

ELECTION OFFICE

Stephanie Taylor  
Director

Karen Perry  
Deputy Director



ELECTION BOARD

Christina K. Bracknell, President  
Marquita J. McMillan, Vice President  
James C. Richardson, Secretary  
Joseph N. Price, Member  
Medford J. Campbell, Member

Brian K. Young, Esq., Board Counsel

**AGENDA**

**Harford County Board of Elections  
133 Industry Lane, Forest Hill, MD 21050  
January 29, 2025  
5:00 p.m.**

- Call to Order; Declaration of Quorum
- Welcome Members and Guests
- Approval of Minutes
  - December 11, 2024, Meeting
  - December 11, 2024, Closed Meeting *tabled*
- Request Additions or Changes to the Agenda
- Election Office Report
- Board Attorney's Report
- Old Business
  - Reconvene the Board of Canvassers
- New Business
  - William Martino and Steven McCurdy
  - Signing of the Bylaws
  - FY2026 Budget
  - Merge precincts 1-13 and 1-14
  - MAEO Conference May 4<sup>th</sup> to 9<sup>th</sup>, 2025
- Confirmation of Next Meeting
- Members' Time
- Closed Session\*
- Adjournment

**NEXT MEETING: February 26, 2025**

\*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 11, 2024

**PRESENT:**

Board:	Staff:
Christina Bracknell, Board President	Stephanie Taylor, Director
Marquita McMillan, Vice President	Karen Perry, Deputy Director
James Richardson, Secretary	Barbara Salvatore, Staff
Joseph Price, Member	
Medford Campbell, Member	
Brian K. Young, Esq., Board Counsel	

**QUORUM:**

Ms. Bracknell called the meeting to order at 5:03 pm and determined there was a quorum with at least one member of the minority party being present.

Steven A. McCurdy and Christina Koch were present from the public.

Ms. Bracknell welcomed the members and guests.

**APPROVAL OF MINUTES:**

The September 25, 2024, Regular Meeting minutes were presented. Ms. Bracknell asked for a motion to accept the minutes. Mr. Richardson made a motion to accept the minutes, and Mr. Price seconded the motion. The motion passed unanimously by those Board Members who were present for the September 25, 2024, Regular Meeting.

The October 9, 2024, Regular Meeting minutes were presented. Ms. Bracknell asked for a motion to accept the minutes. Mr. Richardson made a motion to accept the minutes, and Mr. Price seconded the motion. The motion passed unanimously by those Board Members who were present for the October 9, 2024, Regular Meeting.

The October 9, 2024 Closed Meeting minutes were presented. Ms. Bracknell asked for a motion to accept the minutes. Mr. Richardson made a motion to accept the minutes, and Mr. Price seconded the motion. The motion passed unanimously by those Board Members who were present for the October 9, 2024, Closed Meeting.

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The November 5, 2024 Election Night Meeting minutes were presented. Ms. Bracknell asked for a motion to accept the minutes. Mr. Richardson made a motion to accept the minutes, and Mr. Price seconded the motion. The motion passed unanimously by those Board members who were present for the November 5, 2024 Election Night Meeting.

The November 7, 2024, Regular Meeting minutes were presented. Ms. Bracknell asked for a motion to accept the minutes. Mr. Richardson made a motion to accept the minutes, and Mr. Price seconded the motion. The motion passed unanimously by those Board Members who were present for the November 7, 2024, Regular Meeting.

### **ADDITIONS OR CHANGES TO THE AGENDA:**

#### **Disclosure of text**

Ms. Taylor sent a text to the Board on December 11, 2024, asking if they wanted paper copies of the meeting minutes printed or were the electronic copies sufficient.

### **ELECTION OFFICE REPORT:**

#### **Ms. Taylor gave the Administration update.**

Ms. Taylor explained what the State Board requires in the Comprehensive Audit. She also explained what Risk Limiting Audits were and the three different types that are common (Ballot-Comparison, Ballot-Polling, and Batch-Comparison).

#### **Ms. Taylor gave the Staff update.**

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

Ms. Taylor explained how "post-election maintenance" means that all equipment sent out on election day must be tested in a given time frame set by the State.

#### **Ms. Salvatore gave the Election Judge update.**

Ms. Salvatore added that the Election Judge pay checks will be mailed this Friday (12/13/24) as well as Direct Deposits.

#### **Ms. Taylor gave the Voter Registration update.**

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

### **BOARD ATTORNEY'S REPORT:**

Mr. Young reported that there were no challenges to the election in Harford County, as well as no recounts or lawsuits.

### **OLD BUSINESS /RECONVENE AS THE BOARD OF CANVASSERS:**

Ms. Bracknell asked for a motion to convene as the Board of Canvassers. At 5:22 pm, Mr. Price made a motion which was seconded by Mr. Richardson and unanimously approved by those members who were present at the meeting.

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Mr. Price asked for a motion to approve the October 15, 2024 Canvass Minutes. Ms. Bracknell made a motion to accept the minutes, and Ms. McMillan seconded the motion. The motion passed unanimously by those members who were present at the meeting.

Mr. Price asked for a motion to approve the November 5, 2024 Canvass Minutes. Ms. Bracknell made a motion to accept the minutes, and Ms. McMillan seconded the motion. The motion passed unanimously by those members who were present at the meeting.

Mr. Price asked for a motion to approve the November 7, 2024 Canvass Minutes. Ms. Bracknell made a motion to accept the minutes, and Ms. McMillan seconded the motion. The motion passed unanimously by those members who were present at the meeting.

Mr. Price asked for a motion to approve the November 13, 2024 Canvass Minutes. Ms. Bracknell made a motion to accept the minutes, and Ms. McMillan seconded the motion. The motion passed unanimously by those members who were present at the meeting.

Mr. Price asked for a motion to approve the November 15, 2024 Canvass Minutes. Ms. Bracknell made a motion to accept the minutes, and Ms. McMillan seconded the motion. The motion passed unanimously by those members who were present at the meeting.

