

**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  
December 6, 2023  
5:00 p.m.**

- Call to Order; Declaration of Quorum
- Welcome Members and Guests
- Swearing in of new employee
- Approval of Minutes
  - October 25, 2023, Regular Meeting
- Request Additions or Changes to the Agenda
- Election Office Report
- Board Attorney's Report
- Old Business
  - Bylaw discussion after State Board review
- New Business
  - Approval of 2024 Board Meeting Dates
- Confirmation of Next Meeting
- Members' Time
- Closed Session\*
- Adjournment

**NEXT MEETING: TBD**

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

**ELECTION OFFICE**

Stephanie L. Taylor  
Director

Kimberley H. Slusar  
Deputy Director



**ELECTION BOARD**

Michael A. Dykes, President  
Marquita J. McMillan, Vice President  
Christina K. Bracknell, Secretary  
Joseph N. Price, Member  
James C. Richardson, Member

Brian K. Young, Esq., Board Counsel

HARFORD COUNTY BOARD OF ELECTIONS  
MINUTES  
October 25, 2023

**PRESENT:**

Board:	Staff:
Michael A. Dykes, President	Stephanie Taylor, Director
Marquita J. McMillan, Vice President	Kimberley Slusar, Deputy Director
Christina K. Bracknell, Secretary	Amanda Beanblossom, Staff
Joseph N. Price, Republican Member	Stephen Feryus, Staff
James C. Richardson, Republican Member	Jennifer Klem, Staff
Brian K. Young, Esq., Board Counsel	Karen Perry, Staff
	Barbara Salvatore, Staff
	Amy Sullivan, Staff

**QUORUM:**

Mr. Dykes called the meeting to order at 5:04 pm and determined there was a quorum with at least one member of the minority party being present.

Steven A. McCurdy was present from the public.

Mr. Dykes welcomed the members and guests.

**SWEARING IN OF NEW EMPLOYEES:**

Mr. Dykes administered the oath of office for Amanda Beanblossom and Jennifer Klem.

**APPROVAL OF MINUTES:**

The September 27, 2023, Regular Meeting minutes were presented. Mr. Price noted that his name was not listed as being present. The minutes were corrected, and Mr. Dykes asked for a motion to accept the minutes. Mr. Richardson made a motion to accept the minutes and Ms. McMillan seconded the motion. The motion passed unanimously by those Board Members who were present for the September 27, 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. Taylor gave the Staff update.

ELECTION OFFICE

Stephanie L. Taylor  
Director

Kimberley H. Slusar  
Deputy Director



ELECTION BOARD

Michael A. Dykes, President  
Marquita J. McMillan, Vice President  
Christina K. Bracknell, Secretary  
Joseph N. Price, Member  
James C. Richardson, Member

Brian K. Young, Esq., Board Counsel

**Ms. Taylor gave the Election Operations update.**

**Ms. Perry gave the Election Judge update:**

Mr. Richardson asked how much equipment is sent to the municipals for their elections. Ms. Taylor replied that Bel Air gets one scanner and two pollbooks. Aberdeen gets two scanners, six pollbooks, and two ballot marking devices.

Mr. Price asked if someone from the office would be at the polling places all day. Ms. Taylor explained that staff would be at each municipal polling place to set up and would be there an hour before closing to help close. Bel Air does not need assistance during the day and staff can be there in ten minutes if needed. Aberdeen requested our presence throughout the day. Mr. Richardson asked if they tabulate the results and Ms. Taylor said the tabulation is done at the polling location and the municipality announces the unofficial results.

Mr. Richardson asked about the judge's pay for the Presidential Election and Ms. Taylor explained.

**Ms. Sullivan gave the Voter Registration update.**

**Mr. Feryus gave the Mail—in Ballot update:**

Mr. Richardson asked what non-permanent meant and Mr. Feryus explained. Mr. Richardson also asked how the current mail-in ballot numbers compare to 2020. Ms. Taylor said 2022 cannot be compared to 2020 due to COVID.

