

**State of Maryland** 

**State Board of Elections – January 27, 2022 Meeting**

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Attendees (via conference call):

William G. Voelp, Chair  
Malcolm L. Funn, Vice Chair  
Severn Miller, Member  
Justin Williams, Member  
T. Sky Woodward, Member  
Linda Lamone, Administrator  
Nikki Charlson, Deputy Administrator  
Andrea Trento, Assistant Attorney General  
Donna Duncan, Assistant Deputy, Election Policy  
Mary C. Wagner, Director of Voter Registration  
Jennifer McLaughlin, Senior Policy Advisor  
Jared DeMarinis, Director, Candidacy and Campaign Finance  
Melissia Dorsey, Director of Election Reform and Management  
Keith Ross, Director of Project Management

Also Present: Stephanie Taylor, Director, Harford County Board of Elections  
Suchitra Balachandran, Committee to Restore Prince George's Term Limits & Our  
Revolution Prince Georges  
Linda Dorsey-Walker, Resident, Baltimore County

**DECLARATION OF QUORUM PRESENT**

Mr. Voelp called the meeting to order at 2:03 pm and declared that a quorum was present.

**ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

**APPROVAL OF MEETING MINUTES: DECEMBER 16, 2021**

Mr. Funn made a motion to approve the minutes from the December 16, 2021 open and closed meetings. Mr. Miller seconded the motion. The motion passed unanimously.

**ADMINISTRATOR'S REPORT**

Mr. Voelp requested that only highlights of the Administrator's Report be presented verbally.

**Announcements & Important Meetings**

Ways and Means Committee Briefing

Ms. Charlson reported that on January 20, 2022, we were asked to provide the House of Delegates' Ways and Means Committee with an update on implementing 2021 legislation and election preparation activities. The briefing is available [here](#). There were several questions requiring follow up information, and we provided that information.

Election Directors' Meeting

Our monthly meeting with local election directors and deputy directors was held January 13. The meetings generally cover implementation of legislative mandates, voter registration topics and preparation for the 2022 elections. A meeting summary will be distributed via the County Bulletin when finalized.

## **Special Election for the Prince George's County Council District 8**

Ms. Charlson reported that the Prince George's County Council ordered a vote-by-mail special election to fill a vacancy in Council District 8. The ballots cast in the special primary election were audited, and the audit results confirmed the accuracy of the election results. The election results and audit reports are posted on the Prince George's County [Special Election webpage](#). The Prince George's County Board of Elections certified the election on January 18, 2022.

The special general election will be held on February 1, 2022, with early voting from January 26 - 31, 2022. Early voting and election day voting will be held at the Southern Regional Tech and Recreation Center. The special general ballot has one Democratic candidate and the option to write-in the name of a candidate. Over 68,000 ballot packets were mailed to all voters in Council District 8 on January 18, 2022. The Prince George's County Board of Elections expects to certify the results of the special general election on February 11, 2022.

## **Election Reform and Management**

### Mail-In Voting Forms and Information: Usability Review

Ms. McLaughlin reported that the University of Baltimore (UB) and the Center for Civic Design (CCD) submitted their draft usability review report. This report is required by [Chapter 56](#) (Senate Bill 683) and Chapter 514 ([House Bill 1048](#)) of the 2021 Legislative Session. SBE staff are working with UB and CCD to finalize the document and will submit to the General Assembly the final report and status of the report's recommendations by February 1, 2022.

### Mail-In Ballot Request Form Mailer

Runbeck Election Services will mail the first phase of mail-in ballot request forms from January 28 - February 1, 2022. The first mailing phase will be sent to registered Democrats and Republicans. The second phase will be mailed to unaffiliated voters and voters affiliated with other political parties who can participate in the primary election if there is a contested board of education election, but this will not be known until after the candidate filing deadline. The final phase of the mailing - all other voters - will be sent after the June primary election. This mailing is required by [Chapter 56](#) (Senate Bill 683) and [Chapter 514](#) (House Bill 1048) of the 2021 Legislative Session.

### Permanent Absentee Ballot List - Pre-Election Confirmation Mailing

Ms. McLaughlin also reported that SBE staff are working to produce and distribute this pre-election communication in-house. This voter communication is also required by Chapter 56 (Senate Bill 683) and Chapter 514 (House Bill 1048) of the 2021 Legislative Session.

### Early Voting Center and Drop Box locations

SBE staff are working with the local boards to review proposed locations for ballot drop boxes for the 2022 elections. We hope to finalize the locations in the next several weeks.

## **Voter Registration**

### MDVOTERS

Ms. Wagner reported that testing of the MDVOTERS release 8.3 is taking place. This release includes the automation of permanent absentee letters, reports and export processes related to the curing of unsigned mail-in ballot envelopes, and updated street files and reports (which are needed for redistricting). This release is scheduled for February 2022.

### MDVOTERS Audits

Monthly audits of voter registration data continue to verify compliance with federal and State laws governing voter registration. The monthly audits include review of the local boards of

elections' processing of Electronic Registration Information Center (ERIC) reports, Department of Health and Mental Hygiene (DHMH) death records, Administrative Office of the Courts (AOC) felony records, and the processing of overall voter registration records. Follow up is conducted with the local boards to ensure all corrections are completed and to address any training issues. On a monthly basis, a minimum of 144 audits are conducted.

#### Electronic Registration Information Center (ERIC) - Membership

ERIC's membership now has 31 states plus the District of Columbia. For more information on ERIC, please visit <https://ericstates.org/>.

#### ERIC Files

We are now receiving ERIC data on a monthly basis. On even months (February, April, etc), we receive the In-State Updates, Cross-State, and NCOA (National Change of Address) reports for processing. Odd months bring us the In-State Duplicate and Social Security Administration Death files for processing. As we approach an election and are prohibited from list maintenance mailings (90 days prior to an election), we will receive the In-State Duplicate and SSA Death files on a monthly basis.

#### Motor Vehicle Administration (MVA) Transactions

During December, MVA collected the following voter registration transactions:

New Registration - 8,066	Residential Address Changes - 17,725
Last Name Changes - 2,226	Political Party Changes - 4,304

#### Non-Citizen Registration and Voting

From 12/13/2021 a total of 56 voters have been canceled due to these voters not being U.S. citizens. Zero voters have voting history.

### **Candidacy and Campaign Finance (CCF) Division**

#### Candidacy

The candidacy filings are currently scheduled by appointment, and as of January 12, 268 candidates have filed at SBE.

#### Campaign Finance

##### *2022 Annual Report*

Mr. DeMarinis reported that the 2022 Annual Report was due on January 19, 2022 by 11:59 pm. Almost 89% of the committee filed on time. We sent to those committees that have not yet filed a notice about late fee assessments. The maximum late fee penalty for a failure to file is \$1,000.

The Pre-General Campaign Finance Report for the Prince George's Special Election was due on January 21, 2022.

##### *State Public Financing Program*

In order to qualify for a public contribution, the candidate must raise \$120,000 from 1,500 Maryland residents. One candidate has filed a notice of intent to participate in the program. The next reporting period to seek certification is February 1, 2022.

##### *County Public Financing Programs*

Montgomery County: There are nine certified candidates in the program. Twelve more candidates have filed a notice of intent to participate. The program has made a total of \$885,581 disbursements.

Howard County: Three candidates have filed a notice of intent to participate in the program. There is one certified candidate in the program. Another candidate has sought certification with the Annual Report. No disbursements have been made in the program.

### Website Activity

In December 2021, the MD Campaign Reporting Information System (MD CRIS) website was visited by 249,973 individuals for an average of 8,063 per day. Additionally, it had 1,933,719 hits. Each viewer looked at an average of approximately 6.5 page views per day. The Business Contribution Disclosure System (BCDS) website had 854,746 hits, with 55,422 visitors with an average of nearly 15 page views per day.

### Enforcement

1. Twenty Third District Team Slate committee paid \$1,500.00 on January 6, 2022, for failure to record all contributions and expenditures and failure to maintain bank records.
2. Friends of Muri Dueppen committee paid \$100.00 on January 24, 2022, for cash disbursement greater than \$25.00.

### **Voting Systems**

#### Electronic Pollbook

Ms. Charlson reported that at the January 5, 2022, meeting of the Board of Public Works, SBE presented for approval a contract related to the current electronic pollbooks. The contract provides licensing for the software and software and hardware maintenance and support. The contract was approved, and the local boards of elections have begun installing the software on the electronic pollbooks in preparation for the 2022 elections.

The contract for the new electronic pollbook solution is pending approval by the Board of Public Works. The agenda item was withdrawn before the January 5, 2022, meeting and was deferred at the January 26, 2022, meeting. It is scheduled for the February 16, 2022, meeting, and before that meeting, we will comply with the Comptroller's request to facilitate a meeting.

#### Voting Equipment

At the January 5, 2022, meeting of the Board of Public Works, SBE presented for approval a modification to the voting system contract. The modification means we can acquire additional voting equipment for the 2022 elections. The contract modification was approved, and the additional voting equipment has already started to arrive at the local boards of elections.

### **Project Management**

#### Inventory Management

Mr. Ross stated that preparations are now taking place to start the FY2022 Inventory Audit on February 1. The expected start date for inventory audits for the State's department and agencies is April 1 of each year. However, to lessen the impact for the local boards and their preparation for the 2022 Primary Election, SBE requested from the Department of General Services the approval to start SBE's inventory audit on February 1. The permission was granted.

Work continues on the additional equipment and supplies requested by the local boards for the 2022 election cycle. The procurements are nearly complete. We and the local boards are now beginning to receive the equipment and supplies ordered. This phase includes properly recording the equipment into SBE's inventory system.

### Document Management

Efforts are underway to improve the handling of SBE's documentation. This project will include digitizing numerous hardcopy documents and many other functions that will help improve the agency's documentation management capabilities.

### Baltimore City Relocation

SBE is assisting Baltimore City with searching for a new facility to relocate their currently separate office and warehouse facilities.

### **Legislation**

Ms. Duncan reported that we are currently tracking about 75 pieces of legislation. A copy of our current list of bills is included. We track many types of legislation including changes to Election Law Article, including campaign finance, and constitutional amendments that lead to a statewide ballot question in a general election, local ballot questions for counties, changes to the offices that appear on the ballot, including Board of Education. Requirements or changes to the operation of State government are sometimes included (*e.g.*, PIA mandates.) Regular updates of this report will be forwarded to the Board.

### **ASSISTANT ATTORNEY GENERAL'S REPORT**

Mr. Trento gave the following updates:

1. *Fusaro v. Davitt et al., No. 20-1879* (U.S.C.A. for the 4th Cir.). Plaintiff Dennis Fusaro brought a complaint in federal court alleging that Maryland violates the First and Fourteenth Amendments by limiting access to the voter list to Maryland voters and only for purposes related to the electoral process. On September 4, 2018, the State defendants' motion to dismiss the complaint was granted, and the plaintiff appealed. On July 12, 2019, the Fourth Circuit vacated the dismissal order, and remanded the case for further proceedings. The parties then conducted discovery and briefed dispositive summary judgment motions. On July 14, 2020, the Court awarded Summary Judgment to the defendants on the issue of whether the "electoral process" requirement was unconstitutionally vague and declined to reach the issue of whether Maryland's registered voter requirement violates the First Amendment. Plaintiff appealed to the United States Court of Appeals for the Fourth Circuit. Oral argument took place on September 23, 2021, and on November 19, 2021, the Court issued an opinion affirming the award of summary judgment to the defendants. On December 3, 2021, Plaintiff petitioned for en banc rehearing of his appeal. On December 17, 2021, the Court denied Plaintiff's petition.
2. *WinRed, Inc. v. Ellison, et al., No. 21-cv-1575* (D. Minn.). On July 7, 2021, WinRed, Inc. – a federal PAC created to assist Republican Party candidates – filed a lawsuit against the Attorneys General of Connecticut, New York, Maryland, and Minnesota (the "State AGs"), seeking a declaration that State consumer protection statutes and regulations are preempted by federal law, to the extent that these State laws are being enforced to regulate the use of pre-checked recurring contribution boxes for solicitations for federal offices. WinRed had received letters from the defendants requesting information and documents regarding its use of pre-checked boxes in that context. (It is now public that ActBlue – the PAC formed to assist Democratic Party candidates – has received a similar request from the same State AGs, but has not joined this lawsuit.) On July 16, 2021, each of the State AGs served formal subpoenas seeking the information and documents previously requested by letter from WinRed.

On July 27, 2021, WinRed filed a motion for preliminary injunction against enforcement of the subpoenas served by the State AGs. On July 29, 2021, the State AGs moved to dismiss the complaint. Oral argument on both motions took place on November 2, 2021. On January 26, 2022, the Court issued an order denying Plaintiff's motion for preliminary injunction and granting the defendants' motion to dismiss, and dismissed the Complaint.

3. *Conners v. State of Maryland, et al.*, No. C-02-CV-21-001282 (Cir. Ct. A.A. Cnty.). On September 23, 2021, the Plaintiff filed a lawsuit challenging the SBE's disclosure of personalized voter information on lists of registered voters without obtaining voters' consent. She alleges that SBE's practices of (i) disclosing information beyond just the names of voters on the voter list, (ii) disclosing the voter list to non-Maryland registered voters, (iii) transmitting the voter list to individuals or organizations who do not swear the oath that the list will only be used for electoral purposes, (iv) failing to ensure that the purpose for which the list is intended to be used by the applicant comports with that requirement, and (v) allowing only some voters to participate in the voter confidentiality program, violates various State and federal laws and constitutional provisions. The plaintiff is seeking, among other things, damages in the amount of \$400,000 for each instance her voter information was disclosed on a voter list transmitted to an applicant and seeks injunctive relief in the form of an order forbidding SBE from disclosing voter information without the affirmative consent of the voter and requiring SBE to issue new voter ID numbers to every Maryland registered voter. The State of Maryland, the State Administrator, and the Governor are named as defendants in the case.

On November 4, 2021, the Plaintiff filed a Motion for Preliminary Injunction seeking to enjoin the Board of Elections from referring to her by name – including by reference to the case caption – during its open elections. On November 16, 2021, the Defendants filed an opposition to this motion. This motion is scheduled to be heard by the Court on January 5, 2022.

Meanwhile, on November 8, 2021, the Defendants filed a motion to dismiss the Complaint. On November 23, 2021, Plaintiff filed an opposition to the motion to dismiss. The motion to dismiss is scheduled to be heard on February 14, 2022.

4. *Baltimore Cnty. Branch of the NAACP, et al. v. Baltimore Cnty., Md., et al.*, No. 1:21-cv-03232 (D. Md.). On December 21, 2021, the Baltimore County Branch of the NAACP, the League of Women Voters, Common Cause of Maryland, and several individual plaintiffs filed a lawsuit challenging the Baltimore County redistricting map for county council districts, on the ground that it violated section 2 of the Voting Rights Act. Baltimore County, the individual members of the Baltimore County Council, and the Baltimore County Board of Elections were named as defendants. On January 19, 2022, the plaintiffs filed a motion for preliminary injunction, and the court entered an order setting a hearing for February 15, 2022 on the plaintiffs' motion.
5. *Parrott, et al. v. Lamone, et al.*, No. C-02-CV-21-001773 (Cir. Ct. A.A. Cnty.). On December 21, 2021, twelve individual plaintiffs filed a lawsuit challenging the State's Congressional redistricting map under various provisions of the Maryland Constitution. Specifically, plaintiffs allege that the map is an unlawful partisan gerrymander under Article 7 of the Declaration of Rights and Article III, § 4 of the Maryland Constitution. The defendants named in this lawsuit are Ms. Lamone, Mr. Voelp, and the State of Maryland. A response to the Complaint is due February 20, 2022.

On January 21, 2022, the Democratic Congressional Campaign Committee filed a motion to intervene as a defendant in this case, along with a proposed motion to dismiss the complaint. The current defendants' response to this motion is due February 20, 2022.

6. *Szeliga, et al. v. Lamone, et al.*, No. C-02-CV-21-001816 (Cir. Ct. A.A. Cnty.). On December 23, 2022, nine individual plaintiffs filed a lawsuit challenging the State's Congressional redistricting map under various provisions of the Maryland Constitution. Specifically, plaintiffs allege that the map is an unlawful partisan gerrymander under Articles 7, 24 and 40 of the Declaration of Rights and Article I, § 7 of the Maryland Constitution. The defendants named in this lawsuit are Ms. Lamone, Mr. Voelp, and the State of Maryland. A response to the Complaint is due January 28, 2022.

On January 21, 2022, the Democratic Congressional Campaign Committee filed a motion to intervene as a defendant in this case, along with a proposed motion to dismiss the complaint. The current parties' response to this motion is due February 7, 2022.

7. *In the Matter of Seth Wilson*, No. C-02-CV-22-000078 (Cir. Ct. A.A. Cnty.). On January 14, 2022, Seth Wilson, the Chairman of the Washington County Republican Party Central Committee, filed a petition for judicial review of the determination and approval, respectively, by the Washington County Board of Elections and SBE, of the locations for early voting centers in Washington County for the 2022 elections. On January 19, 2022, the agencies were provided notice of the petition for judicial review by the Clerk of the court. The agencies must compile and submit the administrative record to the Court by March 21, 2022.
8. *Thurston, et al. v. Prince George's County*, No. CAL22-01728 (Cir. Ct. P.G. Cnty.). On January 23, 2022, four individual plaintiffs filed a lawsuit challenging the Prince George's County redistricting map for county council districts, on the ground that the map was promulgated by resolution, and not law, and therefore is invalid. Neither SBE nor the PG County local board of elections is party to the case.

In response to a question from Mr. Voelp, Mr. Trento stated that no requests for emergency relief have been filed in the two lawsuits regarding redistricting (*Szeliga, et al. v. Lamone, et al.* and *Thurston, et al. v. Prince George's County*), and therefore the lawsuits were proceeding in the normal court order. Mr. Trento explained that the difference between lawsuits over congressional or county legislative boundaries and state legislative boundaries is that the Maryland Court of Appeals has original jurisdiction in suits regarding redistricting of state legislative boundaries, who will want to know the proper schedule, in accordance with election deadlines, for any such lawsuits.

#### **APPROVAL OF FINAL REGULATIONS- COMAR 33.05.04.04B(3) & B(5) –VOTER REGISTRATION – PROCESSING APPLICATIONS**

Ms. Charlson presented proposed amendments to COMAR 33.05.04.04B(3) and 33.05.04.04B(5) for final adoption. These proposed regulations were approved by the Board at its September 9, 2021 meeting and published in the November 5, 2021, issue of the *Maryland Register* (Vol. 48, Issue 23). The public comment period closed on December 5, 2021. Ms. Charlson stated that no public comments were received.

There was no discussion on the final adoption of the proposed regulations. Mr. Miller made a motion to adopt the proposed amendments to COMAR 33.05.04.04B(3) and 33.05.04.04B(5) for

final adoption and publication, as presented by Ms. Charlson. Mr. Funn seconded the motion. The motion passed unanimously.

### **APPROVAL OF TITLE 14 LATE FEE WAIVER REQUESTS**

Mr. DeMarinis presented requests from five businesses to waive or reduce late fees incurred by the committee. One business was denied waivers of late fees and was presented to the board for informational purposes.

The businesses requesting a waiver or reduction of late filing fees are:

1. Advanta Medical Solutions, LLC
2. Maryland Society of Eye Physicians and Surgeons
3. M&E Sales, Inc.
4. Southern Management Corporation

Mr. Funn made a motion to approve the Title 14 late fee waiver and reduction requests as presented, and Mr. Miller seconded the motion. The motion passed unanimously.

### **APPROVAL OF CONFIDENTIALITY REQUESTS**

Mr. DeMarinis presented requests from three voters (all sitting judges) to keep their address and phone numbers confidential and stated that the Candidacy and Campaign Finance Division verified that the requesting individuals were eligible to have their residential address and telephone numbers be confidential. Mr. DeMarinis stated that all requests for confidentiality have met all conditions.

