2 – Rules of Order

A. Quorum

1. Quorum for meetings when the Board is not constituted as the Board of Canvassers.
 - a. There shall be a quorum of members in person to hold a meeting. The appearance need not be in person, except in case of emergency required by the board president.
 - b. A quorum of the Board shall consist of a majority of the membership, including at least one member of each principal political party.
 - c. If there is a vacancy, a quorum shall consist of a majority of members currently serving on the Board.
 - d. There shall be no effect on the quorum when a member abstains or declines to vote or if a member is disqualified from participating under § 4.3 below.
 - e. A member may appear remotely up to three times per year as necessary.
2. Quorum for meetings when the Board is constituted as the Board of Canvassers.
 - a. There shall be a quorum to hold a meeting.
 - b. A quorum of the Board of Canvassers shall consist of a majority of the membership, including at least one member of each principal political party.
 - c. If there is a vacancy, a quorum shall consist of a majority of members currently serving on the Board.
 - d. There shall be no effect on the quorum when a member abstains or declines to vote or if a member is disqualified from participating under § 4.3 below.

B. Participation in Meetings

1. Any member may make and second motions.
2. Any regular member can vote on motions.
3. Public participation at a meeting shall be pre-scheduled and pre-approved by the President. The President, at his or her discretion, may allow public participation even if the request was not pre-scheduled and pre-approved.
4. Participation at meetings should be in person, not via phone or video conferencing, except as provided in Section 3.2a. Any request by a member to attend a meeting via phone or video conferencing must be made to the President.

C. Open Meetings Act Compliance

1. The Board shall follow the requirements of the Open Meetings Act as specified under Title 3 of the General Provisions Article.¹
2. For the purposes of the Open Meetings Act:

¹ For information and guidance on the Open Meetings Act, see the Compliance Checklist and other resources on the open meetings page of the Attorney General's website. See www.marylandattorneygeneral.gov/Pages/OpenGov/Openmeetings/default.aspx.

BYLAWS OF THE HARFORD COUNTY BOARD OF ELECTIONS

- a. There is a quorum when a majority of the members meet in person, by phone, or other means (including email) and discuss a matter that is not an administrative function
 - b. Three members constitute a quorum, regardless of their respective political affiliations.
3. At least one member (preferably two members) shall be trained in the Open Meetings Act².
 - a. Any member who is trained on the Open Meetings Act shall provide the Election Director with a certificate of completion.
 4. A Board cannot meet in closed session if none of the members has been trained on the Open Meetings Act.
 5. In the absence of the trained member, a Board may not meet in closed session until the presiding officer has completed the Compliance Checklist (see footnote 1).
 6. A quorum may not consider public business without giving reasonable advance notice to the public of an open meeting.

Section 3.3 – Meeting Agenda and Minutes

- A. Agenda. Each regular Board meeting shall include, at a minimum, the following agenda items:
 1. Declaration of Quorum Present
 2. Approval of Prior Meeting Minutes
 3. Additions to the Agenda
 4. Election Director's Report
 5. Board Attorney's Report
 6. Old Business (including specifically identifying any policies affecting voting rights to be considered at the Board meeting)
 7. New Business (including specifically identifying any policies affecting voting rights to be considered at the Board meeting)
 8. Confirmation of Next Meeting
 9. Closed Session (if needed)
 10. Adjournment
- B. Additional Topics.
 1. The President, at his or her discretion, may add before the meeting additional topics.
 2. If the new topic is identified at least one day before the meeting, the agenda should be updated to reflect the new topic and re-posted.
- C. Duties of Election Director. The Election Director or the Director's designee shall:
 1. Before each meeting (and, where policies affecting voting rights will be considered, at least 48 hours before the meeting), make the agenda available to the public;
 2. At each meeting, provide a written report of the office's activities since the last meeting, including information on personnel changes, meetings attended, significant correspondence received, voter registration activities, voting system activities, candidate filings, precinct and polling issues, and other projects or initiatives undertaken by the office;
 3. At each meeting, provide a verbal summary of the office's activities since the last meeting;
 4. Except as provided in § D(2) below, prepare minutes for both open and closed meetings; and
 5. Transmit to SBE approved meeting minutes within five days of approval.
- D. Minutes.

² This training is available at https://www.igsr.umd.edu/VLC/OMA/class_oma_title.php.