Ms. Taylor presented twenty ballots received in the office after certification of the 2024 Presidential General Election. After reviewing the ballots, Mr. Campbell made a motion to reject all twenty of the ballots, Mr. Richardson seconded. The motion passed unanimously by those members who were present at the meeting.

At 5:37 pm Mr. Richardson made a motion to adjourn the Board of Canvassers and Ms. McMillan seconded. The motion passed unanimously by those members who were present during the meeting.

**NEW BUSINESS:**

**Approval of Confidential Voters**

Ms. Taylor requested approval from the board to change two voters' records to "Confidential" status. Upon review, Mr. Campbell made a motion to approve the two confidentiality requests. Ms. McMillan seconded the motion, and the motion was approved by three present at the meeting, two abstained from voting, the motion passed.

**Approval of Meeting Dates for 2025**

The January meeting date was changed to January 29, 2025. The November and December meeting dates were combined, due to the holidays, and will meet on December 3, 2025.

**CONFIRMATION OF NEXT MEETING:**

The next scheduled meeting is January 29, 2024 at 5:00pm.

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**MEMBERS TIME:**

There was no report.

**CLOSED SESSION:**

Ms. Bracknell asked for a motion to move into closed session. Mr. Richardson made the motion, and Mr. Price seconded the motion. The board unanimously agreed to move into closed session to 5:55pm. The purpose of the closed session was for an employee performance evaluation.

**ADJOURNMENT:**

Mr. Richardson made a motion to adjourn the meeting, and Mr. Price seconded the motion. The motion was unanimously approved, and the meeting was adjourned at 6:24 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "C. Bracknell", is written over a light blue horizontal line.

Christina Bracknell, President

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")  
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**

This form has two sides. **Complete items 1 – 4 before closing the meeting.**

1. **Recorded vote to close the meeting:** Date: 4/29/25; Time: 6:27 AM; Location: HerCo Board of Elections  
Motion to close meeting made by: DR Price; Seconded by: JC Campbell  
Members in favor: Unanimous; Opposed: —  
Abstaining: —; Absent: Margueta McMillen & Jim Richardson

2. **Statutory authority to close session (check all provisions that apply).**  
**This meeting will be closed under General Provisions Art. § 3-305(b) only:**

(1)  "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2)  "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3)  "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4)  "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5)  "To consider the investment of public funds"; (6)  "To consider the marketing of public securities"; (7)  "To consult with counsel to obtain legal advice"; (8)  "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9)  "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10)  "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11)  "To prepare, administer, or grade a scholastic, licensing, or qualifying examination"; (12)  "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13)  "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14)  "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process." (15)  "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information . . . or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices."

Continued →

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**HARFORD COUNTY BOARD OF ELECTIONS  
OFFICE REPORT  
January 29, 2025**

**Administration:**

- At the request of SBE we conducted a demonstration of a Risk Limiting Audit (RLA) on December 18, 2024. There were representatives from the Department of Legislative Services, SBE, and three local boards of elections.
- We conducted the manual audit on the same day as the RLA. The results of the audit matched the totals tapes as expected.
- SBE will start conducting the election director's performance evaluations starting this January.

**Staff Updates:**

- Amy Montano has been hired to work in the Judge department. We decided to return the second pin to the Department of Budget and Management.

**Election Operations**

- Post election maintenance (PEM) on the DS200 and ExpressVotes has been completed.
- PEM on the Pollbooks is 80% completed.
- Updating individual precinct voter counts to determine if the equipment and ballot allocation needs to be changed for the 2026 election cycle.

**Election Judges:**

- The latest edition of the Election Judge newsletter has been emailed to our judges
- Chief Judge performance evaluations for the General Election have been emailed. The range of scores moved upward from the Primary Election.
- 2024 Judge department Smartsheet's have been archived, and existing sheets have been modified for 2026
- We are reviewing the Election Judge manual for revisions
- Brainstorming has begun for the 2026 election judge training curriculum.

**Voter Registration:**

**December**

- List Maintenance
  - Social Security verifications – 7
  - DHMH (Deceased) list through the Maryland Department of Health (received September and October) – 139
  - AOC List (felons) - 5
  - Cancelled for Non-citizenship – 1
  - Cancelled for Failure to Vote – 7488

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- Pending Voters moved to Incomplete – 19
- Inactivated – 1385

ERIC Reports

- NCOA (National Change of Address) – 666
- Cross State – 287
- In-State Updates – 694
- Deceased – 4
- In-State Duplicates – 3 pairs
- Volume from Electronic Voter Registration Applications (EVRAs) – 3409
  - Voter Registration Applications – 3393
  - Mail-in Ballot Applications - 16

**Current as of 1/23/25**

This month we have received three more fuzzy matching reports, two MDH/DHMH lists two more ERIC reports (Deceased and In-State Duplicates) and an AOC report. We also mailed correspondence to voters whose party affiliation was Libertarian or No Labels, notifying them of the loss of party recognition. We continue to receive documents from the Jury Commissioner weekly and should receive a quarterly jury report soon.

**Legislation:** See the attachment

**Upcoming Events:**

- January 31<sup>st</sup> – MIB MAEO Committee Meeting
- February 5<sup>th</sup> – MAEO Standards Committee Meeting
- February 12<sup>th</sup> – Candidate Filing Refresher Training
- February 13<sup>th</sup> – Voter Registration Lessons Learned
- February 6<sup>th</sup> – MAEO Conference Planning Meeting
- February 25<sup>th</sup> – Candidate Filing Begins



**Departmental Bills:**HB0041/ SB0267 Election Law Petitions for the Formation of a New Political Party Process:

This bill moves deadlines up a month, allowing more time for processing petitions in the office.

HB0199/ SB0257 Election Law- Notice to Permanent Absentee Voters:

Moves the date up earlier by which SBE must send out permanent MIB reminders.

HB0274/SB0259 Election Law-Election Plan Requirements

The bill mandates local boards to submit a comprehensive Election Plan seven months before the primary election. It also grants the State Administrator authority to adjust ballot drop boxes if a local plan is deemed insufficient.