In response to a question from Ms. Woodward regarding the signature on one of the requests, Mr. DeMarinis stated that the correct signature could be obtained with the Board's approval.

Mr. Williams made a motion to fully approve two of the waiver requests, and conditionally approve the third waiver request on the condition that the proper signature is obtained before the next meeting. Mr. Funn seconded the motion. The motion passed unanimously.

### **APPROVAL OF ADMINISTRATIVE CLOSURE OF CAMPAIGN ACCOUNTS**

Mr. DeMarinis presented a request to administratively close two campaign committees. Pursuant to §13-313 of the Election Law Article, the State Board has the authority to administratively close a political committee upon determination that good cause exists and when other criteria are met.

The committees Mr. DeMarinis requested to administratively close were:

1. Nathaniel Oaks, Friends of
2. Chris Boardman, Friends of

Mr. DeMarinis stated, regarding Friends of Nathaniel Oaks, the candidate is currently incarcerated and the committee account has a zero balance. The State Prosecutor has stated his intention to no longer investigate this matter.

Regarding the Friends of Chris Boardman, the treasurer passed away in 2018 and the candidate has moved out of state.

In response to a question from Mr. Miller, Mr. DeMarinis confirmed that the zero bank balance for the Friends of Chris Boardman account is an administrative zero balance due to the extenuating



circumstances. In response to a follow-up question from Mr. Williams regarding if there was precedent for liability of the treasurer when applicable, Mr. DeMarinis stated that theoretically yes, but in the instance of both accounts presented for closure, all options have been exhausted.

Mr. Miller made a motion to approve the administrative closure requests, and Mr. Funn seconded the motion. The motion passed unanimously.

### **APPROVAL OF EARLY VOTING CENTERS**

Ms. Dorsey presented requests for approval of new or changed early voting centers from the Anne Arundel, Harford, Montgomery, and Queen Anne's County Boards of Elections. The presentation can be viewed in full at:

[https://elections.maryland.gov/about/meeting\\_materials/EVC\\_Presentation\\_1272022.pdf](https://elections.maryland.gov/about/meeting_materials/EVC_Presentation_1272022.pdf).

1. Anne Arundel County- Ms. Dorsey presented a request from the Anne Arundel County Board of Elections to approve two new early voting centers at the Deale Elks Lodge and the Laurel Park Race Track, and move the early voting center at the Glen Burnie Library to the Gladys D. Green Banquet Hall. SBE recommends approving these requests.

Mr. Williams made a motion to approve the request for the two new early voting centers and the replacement early voting center location for Anne Arundel County. Mr. Miller seconded the motion. The motion passed unanimously.

2. Harford County- Ms. Dorsey presented a request from the Harford County Board of Elections to approve one replacement early voting center at the Havre de Grace Activity Center and the use the optional additional early voting center at the Jarrettsville Fire Hall. SBE recommends approving these requests.

In response to a question from Mr. Funn regarding a letter received by the Board regarding the proposed move of the early voting center from Aberdeen to Havre de Grace, Ms. Taylor explained that the area surrounding the prior early voting center in Aberdeen is a municipal park that does not allow political signage, which limits amount of electioneering at that location. Ms. Taylor also explained the previous site is small and required voting to take place in two rooms, which she stated made supervision difficult.

Ms. Woodward made a motion to approve the request for two new early voting center locations for Harford County. Mr. Funn seconded the motion. The motion passed unanimously.

3. Montgomery County- Ms. Dorsey presented a request from the Montgomery County Board of Elections to approve the use of the optional voting center at the Bauer Drive Community Recreation Center, noting that the Montgomery County Council has approved this request. SBE recommends approving this request.

Mr. Miller made a motion to approve the request for an optional early voting center in Montgomery County. Mr. Funn seconded the motion. The motion passed unanimously.

4. Queen Anne's County- Ms. Dorsey presented a request from the Queen Anne's County Board of Elections to approve the use of the optional early voting center at the Kent Island Fire Department. SBE recommends approving this request.

Mr. Miller made a motion to approve the request for an optional early voting center in Queen Anne's County. Mr. Funn seconded the motion. The motion passed unanimously.

## **OLD BUSINESS**

### Electronic Signatures on Petitions

*Speaker: Suchitra Balachandran,*

*Committee to Restore Prince George's Term Limits and Our Revolution Prince Georges*

Ms. Balachandran requested that the Board reinstate its prior approval of electronic petition signatures until the deadline to file petitions for the 2022 General Election, which the Board allowed temporarily from March 2020 until May 2021. She cited the following reasons for her request:

1. That Prince George's County has been under a continual county-wide State of Emergency since March 2020;
2. That the Delta and Omicron variants lead to surges in the case load of COVID in Prince George's County; and
3. Because of the increase in case load, conditions have not been conducive for obtaining signatures as it was not reasonable to expect activists to canvass in public or to expect members of the public to stop and speak to strangers.

She explained that her organizations have brainstormed how to obtain signatures without person-to-person contact, but there are no solutions that allow the petitioner to explain their cause to the voter, or to ensure the voter fills the petition out completely.

In response to a question from Mr. Funn, Ms. Balachandran explained that with electronic signatures, the voter would go to an organization's website and read about the issue before signing. With the requirement for original signatures, the ability to explain the issue in person has been hindered by COVID.

In response to a question from Mr. Williams, Ms. Wagner confirmed that the deadline for petitions to be submitted is the first Monday in August. In response to a follow-up question from Mr. Williams, Ms. Balachandran stated that 10,000 signatures are need for a petition to be placed on the ballot, and her organization has about half that number.

*Speaker: Linda Dorsey-Walker, Baltimore County Resident*

*Chair, New Horizons Campaign and 4More! 4BaltimoreCounty*

Ms. Dorsey-Walker requested that the Board reinstate its approval of electronic petition signatures. She stated that her organizations, which are seeking to add four additional seats to the Baltimore County Council, are under a tighter time frame than the previous speaker because they had to wait until after the Baltimore County Council legislative districts were redrawn. She explained the lack of diversity in the current county council, and how the representation for each of the seven members has grown from 50,000 when the county charter was approved in 1955 to approximately 125,000 residents per council district. An additional four council members would decrease the representation per council district to approximately 75,000.

Ms. Dorsey-Walker explained that Baltimore County returned to a State of Emergency on December 27, 2021, due to a COVID positivity rate at the time of 18%, which has only risen. She cited the fact of more people having COVID now that a year ago when electronic signatures were permitted as her reasoning for requesting that the SBE policy permitting electronic signatures be reinstated.

### *Board Discussion*

In response to a question from Mr. Voelp to the members of the Board, Mr. Williams cited his concern with possible fraudulent signatures being submitted electronically and knowledge of candidates who have been successfully door knocking as his reasons for not taking any Board action at this time.

Mr. Miller noted that the current emergency order for Baltimore County is mainly focused on requirements for indoor masking and it has a sunset provision. He stated that, like Mr. Williams, he has seen people out in the public either talking as candidates or gathering signatures in public places. With many months still to go before the petition deadline, and with COVID case rates dropping and emergency orders soon to expire, Mr. Miller explained that he does not feel the Board needs to take any action on this issue.

In response to a question from Mr. Williams, Mr. DeMarinis stated that no legislation has been filed in the General Assembly allowing for electronic signatures.

Mr. Funn and Ms. Woodward concurred with the viewpoints of Mr. Williams and Mr. Miller.

### **NEW BUSINESS**

There was no new business.

### **DISCLOSURE OF CAMPAIGN CONTRIBUTIONS**

There were no contributions to report.

### **SCHEDULE NEXT MEETING**

The next meeting is scheduled for Thursday, March 10, 2022 at 2 p.m. Mr. Voelp explained that this meeting would be a combination meeting for February and March.

### **CLOSED SESSION – PERSONNEL**

Mr. Voelp requested a motion to close the board meeting under General Provisions Article, §3-305(b) (1), (7) and (8), which permits closing a meeting to discuss compensation of officials over whom the State Board has jurisdiction, receive advice from counsel, and consult with staff about pending or potential litigation. Mr. Funn made a motion to convene in closed session under General Provisions Article, §3-305(b)(1), (7), and (8), and Mr. Miller seconded the motion. The motion passed unanimously.

The motion having passed, the Board met in closed session in accordance with exemptions defined in (b)(1), (7), and (8) of Section 3-305 of the Open Meetings Act to discuss compensation of officials over whom the State Board has jurisdiction, receive advice from counsel, and consult with staff about pending or potential litigation. The closed session began at 3:30 pm. Mr. Voelp, Mr. Funn, Mr. Miller, Ms. Woodward, and Mr. Williams attended the closed meeting. In addition to the board members, Ms. Lamone, Ms. Charlson, and Ms. Duncan. Mr. DeMarinis, Ms. Wagner, and Ms. Malcolm attended part of the closed meeting.

Mr. Trento provided legal advice on an outstanding legal question. Ms. Malcolm provided information on a personnel matter, and Mr. Trento provided advice on how to proceed on the personnel matter. The members agreed with Mr. Trento's recommendation. No actions were taken.

Mr. Funn made a motion to adjourn the closed meeting, and Mr. Williams seconded the motion. The motion passed unanimously.

The closed meeting adjourned at 4:16 pm.

**ADJOURNMENT**

The open meeting adjourned at 3:19 pm.

# State of Maryland

## Administrator's Report – February and March 2022

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### **Announcements & Important Meetings**

#### FY23 Budget

In mid-February, the Department of Legislative Services released its analysis of our FY23 budget. (A copy of the analysis accompanies this report.) On February 16, the House Appropriation Committee's Public Safety Subcommittee held a hearing on our FY23 budget, and the Senate Budget & Taxation Committee held a similar hearing on March 1, 2022. Our written response to the Department of Legislative Services' analysis also accompanies this report.

#### Legislative Audit

Every three years, the Office of Legislative Audit conducts an audit. This audit includes reviewing our fiscal and contract management procedures, our performance and oversight functions, and information technical posture. The current audit period is from December 3, 2018 through January 31, 2022. The senior auditors expect that the field work (*i.e.*, when they are requesting documents and meeting with us to understand various processes) will be complete by May 2022.

#### Election Directors' Meeting

Our monthly meeting with local election directors and deputy directors was held February 10. The meetings generally cover implementation of legislative mandates, voter registration topics and preparation for the 2022 elections. A meeting summary will be distributed via the County Bulletin when finalized.

#### National Association of State Election Directors' Annual Winter Meeting

The annual meeting was held virtually on February 24-25 and March 3-4. Topics discussed included updates from the Cybersecurity and Infrastructure Agency, how to protect election officials' information online, how the US Postal Inspector Service and the USPS' Office of Investigator General protect mail, voter outreach campaigns, state technology certification programs, and updating voter registration systems. The conference also included "closed meetings" where election officials can share information and receive additional briefings.

### **Special Election for the Prince George's County Council District 8**

The special general election was held on February 1, 2022, with early voting from January 26 - 31, 2022. The Prince George's County Board of Elections certified the results of the special general election on February 12, 2022. The ballots cast in this election were audited, and the audit results confirmed the accuracy of the election results. The election results and audit reports are posted on our Prince George's County's [Special Election webpage](#).

### **Election Reform and Management**

#### Mail-In Voting Forms and Information: Usability Review

The final report was submitted to the General Assembly on February 1, 2022. A copy of the report was provided with the meeting materials.

#### Mail-In Ballot Request Form Mailer

Initial mailers were delivered early February to voters known to be eligible to vote in the 2022 Primary Election (*e.g.*, registered Republicans and Democrats). This mailer generated an increase in the use of our [online ballot request system](#). During the first several days after the mailer hit mailboxes, more than 3,000 users accessed the system daily, an exponential increase from the days leading up to the mailings. The local boards are busy processing the returned forms. A report showing the number of processed forms is posted [here](#); this report will be updated weekly until May, when it will be updated daily.

A second phase will be mailed after the candidate filing deadline to voters who newly become eligible to vote in the primary election by virtue of 1) a contested board of education election, or 2) newly affiliating with a party holding a primary election. There will be one supplemental mailing before the primary election, and then a final phase of the mailing - to all other registered voters - will be mailed after the Primary Election.

#### Permanent Mail-In Ballot Confirmation Communications

This voter communication is required by [Chapter 56](#) (Senate Bill 683) and [Chapter 514](#) (House Bill 1048) of the 2021 Legislative Session. The messages for voters who chose text or email as their preferred method of communication have been sent. The messages for voters who chose USPS mail as their preferred method of communication are being prepared by Maryland Correctional Enterprises (MCE).

#### Early Voting Center and Drop Box locations

Multiple local boards' drop box submittals have been approved so far. We expect to finalize all other locations this week.

#### Translation Services

SBE has engaged LanguageLine for telephone translation services. LanguageLine holds the Statewide telephone translation services contract. These services will also be made available to all local boards. There are no charges for these services other than the per-minute usage rates.

#### Call Center

Since the 2010 elections, we have used a call center to assist us in responding to the voters of Maryland. These services began with assisting SBE and then several of the larger local boards. In 2020, the call center answered over 182,600 inquiries for SBE and about 18 local boards. For the 2022 elections, we are utilizing this service to help our voters get answers to their questions. Currently, the call center is handling calls for SBE and eight local boards, and another three local boards are scheduled to come onto the system after the March 22 candidate filing deadline. As of March 7, a total of 6,094 calls have been handled.

### **Voter Registration**

#### MDVOTERS Development

Several enhancements are in development. Several local boards procured high speed envelope sorting solutions to assist with the sorting of returned mail-in ballot packets. Development to have MDVOTERS and the sorting software to exchange data is currently underway. We are enhancing MDVOTERS' security by adding a screenshot message requiring the user to log in again if the system has been idle for an allotted time and for redistricting purposes, creating a "snapshot" of data which will enable the local boards to be able to ascertain old districts and precincts.

#### MDVOTERS Audits

Monthly audits of voter registration data continue to verify compliance with federal and State laws governing voter registration. The monthly audits include review of the local boards of elections' processing of Electronic Registration Information Center (ERIC) reports, Department of Health and Mental Hygiene (DHMH) death records, Administrative Office of the Courts (AOC) felony records, and the processing of overall voter registration records. Follow up is conducted with the local boards to ensure all corrections are completed and to address any training issues. On a monthly basis, a minimum of 144 audits are conducted.

### Electronic Registration Information Center (ERIC) - Membership

ERIC's membership now has 31 states plus the District of Columbia. Additional states are in the process of joining. For more information on ERIC, please visit <https://ericstates.org/>.

### ERIC Files

We are now receiving ERIC data on a monthly basis. On even months (February, April, etc), we receive the In-State Updates, Cross-State, and NCOA (National Change of Address) reports for processing. Odd months bring us the In-State Duplicate and Social Security Administration Death files for processing. As we approach an election and are prohibited from list maintenance mailings (90 days prior to an election), we will receive the In-State Duplicate and SSA Death files on a monthly basis.

### Motor Vehicle Administration (MVA) Transactions

During January, MVA collected the following voter registration transactions:

New Registration - 11,786	Residential Address Changes - 22,802
Last Name Changes - 2,887	Political Party Changes - 4,096

During February, MVA collected the following voter registration transactions:

New Registration - 11,131	Residential Address Changes - 19,274
Last Name Changes - 2,651	Political Party Changes - 3,498

### Non-Citizen Registration and Voting

From January 21, 2022 to February 28, 2022, a total of 135 voters have been canceled due to not being U.S. citizens. Eleven voters of these voters have voting history. We will review these records prior to submitting them to the Office of the State Prosecutor.

## **Candidacy and Campaign Finance (CCF) Division**

### Candidacy

The candidacy filing deadline was changed by the Court of Appeals from February 22, 2022, to March 22, 2022, at 9 pm. The candidacy filings are scheduled by appointment, and as of March 3, 465 candidates have filed at SBE.

### Campaign Finance

#### *State Public Financing Program*

In order to qualify for a public contribution, the candidate must raise \$120,000 from 1,500 Maryland residents. One gubernatorial candidate has been certified and qualified for nearly \$600,000 in public funds. This marks the third consecutive gubernatorial election with a certified public financed candidate.

#### *County Public Financing Programs*

Montgomery County: There are 16 certified candidates in the program. One candidate was denied certification due to a failure to cure their deficiencies in a timely manner. Ten more candidates have filed a notice of intent to participate. The program has disbursed a total of \$1,865,900.

Howard County: There are 2 certified candidates in the program. Two more candidates have filed a notice of intent to participate in the program. The program has disbursed a total of \$484,809.49.

### Website Activity

In January 2022, the MD Campaign Reporting Information System (MD CRIS) website was visited by 377,681 individuals for an average of 12,183 per day. Additionally, it had 3,858,569 hits. Each viewer looked at an average of approximately 8 page views per day. The Business Contribution Disclosure

System (BCDS) website had 847,325 hits, with 54,311 visitors with an average of nearly 15 page views per day.

In February 2022, the MD Campaign Reporting Information System (MD CRIS) website was visited by 286,836 individuals for an average of 8,063 per day. Additionally, it had 1,875,200 hits. Each viewer looked at an average of approximately 5.2 page views per day. The Business Contribution Disclosure System (BCDS) website had 766,892 hits, with 54,514 visitors with an average of nearly 15.5 page views per day.

### Enforcement

1. Friends of Kristin Mink paid \$250.00 on January 26, 2022, for failure to include an authority line.
2. Citizens for Tim (Timothy) Fazenbaker paid \$1,650.00 on February 2, 2022, for failure to record all contributions and expenditures, failure to maintain bank records.
3. American College Of Cardiology, Maryland Chapter PAC paid \$600.00 on February 9, 2022, for failure to record all contributions and expenditures.
4. Friends Of Richard Impallaria paid \$1,100.00 on February 11, 2022, for failure to record all contributions and expenditures and failure to maintain bank records.
5. Committee to Elect Gregory Alton paid \$50.00 on February 11, 2022, for cash disbursement greater than \$25.00.
6. Friends of Lorna Phillips Forde paid \$300.00 on February 16, 2022, for failure to record all contributions and expenditures.
7. Friends of Jeff Cline paid \$250.00 on February 16, 2022, for disbursement by an unauthorized individual.
8. Friends of Julie Ensor paid \$350.00 on March 1, 2022, for failure to record all contributions and expenditures and failure to maintain bank records.
9. The Committee to Elect Kathleen Kositzky Crank paid \$500.00 on March 1, 2022, for cash disbursement greater than \$25.00.

### Request for Confidentiality – February Meeting Follow Up

The judge's request for confidentiality that was conditionally approved at the last meeting has been cured. The voter is now a confidential voter.

## **Voting Systems**

### Electronic Pollbook

At the February 16, 2022, meeting of the Board of Public Works, SBE presented for approval a contract for the procurement of a new electronic pollbook. The contract was approved, and the initial kick-off meeting between SBE and the new electronic pollbook vendor (DemTech) took place. The new electronic pollbook solution will be first used in the 2024 elections.

## **Project Management**

### Inventory Management

The FY22 inventory auditing of equipment and supplies statewide started on February 1. Currently, between SBE and the local boards, 28.83% of the inventory has been audited. June 31, 2022, is the scheduled end date for completing the inventory auditing.

Most of the additional equipment and supplies have been received and recorded or will soon be recorded into the SBE inventory system. The same inventory protocol will be followed when the remaining equipment is received.



## Document Management

Planning efforts continued with SBE's Document Management System Modernization Project.

## Baltimore City Office and Warehouse Relocation

SBE is working with the Baltimore City Board of Elections to relocate their office and warehouse to a central location and visited two potential locations.

