

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
January 17, 2024
5:00 p.m.**

- Call to Order; Declaration of Quorum
- Welcome Members and Guests
- Swearing in of new employee
- Approval of Minutes
 - December 6, 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
 - William Martino to address the Board
 - Confidential Voter Review
 - Polling Place Change
 - Reconvene the Board of Canvassers to review a voted ballot received from the 2022 Primary Election
- Confirmation of Next Meeting
- Members' Time
- Closed Session*
- Adjournment

NEXT MEETING: February 28, 2024

*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
December 6, 2023

PRESENT:

Board:	Staff:
Michael A. Dykes, President	Stephanie Taylor, Director
Marquita J. McMillan, Vice President	Kimberley Slusar, Deputy Director
Joseph N. Price, Republican Member	Curtis Antonucci, Staff
James C. Richardson, Republican Member	Lynn Johnson, Staff
Brian K. Young, Esq., Board Counsel	Karen Perry, 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. Christina Bracknell was not present.

Mr. Dykes welcomed the members and guests.

SWEARING IN OF NEW EMPLOYEES:

Mr. Dykes administered the oath of office for Curtis Antonucci and Lynn Johnson.

APPROVAL OF MINUTES:

The October 25, 2023, Regular Meeting minutes were presented. 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 October 25, 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.

Mr. Dykes asked about the Deputy position and Ms. Taylor said it would be discussed later.

Ms. Taylor gave the Staff update.

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Ms. Taylor gave the Election Operations update.

Mr. Richardson asked if the new pollbooks would be “live” for the Primary. Ms. Taylor replied that the new pollbooks are scheduled for the 2026 election. Mr. Price asked if there was a backup vendor and Ms. Taylor explained that the process would have to begin again if a new vendor was required.

Ms. Perry gave the Election Judge update.

Ms. Sullivan gave the Voter Registration update.

Ms. Taylor explained that the Fuzzy Matches are a result of the OLA audit and will assist in cleaning up the rolls. Mr. Richardson stated that there are many more people registering to vote and Ms. Sullivan explained that updates are included in the count and not all are new voters.

Ms. Sullivan gave the Mail—in Ballot update:

Mr. Richardson asked what non-permanent meant and Ms. Sullivan explained.

Ms. Taylor gave the Upcoming Events timeline.

BOARD ATTORNEY’S REPORT:

Mr. Young went over the audit that SBE released. Mr. Dykes asked what the next steps were, and Ms. Taylor stated that the office was already following proper procedures. Mr. Price asked who refers the double voters to the State Prosecutor and Ms. Taylor said it was SBE. Mr. Price asked what information the local office received regarding cases sent to the State Prosecutor and Ms. Taylor said the office normally does not get any feedback.

OLD BUSINESS

The Bylaws were returned to the Board from SBE for review. After consulting with Board Counsel several motions were made. Mr. Richardson made a motion to accept the recommendation from SBE to change the language in Article 1 – Adoption of Bylaws Generally and Mr. Price seconded the motion. The motion was unanimously approved by all members present at the meeting. The Board discussed the recommendation of Section 2.2 Officers, and no motion was made. Mr. Richardson made a motion to add the missing language in Section 2.3 Board of Canvassers, Section 3.1 Time and Location, Section 5.4, and Delegation of Duties. Mr. Price seconded the motion, and the motion was unanimously approved by all members present at the meeting. Mr. Richardson made a motion to remove “the appearance need not be in person, except in case of emergency required by the board president” in Section 3.2 – Rules of Order, A. Quorum, 1a, and to remove “except as provided in Section 3.2a: in Section 3.2 – Rules of Order, B. Participation in Meetings, 4. Mr. Price seconded the motion and the motion was unanimously approved by all members present at the meeting. Mr. Richardson made a motion to keep the current language for Section 3.3 Meeting Agenda and Minutes, D5. Ms. McMillan seconded the motion, and the motion was unanimously approved by all members present at the meeting.