HB0075/SB0262 Election Law- Special Elections

Propose changes to the process of conducting special elections to fill vacancies in county councils or offices of chief executive officer or county executive. The bill authorizes county councils to direct that a vacancy be filled solely through a special general election without a primary. It also specifies methods for conducting these elections, allowing either partisan or nonpartisan formats. Additionally, the bill empowers the State Administrator to conduct special elections in cases of conflict between state laws and local charters. Local boards would not be required to mail specimen ballots and would have extended deadlines for mailing vote-by-mail ballots and the option to use ballot drop boxes.

**Crossed Filed Bills:**HB0201/SB0093 Election Law- Absentee Ballot Application-Sending to Eligible voters before Primary Elections

Requires the sending of MIB applications to all eligible voters not on the permanent list at least 60 days before each statewide primary. This version of the bill is indefinite going forward and not linked to a particular election cycle.

HB0322/SB0088 Election Law-State Administrator of Elections- Municipal Elections

Allows the State Administrator to enter MOUs with municipalities to support municipal elections.

HB0426-SB0313 Election Law-Post Election Tabulation Audits-Risk-Limiting Audits

Repeals the current manual audit requirement and requires a Risk-Limiting Audit (RLA) instead. Also allows an automated software audit. The RLA must be completed before certification and cover at least one statewide and local contest.

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

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## 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. 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

### 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

- C. Notice. Except as provided in § E below, public notice of regular meetings shall be given at least one week prior to the meeting.
- 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.

#### 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>

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<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

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 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 affective 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.

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<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

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<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

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<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;

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<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, 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 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.

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<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

### 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.

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

**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.

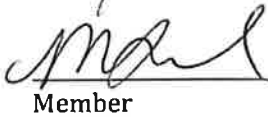
**Section 6.5 - Reimbursement for Travel and Expenses**


- A. The budget for the Board shall include funds to reimburse members for expenses incurred while carrying out their duties as members.
- B. The President shall approve, prior to payment, reimbursement for any unbudgeted expense.

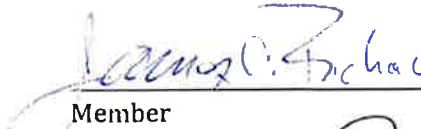
**SIGNATURES**

  
Member 17 JAN 2024  
Date

  
Witness (Election Director) 1/17/24  
Date

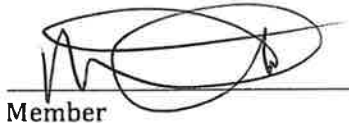
  
Member 17 Jan 2024  
Date

  
Witness (Board Counsel) 1/17/2024  
Date

  
Member 17 Jan 2024  
Date

  
Member 17 JAN 2024  
Date

  
Member 17/1/24  
Date

  
Member 1/29/2025  
Date

ELECTION OFFICE

Stephanie L. Taylor  
Director

Karen M. Perry  
Deputy Director



ELECTION BOARD

Christina K. Bracknell, President  
Marquita McMillan, Vice President  
James C. Richardson, Secretary  
Joseph N. Price, Member  
Medford J. Campbell, Member

Brian K. Young, Esq., Board Counsel

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January 29, 2025

Robert Cassilly  
Harford County Government  
220 South Main Street  
Bel Air, MD 21014

RE: Harford County Board of Elections budget approval

Dear Mr. Cassilly,

Please be advised that the members of the Election Board of Director voted unanimously today to approve the proposed budget for FY26 budget as presented by Director Stephanie Taylor.

Respectfully,

A handwritten signature in black ink, appearing to read "Christina Bracknell".

Christina Bracknell, President

ELECTION OFFICE

Stephanie L. Taylor  
Director

Karen M. Perry  
Deputy Director



ELECTION BOARD

Christina K. Bracknell, President  
Marquita McMillan, Vice President  
James C. Richardson, Secretary  
Joseph N. Price, Member  
Medford J. Campbell, Member

Brian K. Young, Esq., Board Counsel

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January 30, 2025

Bob Cassilly  
220 S Main Street  
Bel Air, MD 21014

Mr. Cassilly,

The following outlines the justification for the Harford County Board of Elections FY25 budget increase:

Item 1 - Cost Center 481000 Sub Object 2602 – Reduction of \$2,000.

Item 2 – Cost Center 481000 Sub Object 7102 – Increase of 190,923 due to 3% COLA in July 2024, a longevity step increase in January 2025, 1% COLA in July 2025, and a step increase (depending on your date of hire) in July 2025 or January 2026. See Appendix A & B

Item 3 – Cost Center 482000 Sub Object 1602 – Reduction of \$18,097.

Item 4 – Cost Center 482000 Sub Object 2106 - Reduction of \$2,000.

Item 5 – Cost Center 482000 Sub Objects 7102 – State mandated reimbursements. See Appendix C.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Taylor", with a long horizontal stroke extending to the right.