## **Legislation**

Currently, we are tracking about 145 pieces of legislation. A copy of our current list is included. We track many types of bills including changes to Election Law Article, including campaign finance, and constitutional amendments that lead to a statewide ballot question in a general election, local ballot questions for counties, changes to the offices that appear on the ballot, including Board of Education. Requirements or changes to the operation of State government are sometimes included (*e.g.*, PIA mandates). The “cross over” deadline, the day when bills need to leave the chamber in which they were introduced and move to other chamber, is March 21. After this date, we should have a better understanding of which bills are likely to be passed this legislative session.

STATE BOARD OF ELECTIONS

P.O. BOX 6486, ANNAPOLIS, MD 21401-0486 PHONE (410) 269-2840

William G. Voelp, Chairman  
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Justin Williams  
T. Sky Woodward



Linda H. Lamone  
Administrator  
  
Nikki Charlson  
Deputy Administrator

Memorandum

**TO:** State Board Members

**FROM:** Jared DeMarinis, Director  
Division Candidacy and Campaign Finance

**SUBJECT:** Administrative Closure of Campaign Accounts

**DATE:** March 10, 2022

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Pursuant to §13-313 of the Election Law Article, the State Board has the authority to administratively close a political committee upon determination that good cause exists and when other criteria are met:

1. The campaign finance entity could be terminated under §13-309 (b) (4) of this subtitle except for the existence of one or more outstanding obligations and each of those obligations is more than 5 years old;
2. No responsible officer currently is appointed and serving; or
3. Other extenuating circumstances exist to justify terminating the campaign finance entity.

(b.) The termination of a campaign finance entity under this section does not limit the right of:

- (1) The State Board, or the State Prosecutor or the State's Attorney, to pursue an enforcement action against the former responsible officers of, or any candidate formerly affiliated with, the campaign finance entity; or
- (2) A creditor to bring an action against the former responsible officers of, or any candidate affiliated with, the campaign finance entity

Attached are forms, which have been prepared for the Board's review of accounts that meet the requirements for administrative closure.

If you have any questions, please do not hesitate to contact me at 410-269-2853.

## Administrative Closure

1. Michael Daras

## REQUEST TO ADMINISTRATIVELY CLOSE CAMPAIGN ACCOUNT

<b>Account Name</b>	Daras, Mike Friends of (Michael Daras)
<b>CCF ID Number</b>	01011777
<b>Status</b>	Inactive
<b>Account Established Date</b>	06/30/2017
<b>Outstanding Debts/Loans</b>	\$0.00
<b>Cash Balance</b>	\$341.00
<b>Last Filed Campaign Finance Report (CFR)</b>	2019 Annual
<b>Outstanding Late Fees *</b>	\$2,045.00
<b>Office of the State Prosecutor (OSP) Action/s Taken:</b>	
The OSP declined to take enforcement action against the candidate committee due to a severe medical issue. Please see the OSP letter dated 11/03/2020.	
<b>List name and address of last known officers:</b>	
<b>Candidate</b>	<b>Chairman</b>
Michael John Daras 15092 Chesapeake Bay Drive Scotland, MD, 20687	Same as Candidate
<b>Treasurer</b>	
ALICE LOUISE DARAS 15092 Chesapeake Bay Drive Scotland, MD, 20687	
<b>Briefly describe why this committee should be closed:</b>	
This committee should be closed due to the following: <ul style="list-style-type: none"> <li>1. The OSP declined to take enforcement action, and</li> <li>2. Medical issues that affected the officer's ability to file financial reports in the future.</li> </ul> <p>Election Law Article § 13-313 (a) (3) requires the termination of campaign finance entity by the State Board when other extenuating circumstances exist to justify terminating the campaign finance entity.</p>	

\*If additional space is required, attach a breakdown of outstanding late fees, include report due dates and outstanding late fees.

**CANDIDACY AND CAMPAIGN FINANCE DIVISION  
AUDIT AND ENFORCEMENT UNIT  
ADMIN CLOSURE OF CAMPAIGN FINANCE ENTITY**

**COMMITTEE NAME:** Daras, Mike Friends of (Michael Daras)  
**CCF ID** 1011777  
**ESTABLISHED DATE:** 6/30/2017  
**COMMITTEE STATUS AS OF** Inactive

**FILING INFORMATION:**

Last Report Filed	2020 Annual	Marked Final	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Bank Balance	25.19	Remarks:		
Cash Balance	\$341.00	Remarks:		
Surplus Funds	\$341.00	Remarks:		
Outstanding Loan Balance	\$0.00	Remarks:		
Outstanding Bills Due	\$0.00	Remarks:		
		Remarks:		
Outstanding Balance-Unpaid Fees	\$2,730.00	Remarks:		
Referred to OSP	Yes <input checked="" type="checkbox"/>	NO <input type="checkbox"/>		

**OSP'S DETERMINATION**

Pay Fees \$0.00  
 OSP will not prosecute

**AUDIT'S RECOMMENDATIONS:**

**Administrative Closure**

- Statue of limitation exist
- Extenuating circumstances exist
- Committee officers cannot be located
- CCF Director's Recommendation
- Others

**Remain Active/Inactive**

- Officers are other committees' officers

**Remarks:**

The OSP declined to take enforcement action against the candidate committee due to a severe medical issue. Please see the OSP letter dated 11/03/2020.

Committee Verified by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
 Auditor Audit Manager/CCF Director

Processed by / Date: \_\_\_\_\_  
 Auditor

Maryland State Board of Elections  
151 West Street, Suite 200,  
Annapolis,  
MD 21401

15<sup>th</sup> February 2022

Dear Members of the Board,

We respectfully acknowledge the concerns raised by the National Federation of the Blind in their letter to you of the 14<sup>th</sup> February and wish to respond to allay those concerns.

We too are pleased that the State of Maryland included important accessibility requirements within the original RFP which contain a requirement for the solution to be ADA compliant. DemTech has been consistent in our approach to accessibility in ensuring that our dedicated development team all have a deep understanding of accessibility requirements and on-going training to assist in keeping them at the forefront of awareness for a continuing accessibility development roadmap.

All administration components of our electronic pollbook solution will also be separately assessed by Essential Accessibility, an accredited organization with extensive expertise in this field and who we have engaged as part of our program to ensure compliance with the proposed contract to be entered into with Maryland State Board of Elections, and beyond. As was required under the procurement, we are making suitable adjustments to our existing COTS system to tailor specifically for Maryland's needs and, included within that process will be our own systematic review of the entire solution to ensure compliance with accessibility guidelines; continuing and final review by Essential Accessibility and ultimately the assessment of Maryland SBE as envisaged under the proposed contract. The contract also requires a performance bond and provides all necessary legal protection to ensure that any successful contractor delivers in accordance with the contract and RFP requirements.

In the circumstances, we feel that this process and SBE's review at the appropriate stages of contract milestone, should satisfy concerns over accessibility requirements being addressed. For us, accessibility is very much an evolving process that we constantly review, and we take this aspect very seriously.

Kind regards

Mike Brown  
C.T.O.



MARYLAND

STATE BOARD OF ELECTIONS

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T. Sky Woodward



Linda H. Lamone  
Administrator  
  
Nikki Charlson  
Deputy Administrator

February 1, 2022

VIA ELECTRONIC MAIL ONLY

The Honorable Paul Pinsky  
Chair, Education, Health, and Environmental  
Affairs Committee  
Senate of Maryland  
2 West Miller Senate Office Building  
11 Bladen Street  
Annapolis Maryland 21401

The Honorable Vanessa Atterbeary  
Chair, Ways and Means Committee  
Maryland House of Delegates  
131 Taylor House Office Building  
6 Bladen Street  
Annapolis, Maryland 21401

Re: Mail-In Voting Materials Final Report

Dear Chair Pinsky and Chair Atterbeary:

I am pleased to submit the attached Mail-In Voting Materials Final Report. This report was required by uncodified language in:

- Maryland General Assembly 2021 Regular Session Senate Bill 683 - *Voting – Permanent Absentee Ballot List, Ballot Drop Boxes, and Reports Act*, implemented under Article II, Section 17(c) of the Maryland Constitution - Chapter 56.
- Maryland General Assembly 2021 Regular Session House Bill 1048 - *Voting – Permanent Absentee Ballot List, Ballot Drop Boxes, and Reports Act*, implemented under Article II, Section 17(c) of the Maryland Constitution - Chapter 514

These bills required the State Board of Elections to contract with a usability consultant to review all of the public information materials and forms related to mail-in voting, and to report the findings back to your committees.

The report was prepared by Kathryn Summers of the University of Baltimore, and Tasmin Swanson and Sean Isamu Johnson of the Center for Civic Design. Dr. Summers directs the doctoral program in user experience research at the University of Baltimore, and she also directs the School of Information Arts and Technologies' User Research Lab. The Center for Civic Design works nationally to bring civic design skills in research, usability, design, accessibility, and plain language together to improve the voting experience, make elections easier to run, and invite greater voter participation.

The recommendations in this report that have already been enacted, or will be imminently, include but are not limited to:

- The SBE logo has been added consistently to all forms, to increase cohesiveness and recognition.
- Improved Spanish translation layout suggestions have been adopted.
- Revised voting-by-mail instructions were included in all ballots sent to voters for the Prince George's County Council District 8 Special Election, and will be used for all elections going forward.
- Revised mail-in ballot request forms and instructions are currently being mailed out to all Maryland voters.
- QR codes have been added to the mail-in ballot request cover letters to help voters access voting information on-line.
- Bar codes have been added to the mail-in ballot request forms to streamline the registration updating process for local boards of election.
- Vote.md.gov "tiny URLs" have been established to aid in communicating to voters, particularly by text. These Vote.md.gov URLs help minimize character use in each text, and therefore reduce the costs of texting.
- Future Mail-In Ballot packages will reflect the recommendations, including improvements for envelopes, Spanish speakers, and voters who need to update their voter registrations.
- Inserts requesting additional information have been simplified, and will only be included in ballots packages sent to voters who need to respond to them. This will eliminate confusion for voters who do not need to provide additional information.
- The "Request for MD Driver's License or Social Security Number" inserts have been redesigned as self-mailers, so that voters do not need to find their own envelopes to return them.
- Existing email communications have been updated with the report recommendations. SBE is exploring adding the additional email and text communications suggested in the report.

Please do not hesitate to contact my office if you have any questions about the report, or would like further information.

Sincerely,



Linda H. Lamone



# Mail-In Voting Materials

## Final Report

Kathryn Summers, University of Baltimore

Tasmin Swanson and Sean Isamu Johnson, Center for Civic Design

January 31, 2022



# Making Mail-In Voting Materials easy to use

## Project Goal

- Help voters succeed in requesting and returning a mail-in ballot
- Reduce processing time and effort for election administrators by helping voters clarify intent

## Guiding Principles

- Make it look easy to read
- Use simple, familiar words and simple sentences
- Create a linear path
- Support immediate action

# How we tested

## Procedure

- Focus groups with **15 administrators from local election offices** to understand pain points during the 2020 general election
- Rapid iterative testing and evaluation\* where **30 participants** filled out the mail-in ballot request form

## Locations

- University of Baltimore
- Hyattsville election office
- Frederick, MD

## 30 Participants

- 10 men
- 20 women

## Participants by language

- 14 English-speaking
- 16 Spanish-speaking

# Spanish language testing and layout

# Spanish testing

Ballots need to be usable for both English and Spanish-speaking voters. Cultural differences can also play a role in how instructions are understood.

To make sure that the Spanish was not only “correct,” but also made sense for Spanish voters and helped them navigate the mail-in voting process successfully, we tested the translated materials for clarity and usability with participants of diverse ages and from a variety of countries (16 participants in Baltimore, Hyattsville, Frederick).

All translated documents and forms have also been checked by the SBE official translation vendor.

# Formatting issues with Spanish translations


Text translated into Spanish typically requires more space than English versions.

In all materials, in the English and Spanish materials were adjusted to be visually equivalent, even though the Spanish text requires more space.

We prioritized keeping the font size consistent between languages. That meant decreasing the margins. As a last resort, we sometimes eliminated line breaks in the Spanish texts.

**Maryland**  
**Mail-in Ballot Request Instructions** 2021.12.14

**Request a mail-in ballot**  
Any registered voter can use this form to request a mail-in ballot for Maryland elections.

**Request online**  Save time and request a ballot online at [bit.ly/NeedBallot](https://bit.ly/NeedBallot). You will need a MD driver's license or MVA-issued ID card to use the online form.

**How do I return this form?** Return your completed signed form to your local board of elections. You can return it by mail, fax or email. You can also drop it off in person. Find your local board of elections address at [bit.ly/LBElist](https://bit.ly/LBElist). Make sure to return this form by the correct deadline listed below.



**How will I receive my ballot?** The primary way to receive your ballot is by mail. We can mail your ballot to any address you want. You will also receive a return envelope with prepaid postage. You also have other options. We can email you a link so you can print your ballot, we can fax your ballot, or you can pick it up in person. If you choose to pick up your ballot in person, go to your local election office about 45 days before an election. If you want somebody to pick up your ballot for you, you must provide a Designation of Agent form. Find this form at [bit.ly/MDagent](https://bit.ly/MDagent).

**When will I receive my ballot?** After you submit this form, we will send your ballot about 30-45 days before the election.

**Can I change my mind?** If you change your mind and want to vote in person, you must use a provisional ballot.

**Deadlines to return this form**  
Your deadline depends on how you return this form and on how you want to receive your ballot. If you mail or hand deliver your request, your form must be in the office before the deadline. Postmarks don't count.

<b>Primary Election</b> <b>Receive your ballot by mail or fax</b> Mail or hand deliver this form by 8pm on Tue, 6/21/2022. Email or fax this form or apply online by 11:59pm on Tue, 6/21/2022. <b>Print your ballot from an email</b> Mail or hand deliver this form by 5pm on Fri, 6/24/2022. Email or fax this form or apply online by 11:59pm on Fri, 6/24/2022.	<b>General Election</b> <b>Receive your ballot by mail or fax</b> Mail or hand deliver this form by 8pm on Tue, 11/1/2022. Or Email or fax this form or apply online by 11:59pm on Tue, 11/1/2022. <b>Print your ballot from an email</b> Mail or hand deliver this form by 5pm on Fri, 11/4/2022. Email or fax this form or apply online by 11:59pm on Fri, 11/4/2022.
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<b>Track your request status</b>  Use on track your request and your ballot at <a href="https://bit.ly/NeedSearch">bit.ly/NeedSearch</a> 	<b>Contact</b> Maryland State Board of Elections P.O. Box 6486 Annapolis, MD 21401-0486 800-222-8683 800-735-2288 (MD Relay Service) <a href="https://elections.maryland.gov">elections.maryland.gov</a>	<b>Información en español</b> Si le interesa obtener este formulario en español, llame al 800-222-8683.
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You can ask for this form in large type. Call 800-222-8683.

12/14/2021 Version

**Maryland**  
**Solicitud de papeleta por correo** 2021.11

**Solicitar una papeleta por correo**  
Cualquier votante registrado puede usar este formulario para solicitar una papeleta por correo para las elecciones de Maryland.

**Solicitar en línea**  Ahorre tiempo y solicite una papeleta en línea en [elections.maryland.gov](https://elections.maryland.gov). Necesitará una licencia de conducir de MD o una tarjeta de identificación emitida por la MVA para usar el formulario en línea.

**¿Cómo devuelvo este formulario?** Devuelva su formulario llenado y firmado a la oficina electoral local. Puede devolverlo por correo, fax o correo electrónico. También puede entregarlo en persona. Busque la dirección de su oficina electoral local en [elections.maryland.gov/local](https://elections.maryland.gov/local). Asegúrese de devolver este formulario antes de la fecha límite correcta que se indica a continuación.



**¿Cómo recibirá la papeleta?** La forma principal de recibir su papeleta es por correo. Enviaremos su papeleta a cualquier dirección que desee. También recibirá a un sobre de retorno con franqueo prepagado. También tienes otras opciones. Podemos enviarte un enlace por correo electrónico para que puedas imprimir tu papeleta, enviar tu papeleta por fax, o puedes recogerla en persona. Si eliges recoger tu papeleta en persona, primero llama a la oficina electoral local para recibir instrucciones. Si deseas que alguien recoja su papeleta por usted, debe proveer un formulario de Designación de Agente. Obtenga este formulario en línea en [elections.maryland.gov](https://elections.maryland.gov).

**¿Cuándo recibirá mi papeleta?** Después de enviar este formulario, le enviaremos su papeleta de 30 a 45 días antes de la elección.

**¿Puedo cambiar mi decisión?** Si cambia de opinión, y desea votar en persona, debe usar una papeleta provisional.

**Fechas límites para entregar este formulario**  
Su fecha límite depende de cómo entregue este formulario y de cómo desee recibir su papeleta. Si lo envió por correo o lo entregó en persona, su formulario debe ser recibido en nuestra oficina antes de la fecha y hora límite. Las solicitudes recibidas después de esa fecha no cuentan.

<b>Elección Primaria</b> <b>Para recibir su papeleta por correo o fax</b> • Envíe este formulario por correo o entreguelo en persona antes de las 8pm del martes, 21 de junio de 2022. • Envíe este formulario por correo electrónico o fax o presente su solicitud en línea antes de las 11:59 pm del martes, 21 de junio de 2022. <b>Para imprimir su papeleta desde un correo electrónico</b> • Envíe este formulario por correo o entreguelo en persona antes de las 8pm del viernes, 24 de junio de 2022. • Envíe este formulario por correo electrónico o fax o presente su solicitud en línea antes de las 11:59pm del viernes, 24 de junio de 2022.	<b>Elección General</b> <b>Para recibir su papeleta por correo o fax</b> • Envíe este formulario por correo o entreguelo en persona antes de las 8pm del martes, 1 de agosto de 2022. • Envíe este formulario por correo electrónico o fax o presente su solicitud en línea antes de las 11:59 pm del martes, 1 de agosto de 2022. <b>Para imprimir su papeleta desde un correo electrónico</b> • Envíe este formulario por correo o entreguelo en persona antes de las 8pm del martes, 1 de agosto de 2022. • Envíe este formulario por correo electrónico o fax o presente su solicitud en línea antes de las 11:59 pm del martes, 1 de agosto de 2022.
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<b>Rastrear su solicitud</b>  Puede rastrear su solicitud y su papeleta en <a href="https://elections.maryland.gov/needsearch">elections.maryland.gov/needsearch</a> 	<b>Contacto</b> Maryland State Board of Elections P.O. Box 6486 Annapolis, MD 21401-0486 800-222-8683 800-735-2288 (MD Relay Service) <a href="https://elections.maryland.gov">elections.maryland.gov</a>	<b>Información en español</b> Si le interesa obtener este formulario en español, llame al 800-222-8683.
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Puede solicitar este formulario en letra grande llame 800-222-8683.

11/13/2021 Version

# Best practices for translated voting materials

For instructions and forms that require sustained attention and action, English and Spanish versions should be presented in separate sections, side by side (as seen on the right).

If the information is too long for a single sheet of paper, the two versions can be on separate pieces of paper (as seen on the previous page).



**Maryland**  
Instructions for Voting by Mail  
Instrucciones para Votar Por Correo

**!** Unfold for English instructions  
Abra para instrucciones en inglés.

Return your ballot as early as possible.  
Your ballot must be postmarked by 8pm on Primary Election Day, January 4, 2022.

**1. Mark your ballot**

- Use a blue or black pen to mark your ballot.
- Fill in the ovals completely to show your choices.
- Do not write on your ballot anywhere else.

**2. Pack your return envelope**

Put the following in the included official return envelope:

- Your completed ballot. Do **not** put another voter's ballot in your envelope.
- If you received help, the completed Certification of Person Assisting Voter form.

**3. Sign and date the return envelope**

- Sign and date the Voter's oath on the return envelope.

**4. Return your ballot**

- **Dropbox** – Drop off your ballot at a secure drop box—no postage required.
- **Vote by mail** – Mail your ballot so it is postmarked by Election Day.
- **Vote center** – Drop off your ballot at any voting location in the county, or at your local board of elections office.