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NEW BUSINESS:

The 2024 Board Meeting Dates were presented, and Ms. Taylor suggested that the Board move their meetings to the third week of each month because it would alleviate many of the issues caused by holidays, etc. Much discussion ensued and Mr. Richardson made a motion to delete the November and December meeting and replace them with a December 11th meeting. Mr. Price seconded the motion, and the motion was unanimously approved by all members present at the meeting. Mr. Richardson made a motion to move the April meeting to April 25th, cancel the May 22nd meeting, and move the October meeting to October 16th. Mr. Price seconded the motion, and the motion was unanimously approved by all members present at the meeting. Mr. Price made a motion to move the January meeting to January 17th. Mr. Richardson seconded the motion and the motion was unanimously approved by all member present at the meeting.

CONFIRMATION OF NEXT MEETING:

The next meeting was confirmed to be January 17, 2024.

MEMBERS TIME:

There was no report.

CLOSED SESSION:

There was no closed session.

ADJOURNMENT:

Mr. Richardson made a motion to adjourn the meeting and Ms. McMillan seconded the motion. The motion was unanimously approved, and the meeting was adjourned at 6:01pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M. A. Dykes", is written over a white background.

Michael A. Dykes, President

Stephanie L. Taylor
Director

Karen Perry
Acting Deputy Director



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HARFORD COUNTY BOARD OF ELECTIONS
OFFICE REPORT
January 17, 2024

Administration:

- We received a grant to cover upgrades on nine interior doors in the office.
- Camera upgrades will be completed this week.
- Karen and I continue to track the FY24 budget expenditures.
- We submitted the 50/50 cost split for our warehouse space to the State Board of Elections for reimbursement.

Staff Updates:

- One contractual employee started on January 3rd in the Judge department.
- One contractual employee from the Voter Registration department resigned and we have found a replacement for that position.

Election Operations

- Conducted Statewide testing of the new Electronic Pollbooks (EPBs) – the software has an exceptionally long way to go to be ready
 - The program was very glitchy and had frequent crashes
 - All text/icons were extremely tiny (DemTech told us that they purposely reduced the size to fit all content on the screen)
 - User interface was a major step back from our current EPBs – many essential functions were hidden in different menus and submenus
 - Back-end network connectivity on SBE's side was spotty; we intermittently lost connections very frequently
 - As required by SBE, we returned the equipment back to their central warehouse
- Anne Arundel County Board of Elections transfer five DS200s to our inventory.
- Continuing our normal equipment maintenance/charging cycle

Election Judges:

- The election judge manual is complete and sent to the printer.
- We have begun the packing of election supplies for Early Voting.
- We sent an email to the Voting Judges to schedule their training which will begin on February 20, 2024, and continue throughout February and March. Currently, 173 out of 261 Voting Judges have signed up for their training.
- Meet and Greet sessions have resumed and will continue through the end of February.
- We are in the process of updating all training PowerPoints used in judge training classes.

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- We are continuing to review/update files, forms, and Smartsheets in preparation for the 2024 election.
- Current Judge Numbers:
 - Required - 808
 - Hired - 768

Voter Registration

December

- List Maintenance
 - Social Security verifications – 9
 - Inactivated – 35
- DHMH (Deceased) list through the Maryland Department of Health – 144
- AOC List (Felons) – 8
- ERIC Reports
 - Deceased - 3
 - In-State Duplicates – 2 pairs
- Address Change Postcards – 668
- Cancelled for Non-citizenship – 0
- Finished Fuzzy Match Century Club list – 40 cancelled
- Volume from Electronic Voter Registration Applications (EVRAs) – 4216
 - Voter Registration Applications – 4207
 - Mail-in Ballot Applications – 29

Current as of 1/11/23

We received and are working through another round of ERIC reports; NCOA, Cross State and In-State Update reports. We continue to receive documents from the Jury Commissioner weekly and expect to receive our quarterly jury list soon. We received and processed our portion of a new party petition for No Labels.