Stephanie Taylor  
Election Director

481000 Budget Projections 2024

Spend Category	FY23 Actuals	FY24 Actuals	FY25 Approved	FY26		Request	Comments
				Additions/Subtractions	FY26		
1103 - Temporary	\$ 140,114	\$ 86,766	\$ 75,000	\$0	\$75,000	Board members	
1202 - Pension (New)	\$ 9,399	\$ 6,528	\$ 10,000	\$0	\$10,000		This will most likely change to \$20,000 for our
1304 - Bluechoice	\$ -	\$ -	\$ 5,000	\$0	\$5,000		
1308 - Life	\$ 322	\$ 188	\$ 560	\$0	\$560		These line items will most likely go away. Our only full time county employee plans to move to another state FY25.
1319 - Benefits - Supplemental	\$ 2,000	\$ 1,200	\$ 2,400	\$0	\$2,400		
1321 - Delta Dental Plus	\$ -	\$ -	\$ 740	\$0	\$740		
1355 - PEHP (Post Employment Health Plan )	\$ 14,360	\$ 7,828	\$ 7,800	\$0	\$7,800		
1501 - Overtime	\$ 18,852	\$ 6,062	\$ 10,000	\$0	\$10,000		Reduction of \$71,500
1602 - Social Security	\$ 12,318	\$ 7,193	\$ 7,000	\$0	\$7,000		Keep for the Board members \$20,000
2101 - Office Equipment	\$ 16,524	\$ 4,703	\$ 20,256	\$0	\$20,256		
2302 - Telephone Service	\$ 3,781	\$ 4,445	\$ 4,000	\$0	\$4,000		
2306 - Fax Service	\$ 342	\$ 417	\$ 400	\$0	\$400		
2602 - Legal Services	\$ 6,875	\$ 5,500	\$ 10,000	-\$2,000	\$8,000		1. \$2,000 reduction
2609 - CO Facility Repair and Renovation	\$ 29,116	\$ -	\$ -	\$0	\$0		
2699 - Other Professional Services	\$ 3,794	\$ 1,212	\$ 3,000	\$0	\$3,000		
2702 - Office Equipment Service	\$ 1,235	\$ 41,019	\$ 5,590	\$0	\$5,590		
2711 - Security Systems	\$ 19,298	\$ 23,990	\$ 20,000	\$0	\$20,000		
3101 - General Office Supplies	\$ 13,786	\$ 10,710	\$ 10,000	\$0	\$10,000		
3103 - Printing - Commercial	\$ 30,903	\$ 41,308	\$ 40,000	\$0	\$40,000		
3202 - General Office Mailing	\$ 7,332	\$ 6,828	\$ 7,000	\$0	\$7,000		
3526 - Computer Software	\$ -	\$ -	\$ -	\$0	\$0		
3527 - Computer Hardware Components	\$ 3,681	\$ 1,219	\$ 6,000	\$0	\$6,000		
4201 - Mileage	\$ 144	\$ 373	\$ 400	\$0	\$400		
4202 - Parking and Tolls	\$ -	\$ 4,997	\$ 2,000	\$0	\$2,000		
4301 - Transportation Costs	\$ 480	\$ 1,150	\$ 5,000	\$0	\$5,000		
4401 - Meals	\$ 12,625	\$ 4,177	\$ 13,000	\$0	\$13,000		
4402 - Lodging							

4502 - Professional Books and Periodicals	\$ 45	\$ -	\$ -	\$0
4601 - Membership Fees and Dues	\$ 830	\$ 1,430	\$ 1,430	\$1,430
4703 - Training, Seminars, Courses, and Meetings	\$ 11,723	\$ 11,471	\$ 7,000	\$0
7102 - Payments to Other Govt Agencies	\$ 1,192,726	\$ 1,383,796	\$ 1,652,203	\$190,923
<b>Total</b>	<b>\$ 1,552,605</b>	<b>\$ 1,665,782</b>	<b>\$ 1,925,779</b>	<b>\$188,923</b>

2. Increase due to 3% COLA July 2024, step increase July 2024 or January 2025 and longevity step from the State, 1% COLA in July, another



482000 Budget Projections 2026

Spend Category	FY23 Actuals	FY24 Actuals	FY25 Approved	FY26	
				Additions/ Subtractions	FY26 Request
1101 - Current Authorized Positions	\$ 339,890	\$ 498,123	\$ -	\$ 0	
1103 - Temporary	\$ 402,587	\$ 24,700	\$ 650,628	\$ 0	\$650,628
1501 - Overtime	\$ 13,466	\$ 3,726	\$ 13,466	\$ 0	\$13,466
1602 - Social Security	\$ 13,078	\$ 4,506	\$ 38,097	<b>-\$18,097</b>	\$20,000
2101 - Office Equipment	\$ -	\$ 1,607	\$ -	\$ 0	
2106 - Space and Real Estate Rental	\$ 13,000	\$ 6,500	\$ 9,000	<b>-\$2,000</b>	\$7,000
2402 - Legal Notice	\$ -	\$ -	\$ -	\$ 0	\$0
2602 - Legal Services	\$ -	\$ -	\$ -	\$ 0	\$0
2609 - CO Facility Repair and Renovation	\$ 49,560	\$ 3,920	\$ -	\$ 0	\$0
2699 - Other Professional Services	\$ 1,776	\$ -	\$ -	\$ 0	\$0
2702 - Office Equipment Service	\$ -	\$ -	\$ 12,875	\$ 0	\$12,875
2711 - Security Systems	\$ -	\$ -	\$ 1,050	\$ 0	\$1,050
3101 - General Office Supplies	\$ 7,768	\$ 48,661	\$ 15,000	\$ 0	\$15,000
3103 - Printing - Commercial	\$ 59,096	\$ 52,214	\$ 85,000	\$ 0	\$85,000
3202 - General Office Mailing	\$ 17,689	\$ 21,840	\$ 100,000	\$ 0	\$100,000
3499 - Other Food Supplies	\$ -	\$ -	\$ -	\$ 0	\$0
3526 - Computer Software	\$ -	\$ 842	\$ 4,000	\$ 0	\$4,000
3527 - Computer Hardware Components	\$ -	\$ -	\$ -	\$ 0	\$0
4201 - Mileage	\$ 10,250	\$ 6,069	\$ 8,000	\$ 0	\$8,000
4202 - Parking and Tolls	\$ -	\$ 29	\$ -	\$ 0	\$0
4401 - Meals	\$ 2,905	\$ 2,190	\$ 2,000	\$ 0	\$2,000
4402 - Lodging	\$ -	\$ -	\$ -	\$ 0	\$0
5236 - Voting System	\$ 930	\$ -	\$ -	\$ 0	\$0
7102 - Payments to Other Govt Agencies	\$ 681,693	\$ 703,016	\$ 977,390	<b>\$361,522</b>	\$1,338,912
8233 - Fleet Daily Carpool Rentals	\$ 23,305	\$ 10,081	\$ 15,000	\$ 0	\$15,000
<b>Total</b>	<b>\$ 1,636,993</b>	<b>\$ 889,901</b>	<b>\$ 1,931,506</b>	<b>\$341,425</b>	<b>\$2,272,931</b>
				<b>\$530,348</b>	<b>\$4,387,633</b>

3. \$18,097 reduction

4. \$2,000 reduction

5. \$361522 increase

*What word can you make shorter by adding two letters? Short.*

**What's Coming Up ...**

7/28: Regular Timesheets due for PPE 05/28/24 due by 11:59 PM  
7/04: Contractual Timesheet due for PPE 06/04/24 due by 11:59PM

**Reminders & Information**

**BE/LBE Collaboration Meeting**

The following meeting dates have been set. The agenda will be sent prior to the meeting. If you have any topics you would like discussed, please contact [lisa.dennis1@maryland.gov](mailto:lisa.dennis1@maryland.gov).