**Made a mistake on your ballot? Have questions?**  
To contact your local board of elections, visit [elections.maryland.gov](https://elections.maryland.gov) and click *Contact your Local Board of Elections* at the bottom of the page.

Devuelva su papeleta tan pronto como sea posible.  
Su papeleta debe ser registrada con matasellos antes de las 8pm del día de las elecciones primarias, 4 de enero de 2022.

**1. Marque su papeleta**

- Use un bolígrafo azul o negro para marcar su papeleta.
- Rellene los óvalos completamente para mostrar sus elecciones.
- Si marca su papeleta donde no es indicado, su papeleta no será contada.

**2. Prepare el sobre de respuesta**

Coloque lo siguiente en el sobre de respuesta que le fue dado:

- Su papeleta debidamente rellena. No devuelva la papeleta de otro votante en su sobre.
- Si recibió ayuda, el formulario debidamente rellena de Certificación de Persona que Asiste a un Votante.

**3. Firme y coloque la fecha en el sobre de respuesta**

- Firme y coloque la fecha en el juramento del sobre de respuesta.

**4. Envíe por correo o entregue su sobre de respuesta**


- **Dropbox** – Deje su papeleta en una caja de entrega segura—no se requiere sello postal.
- **Votar por correo** – Envíe su papeleta por correo para que sea registrado con el día de las elecciones o antes.
- **Centro de votación** – Entregue su papeleta en cualquier lugar de votación en el condado o en la oficina electoral local.

**¿Cometió un error en su papeleta? ¿Tiene preguntas?**  
Para comunicarse con la oficina electoral local, visite [elections.maryland.gov](https://elections.maryland.gov). Haga clic en "Contact your Local Board of Elections" en la parte inferior de la página.

# Best practices for translated voting materials

For envelopes and other materials with “nuggets” of information that can be understood in small doses, interleaving English and Spanish works well and simplifies layout.

Interleaving also works for short “form” sections in conjunction with longer text sections that are side-by-side (as seen on the right).

 **Certification of Person Assisting Mail-in Voter**  
**Certificación de la persona que ayude al votante por correo**

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If someone helped you mark your ballot, then your helper or assistant must fill out this form. **If no one helped you, do not use this form.**

**Voter's assistant, complete this form**  
Under penalty of perjury, I certify that this voter needed help with voting because he or she has a disability or is unable to read or write. The voter authorized me to mark their ballot. If the voter could not sign the voter's oath, I printed the voter's name and wrote my initials.

I also certify that:

- I am not a candidate on the voter's ballot.
- I am not the voter's employer or an agent of the voter's employer.
- I am not an officer or agent of the voter's union.
- I helped this voter to mark their ballot.
- **I did not try to influence the voter to vote for or against any candidate or question appearing on the ballot.**

**Si alguien le ayudó a marcar su papeleta, su ayudante o asistente debe completar este formulario. Si nadie le ayudó, no use este formulario.**

**Asistente del votante, complete este formulario**  
Bajo pena de falso testimonio, por la presente certifico que este votante necesitaba ayuda con este formulario porque tiene una discapacidad o no puede leer ni escribir. El votante me autorizó a completar este formulario. Si el votante no pudo firmar este formulario, imprimí el nombre del votante y escribí mis iniciales.

Certifico además que:

- No soy un candidato que figura en la papeleta del votante.
- No soy empleador del votante, ni agente del empleador del votante.
- No soy funcionario ni agente del sindicato del votante.
- He asistido a este votante a marcar su papeleta.
- **No he tratado de influir en la decisión del votante para que vote a favor o en contra de ningún candidato o pregunta que aparece en la papeleta electoral.**

---

Voter's name  
Nombre con el que usted fue registrado \_\_\_\_\_

**Assistant's information | Información de la persona que asistió al votante**

Name \_\_\_\_\_ Phone number \_\_\_\_\_  
Nombre \_\_\_\_\_ Número de teléfono \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Domicilio \_\_\_\_\_ Ciudad \_\_\_\_\_ Estado \_\_\_\_\_ Código postal \_\_\_\_\_

**Assistant, sign and date here (Required) | Asistente, firme y coloque la fecha aquí (obligatoria)**

<input checked="" type="checkbox"/>	_____	Date   Fecha _____
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For the ballot to count, the oath on the envelope must be completed properly | Para que cuente el voto, el juramento en el sobre debe ser rellenado correctamente.

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Any person who is convicted of violating the absentee voting law is subject to a fine of up to \$1,000, imprisonment for up to 2 years, or both. (Election Law Article, Section 9-132, Annotated Code of Maryland)

Cualquier persona condenada por violar las leyes de votante, será multada con un máximo de \$1,000, prisión de hasta 2 años, o ambos. (Artículo de la Ley Electoral, Sección 9-312, Código Comentado de Maryland)



**Issues identified  
during the 2020  
General Election**

# Pain points from the 2020 General Election

## Requesting a ballot

Voters didn't always provide the address where they were registered.

Voters submitted multiple requests—on paper or online. Every request had to be processed.

There are three main ways to receive the ballot; voters often chose more than one.

Voters who chose to receive their ballot “by email” then expected to return it by email; they were not prepared to print.

# Pain points from the 2020 General Election

## Returning a ballot

Voters didn't always sign the oath when they returned their ballot.

Election workers sometimes received voter ID confirmations too late for voter ballots to be counted.

Some voters misunderstood voting by mail; they treated their mail-in ballot as a "backup." When these voters tried to vote in person, they were surprised at having to use a provisional ballot.

# Changes to Mail-in Ballot instructions

# Before and After: Request instructions (overview)

- Simplified language and process
- Included logo to make it look more official (and match design of other forms)
- Increased visual hierarchy & white space
- Added QR codes to OLVR and track request status

### Mail-in Ballot Information & Application

Anyone registered to vote in Maryland can vote a mail-in ballot. Here's how the process works...

1. Submit a request for a ballot.
2. When ballots are ready about 30-45 days before the election, we will send you your ballot.

\*\*\* If you request a mail-in ballot and decide to vote in person, you will have to vote a provisional ballot. \*\*\*

**How do I ask for a mail-in ballot?**

- Ask for your mail-in ballot online at <https://voterservices.elections.maryland.gov/OnlineMailinRequest/InstructionsStep1>; or
- Fill out this [paper form](#) and get it to your local election office before the deadline.

If you have a Maryland driver's license or MVA-issued ID card, consider using the online system. We can process your request more quickly, and we do not have to worry about reading your handwriting.

**How will I receive my ballot?**

The best way to receive your ballot is to ask us to mail it to you. We can send it to any address you want. Voting a ballot that you get in the mail helps us speed up the vote count. We will also send you an envelope with prepaid postage. No postage is necessary!

You can also pick it up in person or have someone pick it up. Ask your local election office how to pick it up in person.

- If you want someone to pick up your ballot, you need to provide a Designation of Agent form. Get this form at your local election office or online at [elections.maryland.gov/voting/in-person.html](https://elections.maryland.gov/voting/in-person.html).
- The person who picks up your ballot must be at least 18 years old and cannot be a candidate on your ballot.

You can also have a similar person return your voted ballot to your local election office. This person must sign a form to show that he or she handled the ballot properly.

If you cannot receive a ballot in the mail or pick it up in person, we can also deliver your ballot over the internet. This process slows down the vote counting, so we ask that you don't use this option unless it is necessary.

If you need to access your ballot on the internet, you must:

- Provide us with your email address.
- Print your ballot and return it to your local election office either by mail, drop it in a drop box, or take it to your local election office. You cannot return your voted ballot online.
- Mailed ballots are counted quicker than your printed ballot.

**How soon should I request my ballot?**

You can submit your request anytime! The deadline depends on how you send in this form and on how you want to receive your ballot.

**2022 Primary Election**

- If you want your local election office to mail or fax you a ballot:
  - Make sure this form is in our office by 8 pm on Tuesday, June 21, 2022.
  - Or send us this form by email or fax by 11:59 pm.
- If you want to print your ballot from a link we email you:
  - Make sure this form is in our office by 5 pm on Friday, June 24, 2022.
  - Or send us this form by email or fax by 11:59 pm.

**2022 General Election**

- If you want your local election office to mail or fax you a ballot:
  - Make sure this form is in our office by 8 pm on Tuesday, November 1, 2022.
  - Or send us this form by email or fax by 11:59 pm.
- If you want to print your ballot from a link we email you:
  - Make sure this form is in our office by 5 pm on Friday, November 4, 2022.
  - Or send us this form by email or fax by 11:59 pm.

You can find email addresses for numbers to your local election office at [elections.maryland.gov/about/county\\_boards.html](https://elections.maryland.gov/about/county_boards.html)

**You can ask for this form in large type.  
Este formulario está disponible en español.**

State Board of Elections P.O. Box 6486, Annapolis, MD 21401-0486 800-222-8683 MD Relay Service 800-735-2256 [elections.maryland.gov](https://elections.maryland.gov)


Original Version

### Maryland Mail-in Ballot Request Instructions

2021.12.14

**Request a mail-in ballot**

Any registered voter can use this form to request a mail-in ballot for Maryland elections.

**Request online**  Save time and request a ballot online at [bit.ly/NeedBallot](https://bit.ly/NeedBallot).

You will need a MD driver's license or MVA-issued ID card to use the online form.

**How do I return this form?** Return your completed signed form to your local board of elections. You can return it by mail, fax, email. You can also drop it off in person.

Find your local board of elections address at [bit.ly/LBElist](https://bit.ly/LBElist).  
Make sure to return this form by the correct deadline listed below.

**How will I receive my ballot?**

The primary way to receive your ballot is by mail.

We can mail your ballot to any address you want. You will also receive a return envelope with prepaid postage.

You also have other options. We can email you a link so you can **print your ballot**, we can fax your ballot, or you can pick it up in person.

If you choose to pick up your ballot in person, go to your local election office about 45 days before an election. If you want somebody to pick up your ballot for you, you must provide a Designation of Agent form. Find this form at [bit.ly/MDagent](https://bit.ly/MDagent).

**When will I receive my ballot?** After you submit this form, we will send your ballot about **30-45 days before the election**.


**Can I change my mind?** If you change your mind and want to vote in person, you must use a provisional ballot.

**Deadlines to return this form**

Your deadline depends on how you return this form and on how you want to receive your ballot. If you mail or hand deliver your request, your form must be in the office before the deadline. Postmarks don't count.

Primary Election	General Election
<b>Receive your ballot by mail or fax</b> Mail or hand deliver this form by 8pm on Tue, 6/21/2022. Or Email or fax this form or apply online by 11:59pm on Tue, 6/21/2022.	<b>Receive your ballot by mail or fax</b> Mail or hand deliver this form by 8pm on Tue, 11/1/2022. Or Email or fax this form or apply online by 11:59pm on Tue, 11/1/2022.
<b>Print your ballot from an email</b> Mail or hand deliver this form by 5pm on Fri, 6/24/2022. Or Email or fax this form or apply online by 11:59pm on Fri, 6/24/2022.	<b>Print your ballot from an email</b> Mail or hand deliver this form by 5pm on Fri, 11/4/2022. Or Email or fax this form or apply online by 11:59pm on Fri, 11/4/2022.

**Track your request status**

 You can track your request and your ballot at [bit.ly/StatusSearch](https://bit.ly/StatusSearch)

**Contact**

Maryland State Board of Elections  
P.O. Box 6486  
Annapolis, MD 21401-0486  
800-222-8683  
800-735-2256 (MD Relay Service)  
[elections.maryland.gov](https://elections.maryland.gov)

**Información en español**

Si le interesa obtener este formulario en español, llame al 800-222-8683.

You can ask for this form in large type. Call 800-222-8683.

12/14/2021 Version

# What we changed - request process

**Main problem:** Voters submitted multiple requests—they didn't know what to expect.

**Secondary problem:** Voters thought they could still vote in person; surprised to vote provisional.

We re-focused the text on the questions users found most urgent

We added a QR code to make it easier to get to the online form


We added white space and improved the visual hierarchy

We emphasized that if a voter requests a ballot and changes their mind, they will need to use a provisional ballot

The image shows a document titled "Maryland Mail-in Ballot Request Instructions" dated 2021.12.14. The document is divided into sections with bold headings and clear text. A QR code is provided for online requests. The sections are: "Request a mail-in ballot", "Request online", "How do I return this form?", "How will I receive my ballot?", "When will I receive my ballot?", and "Can I change my mind?".

**Maryland**  
**Mail-in Ballot Request Instructions** 2021.12.14

**Request a mail-in ballot**  
Any registered voter can use this form to request a mail-in ballot for Maryland elections.

**Request online**  Save time and request a ballot online at [bit.ly/NeedBallot](https://bit.ly/NeedBallot). You will need a MD driver's license or MVA-issued ID card to use the online form.

**How do I return this form?**  
Return your completed signed form to your local board of elections. You can return it by mail, fax, email. You can also drop it off in person.  
Find your local board of elections address at [bit.ly/LBElist](https://bit.ly/LBElist).  
Make sure to return this form by the correct deadline listed below.

**How will I receive my ballot?**  
The primary way to receive your ballot is by mail.  
We can mail your ballot to any address you want. You will also receive a return envelope with prepaid postage.  
You also have other options. We can email you a link so you can **print your ballot**, we can fax your ballot, or you can pick it up in person.  
If you choose to pick up your ballot in person, go to your local election office about 45 days before an election. If you want somebody to pick up your ballot for you, you must provide a Designation of Agent form. Find this form at [bit.ly/MDAgent](https://bit.ly/MDAgent).

**When will I receive my ballot?**  
After you submit this form, we will send your ballot about **30-45 days before the election**.

**Can I change my mind?**  
If you change your mind and want to vote in person, you must use a provisional ballot.

# What we changed - request process

**Main problem:** Voters did not expect to **print** their ballot if they selected “email” delivery.

We added white space and improved the visual hierarchy.

We separated the deadlines into two columns

We clarified the text to explain that voters would receive a link to PRINT their ballot; they will not receive a ballot through email.


We added a QR code to help voters track their request for a mail-in ballot.

### Deadlines to return this form

Your deadline depends on how you return this form and on how you want to receive your ballot. If you mail or hand deliver your request, your form **must be in the office** before the deadline. Postmarks don't count.

<b>Primary Election</b> <b>Receive your ballot by mail or fax</b> Mail or hand deliver this form by 8pm on Tue, 6/21/2022. Or Email or fax this form or apply online by 11:59pm on Tue, 6/21/2022.	<b>General Election</b> <b>Receive your ballot by mail or fax</b> Mail or hand deliver this form by 8pm on Tue, 11/1/2022. Or Email or fax this form or apply online by 11:59pm on Tue, 11/1/2022.
<b>Print your ballot from an email</b> Mail or hand deliver this form by 5pm on Fri, 6/24/2022. Or Email or fax this form or apply online by 11:59pm on Fri, 6/24/2022.	<b>Print your ballot from an email</b> Mail or hand deliver this form by 5pm on Fri, 11/4/2022. Or Email or fax this form or apply online by 11:59pm on Fri, 11/4/2022.



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<b>Track your request status</b>  You can track your request and your ballot at <a href="https://bit.ly/StatusSearch">bit.ly/StatusSearch</a>	<b>Contact</b> Maryland State Board of Elections P.O. Box 6486 Annapolis, MD 21401-0486 800-222-8683 800-735-2258 (MD Relay Service) <a href="https://elections.maryland.gov">elections.maryland.gov</a>	<b>Información en español</b> Si le interesa obtener este formulario en español, llame al 800-222-8683.
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You can ask for this form in large type. Call 800-222-8683.

# Request instructions - Spanish

The full-page monolingual Spanish version can be printed on the back of the English version.

**Maryland**  
**Instrucciones para solicitar una papeleta por correo**  
**Solicitar una papeleta por correo** 2021.12.15  
Cualquier votante registrado puede usar este formulario para solicitar una papeleta por correo para las elecciones de Maryland.  
**Solicitar en línea**  Ahorre tiempo y solicite una papeleta en línea en [bit.ly/NeedBallot](https://bit.ly/NeedBallot). Necesitará una licencia de conducir de MD o una tarjeta de identificación emitida por la MVA para usar el formulario en línea.  
**¿Cómo devuelvo este formulario?** Devuelva su formulario completo y firmado a la oficina electoral local. Puede devolverlo por correo, fax o correo electrónico. También puede entregarlo en persona. Busque la dirección de su oficina electoral local en [bit.ly/LBElist](https://bit.ly/LBElist). Asegúrese de devolver este formulario antes de la fecha límite correcta que se indica a continuación.  
**¿Cómo recibirá la papeleta?** La forma principal de recibir su papeleta es **por correo**. Enviaremos su papeleta a cualquier dirección que desee. También recibirá un sobre de retiro con franqueo prepago. También tiene otras opciones. Podemos enviarle un enlace por correo electrónico para que pueda imprimir su papeleta, enviarle su papeleta por fax, o puede recogerla en persona. Si elige recoger su papeleta en persona, visite a la oficina electoral local más o menos 45 días antes de las elecciones. Si desea que alguien recoja su papeleta por usted, debe proveer un formulario de Designación de Agente. Obtenga este formulario en línea en [bit.ly/AgentSpanish](https://bit.ly/AgentSpanish).  
**¿Cuándo recibirá mi papeleta?** Después de enviar este formulario, le enviaremos su papeleta de 30 a 45 días antes de la elección.  
**¿Puedo cambiar mi decisión?** Si cambia de opinión, y desea votar en persona, debe usar una papeleta provisional.  
**Fechas límites para entregar este formulario**  
Su fecha límite depende de cómo entregue este formulario y de cómo desee recibir su papeleta. Si lo envía por correo o lo entrega en persona, debemos recibir su formulario en nuestra oficina antes de la fecha y hora límite. Las solicitudes recibidas después de esa fecha no cuentan.  
**Elección Primaria**  
**Para recibir su papeleta por correo o fax**

- Envíe este formulario **por correo** o entréguelo **en persona** antes de las 8 p.m. del martes, 21 de junio de 2022.
- O envíe este formulario por **correo electrónico** o fax, o presente su solicitud **en línea** antes de las 11:59 p.m. del martes, 21 de junio de 2022.

**Para imprimir su papeleta desde un correo electrónico**


- Envíe este formulario **por correo** o entréguelo **en persona** antes de las 8 p.m. del viernes, 24 de junio de 2022.
- O envíe este formulario por **correo electrónico** o fax, o presente su solicitud **en línea** antes de las 11:59 p.m. del viernes, 24 de junio de 2022.

**Elección General**  
**Para recibir su papeleta por correo o fax**

- Envíe este formulario **por correo** o entréguelo **en persona** antes de las 8 p.m. del martes, 1 de noviembre de 2022.
- O envíe este formulario por **correo electrónico** o fax, o presente su solicitud **en línea** antes de las 11:59 p.m. del martes, 1 de noviembre de 2022.

**Para imprimir su papeleta desde un correo electrónico**

- Envíe este formulario **por correo** o entréguelo **en persona** antes de las 8 p.m. del viernes, 4 de noviembre de 2022.
- O envíe este formulario por **correo electrónico** o fax, o presente su solicitud **en línea** antes de las 11:59 p.m. del viernes, 4 de noviembre de 2022.

**Rastrear su solicitud**  Puede rastrear su solicitud y su papeleta en: [bit.ly/StatusSearch](https://bit.ly/StatusSearch)  
**Contacto**  
Maryland State Board of Elections  
P.O. Box 6486  
Annapolis, MD 21401-0486  
800-222-8683  
800-755-2258 (MD Relay Service)  
[elections.maryland.gov](https://elections.maryland.gov)  
**Información en español**  
Si le interesa obtener este formulario en español, llame al 800-222-8683.  
Puede solicitar este formulario en letra grande llame 800-222-8683.

