

MEETING of the Greenbelt Board of Elections held Tuesday, December 17, 2013.

Pamela Gregory, Chair, called the meeting to order at 3:00 p.m. in the Library of the Municipal Building.

Board Members Present: Jean Cook, Kathleen Gallagher, Judy Ott, and Chair Pamela Gregory. Steven Gilbert was unable to attend due to illness.

Staff Present: Cindy Murray, City Clerk.

Minutes of Prior Meetings: It was moved by Ms. Ott that the minutes of the February 28, 2013, August 7, 2013, and September 24, 2013, meetings be approved. Ms. Gallagher seconded. The motion passed 4-0.

### Review of 2013 Municipal Election

Signage: Members advised that the outside directional signage to all the polling places was very good with the exception of Springhill Lake Recreation Center. They noted that there was some confusion for voters at Springhill Lake, with some not knowing whether to enter the Recreation Center Building or the Clubhouse, and recommended clear signage at this location for the next election. The Board also recommended that interior directional signage be provided for the next election in the Community Center and the Police Station.

Checklist for Members of the Board on Election Day: Ms. Gregory suggested a checklist for the Board of Elections on election day would be helpful. She suggested that the checklist include the times the Clerk received counts from the precincts, note the procedures for early voting and absentee vote counting and times, and procedures and times for tallying of votes. Ms. Murray will prepare a draft for the next meeting.

Early Voting Scanning: There was discussion regarding the need to begin scanning of the early voting ballots earlier than 6 p.m. which is the time scanning started in the last few elections. After discussion, it was suggested that scanning of the early voting ballots begin at 4 p.m. and the absentee ballot scanning remain at 6 p.m. for the next election.

Scanning Ballots: There was discussion regarding ballots that were readable (understandable) but unable to be scanned due to the voter not filling in the bubble completely or just marking with some mark. The Board recommended that in future elections, two members of the Board would review each of these ballots and make them scannable instead of reading them off for hand entering at the end of the count.

Certification Forms: The Board recommended some minor changes to the certification forms to allow more space for write-in votes.

Final Count: The Board recommended that in future elections, an unofficial count be provided first to the public to include final count from all precincts (not broken down by precinct), early voting and absentee voting. After that count has been provided, the Board will complete the final count by precinct (on election night) and provide to the public.

16-17 Year Old Registered Voters: Ms. Gallagher advised that the City Charter definition of registered voters was set up originally as the County Charter. However, the County recently

changed their charter to allow 16 and 17 year olds to register to vote but they are not allowed to vote in the General Elections until the age of 18. She noted that the City Charter does not reflect this change. After discussion, the Board recommended discussing this further at a future meeting in February or March.

Ms. Ott moved that the meeting be adjourned. Ms. Gregory seconded.

The meeting ended at 4:22 p.m.

Respectfully submitted,

Cindy Murray  
City Clerk