- June 20, 2024

**State Board Meeting**

The following State Board meeting date has been set.  
• Thursday, June 25, 2024, 2:30 p.m. (Virtual)

**Personnel/Human Resources**

**Job Openings**

**Systems Technical Specialist, SBE:** Attached is the job announcement for the position of IT Systems Technical Specialist, SBE.

The deadline to apply is Wednesday, May 29th at 11:59 p.m. Copy and paste the link below into your web browser if you, or anyone you know are interested in applying for this position. [IT Systems Technical Specialist, SBE](#)

**Fiscal Accounts Technician II, (Contractual) Anne Arundel**

**County:** Attached is the job announcement for the contractual position of Fiscal Accounts Technician II, Anne Arundel County. The deadline to apply is Friday, June 7th at 11:59 p.m. Copy and paste the link below into your web browser if you, or anyone you know are interested in applying for this position. [Fiscal Accounts Technician II \(Contractual\), Anne Arundel County](#)

**OLA Increase**

All state employees will receive a 3% COLA increase effective July 1, 2024. All eligible employees will receive an increment effective July 1, 2024 or January 1, 2025, based on the employee's entry on date. For state employees who have been continuously employed by the State since June 30, 2019 will receive an additional step. SBE HR will work to get these implemented in Workday as soon as possible.

**State Certification – Congratulations!**

Congratulations to each and every one of you for getting to local certification! We are excited to hear from you with lessons learned very soon so we can adequately prepare for the General Election. Please be advised that June 13 is when we expect to complete the State's certification of the results. After that time, instructions for post-election maintenance on the voting equipment will be released.

Please inform your election judges ahead of the General Election that although they are not employees and are not subject to the Public Ethics Law, the solicitation of food from businesses for voting days is not a good idea even if they are not subject to it. Alternatively, the State Ethics Commission has advised that if a business chooses, on their own accord, to gift food to the judges, that is an acceptable practice.

**Employing Relatives**

We have recently received various questions regarding employing relatives of local board employees and board members as election judges or local board permanent or contractual employees. Please see the attached memos from the State Ethics Commission for further information. If you have questions, please let Katie know.

**CISA Webinar Series**

CISA is offering various webinar series in advance of the General Election. If you or staff are interested, save the date on your calendar. The webinar links will be provided through a future County Bulletin.

**Save the Dates!**

- For the General Election, we will have 3 security briefings. September 26, October 22, October 31 each beginning at 9am.
- Board Counsel briefings will be September 10, October 15 and October 29.

See Page 2 of this County Bulletin for additional important updates from MDVOTERS, Candidacy & Campaign Finance and Information Technology

Amendment to the Memorandum of Understanding

Between

The American Federation of State, County and Municipal Employees

And

The State of Maryland

This amendment to the Memorandum of Understanding is made this 31<sup>st</sup> day of December 2024, by and between the State of Maryland (“Employer” or “State”), and the American Federation of State, County and Municipal Employees, AFL-CIO (“Union” or “AFSCME”).

The Memorandum of Understanding for employees in bargaining units, A, B, C, D, F and H dated January 1, 2024 – December 31, 2026, by and between the State and the Union is hereby modified in accordance with the terms of this amendment. Whenever there is a conflict between this amendment and the memorandum of understanding, the provisions of this amendment control, and the Memorandum of Understanding shall be construed accordingly.

The terms and provisions of the Memorandum of Understanding are hereby modified in the following manner:

**Article 7. Wages**

**Section 1A. Wages**

On June 30, 2025, the State of Maryland shall eliminate from the Standard Salary Schedule Grades 5 and 6 and Steps 3 and 4 to bring the minimum starting rate per hour to \$18.04. On June 30, 2025, the State shall eliminate Steps 3 and 4 of the Correctional Officer Salary Schedule, bringing the minimum to \$22.51.

Effective July 1, 2025, a general cost of living adjustment wage increase (COLA) consisting of 1% will be added to each grade and step of the pay plan(s) affecting bargaining unit employees.

All bargaining unit employees who are otherwise eligible shall receive an increment effective July 1, 2025, or January 1, 2026, based on the employee’s entry on duty (EOD) date.

On June 30, 2025, the State will add two (2) additional steps (step 27 and 28) on both the Standard Salary Schedule and the Correctional Officer Salary Schedule.

**Section 1C. Minimum Wage Increase**

On July 1, 2025, the minimum wage for State employees will be at least \$18.04 an hour. All bargaining unit employees earning less than \$18.04 an hour will be placed in the lowest step that provides them with at least \$18.04 an hour.

**ARTICLE 10. Leave with Pay**  
**[New] Section 12. Paid Family and Medical Leave**

The parties recognize that, in accordance with the MOU Preamble, Paid Family and Medical Leave requires the approval by the General Assembly and is tentative pending approval of the General Assembly.

Beginning July 1, 2026, an eligible employee who experiences a qualifying event is eligible to receive up to twelve (12) weeks of Paid Family and Medical Leave. Employees are eligible to use Paid Family and Medical Leave immediately upon entering duty in State Service. An employee will not be required to pay contributions from wages to be eligible for Paid Family and Medical Leave. An eligible employee must submit the required documentation related to a request within 60 days of taking leave.