12/15/2021 Version



# Changes to Mail-in Ballot Request Form



# Changes to Request Form - July to November (2021)

**Maryland Mail-in Ballot Request Form**

To vote by mail, you must be registered to vote in Maryland. Visit [elections.maryland.gov](https://elections.maryland.gov) to register or update your voter record.

**Print voter information**  
Use blue or black ink.

1 Last name \_\_\_\_\_ Suffix (Jr., Sr., III, IV, if applicable) \_\_\_\_\_  
First name \_\_\_\_\_ Middle name or initial \_\_\_\_\_  
Date of birth (mm/dd/yyyy) \_\_\_\_\_

**Residential address**  
This address must match your voter registration so that we can send the correct ballot for your precinct or ward. Provide the address where you are registered to vote.

2 Street \_\_\_\_\_ Unit # \_\_\_\_\_  
City \_\_\_\_\_ State MD Zip \_\_\_\_\_

No P.O. Boxes

**Political party affiliation**  
To vote in the primary election, you must choose a political party.

3  Democratic  Republican  Unaffiliated (independent of any party)  Libertarian  Green  
 Bread and Roses  Working class  Other \_\_\_\_\_

**Election**  
You can sign up for a mail-in ballot for the 2022 elections or for all future elections.

4  June 28, 2022 Primary Election only  
 November 8, 2022 General Election only  
 Both the 2022 Primary and General Elections  
 I would like to receive a mail-in ballot for all future federal and state elections

**Where should we send your ballot?**  
Tell us how you want to receive your ballot.

If you print your own ballot or get your ballot by fax, election workers will use the information on your ballot to mark an official ballot for you. Then we will scan the official ballot.

If you choose option B, we will email a link to print your ballot about 3 weeks before the election. You will need to provide your own envelope and stamp. Or you can deliver it to your election office.

**Choose A, B, or C (only choose 1)**

A  Send my ballot(s) by U.S. Mail to  
 Same address as above  
 Or a different address: Street \_\_\_\_\_ Unit # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

B  Email a link to print my ballot(s)  
Email \_\_\_\_\_  
And  
MD Driver's License or ID Card # \_\_\_\_\_  
Issue date (mm/dd/yyyy) \_\_\_\_\_  
Or  
Last 4 digits of your Social Security # \_\_\_\_\_

C  Fax my ballot(s)  
Fax \_\_\_\_\_

**About you**  
In case we have a question.

6 Phone \_\_\_\_\_  
Email \_\_\_\_\_  
If we have a question, how should we contact you?  Phone  Email  Mail

**Signature**  
Required.  
Anyone can help you fill out this form except:  
• A candidate on your ballot  
• Your employer or an agent of your employer  
• An officer or agent from your union

7 **Voter, sign and date here (Required)**  
X \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_  
**Assistant, sign and date here (Required if the voter received help on this form)**  
Under penalty of perjury, I hereby certify that this voter needed help with this form because he or she has a disability or is unable to read or write. The voter authorized me to complete this form. If the voter could not sign this form, I printed the voter's name and wrote my initials.  
X \_\_\_\_\_ Print voter name \_\_\_\_\_

07/26/2021 Version

**Maryland Mail-in Ballot Request Form**

To vote by mail, you must be registered to vote in Maryland. Visit [elections.maryland.gov](https://elections.maryland.gov) to register or update your voter record.

**Print voter information**  
Use blue or black ink.

1 Last name \_\_\_\_\_ Suffix (Jr., Sr., III, IV, if applicable) \_\_\_\_\_  
First name \_\_\_\_\_ Middle name or initial \_\_\_\_\_  
Date of birth (mm/dd/yyyy) \_\_\_\_\_

**Residential address**  
This address must match your voter registration so that we can send the correct ballot for your precinct or ward. Provide the address where you are registered to vote.

2 Street \_\_\_\_\_ Unit # \_\_\_\_\_  
City \_\_\_\_\_ State MD Zip \_\_\_\_\_

No P.O. Boxes

**Political party affiliation**  
To vote in a party's primary, you must choose that political party.

3  Democratic  Republican  Unaffiliated (independent of any party)  Libertarian  Green  
 Bread and Roses  Working Class  Other \_\_\_\_\_

**Election**  
You can sign up for a mail-in ballot for the 2022 elections or for all future elections.

4  June 28, 2022 Primary Election only  
 November 8, 2022 General Election only  
 Both the 2022 Primary and General Elections  
 I would like to receive a mail-in ballot for all future federal and state elections

**Where should we send your ballot?**  
If you choose option B, we will email you a link to print your ballot about 3 weeks before the election.

If you choose option B or C, we will use the information on your ballot to mark an official ballot for you. Then we will scan the official ballot.

If you choose option B or C, you will need to use your own envelope and stamp to return your ballot by mail. Or you can deliver it to your election office or a drop box (when available).

Please see the instructions for guidelines.

**Choose A, B, or C (only choose 1)**

A  Send my ballot(s) by U.S. Mail to  
 Same address as above  
 Or a different address: Street \_\_\_\_\_ Unit # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

B  Email a link to print my ballot(s)  
Email \_\_\_\_\_  
And  
MD Driver's License or ID Card # \_\_\_\_\_  
Issue date (mm/dd/yyyy) \_\_\_\_\_  
Or  
Last 4 digits of your Social Security # XXX-XX-XXXX

C  Fax my ballot(s)  
Fax \_\_\_\_\_

**About you**  
In case we have a question.

6 Phone \_\_\_\_\_  
Email \_\_\_\_\_  
If we have a question, how should we contact you?  Phone  Text message  Email  Mail

**Signature**  
Required.  
Anyone can help you fill out this form except:  
• A candidate on your ballot  
• Your employer or an agent of your employer  
• An officer or agent from your union

7 **Voter, sign and date here (Required)**  
Use a pen. No electronic signatures allowed.  
X \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_  
**Assistant, sign here (Required if the voter received help on this form)**  
Under penalty of perjury, I hereby certify that this voter needed help with this form because he or she has a disability or is unable to read or write. The voter authorized me to complete this form. If the voter could not sign this form, I printed the voter's name and wrote my initials.  
X \_\_\_\_\_ Print voter name \_\_\_\_\_

12/06/2021 Version

Minor changes made between July and October

# What we changed - sections 1-3

**Main problem:** Election officials told us that voters sometimes use their current temporary address rather than the address where they are registered.

Added SBE logo

Added instruction line in main column

Rewrote and tested language to focus on address where voter is registered

Added instruction line in main column

Added text explaining that voter must register with a party in order to vote in primary elections

Re-focused section 1 on voter information, re-located DOB to this section

Space to pre-print voter ID and barcode on all-state mailing

Print voter information  
Use blue or black ink.

1 Last name \_\_\_\_\_ Suffix (Jr., Sr., III, IV, if applicable) \_\_\_\_\_  
First name \_\_\_\_\_ Middle name or initial \_\_\_\_\_  
Date of birth (mm/dd/yyyy) \_\_\_\_\_

Residential address  
Provide the address where you are registered to vote.  
No P.O. Boxes.

2 This address must match your voter registration so that we can send the correct ballot for your precinct or ward.  
Street \_\_\_\_\_ Unit # \_\_\_\_\_  
City \_\_\_\_\_ State **MD** Zip \_\_\_\_\_

Political party affiliation  
To vote in a party's primary, you must choose that political party.

3  Democratic  Republican  Unaffiliated (independent of any party)  Libertarian  Green  
 Bread and Roses  Working Class  Other \_\_\_\_\_

Pre-filled the "State" field with "MD"

# What we changed - sections 4-5

**Main problem:** Local election officials must expend time and energy contacting voters when voters fill out too many options for voter delivery.

Added language about permanent option; used bold to help signal differences between options

Rewrote and tested explanatory language about option to self-print ballot

Added word and visual cues to help voters choose between options more successfully

Clarified language to focus on choosing to print a ballot from an emailed link

Moved address to help voters recognize when these fields are needed

The image shows a ballot form with two sections, 4 and 5, highlighted in grey. Section 4 is titled "Election" and contains four radio button options: "June 28, 2022 Primary Election only", "November 8, 2022 General Election only", "Both the 2022 Primary and General Elections", and "I would like to receive a mail-in ballot for all future federal and state elections". Section 5 is titled "Where should we send your ballot?" and contains explanatory text and three options: "Send my ballot(s) by U.S. Mail to" (with sub-options for "Same address as above" and "Or a different address"), "Email a link to print my ballot(s)" (with fields for "Email", "MD Driver's License or ID Card #", "Issue date", and "Last 4 digits of your Social Security #"), and "Fax my ballot(s)". Annotations with lines pointing to specific parts of the form include: a line from the top-left text pointing to the bolded "all future" in option 4; a line from the middle-left text pointing to the explanatory text in section 5; a line from the bottom-left text pointing to the "when available" text in section 5; a line from the bottom-middle text pointing to the "Email a link to print my ballot(s)" section; and a line from the bottom-right text pointing to the "Or a different address" sub-option.

# Final solution for section 5

**Main problem:** Participants selected both delivery options.

**Secondary Problems:** Participants filled out the same address as section 2 unnecessarily; ID information wasn't always legible.

**Choose A, B, or C (only choose 1)**

**A**  **Send my ballot(s) by U.S. Mail to**

Same address as above

Or a **different** address: Street \_\_\_\_\_ Unit # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**B**  **Email a link to print my ballot(s)**

Email \_\_\_\_\_

**And**

MD Driver's License or ID Card #

Issue date (mm/dd/yyyy) \_\_\_\_\_

**Or**

Last 4 digits of your Social Security # XXX-XX-

**C**  **Fax my ballot(s)**

Fax \_\_\_\_\_

Visual separation between address requirements.

Clarified and created more separation between options

Added boxes for DL and SSN

# What we changed - section 6-7

**Main problem:** Voters sometimes forget to sign their application.

**Secondary problem:** Election officials need contact information in order to resolve problems.

Created a new section dedicated to voter contact information

Used color to call out voter signature; used the same signature box style as the envelope (optimized for scanner technology); moved assistant signature below

**About you**  
In case we have a question.

6

Phone \_\_\_\_\_  
Email \_\_\_\_\_

If we have a question, how should we contact you?  Text message  Email  Mail

---

**Signature**  
**Required.**  
**Use a pen.** No electronic signatures allowed.

7

Anyone can help you fill out this form except

- A candidate on your ballot
- Your employer or an agent of your employer
- An officer or agent from your union

**Voter, sign and date here (Required)**

X \_\_\_\_\_ Date (mm/dd/yyyy)

**Assistant, sign here (Required if the voter received help on this form)**

Under penalty of perjury, I hereby certify that this voter needed help with this form because he or she has a disability or is unable to read or write. The voter authorized me to complete this form. If the voter could not sign this form, I printed the voter's name and wrote my initials.

X \_\_\_\_\_ Print voter name

2021.12.06

# Request form - Spanish

The full-page monolingual Spanish version can be printed on the back of the English version.

**Maryland**  
**Solicitud de Maryland para una papeleta para votar por correo**

Para votar por correo, debe estar registrado para votar en Maryland. Visite [elections.maryland.gov](http://elections.maryland.gov) para registrarse o actualizar su registro de votante.

**Escriba la información del votante**  
Utilice tinta negra o azul.

<b>1</b>	Apellido _____, Jr., Sr., III, IV (si aplica) Nombre _____ Segundo nombre o inicial _____ Fecha de nacimiento (mm/dd/aaaa) _____	
<b>2</b>	Esta dirección debe ser igual a la de su registro de votante para que podamos compararla y enviarle la papeleta correcta. Domicilio _____ Número de dpto. _____ Ciudad/Pueblo _____ Estado <b>MD</b> Código postal _____	
<b>3</b>	Elija su partido político Para votar en las primarias de un partido, debe elegir ese partido político. <input type="radio"/> Democrático <input type="radio"/> Republicano <input type="radio"/> No afiliado (ninguno partido político) <input type="radio"/> Libertario <input type="radio"/> Verde <input type="radio"/> Working Class <input type="radio"/> Otro _____	
<b>4</b>	Elección Puede elegir votar por correo para las elecciones de 2022 o para todas las elecciones. <input type="radio"/> Elección Primaria <b>solamente</b> - 28 de junio de 2022 <input type="radio"/> Elección General <b>solamente</b> - 8 de noviembre de 2022 <input type="radio"/> Tanto la Elección Primaria como la General de 2022 <input type="radio"/> Quiero recibir una papeleta por correo para <b>todas las elecciones ESTATALES y FEDERALES futuras</b>	
<b>5</b>	¿Cómo quiere recibir la papeleta? Si elige la opción B, le enviaremos un enlace por correo electrónico para imprimir su papeleta unas 2 semanas antes de la elección. Si elige la opción B o C, usaremos la información de su papeleta para marcar una papeleta oficial por usted. Luego escanearmos la papeleta oficial. Si elige la opción B o C, deberá usar su propio sobre y sello para enviar su papeleta por correo. O puede entregarlo en su oficina electoral local o en una caja de entrega (cuando esté disponible). Consulte las instrucciones para conocer los planes. Elija <b>A, B o C (elija solo 1)</b> <b>A <input type="radio"/> Enviar por correo de EE.UU.</b> <input type="radio"/> La <b>misma</b> dirección que la anterior <input type="radio"/> Una dirección <b>diferente</b> : Domicilio _____ Número de dpto. _____ Ciudad _____ Estado _____ Código postal _____ <b>B <input type="radio"/> Enviar un enlace por correo electrónico para imprimir mi papeleta</b> Dirección de correo electrónico _____ <b>Y</b> Número de licencia de conducir o tarjeta de identificación de la MVA [ ] Fecha de emisión (mm/dd/aaaa) _____ <input type="radio"/> Los últimos 4 dígitos de seguro social son XXX-XX- [ ] [ ] [ ] [ ] <b>C <input type="radio"/> Enviar por fax</b> Número de Fax _____	
<b>6</b>	Sobre usted Por si tenemos una pregunta. Teléfono _____ Dirección de correo electrónico _____ Si tenemos una pregunta, ¿cómo debemos comunicarnos con usted? <input type="radio"/> Mensaje de texto <input type="radio"/> Correo electrónico <input type="radio"/> Correo	
<b>7</b>	Firma <b>Obligatorio.</b> Usa un bolígrafo. No se permiten firmas electrónicas. Cualquiera puede ayudarlo a completar este formulario excepto: • un candidato en su papeleta • su empleador o un agente de su empleador • un funcionario o agente de su sindicato Votante, firme y fecha el formulario aquí (Obligatorio) _____ Fecha de hoy (mm/dd/aaaa) _____ X _____ Asistente, firme aquí (obligatorio si el votante tuvo ayuda) Bajo pena de perjurio, por el presente certifico que este votante necesitaba ayuda con este formulario porque tiene una discapacidad o no puede leer ni escribir. El votante me autorizó a completar este formulario. Si el votante no pudo firmar este formulario, escribí el nombre del votante y mis iniciales. X _____ Escribir el nombre de votante _____	

01/31/2022 Version



# Request form - Interactive

We created **interactive versions of all forms** so that they can be filled out on a computer and then be printed. (The blue highlights on the image to the right denote fillable fields).

All form fields include audio instructions for voters who are using screen reader technology.

Spanish language forms also have Spanish audio instructions.

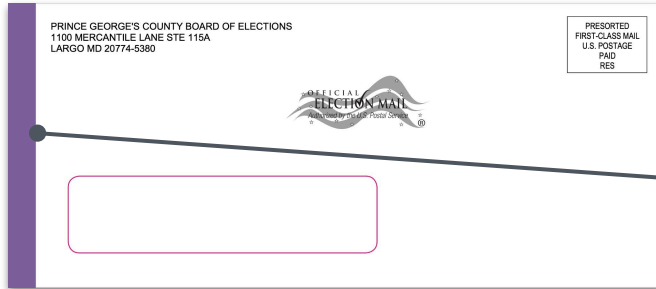
The signature field cannot be completed on a computer. It must be printed out and signed in ink.

01/26/2022 Version

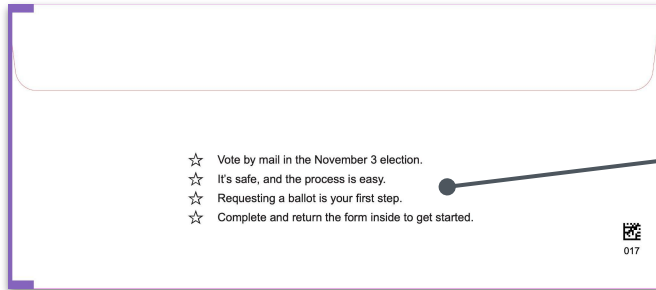
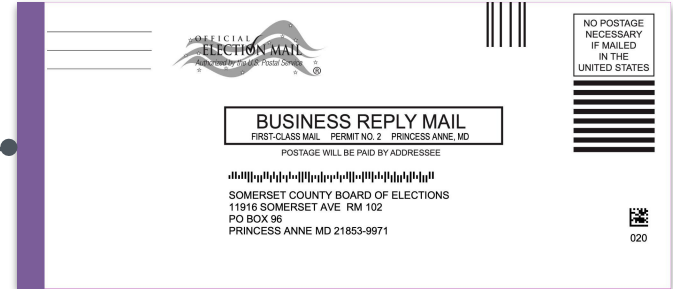
# Changes to Request Form Mailer

- Envelopes
- Contact Sheet
- “Dear Voter” Letter

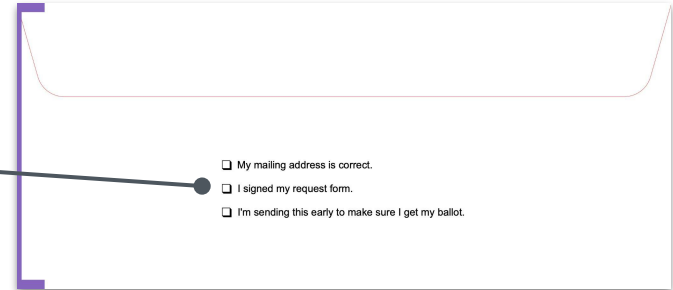
# Request Outgoing and return envelopes - English (originals)



Both envelopes use purple color bars, making them hard to distinguish



Checklists and reminders are on the back of the envelopes



- ☆ Vote by mail in the November 3 election.
- ☆ It's safe, and the process is easy.
- ☆ Requesting a ballot is your first step.
- ☆ Complete and return the form inside to get started.

- My mailing address is correct.
- I signed my request form.
- I'm sending this early to make sure I get my ballot.

# Final Request Outgoing and return envelopes - Bilingual

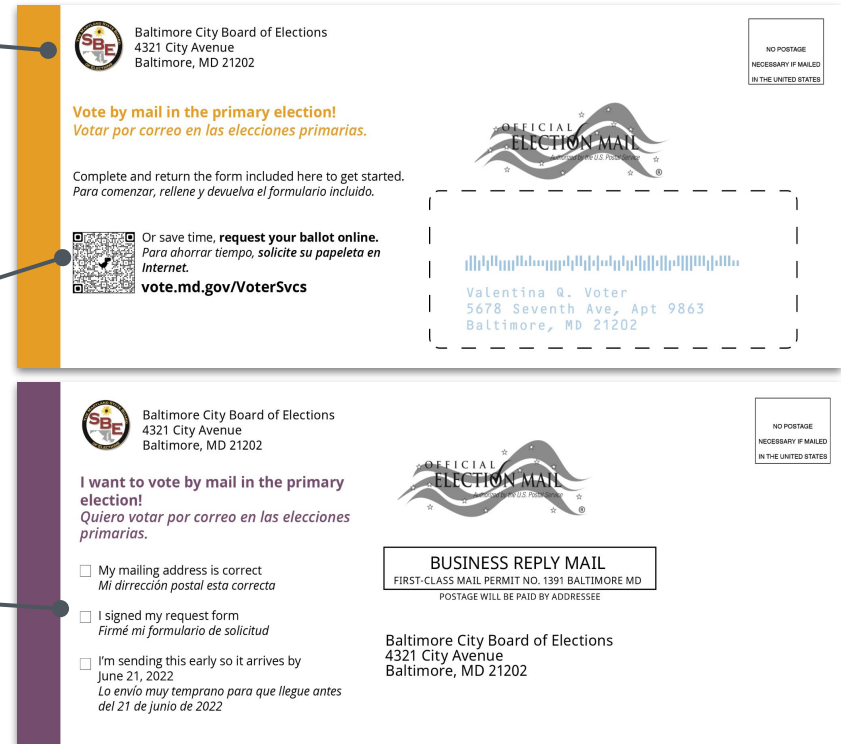
Color bars help election administrators, USPS, and voters quickly identify the envelopes within a pile of other mail. Yellow is for the delivery envelope, purple to return.