**Ms. Taylor gave the Upcoming Events timeline.**

**BOARD ATTORNEY'S REPORT:**

Mr. Young said at the Biennial Conference Board Attorney's breakout session the Open Meetings Act was discussed as well as the drop box 50 foot no electioneering zone. Mr. Dykes asked if all members had completed the Open Meeting Act training and Christina Bracknell said she had completed the training. Ms. Taylor asked for all members to print their completion certificate and give her a copy for the record.

**OLD BUSINESS**

There was no Old Business to discuss.

**NEW BUSINESS:**

Ms. Taylor presented the FY25 Budget to the Board for approval. Mr. Richardson asked why there were two budgets and Ms. Taylor explained that one budget was for office-related expenses and the other budget was for election-related expenses. Mr. Dykes asked if the retired county employee position had been filled with a state position. Ms. Taylor said that had already been done. Mr.

ELECTION OFFICE

Stephanie L. Taylor  
Director

Kimberley H. Slusar  
Deputy Director



ELECTION BOARD

Michael A. Dykes, President  
Marquita J. McMillan, Vice President  
Christina K. Bracknell, Secretary  
Joseph N. Price, Member  
James C. Richardson, Member

Brian K. Young, Esq., Board Counsel

Richardson made a motion to approve the FY25 Budget and Ms. Bracknell seconded the motion. The motion was unanimously approved by all members present at the meeting.

**CONFIRMATION OF NEXT MEETING:**

Mr. Dykes mentioned that the November and December meeting dates conflicted with the holidays and a discussion ensued. Mr. Richardson made a motion for the next Board Meeting to be December 13, 2023, at 5:00 pm and Mr. Price seconded the motion. The motion was unanimously approved by all members present at the meeting.

**MEMBERS TIME:**

There was no report. However, Mr. Richardson commented that the Biennial Conference was good and discussion amongst the Board Members ensued. Mr. Price asked if a survey was sent for feedback and Ms. Taylor said it was sent today. She would forward the survey to all board members in case they did not receive it. Ms. Bracknell said the last session regarding roles and expectations of Board members was beneficial.

**CLOSED SESSION:**

The board unanimously agreed to move into closed session to consult with counsel for legal advice at 5:41pm. The board returned from closed session at 5:54pm. Mr. Price made a motion for a letter to be drafted and sent from the Board to Maryland State Board of Elections regarding the 50/50 cost split. The board unanimously approved this motion.

**ADJOURNMENT:**

Mr. Richardson made a motion to adjourn the meeting and Mr. McMillan seconded the motion. The motion was unanimously approved, and the meeting was adjourned at 5:56pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Michael A. Dykes", is written over a horizontal line. Below the signature, the date "6 Dec 2023" is handwritten in blue ink.

6 Dec 2023

Michael A. Dykes, President

## ELECTION OFFICE

Stephanie L. Taylor  
Director

Kimberley H. Slusar  
Deputy Director



## ELECTION BOARD

Michael A. Dykes, President  
Marquita McMillan, Vice President  
Christina K. Bracknell, Secretary  
Joseph N. Price, Member  
James C. Richardson, Member

Brian K. Young, Esq., Board Counsel

---

# HARFORD COUNTY BOARD OF ELECTIONS

## OFFICE REPORT

### December 6, 2023

#### Administration:

- Kim's last day in the office is today, December 13<sup>th</sup>.
- Our paging system has been updated so it can be heard from the director's and deputy director's office.
- Tel-Net is due to start the upgrade on our training room exterior door this week.
- We received grant money from FEMA to replace several doors and door frames.
- PEPs should be complete and sent to the State Board by 12/8/23.

#### Staff Updates:

- Two contractual employees started in the Voter Registration department on November 22<sup>nd</sup>. We posted our fourth contractual pin on 11/21/23.
- Karen Perry will be the acting Deputy Director effective January 2, 2024.