BYLAWS OF THE HARFORD COUNTY BOARD OF ELECTIONS

1. Minutes shall be prepared in accordance with SBE's *Guidelines for Conducting Meetings and Writing Minutes*³.
2. If the Election Director or staff does not attend a closed meeting, the Secretary shall prepare the minutes from the closed meeting.
3. Full minutes of open meetings and summaries of closed meetings shall be presented for approval at the next Board meeting.
4. Full minutes of closed meetings shall be presented for approval at the next closed meeting held by the Board meeting.
5. After approval, minutes of a closed meeting shall be stored in a sealed envelope in a secure location that only the Board Secretary and one other Board member can access.

ARTICLE 4 – RULES OF CONDUCT

Section 4.1 - Attendance

- A. Minimum Attendance. As provided under § 8-501 of the State Government Article, a member who fails to attend at least 50% of the meetings during any consecutive 12-month period shall be considered to have resigned.
- B. Attendance Report. Within 30 days of the conclusion of the 12-month period during which a member failed to attend at least 50% of the meetings, the President or, if the President failed to attend meetings, the other members shall forward to the Governor and the State Administrator:
 1. The name of the member considered to have resigned; and
 2. A statement describing the member's history of attendance during the period.

Section 4.2 – Political Activity

- A. Statutory Requirements. Each member shall abide by the restrictions to political activities provided under § 2-301 of the Election Law Article. See Appendix 1.
- B. Additional Requirements.
 1. A member shall place his or her public duties ahead of partisan, political considerations.
 2. A member shall not take an active part in the campaign management of a candidate or any matter that is subject to an election under the Election Law Article.
 3. A member may attend campaign fundraisers held by candidates, political parties, or ballot issue committees provided the member discloses this fact to the Board⁴ and does not publicly indicate that he or she is a member of the Board at the campaign fundraiser.
 4. A member may make campaign contributions to candidates or issues on the ballot in an election for which the member will be serving on the local Board of Canvassers provided the member discloses the contributions to the Board.
 5. A member may publicly display support or opposition to candidates or issues on the ballot in any election (including yard signs, bumper stickers, etc.) for which the member will be serving on the local Board of Canvassers provided the member discloses the displays to the board.
 6. A member may wear campaign paraphernalia showing support or opposition for or against candidates or issues on the ballot in any election for which the member will be serving on the local Board of Canvassers provided:
 - a. The member discloses this fact to the Board; and

³ This document is available on SBE's Online Library under "LBE Resources" and "Reference Materials."

⁴ The notice will provide the other members with information to determine whether a conflict exists that will require recusal.

BYLAWS OF THE HARFORD COUNTY BOARD OF ELECTIONS

- b. Does not wear the campaign paraphernalia while performing Board functions or while wearing a Board name badge.
- 7. Party Activity
 - a. A member may attend central committee meetings and consult with party members.
 - b. A member shall not serve on an executive committee of the party or assume a role within the party that has decision-making authority.
- 8. Petitions
 - a. A member may sign a petition.
 - b. A member shall not circulate petitions.

Section 4.3 – Ethics

- A. Compliance. Each member shall comply with the State’s ethics laws,⁵ including:
 - 1. Timely, electronic filing of the Financial Disclosure Statement⁶ required under Title 5, Subtitle 6 of the General Provisions Article; and
 - 2. Adhering to the prohibition against the solicitation or acceptance of gifts or honoraria⁷ as required under § 5-505 of the General Provisions Article.
- B. Conflict of Interest.
 - 1. A member shall recuse himself or herself and shall not participate in a matter if the member:
 - a. Has a relative with an interest in the matter and the member knows of the interest;
 - b. Is part of a business entity which has an interest in the matter;
 - c. Is negotiating employment or has arranged prospective employment with a business entity which has an interest in the matter;
 - d. Has a direct financial interest in the matter;
 - e. Has provided support through a contribution, volunteering, or a candidate or petition that is the subject of the matter; or
 - f. Otherwise believes that participation would create a conflict of interest
 - 2. A member may seek the advice of the Board’s counsel as to the presence of a conflict of interest or other good cause for disqualification.
 - 3. If a member does not voluntarily recuse himself or herself, the other members may disqualify that member upon a unanimous determination that the member has a conflict of interest that should disqualify that member from acting on a particular matter. This disqualification and the reason for it shall be included in the meeting minutes.
 - 4. If a member recuses himself or is disqualified from participating in a matter before the Board, the recusal or disqualification and the reason(s) for it shall be included in the meeting minutes.