QR code and short url allow voters to easily access online versions of materials.

Processing time and errors are reduced when voters fill out forms online.

Checklist moved to front of envelope.

Other minor text refinements were added as indicated by testing.



01/27/2022 Versions

# Before and After: Contact sheet

**Main change:** Created bilingual version with white background for increased visual contrast

Maryland State Board of Elections

**State Board of Elections**  
P.O. Box 6486  
Annapolis, MD 21401-0486  
800-222-8683 or 410-269-2840  
MD Relay Service 800-755-2258  
elections.maryland.gov  
info.SBE@maryland.gov

**Local Election Offices**

**Carroll County**  
300 S. Center St., Rm. 212  
Westminster, MD 21157  
410-386-2080  
410-476-3925 (fax)  
ccobe@carrollcountymd.gov

**Cecil County**  
200 Chesapeake Blvd.  
Sta. 1900  
Elkton, MD 21821-8395  
410-996-5310  
888-978-8163 (fax)  
voting@ccgov.org

**Anne Arundel County**  
P.O. Box 480  
Glen Burnie, MD 21060  
410-222-8600  
410-222-8624 (fax)  
elections@accounty.org

**Baltimore City**  
Benton Office Bldg.  
417 E. Fayette St., Rm. 129  
Baltimore, MD 21202-3432  
410-386-5550  
410-727-1775 (fax)  
410-783-7394 (fax)  
elections@baltimorecity.gov

**Baltimore County**  
11112 Gilroy Rd., Ste. 104  
Hunt Valley, MD 21081  
410-887-5700  
410-832-8493 (fax)  
elections@baltimorecountymd.gov

**Calvert County**  
30 Duke St., Lower Level  
P.O. Box 798  
Prince Frederick, MD 20678  
410-535-2274  
410-535-5009 (fax)  
elections@calvertcountymd.gov

**Caroline County**  
Health & Public Services Bldg.  
403 S. Seventh St., Ste. 247  
Denton, MD 21620-1376  
410-479-8145  
410-479-5738 (fax)  
elector@carrollind.md

**Harford County**  
133 Industry Ln.  
Forest Hill, MD 21050-1621  
410-638-3565  
410-638-3319 (fax)  
elections@harfordcountymd.gov

**Howard County**  
9770 Patuxent Woods Dr. Ste. 200  
Columbia, MD 21046  
410-313-5820  
410-313-5833 (fax)  
Hfey@hrcoll@maryland.gov

**Keet County**  
135 Dixon Dr.  
Chestertown, MD 21620  
410-778-0038  
410-778-0265 (fax)  
cheemcandea.blaie@maryland.gov

**Montgomery County**  
P.O. Box 10159  
Rockville, MD 20849-0159  
240-777-8550  
TDD 800-725-2258  
240-777-8560 (fax)  
absentee@montgomerycountymd.gov

**Prince George's County**  
1100 Mercantile Ln., Ste. 115A  
Largo, MD 20774  
301-341-7200  
TDD 301-726-3352  
301-341-7399 (fax)  
election@co.pg.md.us

**Queen Anne's County**  
110 Vestal St., Ste. 102  
Centreville, MD 21617  
410-758-0632  
410-758-1119 (fax)  
qac.elections@maryland.gov

**St. Mary's County**  
P.O. Box 197  
Leonardtown, MD 20650  
301-475-4200 ext. \*1625  
301-475-4077 (fax)  
wendy.adkins@stmarysmd.com


**Somerset County**  
P.O. Box 98  
Princess Anne, MD 21853  
410-651-0767  
410-651-5130 (fax)  
election@somersetmd.us

**Talbot County**  
P.O. Box 353  
Easton, MD 21601-0353  
410-770-8099  
410-770-8078 (fax)  
jefr1000@maryland.gov

**Washington County**  
17718 Virginia Ave.  
Hagerstown, MD 21740  
240-313-2050  
240-313-2062 (fax)  
wasco.elections@maryland.gov

**Wicomico County**  
P.O. Box 4091  
Salisbury, MD 21803-4091  
410-548-4830  
410-548-4849 (fax)  
wicocomo.elections@maryland.gov

**Worcester County**  
201 Bell St., Ste. C  
Snow Hill, MD 21683-1300  
410-632-3100  
410-632-3031 (fax)  
teresa.yaggi@maryland.gov

 **Maryland**  
Where to find your Local Board of Elections  
Cómo encontrar su oficina electoral local

**Allegany County**  
701 Kelly Rd., Ste. 211  
Cumberland, MD 21502  
301-779-9311  
301-779-2630 (fax)  
elections@allegany.gov

**Carroll County**  
300 S. Center St., Rm. 212  
Westminster, MD 21157  
410-386-2080  
410-476-3925 (fax)  
ccobe@carrollcountymd.gov

**Harford County**  
133 Industry Ln.  
Forest Hill, MD 21050-1621  
410-638-3565  
410-638-3319 (fax)  
elections@harfordcountymd.gov

**St. Mary's County**  
3320 Hollywood Rd.  
P.O. Box 197  
Leonardtown, MD 20650  
301-475-4200 ext. 1625  
301-475-4077 (fax)  
wendy.adkins@stmarysmd.com

**Anne Arundel County**  
6740 Baymead Dr.  
P.O. Box 490  
Glen Burnie, MD 21060  
410-222-8600  
410-222-8624 (fax)  
elections@accounty.org

**Cecil County**  
300 Chesapeake Blvd., Ste. 1900  
Elkton, MD 21821-8395  
410-996-5310  
888-978-8163 (fax)  
voting@ccgov.org

**Howard County**  
9770 Patuxent Woods Dr., Ste. 200  
Columbia, MD 21046  
410-313-5820  
410-313-5833 (fax)  
Hfey@hrcoll@maryland.gov

**Somerset County**  
19196 Somerset Ave., Ste 102  
P.O. Box 98  
Princess Anne, MD 21853  
410-651-0767  
410-651-5130 (fax)  
elections@somersetmd.us

**Baltimore City**  
Benton Office Bldg.  
417 E. Fayette St., Rm. 129  
Baltimore, MD 20246-0908  
410-386-5550  
410-727-1775 (fax)  
410-783-7394 (fax)  
elections@baltimorecity.gov

**Charles County**  
201 East Charles St.  
P.O. Box 908  
La Plata, MD 20646-0908  
410-778-0038  
301-934-8487 (fax)  
elections@charlescountymd.gov

**Dorchester County**  
501 Court Ln., Rm. 105  
Hunt Valley, MD 21081  
410-887-5700  
410-832-8493 (fax)  
elections@dorchestercountymd.gov

**Dorchester County**  
501 Court Ln., Rm. 105  
Cambridge, MD 21613-0414  
410-228-2560  
410-228-8635 (fax)  
elections@dorchestercountymd.gov

**Frederick County**  
340 A Montevue Ln.  
Frederick, MD 21702  
301-400-4863  
301-400-2344 (fax)  
elections@frederickcountymd.gov

**Garrett County**  
2008 Maryland Hwy, Ste. 1  
Mountain Lake Park, MD 21560  
301-334-6985  
301-334-6988 (fax)  
sfratz@garrettcountry.gov

**Caroline County**  
Health & Public Services Bldg.  
403 S. Seventh St., Ste. 247  
Denton, MD 21620-1376  
410-479-8145  
410-479-5738 (fax)  
elector@carrollind.md

**Calvert County**  
30 Duke St., Lower Level  
P.O. Box 798  
Prince Frederick, MD 20678  
410-535-2274  
410-535-5009 (fax)  
elections@calvertcountymd.gov

**Caroline County**  
Health & Public Services Bldg.  
403 S. Seventh St., Ste. 247  
Denton, MD 21620-1376  
410-479-8145  
410-479-5738 (fax)  
elector@carrollind.md

**Carroll County**  
300 S. Center St., Rm. 212  
Westminster, MD 21157  
410-386-2080  
410-476-3925 (fax)  
ccobe@carrollcountymd.gov

**Cecil County**  
300 Chesapeake Blvd., Ste. 1900  
Elkton, MD 21821-8395  
410-996-5310  
888-978-8163 (fax)  
voting@ccgov.org

**Howard County**  
9770 Patuxent Woods Dr., Ste. 200  
Columbia, MD 21046  
410-313-5820  
410-313-5833 (fax)  
Hfey@hrcoll@maryland.gov

**Somerset County**  
19196 Somerset Ave., Ste 102  
P.O. Box 98  
Princess Anne, MD 21853  
410-651-0767  
410-651-5130 (fax)  
elections@somersetmd.us

**Talbot County**  
215 Bay St.  
P.O. Box 353  
Easton, MD 21601-0353  
410-778-0038  
410-778-0265 (fax)  
410-770-8078 (fax)  
jefr1000@maryland.gov

**Washington County**  
35 W. Washington St., Rm. 101  
Hagerstown, MD 21740  
240-313-2050  
240-313-2062 (fax)  
wasco.elections@maryland.gov

**Wicomico County**  
35 W. Washington St., Rm. 101  
Hagerstown, MD 21740  
240-313-2050  
240-313-2062 (fax)  
wasco.elections@maryland.gov

**Worcester County**  
201 Bell St., Ste. C  
Snow Hill, MD 21683-1300  
410-632-3100  
410-632-3031 (fax)  
teresa.yaggi@maryland.gov

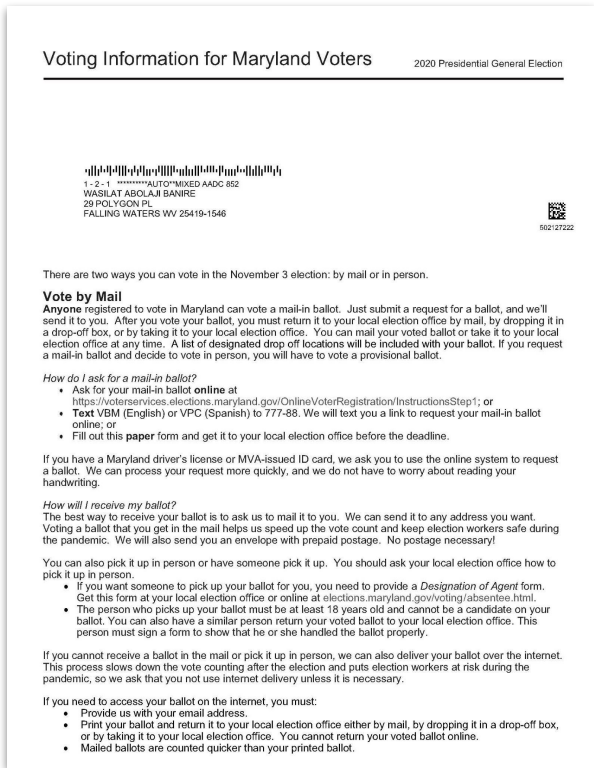
**Maryland State Board of Elections** | Junta Electoral del estado de Maryland | (410) 269-2840  
151 West Street, Ste. 200, P.O. Box 6486, Annapolis, MD 21401 | www.elections.maryland.gov

2020 Version

12/15/2021 Version



# Request "Dear Voter" letter - English (before and after)



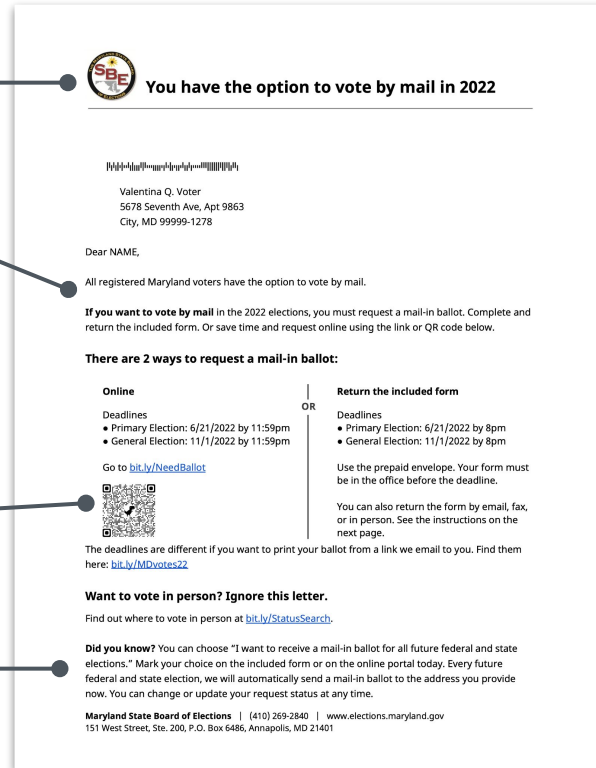
2020 Version

SBE logo added to increase voter confidence

Text condensed using plain language and removing information that is covered in other places.

Added QR code to promote the online request system

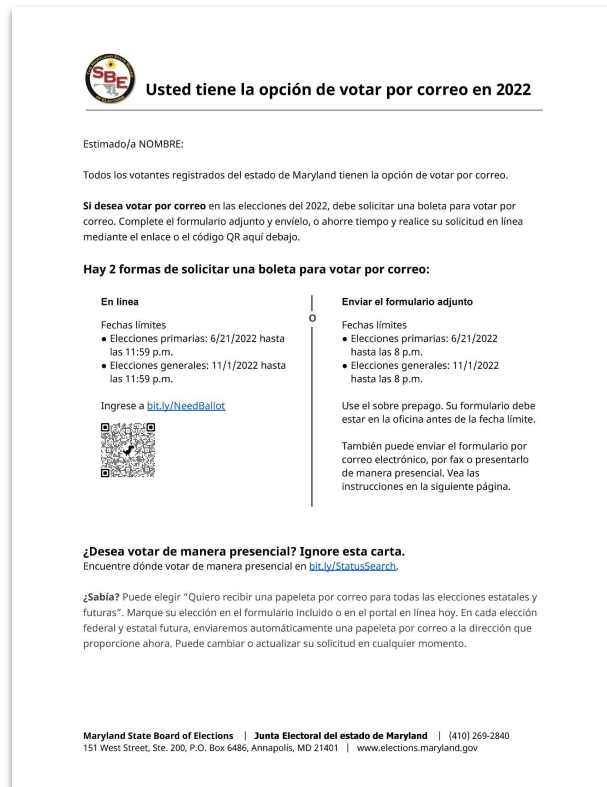
Introduces the new permanent mail in list sign up option



12/15/2021 Version

# Request "Dear Voter" letter - Spanish

The full-page monolingual Spanish version can be printed on the back of the English version.



12/15/2021 Version

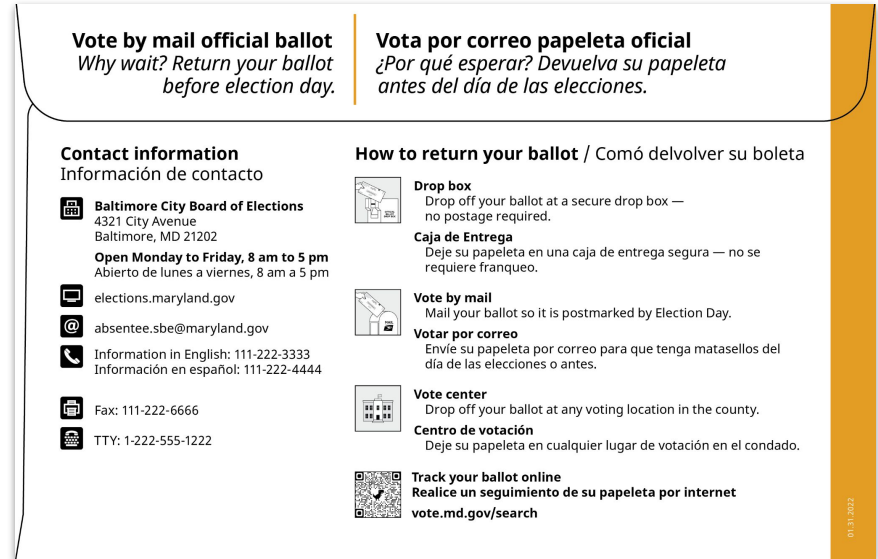
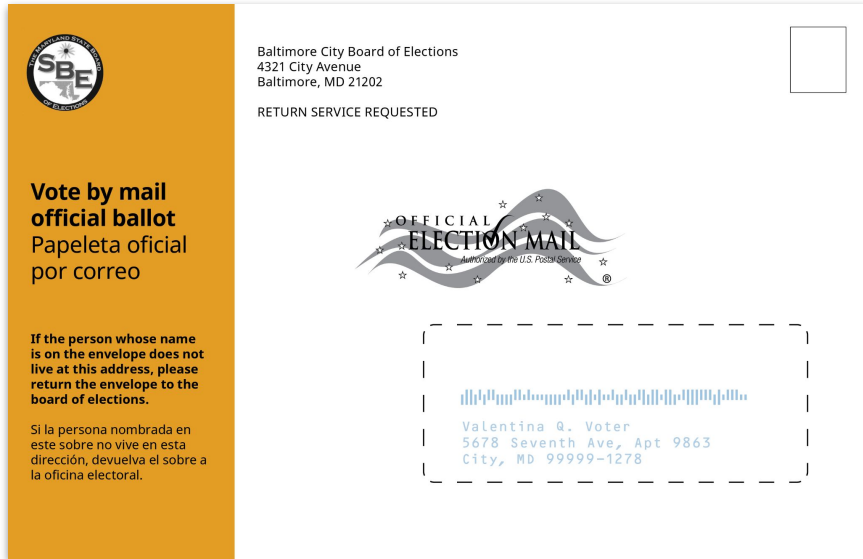
# Changes to Ballot Package

- Envelopes
- Ballot Instructions
- Ballot “ID” insert and mailer
- Ballot “Assistance” insert



# Final Ballot Outgoing envelope - Bilingual

**Major changes:** Made format & text consistent; improved visual hierarchy and icon design, added color stripe to improve envelope recognition throughout the process.