#### Election Operations

- Bel Air & Aberdeen elections were conducted & completed smoothly
- An SBE-issued E-Pollbook (EPB) battery test was done by our IT/Warehouse staff to test the battery charges of a sample size of 34 of our current EPBs – they averaged 3h 17m – very good considering the hardware is ~18 years old
- Justin & Nate attended the DemTech training last Thursday, 11/30, to test the new EPBs and brought back some of that new equipment to our warehouse
- Statewide testing of the new EPBs is being conducted this week; our IT/warehouse staff is testing the equipment and providing feedback to SBE

#### Election Judges:

- The election judge manual revisions were approved by SBE and sent out to bid. We are waiting for SBE to update the Same Day Registration section.
- We held two election judge training sessions for the City of Aberdeen & the Town of Bel Air.
- Assisted with the Aberdeen & Bel Air municipal elections on November 7, 2023
- Meet and Greet sessions have been scheduled for January 2024.
- 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.

## ELECTION OFFICE

Stephanie L. Taylor  
Director

Kimberley H. Slusar  
Deputy Director



## ELECTION BOARD

Michael A. Dykes, President  
Marquita McMillan, Vice President  
Christina K. Bracknell, Secretary  
Joseph N. Price, Member  
James C. Richardson, Member

Brian K. Young, Esq., Board Counsel

- Current Judge Numbers:
  - Required - 808
  - Hired - 853

### Voter Registration

#### **October**

- List Maintenance
  - Social Security verifications – 22
  - Inactivated – 136
- DHMH (Deceased) list through the Maryland Department of Health – 157
- AOC List (Felons) – 5
- ERIC Reports
  - NCOA - 3664
  - Cross State – 265
  - In-State Update – 698
  - Deceased – 8
- Address Change Postcards – 1108
- Cancelled for Non-citizenship – 1
- Volume from Electronic Voter Registration Applications (EVRAs) – 3332
  - Voter Registration Applications – 3283
  - Mail-in Ballot Applications – 49

#### **November**

- List Maintenance
  - Social Security verifications – 14
  - Inactivated – 478
- DHMH (Deceased) list through the Maryland Department of Health – 116
- AOC List (Felons) – 4
- Address Change Postcards – 983
- Cancelled for Non-citizenship – 1
- Volume from Electronic Voter Registration Applications (EVRAs) – 3759
  - Voter Registration Applications – 3712
  - Mail-in Ballot Applications – 47
- Fuzzy Matches
  - AOC – 33, 1 matched and processed
  - MDH/DHMH – 119 received, 6 matches were cancelled
  - Century Club – 110, still working through the list but 30 have been found and cancelled

#### **Current as of 12/1/2023**

We continue to receive documents from the Jury Commissioner weekly and we just received the ERIC Deceased report and an ERIC In-State Duplicate report.

**ELECTION OFFICE**

Stephanie L. Taylor  
Director

Kimberley H. Slusar  
Deputy Director



**ELECTION BOARD**

Michael A. Dykes, President  
Marquita McMillan, Vice President  
Christina K. Bracknell, Secretary  
Joseph N. Price, Member  
James C. Richardson, Member

Brian K. Young, Esq., Board Counsel

**Mail-in Ballots**

MIB requests processed as of 12/01/23:

**2024 Presidential Primary**

14,311 total: 14,213 permanent & 98 non-permanent

- 7,572 Democratic
- 4,092 Republican

**2024 Presidential General**

14,321 total: 14,213 permanent & 108 non-permanent

- 7,571 Democratic
- 4,093 Republican
- 2,476 Unaffiliated
- 70 Libertarian
- 111 Other

**Upcoming Events:**

- December 7<sup>th</sup> - EAC Election Threat and Intel Briefing
- December 8<sup>th</sup> - Voter Guide & Practice Ballot Meeting with SBE
- December 12<sup>th</sup> – Narcan Training
- December 14<sup>th</sup> – MAEO Voter Registration Meeting
- January 16<sup>th</sup> – MAEO Director and Deputy Director Meeting
- January 17<sup>th</sup> – Voter Registration Volunteer Training Class
- January 18<sup>th</sup> – SBE Director’s Meeting