Mail-in Ballots

MIB requests processed as of 01/09/2024:

2024 Presidential Primary

14,328 total: 14,214 permanent & 114 non-permanent

- 7,579 Democratic
- 4,095 Republican

2024 Presidential General

14,336 total: 14,214 permanent & 122 non-permanent

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- 7,575 Democratic
- 4,096 Republican
- 2,482 Unaffiliated
- 72 Libertarian
- 111 Other

Upcoming Events:

- January 23rd - Communications Workshop
- February 6th – Voter Registration Volunteer training
- February 8th – MAEO Voter Registration Meeting
- February 9th – Candidate Filing Deadline
- February 15th – 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..." missing update: 1. Before the first mail-in canvass if the Board of Canvassers will convene before early voting to canvass mail-in ballots;			add missing language add missing language
Article 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 each other</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>Keep language</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>

Local Board Bylaw and Delegation of Duties - Harford County

Bylaws

Reference	LBE Revisions	Rationale	Notes	Recommendation
	D. 5. changed the responsibility of keeping minutes from the Election Director (SBE bylaws model) to the Board Secretary and one other Board member		this also removes access by any staff, only giving the board access. What is the purpose of the original? Is it to keep closed meeting minutes within the hands of a non-partisan secure location?	this might be a problem
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	update		A. 3. and C. 3. missing update: "leave, performance evaluation, discipline..."	add missing phrase
Article 6 - Miscellaneous				
	OK			
Delegation of Duties				
	missing date of approval			add date to header (does not need signing or approval again, just the date)

Recommendatio

BYLAWS OF THE HARFORD COUNTY BOARD OF ELECTIONS
September 27, 2023

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BYLAWS OF THE HARFORD COUNTY BOARD OF ELECTIONS
September 27, 2023

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. These bylaws are designed for the Harford County Board of Elections 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
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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. Before convening for the first time as the Board of Canvassers 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 first mail-in canvass if the Board of Canvassers will convene before early voting to canvass mail-in ballots; 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.

BYLAWS OF THE HARFORD COUNTY BOARD OF ELECTIONS
September 27, 2023

- C. Notice. Except as provided in § E below, public notice of regular meetings shall be given at least one week prior to the meeting.¹
- 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 issuing 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.
 - 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. Any request by a member to attend a meeting via phone or video conferencing must be made to the President.

¹ 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.

BYLAWS OF THE HARFORD COUNTY BOARD OF ELECTIONS
September 27, 2023

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.²
2. For the purposes of the Open Meetings Act:
 - 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 Act³.
 - 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;

² 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.

³ This training is available at https://www.igsr.umd.edu/VLC/OMA/class_oma_title.php.

BYLAWS OF THE HARFORD COUNTY BOARD OF ELECTIONS
September 27, 2023

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.
1. Minutes shall be prepared in accordance with SBE's *Guidelines for Conducting Meetings and Writing Minutes*⁴.
 2. The Secretary shall prepare the minutes and a summary (for the open meeting minutes) of 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 Board⁵ 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.

⁴ This document is available on SBE's Online Library under "LBE Resources" and "Reference Materials."

⁵ The notice will provide the other members with information to determine whether a conflict exists that will require recusal.

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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
 - 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,⁶ including:
 1. Timely, electronic filing of the Financial Disclosure Statement⁷ 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 honoraria⁸ 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.

⁶ 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.”

⁷ 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.

⁸ 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.”

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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
 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*.

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*.

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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;
 - 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, performance evaluation, 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, performance evaluation, 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 Act¹⁰

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.

¹⁰ 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>.