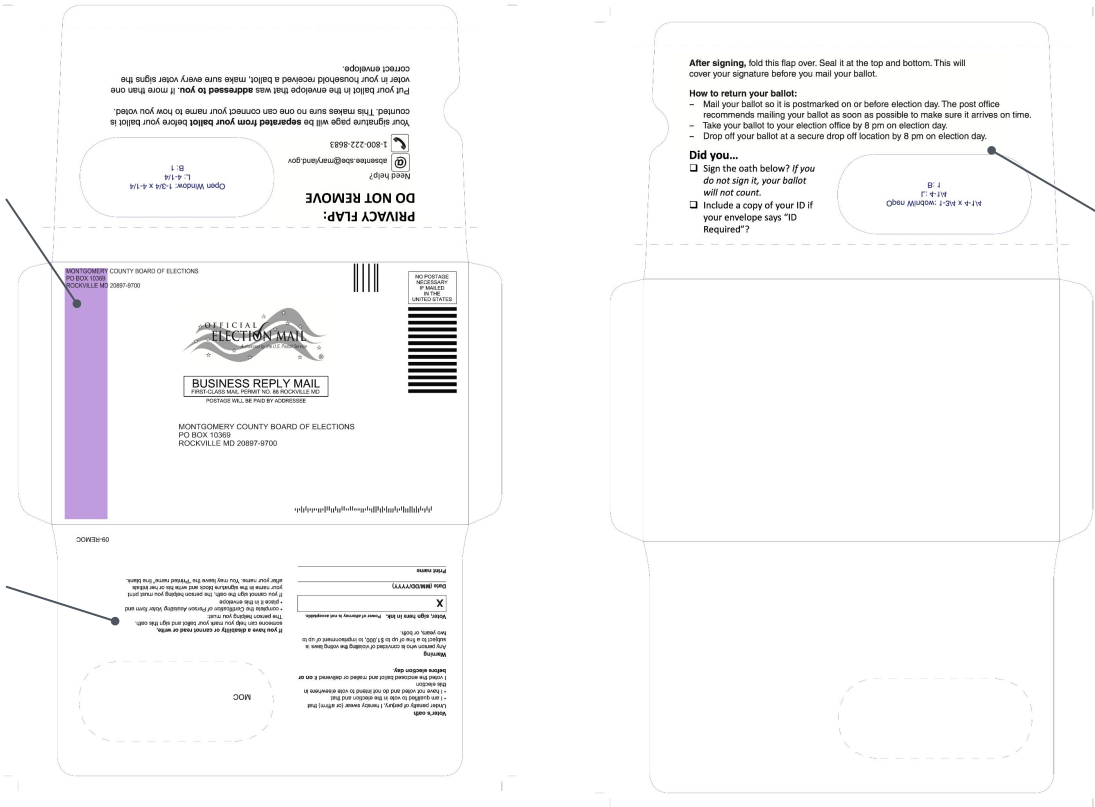


01/31/2022 Version front and back

# Ballot return envelope (original)

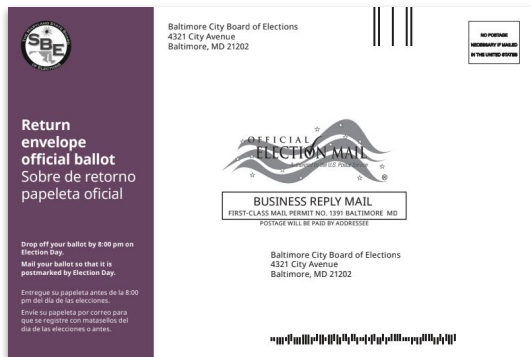
Purple bar only appears on the front and isn't visible on the top crease when envelopes are stacked together.

Only room for one language. Spanish oath came on an insert which led to confusion over where to sign



Text heavy backpage. Moved information to instructions sheet

# Final Ballot Return envelope - Bilingual



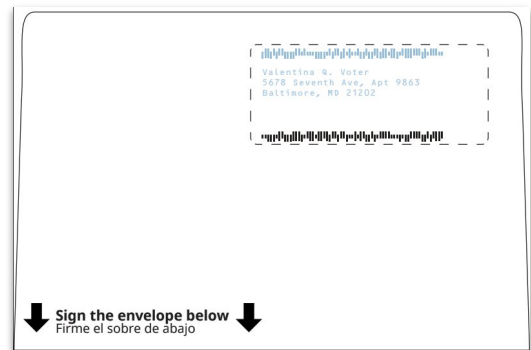
**Main problem:** Not all voters sign the oath.

**Secondary problem:** Voters sometimes return their ballot in someone else's envelope

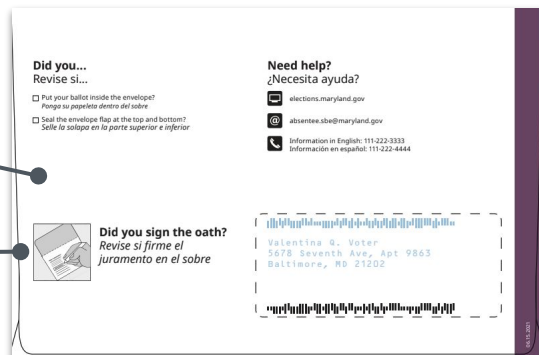
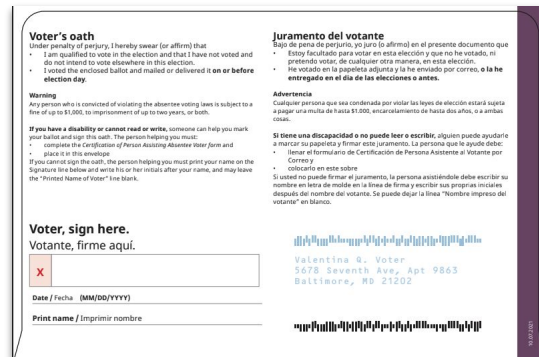
New format for signature line provides Spanish and English oath and is more successful at prompting signatures.

Privacy flap covers voter signature

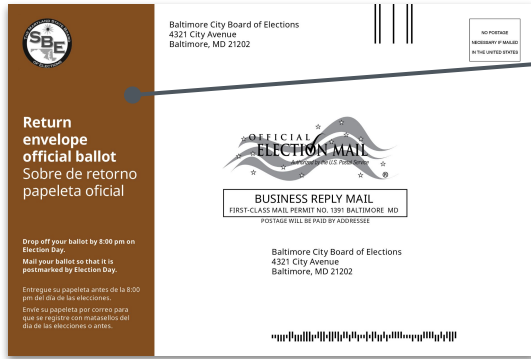
Illustration and reminder about signature appear on the privacy flap directly above the signature line on the under page



10/07/2021 Version all 4 panels

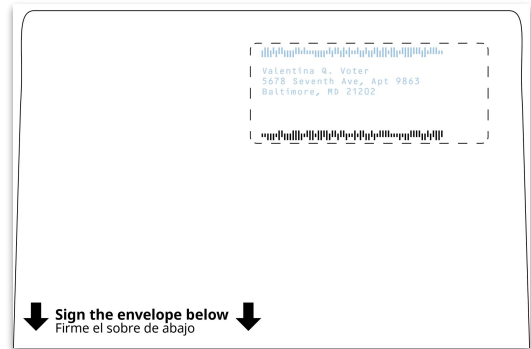
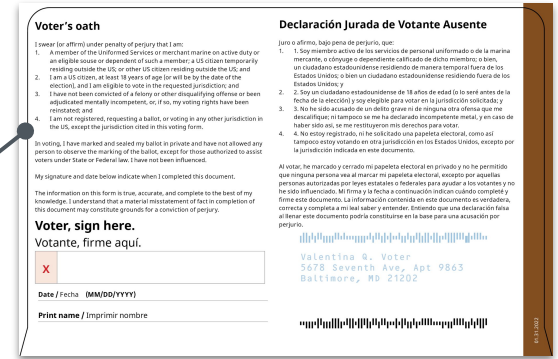


# Final UOCAVA Ballot Return envelope - Bilingual



Brown color bar helps to visually differentiate UOCAVA envelopes from domestic envelopes

Voter's oath font size reduced in order make it fit in the space



01/31/2022 Version all 4 panels

# Ballot instructions - English (original)

Main problem: Instructions confused some voters. Voters were particularly confused by instructions that did not apply to them. The excessive length of the instructions also intimidated some voters.

Removed redundant information:  
Instructions for completing ballot are on the ballot itself.

The "ID Required" information only applies to some voters. Moved to insert.

**INSTRUCTIONS FOR VOTING BY MAIL**

You will need:

- A black pen
- Ballot
- Reply envelope to return your ballot (included)

You may need:

- Certification of Person Assisting Voter form
- Request for Maryland driver's license or social security number form
- ID

**1. VOTE**

Mark your ballot. Except for filling in ovals, do not write on your ballot unless you are writing in a vote.

If you make a mistake or want to change your vote before you mail it: Contact your local board of elections for a new ballot.

If you want to write in a vote (GENERAL ELECTION ONLY): You can write in a vote only if there is a line on the ballot for it. You must fill in the oval next to the line and write the person's first and last name on the line. If there is no line for write-in votes, you cannot add one. If you do, your vote will not count.

**2. DOES YOUR MAILING ENVELOPE SAY ID REQUIRED?**

YES. You must include a copy of a current and valid photo ID OR 1 of the following that shows your current address and is no older than 3 months:

- current utility bill
- bank statement
- paycheck
- government check
- other government document that shows your name and address

NO. Move on to the next step.

**3. PUT THE FOLLOWING IN YOUR REPLY ENVELOPE (INCLUDED)**

Your completed ballot. Do not put another voter's ballot in your envelope.

If you received help, the completed Certification of Person Assisting Voter form.

If you need to provide ID, a copy of your ID.

**4. TURN THIS SHEET OVER FOR MORE INSTRUCTIONS**

2020 Version

**INSTRUCTIONS FOR VOTING BY MAIL**

**5. COMPLETE THE OATH OF ABSENTEE VOTER**

Sign and date the oath of voter on the return envelope. After signing, fold the flap over and seal it at the top and bottom. This will cover your signature before you return your ballot.

**6. MAIL OR DELIVER YOUR RETURN ENVELOPE**

Take your ballot to a drop off location in the county where you live. If you live in Baltimore City, take your ballot to a drop off location in the City. A list of drop off locations came with these instructions.

OR

Mail your ballot to your local board of elections. If you use the return envelope with your ballot, you do not need to put postage on the envelope. Please mail your ballot early! This will make sure that we receive it in time.

If you wish, put at least 2 stamps on the envelope to reduce the cost to your local board of elections. (Optional)

Mail or take your ballot to a drop off location by 8 pm on:

- Tuesday, June 28, 2022 for the primary election
- Tuesday, November 8, 2022 for the general election

If you mail your ballot, your ballot must be postmarked by 8 pm on Tuesday, June 28, 2022 for the primary election or Tuesday, November 3, 2022 for the general election and your local board of elections must receive it by Friday, July 8, 2022 for the primary election or Friday, November 18, 2022 for the general election.

**IF YOU ARE OVERSEAS:**

If you mail your ballot from a military post office (APO/FPO) or U.S. embassy or consulate, you do not need postage. If you mail your ballot through a system that is not the U.S. Postal Service, make sure that you have the required postage.

**IF YOU NEED HELP FILLING OUT YOUR BALLOT**

If you have a disability or are unable to read or write, you may have help.

Anyone can help you EXCEPT for a person on the following list

- A candidate on your ballot
- Your employer or anyone who represents your employer
- An officer or representative of your union

The person helping you can:

- Mark the ballot after you tell him or her who to mark it for
- Print your name and write his or her initials if you cannot sign the oath.

The person helping you MUST complete and sign the enclosed Certification of Person Assisting Voter form and cannot try to influence your choices.

**IF YOU NEED TO CONTACT THE MARYLAND STATE BOARD OF ELECTIONS**

or want to track your ballot:

visit [www.elections.maryland.gov](http://www.elections.maryland.gov) and click Contact your Local Board of Elections

absentee.sbe@maryland.gov  
1-800-222-8683

For the address and phone number for your LOCAL BOARD OF ELECTIONS visit [www.elections.maryland.gov](http://www.elections.maryland.gov) and click Contact your Local Board of Elections at the bottom of the webpage.

Moved crucial deadline to top of instructions

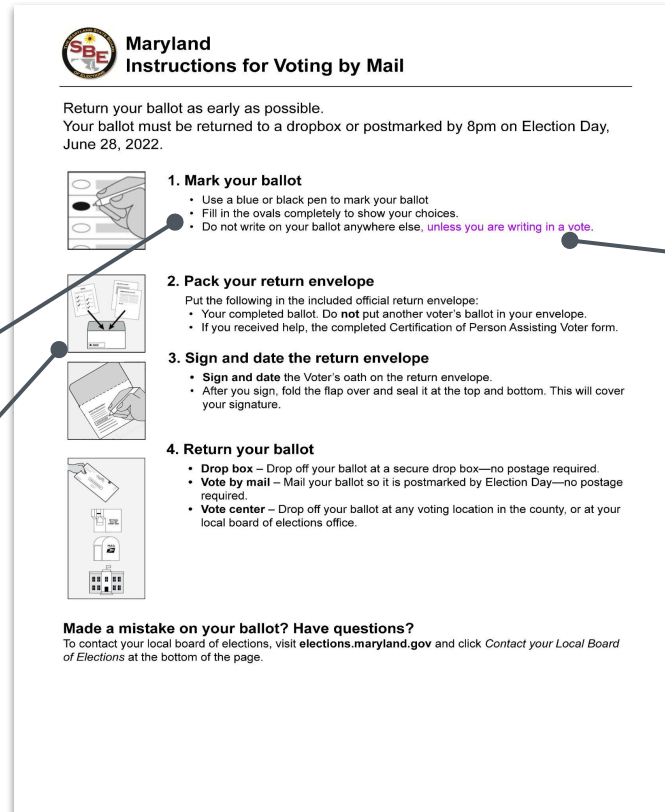
Information about receiving assistance to mark ballot only applies to some voters. Moved to an insert.

# Final Ballot instructions - English

Instructions were simplified and revised to apply to all voters. Thus, we moved information that only applies to some voters onto separate pages (e.g. ID required, if you had assistance voting, etc).

Instructions have increased white space and improved visual hierarchy.

Images were revised to be more accurate.



The screenshot shows the 'Maryland Instructions for Voting by Mail' document. It includes a header with the SBE logo and the title. Below the title, it states: 'Return your ballot as early as possible. Your ballot must be returned to a dropbox or postmarked by 8pm on Election Day, June 28, 2022.' The instructions are organized into four numbered steps, each with an icon and a list of bullet points. Step 1: 'Mark your ballot' with an icon of a hand marking a ballot. Step 2: 'Pack your return envelope' with an icon of a ballot being placed into an envelope. Step 3: 'Sign and date the return envelope' with an icon of a hand signing an envelope. Step 4: 'Return your ballot' with an icon of a ballot being placed into a dropbox. A purple line is drawn across the text in step 1, and a purple dot is placed at the end of this line. A purple dot is also placed at the end of a line pointing to the purple text. A purple dot is also placed at the end of a line pointing to the purple text. A purple dot is also placed at the end of a line pointing to the purple text.

**Maryland**  
**Instructions for Voting by Mail**

Return your ballot as early as possible.  
Your ballot must be returned to a dropbox or postmarked by 8pm on Election Day, June 28, 2022.

- 1. Mark your ballot**
  - Use a blue or black pen to mark your ballot
  - Fill in the ovals completely to show your choices.
  - Do not write on your ballot anywhere else. **unless you are writing in a vote.**
- 2. Pack your return envelope**

Put the following in the included official return envelope:

  - Your completed ballot. Do **not** put another voter's ballot in your envelope.
  - If you received help, the completed Certification of Person Assisting Voter form.
- 3. Sign and date the return envelope**
  - **Sign and date** the Voter's oath on the return envelope.
  - After you sign, fold the flap over and seal it at the top and bottom. This will cover your signature.
- 4. Return your ballot**
  - **Drop box** – Drop off your ballot at a secure drop box—no postage required.
  - **Vote by mail** – Mail your ballot so it is postmarked by Election Day—no postage required.
  - **Vote center** – Drop off your ballot at any voting location in the county, or at your local board of elections office.

**Made a mistake on your ballot? Have questions?**  
To contact your local board of elections, visit [elections.maryland.gov](https://elections.maryland.gov) and click *Contact your Local Board of Elections* at the bottom of the page.

Purple text notes a line that should be deleted for primary elections (or in other cases when it doesn't apply)

12/15/ 2021 Version

# Final Ballot instructions - Bilingual



## Maryland Instructions for Voting by Mail Instrucciones para Votar Por Correo

**!** Unfold for English instructions  
*Abra para instrucciones en inglés.*

Return your ballot as early as possible.  
Your ballot must be returned to a dropbox or postmarked by 8pm on Primary Election Day, January 4, 2022.



### 1. Mark your ballot

- Use a blue or black pen to mark your ballot
- Fill in the ovals completely to show your choices.
- Do not write on your ballot anywhere else, **unless you are writing in a vote.**



### 2. Pack your return envelope

- Put the following in the included official return envelope:
- Your completed ballot. Do **not** put another voter's ballot in your envelope.
  - If you received help, the completed Certification of Person Assisting Voter form.



### 3. Sign and date the return envelope

- **Sign and date** the Voter's oath on the return envelope.
- After you sign, fold the flap over and seal it at the top and bottom. This will cover your signature.



### 4. Return your ballot

- **Drop box** – Drop off your ballot at a secure drop box—**no postage required.**
- **Vote by mail** – Mail your ballot so it is postmarked by Election Day—no postage required.
- **Vote center** – Drop off your ballot at any voting location in the county, or at your local board of elections office.

### Made a mistake on your ballot? Have questions?

To contact your local board of elections, visit [elections.maryland.gov](https://elections.maryland.gov) and click *Contact your Local Board of Elections* at the bottom of the page.

Devuelva su papeleta tan pronto como sea posible.  
Su papeleta debe ser entregada en una caja de entregas o registrada con matasellos antes de las 8pm del día de las elecciones primarias, 4 de enero de 2022.

### 1. Marque su papeleta

- Use un bolígrafo azul o negro para marcar su papeleta.
- Rellene los óvalos completamente para mostrar sus elecciones.
- Si marca su papeleta donde no es indicado, su papeleta no será contada.

### 2. Prepare el sobre de respuesta

- Coloque lo siguiente en el sobre de respuesta que le fue dado:
- Su papeleta debidamente rellena. No devuelva la papeleta de otro votante en su sobre.
  - Si recibió ayuda, el formulario debidamente rellena de Certificación de Persona que Asiste a un Votante.

### 3. Firme y coloque la fecha en el sobre de respuesta

- **Firme y coloque la fecha** en el juramento del sobre de respuesta.
- Después de firmar, doble la solapa y selle la parte superior e inferior. Eso cubrirá su firma.

### 4. Envíe por correo o entregue su sobre de respuesta

- **Caja de entregas** – Deje su papeleta en una caja de entregas **segura—no se requiere** sello postal
- **Votar por correo** – Envíe su papeleta por correo para que sea registrado con el día de las elecciones o antes—no se requiere sello postal.
- **Centro de votación** – Entregue su papeleta en cualquier lugar de votación en el condado o en la oficina electoral local.

### ¿Cometió un error en su papeleta? ¿Tiene preguntas?

Para comunicarse con la oficina electoral local, visite [elections.maryland.gov](https://elections.maryland.gov). Haga clic en "Contact your Local Board of Elections" en la parte inferior de la página.

Shorter instructions only require a half-page per language.

When this is sent to voters, it is folded with the Spanish outward. We added a prominent note in the top corner for English readers.

A single-set of illustrations provides more room for the Spanish text.

12/15/2021 Version

# Two requests for ID information



# Two groups of voters are asked to provide ID information

## Group 1

Some voters have not yet been registered to vote.

These voters need to send in ID information **as soon as possible**, in a separate envelope, in order to allow time for confirmation with the MVA and with Social Security (if needed).

These voters could potentially be disenfranchised if they send in their ID information with their ballot, rather than sending it in advance.

These voters previously received an insert with their ballot package, but most did not respond with a separate envelope.

**Solution: Request for MD Driver's License or Social Security Number**

## Group 2

Other voters have been registered to vote, but the registration process turned up a discrepancy with their driver's license number or their social security number. These voters just need to confirm their identity by sending a photocopy of their ID.

These voters can include their ID information with their ballot.

Previously, these voters had "ID Required" printed on their ballot return envelopes; all voters were instructed to look for this notice on their envelopes and given instructions about how to respond. Voters were not always successful in following these instructions.