# Local Board Bylaw and Delegation of Duties - Harford County

## Bylaws

Reference	LBE Revisions	Rationale	Notes	Recommendation
General				
Article 1- Adoption of Bylaws Generally				
Section 1.1 Definitions	C. included extraneous text			delete everything after "Board." unless you have substitute members
Section 1.2 Purpose	LBE added on to the paragraph: a statement of purpose for the board of elections	in 2019 bylaws	this section is to describe the purpose of the bylaws, not the purpose of the board itself	Remove, or move to a more appropriate place, such as section 5.1
Article 2 - Organization of the Board				
Section 2.2 Officers	A. Election of Officers: no requirements of different parties		not in previous bylaws	must approximate SBE bylaws model here
Section 2.3 Board of Canvassers	D. Oath: missing update: "Before convening for the first time as the Board of Canvassers, the members shall..." <i>update</i>			add missing language
Section 3- Meetings				
Section 3.1 Time and Location	B. Specifies when location may change C. missing new footnote: Section 2-303(h) of the Election Law Article (Amended by Chapter 221 (2023) (introduced as House Bill 410)) establishes additional notice requirements for meetings at which proposed polling place changes may be made.			OK add missing footnote with new reference



**Bylaws**

**Local Board Bylaw and Delegation of Duties - Harford County**

Reference	LBE Revisions	Rationale	Notes	Recommendation
Section 3.2 Rules of Order	<p>A. Quorum: added language: "the appearance need not be in person except in case of emergency required by the board president"</p> <p>E. added language: "A member may appear remotely up to three times per year as necessary."</p> <p>B. Participation in meetings, 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."</p>		<p>subsections A. and B. are in direct contradiction with eachother</p>	<p>Ok, but consider editing for clarity and moving point to "E"</p> <p>This must be edited to reconcile the conflicting language</p>
Section 3.3 Meeting Agenda and Minute: D. 2. designates Secretary to prepare missing language "and a summary (for the open meeting minutes) of the closed meeting."	<p>Handwritten note: <i>Keep language</i></p>			<p>By adopting the updates in the new model bylaws, this problem would be fixed with a solution that is, in effect, the same; consider adopting the language in the model bylaws for this section</p> <p>OK</p> <p>add</p>

# Bylaws

## Local Board Bylaw and Delegation of Duties - Harford County

Reference	LBE Revisions	Rationale	Notes	Recommendation
Article 4 - Rules of Conduct				
4.2 Political Activity	OK			
4.3 Ethics	OK			
Article 5 - Roles and Responsibilities				
Section 5.1, 5.2, 5.3	OK			
Section 5.4	<i>update</i>	A. 3. and C. 3. missing update: "leave, performance evaluation, discipline..."		add missing phrase
Article 6 - Miscellaneous	OK			
<b>Delegation of Duties</b>				
	missing date of approval			

### Recommendatio

*update*  
 add date to header (does not need signing or approval again, just the date)