A qualifying event for which an eligible employee can request leave includes:

- (1) to care for or bond with the employee's child during the first twelve (12) months after the child's birth;
- (2) to care for or bond with a child during the first twelve (12) months after the child's placement from the foster care, kinship care, or adoption process, or during the foster care, kinship care, or adoption placement process;
- (3) to care for a family member with a serious health condition;
- (4) to care for themselves if the eligible employee has a serious health condition;
- (5) to care for a service member with a serious health condition who is the eligible employee's next of kin and whose serious health condition resulted from, or was exacerbated by, military service; or
- (6) To assist a service member subject to deployment who is a family member of the eligible employee.

An eligible employee may receive up to an additional twelve (12) weeks of Paid Family and Medical Leave for a total of 24 weeks of leave in a calendar year if:

- a) the eligible employee received medical leave to care for themselves and the eligible employee then experiences a qualifying event for child bonding leave; or
- b) the eligible employee received child bonding leave and then experiences a qualifying event for medical leave for themselves.

An eligible employee who is granted Paid Family and Medical Leave will receive paid leave at the employee's regular pay rate.

If an eligible employee is also eligible for Family Medical Leave Act (FMLA) leave, the FMLA leave will run concurrently with Paid Family and Medical Leave.

An eligible employee will be returned to the same or an equivalent position after their Paid Family and Medical Leave.

The Paid Family and Medical Leave will replace the State's parental leave. Maryland Annotated Code, State Personnel and Pensions, § 9-1108 will be repealed and reenacted, with amendments, to reflect Paid Family and Medical Leave.

The Paid Family and Medical Leave is not subject to payment and will be forfeited upon separation from State Service.

Access to the Paid Family and Medical Leave described in this section does not modify or otherwise effect the Leave Bank or the Employee-to-Employee Leave Donation program. Nor does access to this Paid Family and Medical Leave effect any changes on an employee's accrual of sick leave or on the use of accrued sick leave for service credit toward retirement as set forth in this MOU.

## **ARTICLE 39. LAYOFFS AND SEPARATIONS FOR LACK OF APPROPRIATION**

### **Section 1. Layoff/Separations**

The Employer agrees that prior to deciding a layoff, or a separation for lack of appropriations, the Employer will consider all of its reasonable alternatives. The Employer also agrees that, when possible, employees will be provided with 60 days' notice of a layoff or a separation for lack of appropriations. Prior to notifying specific employees that they will be subject to a layoff or a separation for lack of appropriations, the Employer will meet with the Union to discuss the relative merits of using a layoff versus separation for lack of appropriation, and in an effort to develop appropriate arrangements for affected employees. All layoffs shall be in strict conformance with applicable law and regulation including State Personnel and Pensions Article § 11-206 regarding seniority points. All separations for lack of appropriations shall be in strict conformance with applicable law and regulation, including State Personnel and Pensions Article Title 11, subtitle 3. If a job will be eliminated or phased out, then at the request of the affected employee, the employee shall be provided with a list of potential jobs within State service for which the employee may qualify.

### **[New] Section 2. FURLOUGHES**

There shall be no furloughs of bargaining unit members from January 1, 2025, through June 30, 2026.

IN WITNESS WHEREOF, the parties hereto intending to be legally bound, have executed this amendment as of December 31, 2024.

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Dyana Forester  
Chief Negotiator

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Patrick Moran  
President

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Stuart Katzenberg  
Director of Collective Bargaining and Growth

## LBEs Billing - FY26 Proposed Budget

\$ 29,783,583.60

County	<sup>1</sup> Ratio of Voting Age Population	Share of Billing	State Employee Admin. Fees	T1 Connection - MD Network	Pollbook & Printer Financing STO	Total County Invoice
Allegany	0.012	344,046	-	4,971	-	349,017
Anne Arundel	0.096	2,847,459	4,823	8,547	22,036	2,882,865
Baltimore City	0.093	2,764,992	6,752	16,070	22,008	2,809,822
Baltimore County	0.137	4,088,403	5,209	5,446	186,208	4,285,265
Calvert	0.015	450,584	-	10,461	19,868	480,914
<b>Caroline</b>	<b>0.005</b>	158,476	579	4,971	-	164,026
Carroll	0.029	849,534	1,929	16,411	-	867,874
Cecil	0.017	509,320	1,157	5,446	-	515,923
Charles	0.027	811,088	1,736	4,971	41,271	859,066
<b>Dorchester</b>	<b>0.005</b>	159,978	965	4,971	3,125	169,039
Frederick	0.047	1,389,452	2,315	11,945	86,107	1,489,818
<b>Garrett</b>	<b>0.005</b>	145,535	579	12,909	-	159,023
Harford	0.043	1,273,408	2,701	6,974	55,830	1,338,912
Howard	0.053	1,587,975	4,244	17,539	-	1,609,757
<b>Kent</b>	<b>0.003</b>	101,372	386	9,526	1,404	112,687
Montgomery	0.170	5,065,364	-	9,036	201,049	5,275,450
Prince George's	0.154	4,577,947	-	8,324	33,827	4,620,098
<b>Queen Anne</b>	<b>0.009</b>	253,748	1,157	6,974	-	261,880
Saint Mary's	0.018	547,068	1,350	4,971	618	554,007
<b>Somerset</b>	<b>0.004</b>	125,759	772	12,983	8,830	148,344
<b>Talbot</b>	<b>0.007</b>	192,226	772	15,580	10,407	218,984
Washington	0.025	755,337	1,350	17,004	40,714	814,406
Wicomico	0.017	507,874	965	9,882	27,489	546,209
<b>Worcester</b>	<b>0.009</b>	276,639	965	10,639	21,032	309,275
<b>Totals</b>	<b>1.000</b>	<b>\$ 29,783,584</b>	<b>40,704</b>	<b>236,548</b>	<b>781,824</b>	<b>30,842,660</b>

<sup>1</sup> From the US Census Bureau, 2023 est. populationLBEs in **RED** 2022 est population...2023 est. population were not available