Section 4.4 – Resignation and Vacancies

- A. Resignation. A member who chooses to resign shall:
 - 1. Write a letter to the Governor informing the Governor of the member’s decision to resign;
 - 2. Inform the county central committee of the party with which he or she is affiliated of the resignation; and

⁵ See the *Maryland Public Ethics Law Summary* provided by the State Ethics Commission to assist election officials and employees in meeting their obligations to voters, candidates, and political parties. This document is available on SBE’s Online Library under “LBE Resources” and “Reference Materials.”

⁶ Chapter 31 of the 2017 Laws of Maryland (House Bill 879) requires electronic filing by members of the local boards of elections. Electronic filing is available at <https://efds.ethics.maryland.gov/>. Paper filing is no longer accepted.

⁷ See *Ethics and Standards for Election Officials and Employees* for detailed standards of conduct. This document is available on SBE’s Online Library under “LBE Resources” and “Reference Materials.”

BYLAWS OF THE HARFORD COUNTY BOARD OF ELECTIONS

3. Inform the Election Director, the President, and the State Administrator of the resignation.
- B. Filling Vacancy. If a member dies, resigns, is removed, or becomes ineligible, the Governor shall appoint an eligible person from the same political party as that member in accordance with § 2-201(h) of the Election Law Article.

Section 4.5 – Level of Effort

Each member shall expend the time and effort necessary to attend meetings and election activities to ensure that they fully understand their duties as members, and their role as members of the Board of Canvassers. Members shall familiarize themselves with important concepts in the administration of Maryland elections, such as the process to register to vote, the purpose of provisional voting, general information about the voting process, the absentee ballot process, and important election deadlines.

Section 4.6 – Fiduciary Duty to the Board

- A. Each member has a fiduciary duty of care and loyalty to the Board.
- B. Each member shall put the interests of the Board ahead of partisan interests, personal interests, or loyalties to other organizations in an effort to ensure the successful execution of the duties of the Board.

Section 4.7 – Non-Disclosure/Confidentiality

- A. A member shall not share confidential or sensitive information with outside entities and individuals who are not Board members or employees of the Harford County Board of Elections.
- B. A member who conducts Board business with a personal email account shall cooperate with Board staff in connection with any response to a request pursuant to the Public Information Act.

ARTICLE 5 – ROLES AND RESPONSIBILITIES

Section 5.1 – The Board

The Board shall:

- A. Carry out all duties assigned to it under the Election Law Article and the regulations, policies, and procedures established by SBE⁹;
- B. Not be involved in day-to-day activities of the election office; and
- C. Account to the public for the services of the agency and expenditures of its funds.

Section 5.2 – The Election Director and Staff

- A. The Election Director shall carry out all duties assigned to him or her under the Election Law Article, regulations, policies and procedures established by SBE, and duties assigned or delegated by the Board.
- B. The Election Director is responsible for duties listed in the *Assignment of Local Board of Elections' Duties to Members of the Local Board, Election Director, and Staff*.

Section 5.3 – Counsel to the Board

- A. Appointment. As required under § 2-205 of the Election Law Article, the Board shall retain as counsel an individual who is a registered voter of the county and admitted to practice law in Maryland.
- B. Duties. In addition to the retainer contract, the individual appointed as counsel, or in the counsel's absence, substitute counsel, shall:
 1. Attend Board meetings and attend all canvass sessions;
 2. Attend the biennial conference hosted by SBE and the annual MAEO conference;

⁹ These duties are shown in the *Assignment of Local Board of Elections' Duties to Members of the Local Board, the Election Director and Staff*.

BYLAWS OF THE HARFORD COUNTY BOARD OF ELECTIONS

3. Participate in pre-election conference calls hosted by SBE;
4. Review major policy guidelines and instructions from SBE;
5. Generally be available to provide advice when needed;
6. Take the oath to serve as counsel to the Board of Canvassers; and
7. Be present for any decision by the Board of Canvassers on the legality or acceptability of any provisional ballot application or of any vote on any ballot.