**BYLAWS OF THE HARFORD COUNTY BOARD OF ELECTIONS**

**TABLE OF CONTENTS**

ARTICLE 1 – ADOPTION OF BYLAWS GENERALLY .....2  
    Section 1.1 – Definitions .....2  
    Section 1.2 – Purpose .....2  
    Section 1.3 – Adoption and Amendment of Bylaws.....2  
ARTICLE 2 – ORGANIZATION OF THE BOARD .....2  
    Section 2.1 – New Members .....2  
    Section 2.2 – Officers .....3  
    Section 2.3 – Board of Canvassers .....3  
ARTICLE 3 – MEETINGS .....3  
    Section 3.1 – Time and Location .....3  
    Section 3.2 – Rules of Order .....4  
    Section 3.3 – Meeting Agenda and Minutes .....5  
ARTICLE 4 – RULES OF CONDUCT .....6  
    Section 4.1 - Attendance .....6  
    Section 4.2 – Political Activity .....6  
    Section 4.3 – Ethics .....7  
    Section 4.4 – Resignation and Vacancies .....7  
    Section 4.5 – Level of Effort .....8  
    Section 4.6 – Fiduciary Duty to the Board .....8  
    Section 4.7 – Non-Disclosure/Confidentiality .....8  
ARTICLE 5 – ROLES AND RESPONSIBILITIES .....8  
    Section 5.1 – The Board .....8  
    Section 5.2 – The Election Director and Staff .....8  
    Section 5.3 – Counsel to the Board .....8  
    Section 5.4 – Personnel Management .....9  
ARTICLE 6 – MISCELLANEOUS .....9  
    Section 6.1 – Membership in MAEO .....9  
    Section 6.2 – Training and Continuing Education .....9  
    Section 6.3 – Public Information Act .....9  
    Section 6.4 – Litigation .....9  
    Section 6.5 – Reimbursement for Travel and Expenses .....9  
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 se bylaws are designed for 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. ok

#### 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.<sup>1</sup>
2. For the purposes of the Open Meetings Act:

<sup>1</sup> 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](http://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 Act<sup>2</sup>.
    - 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.

---

<sup>2</sup> This training is available at [https://www.igsr.umd.edu/VLC/OMA/class\\_oma\\_title.php](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*<sup>3</sup>.
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 Board<sup>4</sup> 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

---

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

<sup>4</sup> 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,<sup>5</sup> including:
  - 1. Timely, electronic filing of the Financial Disclosure Statement<sup>6</sup> 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 honoraria<sup>7</sup> 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

<sup>5</sup> 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.”

<sup>6</sup> 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.

<sup>7</sup> 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 SBE<sup>8</sup>;
- 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;

---

<sup>8</sup> 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 Act<sup>9</sup>

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.

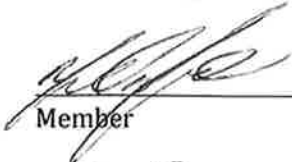
---


<sup>9</sup> 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**

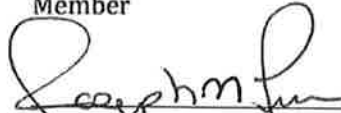
 27/sep/2023  
Member Date

 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.

**ELECTION OFFICE**

Stephanie Taylor  
Director

Kimberley 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

---

**2024 BOARD MEETING DATES  
HARFORD COUNTY BOARD OF ELECTIONS**

**January 24<sup>th</sup> changed to 17<sup>th</sup>**

**February 28<sup>th</sup>**

**March 27<sup>th</sup>**

**April 24<sup>th</sup> changed to 25<sup>th</sup>**

**\*May 22<sup>nd</sup> Cancelled**

**June 26<sup>th</sup>**

**July 24<sup>th</sup>**

**August 28<sup>th</sup>**

**September 25<sup>th</sup>**

**\*October 23<sup>rd</sup> changed to 16<sup>th</sup>**

**\*November 27<sup>th</sup> Cancelled**

**\*December 25<sup>th</sup> changed to 11<sup>th</sup>**

All meetings are held at the Office of the Board of Elections located at 133 Industry Lane, Forest Hill, Maryland 21050 and begin at 5:00 pm unless otherwise approved by the Harford County Board of Elections and posted for public notice. All meetings are open to the public and may have a closed session if necessary.