# HARFORD COUNTY PROPOSED PRECINCT CHANGE

Merge 1-13 with 1-14

1

### Precinct Voter Comparison

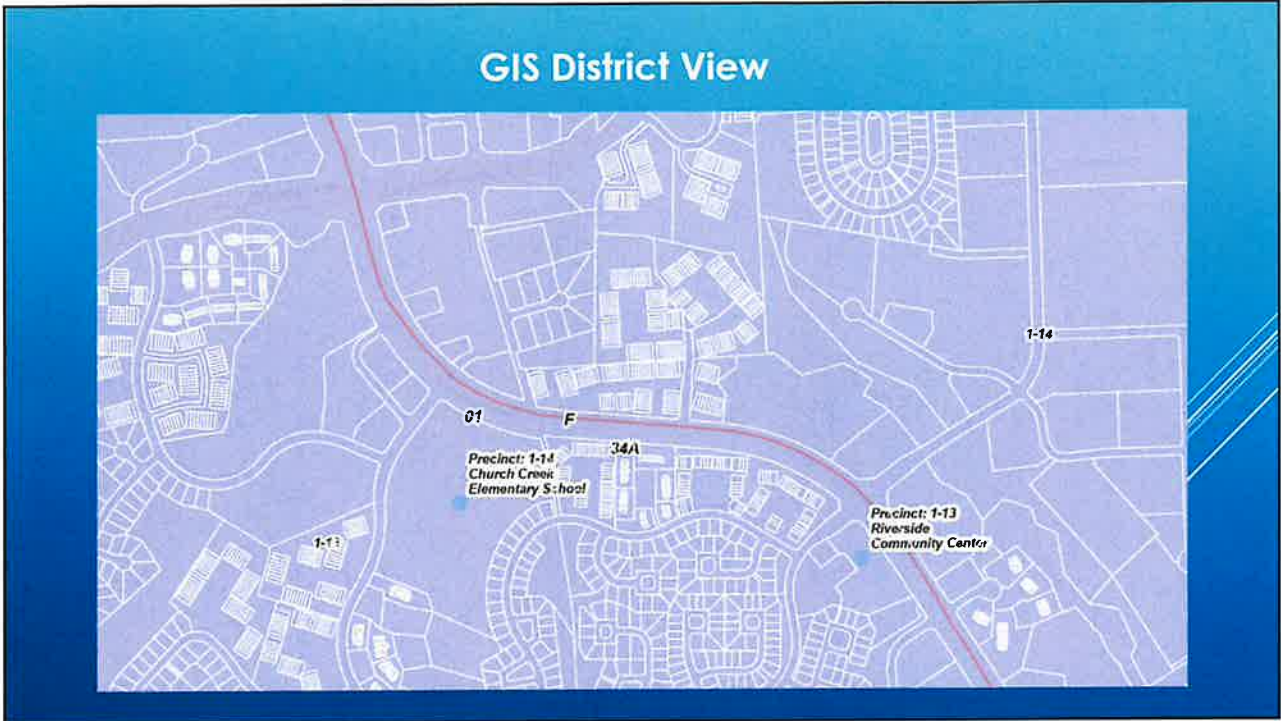
24 Presidential General Election						
Voting Method	1-13 (Riverside)	Turnout %	1-14 (Church Creek)	Turnout %	3-09 (Fallston High)	Turnout %
Voter Count	3030		3860		7148	32.12%
ED Turnout	1110	36.63%	1224	31.71	2296	32.68%
EV Turnout	703	23.20%	992	25.70%	2336	16.49%
MIB Turnout	333	10.99%	487	12.62%	1179	3.34%

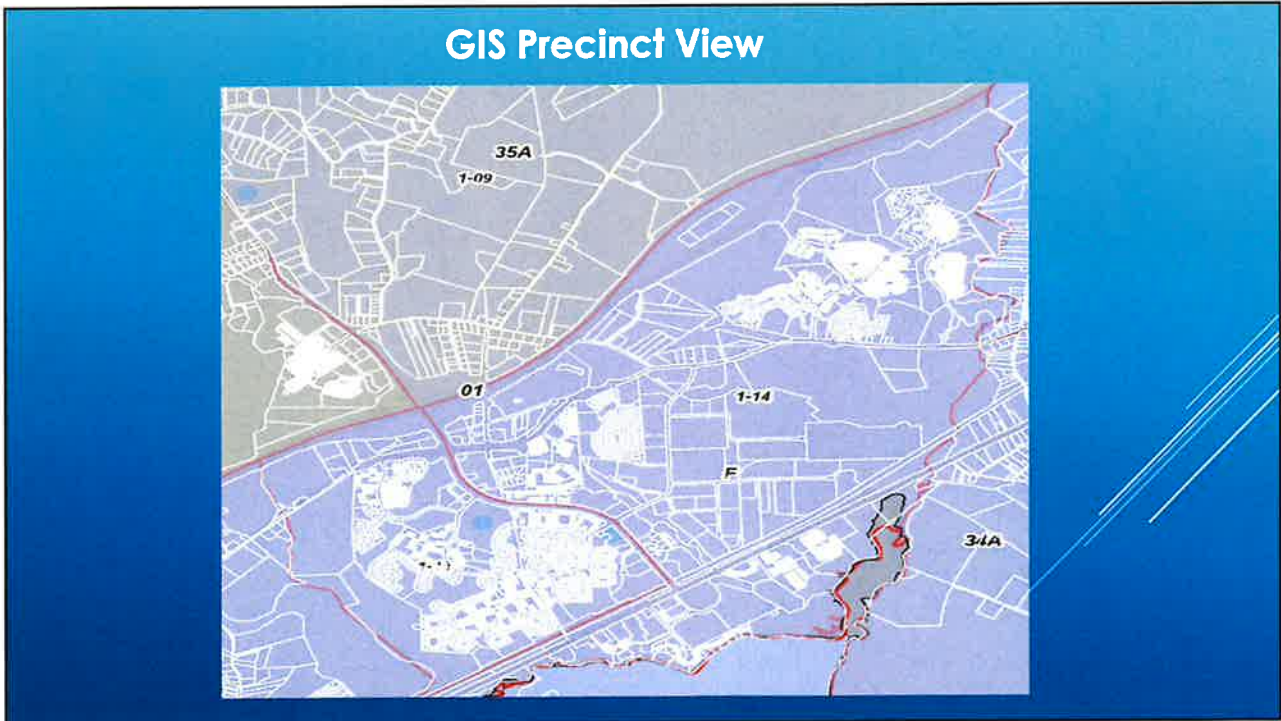
22 Gubernatorial General Election						
Voting Method	1-13 (Riverside)	Turnout %	1-14 (Church Creek)	Turnout %	3-09 (Fallston High)	Turnout %
Voter Count	3052		3763		6940	
ED Turnout	953	31.23%	996	26.47%	2448	35.27%
EV Turnout	230	7.54%	351	9.33%	962	13.86%
MIB Turnout	198	6.49%	208	5.53%	750	10.81%