Section 5.4 – Personnel Management

- A. Duties – Board. As required under § 2-202(b)(2) of the Election Law Article, the Board shall:
1. Hire and supervise the Election Director;
 2. Perform a semi-annual performance evaluation of the Election Director; and
 3. Comply with the State Personnel and Pensions Article and any applicable regulations or the county merit system requirements in all matters concerning appointment, leave, discipline, or termination.
- B. Duties – President. The President, in consultation with the Board, shall act as the head of the principal unit for the purposes of appeals and grievances filed under the State Personnel and Pensions Article.
- C. Duties – Election Director. The Election Director shall:
1. Hire, supervise, and discipline the staff;
 2. Perform or ensure the performance of semi-annual performance evaluations of staff;
 3. Comply with the State Personnel and Pensions Article and any applicable regulations or merit system requirements in all matters concerning leave, discipline, or termination.

ARTICLE 6 – MISCELLANEOUS

Section 6.1 – Membership in MAEO

Each member of the Board, the Election Director, the Deputy Director, and other staff shall be members of the Maryland Association of Election Officials (MAEO).

Section 6.2 – Training and Continuing Education

The Board shall encourage and support the efforts of the Election Director and staff to obtain training and continuing education courses to assist the director and staff in the performance of their jobs.

Section 6.3 – Public Information Act⁹

When a request submitted under the Public Information Act request is received, the Board shall ensure that:

- A. The State Administrator is notified of the request; and
- B. The request is completed in timely manner.

Section 6.4 – Litigation

If the Board is notified that it is party to a lawsuit, the Board shall direct the Election Director to immediately notify the State Administrator. A member cannot accept service of process on behalf of the Board.

Section 6.5 – Reimbursement for Travel and Expenses

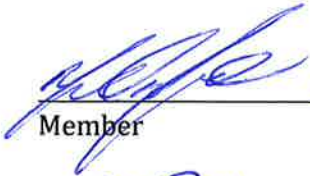
- A. The budget for the Board shall include funds to reimburse members for expenses incurred while carrying out their duties as members.

⁹ For information and guidance on the Public Information Act, see information posted on the Office of the Attorney General's website at <http://www.marylandattorneygeneral.gov/Pages/OpenGov/pia.aspx>.

BYLAWS OF THE HARFORD COUNTY BOARD OF ELECTIONS

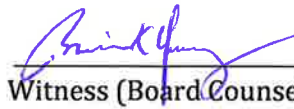
B. The President shall approve, prior to payment, reimbursement for any unbudgeted expense.

SIGNATURES

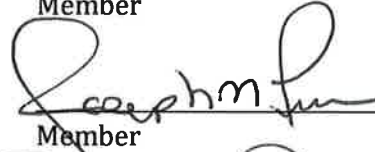
 27/sep/2023
Member Date

 9/27/23
Witness (Election Director) Date

 27/sep/23
Member Date

 9/27/2023
Witness (Board Counsel) Date

 9/27/23
Member Date

 9/27/2023
Member Date

 9/27/2023
Member Date

BYLAWS OF THE HARFORD COUNTY BOARD OF ELECTIONS

APPENDIX 1

Election Law Article, Annotated Code of Maryland

§2-301.

- (a) This section applies to:
 - (1) a member of the State Board;
 - (2) a regular or substitute member of a local board;
 - (3) the State Administrator;
 - (4) an employee of the State Board or of a local board, including the election director of a board; (5) counsel appointed under § 2-205 of this title; and
 - (6) an election judge.
- (b) (1) An individual subject to this section may not, while holding the position:
 - (i) hold or be a candidate for any elective public or political party office or any other office created under the Constitution or laws of this State;
 - (ii) use the individual's official authority for the purpose of influencing or affecting the result of an election; or
 - (iii) except as provided in paragraph (2) of this subsection, as to any candidate or any matter that is subject to an election under this article:
 - 1. be a campaign manager;
 - 2. be a treasurer or subtreasurer for a campaign finance entity; or
 - 3. take any other active part in political management or a political campaign.
- (2) Notwithstanding paragraph (1)(iii) of this subsection, an election judge may engage in the activities of a political campaign, except:
 - (i) while performing official duties on election day; and
 - (ii) by serving as a campaign manager for a candidate or as the treasurer for a campaign finance entity.