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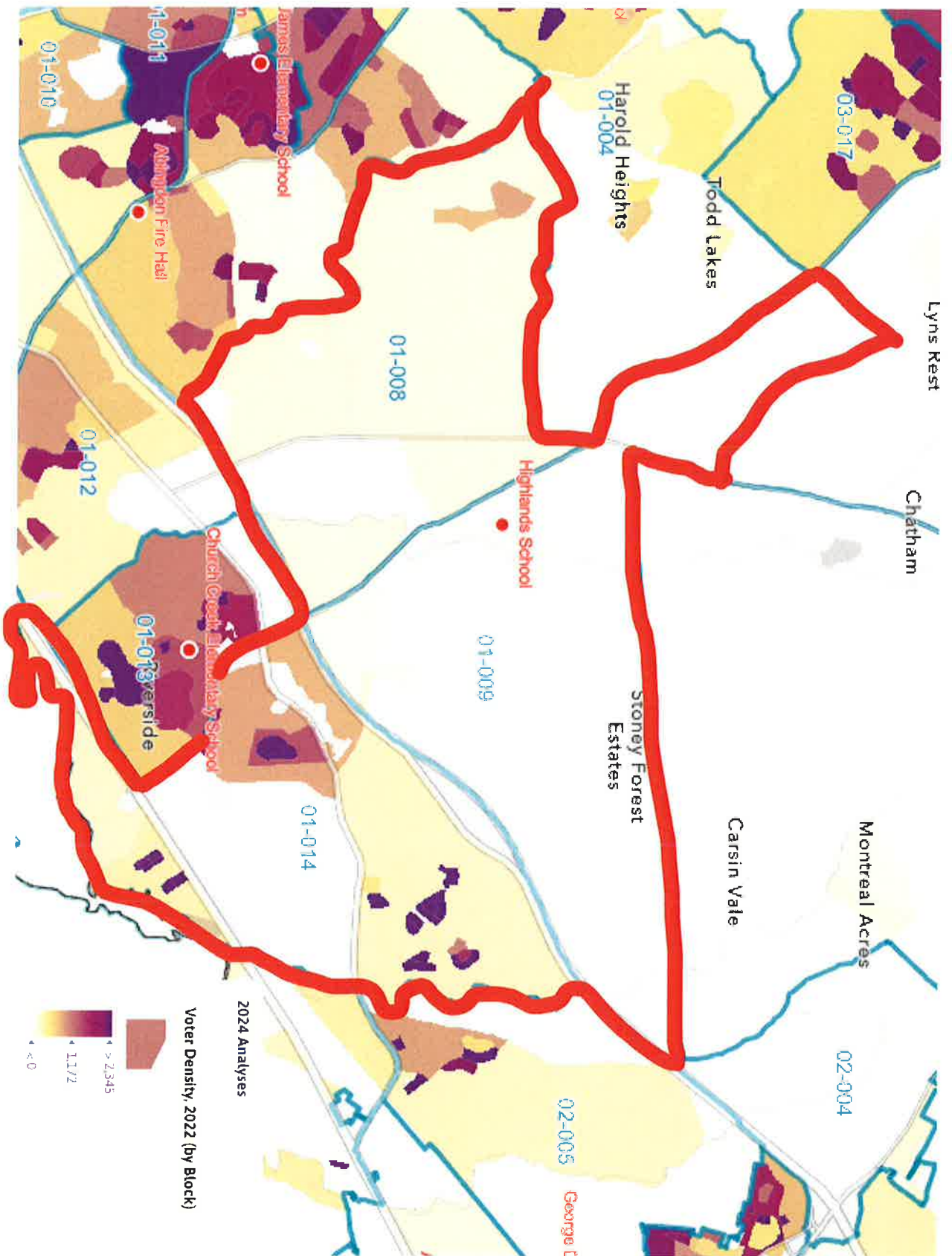
APPENDIX 1

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.