2





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4

## Polling Place Comparison

### Church Creek Elementary School

- Gym size 87'x65'
- More and better parking
- Publicly owned facility
- Prior to 2022 was a combo precinct
- Located right off Rt. 543

### Riverside Community Center

- Gym size 52'x31'
- Parking is limited during summer elections
- Privately owned facility
- Due to the pool on the premises the room humid and smells of chemicals during summer elections

- Locations are 0.9 miles from each other.

# Precinct Voter Counts Report

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

	TOTAL	DEM	REP	GRN	UNA	OTHERS
PRECINCT 01001	1612	339	861	3	376	33
PRECINCT 01002	2592	968	937	1	612	74
PRECINCT 01003	5381	1865	2023	5	1401	87
PRECINCT 01004	4607	1348	2114	4	1085	56
PRECINCT 01005	4844	1715	1772	7	1249	101
PRECINCT 01006	2428	762	1011	3	584	68
PRECINCT 01007	4871	1591	2054	2	1168	56
PRECINCT 01008	2081	677	826	2	560	16
PRECINCT 01009	537	132	251	0	138	16
PRECINCT 01010	1400	600	396	1	365	38
PRECINCT 01011	2405	862	922	1	567	53
PRECINCT 01012	2245	933	754	4	517	37
PRECINCT 01013	3278	1433	949	1	831	64
PRECINCT 01014	4269	2121	965	3	1080	100
PRECINCT 01015	4268	1966	1234	4	982	82
PRECINCT 01016	4179	1533	1585	4	965	92
PRECINCT 01017	2021	831	646	1	489	54
PRECINCT 01018	2719	1166	845	3	660	45
PRECINCT 01019	3618	2042	590	7	871	108
PRECINCT 01020	3621	2126	517	8	862	108
PRECINCT 01021	5821	3023	1256	6	1412	124
PRECINCT 01022	2126	1027	514	2	538	45
PRECINCT 02001	3146	754	1662	2	673	55
PRECINCT 02002	404	109	200	0	84	11
PRECINCT 02003	51	17	25	0	9	0
PRECINCT 02004	222	59	98	0	53	12
PRECINCT 02005	1920	987	379	1	518	35
PRECINCT 02006	4310	1788	1351	1	1080	90
PRECINCT 02007	5554	2526	1456	4	1404	164
PRECINCT 02008	2425	1083	534	5	722	81
PRECINCT 02009	1050	362	294	0	357	37
PRECINCT 02010	2043	827	680	0	487	49
PRECINCT 03001	5801	1183	3276	5	1219	118

MDVOTERS \* = Former Precinct/Split

## Precinct Voter Counts Report

	Precinct : All					Status : Active		Inactive		Status Reason: All		Split : All		OTHERS
	TOTAL	DEM	REP	GRN	UNA									
PRECINCT 03002	3079	717	1645	2	667								48	
PRECINCT 03003	3462	955	1702	2	763								40	
PRECINCT 03004	3815	904	2112	2	760								37	
PRECINCT 03005	3259	883	1559	5	768								44	
PRECINCT 03006	6344	1736	3037	4	1479								88	
PRECINCT 03007	6546	1592	3292	4	1560								98	
PRECINCT 03008	2838	690	1487	3	623								35	
PRECINCT 03009	7508	1859	3908	3	1618								120	
PRECINCT 03010	2586	693	1229	5	613								46	
PRECINCT 03011	5483	1701	2408	7	1257								110	
PRECINCT 03012	635	176	303	0	140								16	
PRECINCT 03013	5694	1713	2481	7	1387								106	
PRECINCT 03014	3084	840	1442	2	755								45	
PRECINCT 03015	2624	824	1194	2	581								23	
PRECINCT 03016	5093	1514	2206	4	1280								89	
PRECINCT 03017	3270	925	1474	0	817								54	
PRECINCT 04001	2788	475	1722	1	554								36	
PRECINCT 04002	2179	449	1255	0	445								30	
PRECINCT 04003	3180	572	1953	1	611								43	
PRECINCT 04004	3003	661	1678	1	608								55	
PRECINCT 04005	2166	499	1165	1	470								31	
PRECINCT 04006	4051	979	2182	2	816								72	
PRECINCT 04007	675	173	356	2	141								3	
PRECINCT 05001	5536	961	3440	5	1043								87	
PRECINCT 05002	2811	491	1669	1	593								57	
PRECINCT 05003	1685	337	931	2	386								29	
PRECINCT 06001	281	85	130	0	58								8	
PRECINCT 06002	2636	907	961	5	715								48	
PRECINCT 06003	767	333	214	0	204								16	
PRECINCT 06004	5413	2087	1830	1	1407								88	
PRECINCT 06005	4657	1887	1418	12	1199								141	
<b>Grand Total</b>	<b>204997</b>	<b>67373</b>	<b>85360</b>	<b>176</b>	<b>48236</b>								<b>3852</b>	

MDVOTERS \* = Former Precinct/Split