\*This date may conflict with another event whether that be election related or a holiday

## Precinct Voter Counts Report

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

	TOTAL	DEM	REP	LIB	UNA	OTHERS
PRECINCT 01001	1624	365	864	12	365	18
PRECINCT 01002	2607	1014	932	17	596	48
PRECINCT 01003	5365	1876	2030	32	1377	50
PRECINCT 01004	4559	1369	2100	19	1036	35
PRECINCT 01005	4844	1768	1748	42	1228	58
PRECINCT 01006	2439	802	998	19	569	51
PRECINCT 01007	4854	1633	2035	30	1121	35
PRECINCT 01008	1960	631	776	7	538	8
PRECINCT 01009	510	140	232	5	123	10
PRECINCT 01010	1465	622	425	11	389	18
PRECINCT 01011	2435	904	909	24	572	26
PRECINCT 01012	2297	966	770	10	520	31
PRECINCT 01013	3329	1480	951	27	832	39
PRECINCT 01014	4197	2110	987	26	1019	55
PRECINCT 01015	4295	1993	1249	30	975	48
PRECINCT 01016	4270	1628	1613	34	941	54
PRECINCT 01017	1912	782	641	14	440	35
PRECINCT 01018	2661	1162	829	17	622	31
PRECINCT 01019	3608	2069	563	25	866	85
PRECINCT 01020	3598	2188	502	10	812	86
PRECINCT 01021	5756	3098	1203	36	1336	83
PRECINCT 01022	2109	1049	501	13	509	37
PRECINCT 02001	3188	794	1632	30	697	35
PRECINCT 02002	389	117	182	6	80	4
PRECINCT 02003	53	19	23	0	11	0
PRECINCT 02004	199	61	81	5	46	6
PRECINCT 02005	1881	1007	366	14	472	22
PRECINCT 02006	3921	1645	1261	28	936	51
PRECINCT 02007	5664	2695	1398	52	1401	118
PRECINCT 02008	2429	1115	518	20	717	59
PRECINCT 02009	1071	396	274	16	373	12
PRECINCT 02010	2029	857	648	21	473	30
PRECINCT 03001	5799	1227	3238	47	1228	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	3116	754	1660	18	656	28
PRECINCT 03003	3564	1001	1755	14	764	30
PRECINCT 03004	3830	913	2140	28	736	13
PRECINCT 03005	3289	898	1578	15	773	25
PRECINCT 03006	6398	1787	3064	41	1456	50
PRECINCT 03007	6541	1623	3290	43	1546	39
PRECINCT 03008	2852	722	1493	13	605	19
PRECINCT 03009	7506	1953	3853	47	1585	68
PRECINCT 03010	2613	720	1252	16	597	28
PRECINCT 03011	5500	1777	2384	39	1233	67
PRECINCT 03012	642	184	307	9	133	9
PRECINCT 03013	5685	1801	2443	43	1323	75
PRECINCT 03014	3092	873	1423	16	757	23
PRECINCT 03015	2617	823	1193	8	577	16
PRECINCT 03016	5128	1600	2208	29	1238	53
PRECINCT 03017	3323	954	1518	31	796	24
PRECINCT 04001	2770	499	1688	16	544	23
PRECINCT 04002	2221	490	1260	10	441	20
PRECINCT 04003	3228	617	1949	20	620	22
PRECINCT 04004	3014	693	1663	20	597	41
PRECINCT 04005	2175	515	1178	13	451	18
PRECINCT 04006	4044	975	2203	25	795	46
PRECINCT 04007	693	181	372	2	133	5
PRECINCT 05001	5526	1025	3405	35	1012	49
PRECINCT 05002	2802	532	1631	19	582	38
PRECINCT 05003	1679	366	918	12	360	23
PRECINCT 06001	274	87	125	5	53	4
PRECINCT 06002	2676	954	958	22	715	27
PRECINCT 06003	772	339	223	5	198	7
PRECINCT 06004	5228	2045	1761	16	1335	71
PRECINCT 06005	4720	1993	1370	36	1218	103
<b>Grand Total</b>	<b>204835</b>	<b>69276</b>	<b>84744</b>	<b>1365</b>	<b>47049</b>	<b>2401</b>

MDVOTERS \* = Former Precinct/Split