Voter Density Map for 1-08/1-09/1-14



Precinct Voter Counts Report

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

	TOTAL	DEM	REP	LIB	UNA	OTHERS
PRECINCT 01001	1624	365	863	12	366	18
PRECINCT 01002	2605	1012	931	18	596	48
PRECINCT 01003	5398	1886	2037	32	1393	50
PRECINCT 01004	4571	1359	2110	18	1048	36
PRECINCT 01005	4852	1764	1750	42	1239	57
PRECINCT 01006	2440	801	995	19	575	50
PRECINCT 01007	4868	1640	2039	30	1124	35
PRECINCT 01008	1986	648	781	7	542	8
PRECINCT 01009	510	141	230	5	124	10
PRECINCT 01010	1466	620	421	11	395	19
PRECINCT 01011	2434	901	910	24	573	26
PRECINCT 01012	2301	965	770	10	525	31
PRECINCT 01013	3331	1481	957	27	827	39
PRECINCT 01014	4211	2114	989	25	1025	58
PRECINCT 01015	4302	1992	1254	30	978	48
PRECINCT 01016	4273	1627	1617	33	942	54
PRECINCT 01017	1929	790	647	14	444	34
PRECINCT 01018	2660	1158	833	16	622	31
PRECINCT 01019	3623	2081	561	25	869	87
PRECINCT 01020	3608	2188	500	11	823	86
PRECINCT 01021	5756	3085	1207	36	1345	83
PRECINCT 01022	2106	1044	499	13	514	36
PRECINCT 02001	3188	793	1628	31	701	35
PRECINCT 02002	393	117	183	6	82	5
PRECINCT 02003	53	19	23	0	11	0
PRECINCT 02004	199	61	83	5	44	6
PRECINCT 02005	1881	1003	371	13	473	21
PRECINCT 02006	3942	1646	1269	28	946	53
PRECINCT 02007	5671	2685	1406	52	1408	120
PRECINCT 02008	2431	1113	517	20	722	59
PRECINCT 02009	1079	398	276	16	377	12
PRECINCT 02010	2035	861	650	21	474	29
PRECINCT 03001	5806	1231	3238	48	1231	58

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	3124	752	1665	17	663	27
PRECINCT 03003	3569	997	1756	14	771	31
PRECINCT 03004	3827	911	2135	28	739	14
PRECINCT 03005	3294	902	1576	15	776	25
PRECINCT 03006	6421	1787	3081	42	1461	50
PRECINCT 03007	6560	1633	3291	44	1552	40
PRECINCT 03008	2863	725	1499	13	607	19
PRECINCT 03009	7511	1946	3865	46	1585	69
PRECINCT 03010	2621	720	1256	16	601	28
PRECINCT 03011	5520	1776	2382	39	1254	69
PRECINCT 03012	640	183	307	9	132	9
PRECINCT 03013	5692	1802	2448	43	1325	74
PRECINCT 03014	3096	878	1423	16	757	22
PRECINCT 03015	2612	822	1187	8	579	16
PRECINCT 03016	5130	1595	2200	29	1253	53
PRECINCT 03017	3342	958	1521	31	809	23
PRECINCT 04001	2770	500	1690	16	541	23
PRECINCT 04002	2214	485	1258	10	441	20
PRECINCT 04003	3225	616	1946	19	623	21
PRECINCT 04004	3028	689	1671	20	608	40
PRECINCT 04005	2174	512	1182	13	450	17
PRECINCT 04006	4063	980	2207	26	803	47
PRECINCT 04007	702	185	374	2	136	5
PRECINCT 05001	5543	1021	3418	35	1020	49
PRECINCT 05002	2803	529	1632	19	586	37
PRECINCT 05003	1677	360	918	12	363	24
PRECINCT 06001	276	91	123	4	54	4
PRECINCT 06002	2671	951	957	22	712	29
PRECINCT 06003	767	333	223	4	199	8
PRECINCT 06004	5290	2063	1789	16	1351	71
PRECINCT 06005	4734	1988	1377	36	1228	105
Grand Total	205291	69279	84902	1362	47337	2411