**Solution: Request for copy of your ID**

# Request for MD Driver's License or Social Security Number (for Group 1) (original)

REQUEST FOR MARYLAND DRIVER'S LICENSE OR SOCIAL SECURITY NUMBER	SOLICITUD DE LICENCIA DE CONDUCIR DE MARYLAND O NÚMERO DE SEGURO SOCIAL
<p>Please complete this form and mail the completed form immediately to the same address on the return envelope. You will not be registered to vote and your ballot will not be counted until this information is received.</p> <p>To complete your registration, you must provide a Maryland driver's license number or MVA-issued ID card number. If you do not have a Maryland driver's license or MVA-issued ID card, you must provide at least the last four digits of your social security number. If you do not have either number, you must indicate this below.</p> <p>Upon receipt of this information, election officials will attempt to verify with Motor Vehicle Administration or Social Security Administration the number you provide. If the number is verified, you will be registered to vote and your ballot will be canvassed. If the number cannot be verified, you will be asked to provide additional information before you are registered to vote and your ballot can be canvassed.</p> <p>Name as Registered (please print): _____</p> <p>Date of Birth: _____ Phone Number: _____</p> <p><input type="checkbox"/> I have a driver's license or MVA-issued identification card. My driver's license or MVA identification card number is: _____</p> <p><input type="checkbox"/> I do not have a driver's license or MVA-issued identification card, but I have a social security number. You are only required to provide the last 4 digits of your social security number. The last 4 digits of my social security number are: _____</p> <p><input type="checkbox"/> I do not have a driver's license, MVA-issued identification card, or a social security number.</p> <p>Please mail this form immediately to the same address on the return envelope.</p> <p>This form must be mailed separately from your voted ballot to preserve the secrecy of your ballot.</p>	<p>Por favor completar este formulario y enviarlo de inmediato por correo a la dirección que figura en el sobre de devolución. Usted estará registrado para votar y su voto será contado ÚNICAMENTE cuando esta información sea recibida. Usted no estará registrado para votar y su papeleta electoral de votante ausente no se contará hasta que esta información haya sido recibida.</p> <p>Para completar su inscripción, debe proporcionar un número de licencia de conducir de Maryland o número de tarjeta de identificación emitida por la MVA. Si no posee una licencia de conducir de Maryland o una tarjeta de identificación emitida por la MVA, debe proporcionar al menos los últimos cuatro dígitos de su número de seguro social. Si tiene uno de estos números, debe indicarlo abajo.</p> <p>Al recibir esta información, los funcionarios de elección intentarán verificar con la Administración de Vehículos y Motores (MVA) o la Administración de Seguro Social el número que usted proporcionó. Si el número es verificado, usted estará registrado para votar y se emitirá su papeleta electoral de votante ausente. Si no se puede verificar el número, se le solicitará que brinde más información antes de ser registrado para votar y antes de que su papeleta electoral de votante ausente pueda ser emitida.</p> <p>Nombre con el que fue registrado (por favor escribir en letra de molde): _____</p> <p>Fecha de nacimiento: _____</p> <p>Número de teléfono: _____</p> <p><input type="checkbox"/> Tengo licencia de conducir o tarjeta de identificación emitida por la MVA. Mi número de licencia de conducir o tarjeta de identificación de la MVA es: _____</p> <p><input type="checkbox"/> No tengo licencia de conducir ni tarjeta de identificación emitida por la MVA, pero tengo un número de seguro social. Solo se le exige que proporcione los últimos 4 dígitos de su número de seguro social. Los últimos 4 dígitos de mi número de seguro social son: _____</p> <p><input type="checkbox"/> No tengo licencia de conducir, tarjeta de identificación emitida por la MVA ni número de seguro social.</p> <p>Este formulario debe ser enviado inmediatamente a la dirección escrita en el sobre de devolución.</p> <p>Para conservar la privacidad de su voto, este formulario debe ser enviado por correo y POR SEPARADO de su papeleta de votación.</p>

2020 Version



# Final Request for MD Driver's License or Social Security Number - Bilingual

Form language and layout were revised for clarity.

The form section is a single column with both English and Spanish labels for each field.

Instruction text is laid out side-by-side separated by a vertical line.

11/22/2021 Version for PG County

# Request for copy of your ID (for Group 2) (original)

## 2. DOES YOUR MAILING ENVELOPE SAY ID REQUIRED?

YES. You must include a copy of a current and valid photo ID OR  
1 of the following that shows your current address and is no  
older than 3 months:

- current utility bill
- bank statement
- paycheck
- government check
- other government document that shows your name and address

NO. Move on to the next step.




For voters who were being asked to provide a copy of their ID along with their ballot, it was easy to miss the “ID Required” printed on their ballot return envelope, and so some did not provide the needed information.

Moreover, voters who saw these instructions but didn’t need them were potentially confused.

Excerpt from original version of the  
vote-by-mail instructions

# Final Request for copy of your ID - English

 **Request for copy of your ID**

---

**If you are seeing this paper, it means we need to see proof of your identity before we can process your ballot.**  
Please include your proof of identity in the return envelope for your ballot. You only need to send one form of ID. Pick one from the two lists below.

**You can send us a copy of a photo ID. Make sure it is current and valid.**

Pick one from this list:

- Maryland driver's license
- MVA ID card
- Student, employee, or military ID card
- U.S. passport
- or any other State or federal government-issued ID card

**If you don't have a copy of a photo ID, then you can send us a copy of one of these documents. Make sure your document was received less than three months ago.**

Pick one from this list:

- Current utility bill
- Bank statement
- Paycheck
- Government check
- Other government document that shows your name and address

**I will include proof of my identity with my ballot.**  
I can choose anything from the lists above.

**Sign here**

**Without proof of your identity, your ballot will not be processed.**

Title of the request makes it clear what voters are being asked to provide

Text moved from general instructions to become an insert provided only to voters who need it.

This way, only voters who need to see the instructions see them. Other voters are not confused.

Added a signature line. It isn't necessary, but it helps draw attention to the page.

01/31/2022 Version

# Final Request for copy of your ID - Bilingual



## Request for copy of your ID Solicitud de copia de su identificación

### If you are seeing this paper, it means we need to see proof of your identity before we can process your ballot.

Please include your proof of identity in the return envelope for your ballot. You only need to send one form of ID. Pick one from the two lists below.

#### You can send us a copy of a photo ID. Make sure it is current and valid.

Pick one from this list:

- Maryland driver's license
- MVA ID card
- Student, employee, or military ID card
- U.S. passport
- or any other State or federal government-issued ID card

### If you don't have a copy of a photo ID, then you can send us a copy of one of these documents. Make sure your document was received less than three months ago.

Pick one from this list:

- Current utility bill
- Bank statement
- Paycheck
- Government check
- Other government document that shows your name and address

### No se preocupe, pero necesitamos ver alguna prueba de su identidad antes de procesar su papeleta.

Incluya su prueba de identidad en el sobre de respuesta de su papeleta. Solo necesita enviar una forma de identificación. Elija uno de estas listas.

#### Puede enviarnos una copia de una identificación con foto. Asegúrese de que sea actual y válida.

Elija una de esta lista:

- Licencia de conducir de Maryland
- Tarjeta de identificación emitida por la MVA (administración de vehículos motores)
- Tarjeta de identificación de estudiante, empleado o militar
- Pasaporte de E.E.U.U.
- O cualquier otra tarjeta de identificación del gobierno estatal o federal

### Si no tiene una copia de una tarjeta de identificación con foto, puede enviarnos una copia de uno de los documentos de esta lista. Asegúrese de que su documento se haya recibido hace menos de tres meses.

Elija una de esta lista:

- Factura de pago por servicios públicos actual
- Estado de cuenta bancaria
- Recibo de sueldo
- Cheque del gobierno
- Otro documento del gobierno con su nombre y dirección

### I will include proof of my identity with my ballot. | Voy incluir confirmación de mi identidad con mi papeleta.

I can choose anything from the lists above. | Puedo elegir cualquier cosa de las listas anterior.

Sign here | Firmo aquí

Without proof of your identity, your ballot will not be processed. | Sin prueba de su identidad, su papeleta no será procesada.

Bilingual version:  
side-by-side instructions,  
single form section

11/22/2021 Version

# **Certificate of Person Assisting Voter**



# Before and After: Certificate of Assistance - English

**CERTIFICATION OF PERSON ASSISTING VOTER**

Please refer to the instructions accompanying the mail-in ballot, and print all information except signature. The oath on the envelope must be properly completed or the ballot will be rejected.

Under penalty of perjury, I hereby certify that the person named below, who is entitled to vote under the Election Law Article of the Annotated Code of Maryland or the Uniformed and Overseas Citizens Absentee Voting Act and who requires assistance in voting because of a disability or inability to read or write, has authorized me to mark the ballot and, if necessary, print his/her name, followed by my initials, on the line provided for the voter's signature on the envelope. I also certify that:

1. I am not a candidate on the voter's ballot.
2. I am not the voter's employer or an agent of the voter's employer.
3. I am not an officer or agent of the voter's union.
4. I assisted the voter named below in casting his/her vote.
5. I did not attempt to influence the voter to vote for or against any candidate or question appearing on the ballot.

Voter's Name: \_\_\_\_\_

Assistant's Information:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_


City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WARNING: Any person who is convicted of violating the voting law is subject to a fine of up to \$1,000, imprisonment for up to 2 years, or both. (Election Law Article, Section 9-312, Annotated Code of Maryland)**

2020 Version

 **Certification of Person Assisting Mail-in Voter**

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If someone helped you mark your ballot, then your helper or assistant must fill out this form. **If no one helped you**, do not use this form.

**Voter's assistant, complete this form**

Under penalty of perjury, I certify that this voter needed help with voting because he or she has a disability or is unable to read or write. The voter authorized me to mark their ballot. If the voter could not sign the voter's oath, I printed the voter's name and wrote my initials.

I also certify that:

- I am not a candidate on the voter's ballot.
- I am not the voter's employer or an agent of the voter's employer.
- I am not an officer or agent of the voter's union.
- I helped this voter to mark their ballot.
- **I did not try to influence the voter** to vote for or against any candidate or question appearing on the ballot.

Voter's Name \_\_\_\_\_

**Assistant's information**

Name \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_

**Assistant, sign and date here (Required)**


X	_____	Date _____
---	-------	------------

For the ballot to count, the oath on the envelope must be completed properly.

Any person who is convicted of violating the absentee voting law is subject to a fine of up to \$1,000, imprisonment for up to 2 years, or both. (Election Law Article, Section 9-132, Annotated Code of Maryland)

12/15/2021 Version

# Certificate of Assistance - English

 **Certification of Person Assisting Mail-in Voter**

---

If someone helped you mark your ballot, then your helper or assistant must fill out this form. **If no one helped you**, do not use this form.

**Voter's assistant, complete this form**

Under penalty of perjury, I certify that this voter needed help with voting because he or she has a disability or is unable to read or write. The voter authorized me to mark their ballot. If the voter could not sign the voter's oath, I printed the voter's name and wrote my initials.

I also certify that:

- I am not a candidate on the voter's ballot.
- I am not the voter's employer or an agent of the voter's employer.
- I am not an officer or agent of the voter's union.
- I helped this voter to mark their ballot.
- **I did not try to influence the voter to vote for or against any candidate or question appearing on the ballot.**

Voter's Name \_\_\_\_\_

**Assistant's information**

Name \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_

**Assistant, sign and date here (Required)**

<input checked="" type="checkbox"/>	_____	Date _____
-------------------------------------	-------	------------

For the ballot to count, the oath on the envelope must be completed properly.

Any person who is convicted of violating the absentee voting law is subject to a fine of up to \$1,000, imprisonment for up to 2 years, or both. (Election Law Article, Section 9-132, Annotated Code of Maryland)

**Main problem:** People fill out the form when it's not needed.

New instructions add additional cues about who needs to use the form

Explicit cues about what to do  
"If someone helped you"

OR  
"If no one helped you"

Bold text calls out information in the assistant's oath that the voter should be aware of

# Certificate of Assistance - Bilingual



## Certification of Person Assisting Mail-in Voter Certificación de la persona que ayude al votante por correo

If someone helped you mark your ballot, then your helper or assistant must fill out this form. **If no one helped you, do not use this form.**

### Voter's assistant, complete this form

Under penalty of perjury, I certify that this voter needed help with voting because he or she has a disability or is unable to read or write. The voter authorized me to mark their ballot. If the voter could not sign the voter's oath, I printed the voter's name and wrote my initials.

I also certify that:

- I am not a candidate on the voter's ballot.
- I am not the voter's employer or an agent of the voter's employer.
- I am not an officer or agent of the voter's union.
- I helped this voter to mark their ballot.
- **I did not try to influence the voter to vote for or against any candidate or question appearing on the ballot.**

Si alguien le ayudó a marcar su papeleta, su ayudante o asistente debe completar este formulario. **Si nadie le ayudó, no use este formulario.**

### Asistente del votante, complete este formulario

Bajo pena de falso testimonio, por la presente certifico que este votante necesitaba ayuda con este formulario porque tiene una discapacidad o no puede leer ni escribir. El votante me autorizó a completar este formulario. Si el votante no pudo firmar este formulario, imprimí el nombre del votante y escribí mis iniciales.

Certifico además que:

- No soy un candidato que figura en la papeleta del votante.
- No soy empleador del votante, ni agente del empleador del votante.
- No soy funcionario ni agente del sindicato del votante.
- He asistido a este votante a marcar su papeleta.
- **No he tratado de influir en la decisión del votante** para que vote a favor o en contra de ningún candidato o pregunta que aparece en la papeleta electoral.

Voter's name  
Nombre con el que usted fue registrado \_\_\_\_\_

### Assistant's information | Información de la persona que asistió al votante

Name \_\_\_\_\_ Phone number \_\_\_\_\_  
Nombre \_\_\_\_\_ Número de teléfono \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Domicilio \_\_\_\_\_ Ciudad \_\_\_\_\_ Estado \_\_\_\_\_ Código postal \_\_\_\_\_

### Assistant, sign and date here (Required) | Asistente, firme y coloque la fecha aquí (obligatoria)

\_\_\_\_\_ Date | Fecha \_\_\_\_\_

For the ballot to count, the oath on the envelope must be completed properly | Para que cuente el voto, el juramento en el sobre debe ser rellenado correctamente.

Any person who is convicted of violating the absentee voting law is subject to a fine of up to \$1,000, imprisonment for up to 2 years, or both. (Election Law Article, Section 9-132, Annotated Code of Maryland)

Cualquier persona condenada por violar las leyes de votante, será multada con un máximo de \$1,000, prisión de hasta 2 años, o ambos. (Artículo de la Ley Electoral, Sección 9-312, Código Comentado de Maryland)

Bilingual version uses side-by-side for instructions, shared single column for form section

11/22/2021 Version

# Ballot drop-off list - English (before and after)

**Maryland State Board of Elections**

**Montgomery County - Ballot Drop Off Locations for the 2020 Presidential General Election**

You can return your ballot by mail or you can drop off your completed, voted ballot at a drop box location in Montgomery County.

Simply place your completed ballot in the return envelope, sign the oath on the envelope, seal the return envelope and take it to a drop off box in the county.

Ballot drop off boxes will be delivered at different times. The drop boxes will be available through Tuesday, November 2<sup>nd</sup>. Your ballot must be dropped off by 8 pm on Tuesday, November 3<sup>rd</sup>.

Please make sure your oath is signed on the return envelope or the ballot will not count.

Ballot drop off boxes are monitored and secured by trained election officials. Ballots are retrieved from the boxes at least twice daily by election officials. The drop off boxes are the property of the United States Postal Service. If you have any questions, please contact your local election office.

This list may be updated to include new drop box locations as they become available. For location updates, go to [elections.maryland.gov/2020](https://elections.maryland.gov/2020)

**Montgomery County**  
These locations are available for use now

Montgomery County Board of Elections  
18753 North Frederick Avenue  
Gaithersburg, MD 20879

Activity Center at Balzers Park  
506 South Frederick Avenue  
Gaithersburg, MD 20877  
Cal. Zadak Magruder High School  
5239 Manchester Mill Road  
Rockville, MD 20855  
Bannock Community Recreation Center  
25220 Oak Drive  
Damascus, MD 20872  
Executive Office Building  
101 Monroe Street  
Rockville, MD 20850  
Germanatown Community Recreation Center  
18905 Kingsview Road  
Germantown, MD 20874  
Jane E. Lavron Community Recreation Center  
4301 Willow Lane  
Chevy Chase, MD 20815  
Marylyn I. Pralauer Community Recreation Center  
14906 Old Columbia Pike  
Burtonsville, MD 20866

City of Rockville  
113 Maryland Avenue  
Rockville, MD 20850  
(City Hall Parking Lot)

Mid County Community Recreation Center  
2004 Queenswood Road  
Silver Spring, MD 20906  
Montgomery Blair High School  
51 University Boulevard East  
Silver Spring, MD 20901  
Montgomery Co. Conference Center, Marriott Bethesda North  
5907 Executive Boulevard  
North Bethesda, MD 20852  
Nancy H. Dazack N. Potomac Community Recreation Center  
13850 Travilah Road  
Rockville, MD 20850  
Poolesville High School  
17501 West Willard Road  
Poolesville, MD 20837  
Potomac Community Recreation Center  
11115 Falls Road  
Potsdam, MD 20854  
Sandy Spring Volunteer Fire Department  
17921 Brooke Road  
Sandy Spring, MD 20866

Silver Spring Civic Building  
1 Veterans Place  
Silver Spring, MD 20910  
Springbrook High School  
201 Valley Brook Drive  
Silver Spring, MD 20904  
Walk Whitman High School  
7100 Whittier Boulevard  
Bethesda, MD 20817  
Watkins Mill High School  
10301 Apple Ridge Road  
Gaithersburg, MD 20879  
Whetson High School  
12403 Dulwood Drive  
Silver Spring, MD 20906  
Whetson Park Community Recreation Center  
3730 April Lane  
Silver Spring, MD 20904  
Whetson Library & Community Recreation Center  
11701 Georgia Avenue  
Whetson, MD 20902

See other side for additional drop box locations and availability

This location will be available for use by October 1<sup>st</sup>

Takoma Park Community Center  
7500 Maple Avenue  
Takoma Park, MD 20912

These locations will be available for use by October 15<sup>th</sup> - 17<sup>th</sup>

Albert Einstein High School  
11135 Newport Mill Road  
Kensington, MD 20895

Richard Montgomery High School  
4301 East-West Highway  
Rockville, MD 20814

Clarkburg High School  
22500 Wino Road  
Clarkburg, MD 20871

Damascus High School  
25921 Ridge Road  
Damascus, MD 20872

Gaithersburg High School  
101 Education Boulevard  
Gaithersburg, MD 20877

James Hubert Blake High School  
300 Norwood Road  
Silver Spring, MD 20905

John F. Kennedy High School  
1901 Randolph Road  
Silver Spring, MD 20902

Northwest High School  
13300 Gaithersburg Road  
Potsdam, MD 20854

Walter Johnson High School  
6400 Rock Spring Drive  
Bethesda, MD 20814

Winston Churchill High School  
11300 Gaithersburg Road  
Potsdam, MD 20854

Edmondson High School 400  
501 N School Avenue  
Baltimore, MD 21229

Orlov Park @ Camden Yards  
333 W Camden Street  
Baltimore, MD 21201

Paul Laurence Dunbar High School 414  
1400 Orleans Street  
Baltimore, MD 21231

Public Safety Training Center  
500 W Northern Parkway  
Baltimore, MD 21215

Page 2 - Montgomery County

**Maryland**  
Ballot Drop Off Locations

**About ballot drop off locations**

You can return your ballot by mail. Or you can drop off in person at one of the drop off locations in your county. Use this sheet to find the closest drop off location.

**Ballot drop off boxes are secure**

Ballot drop off boxes are very secure. No one has access to the drop off boxes except for trained election officials. Ballots are picked up from the boxes every day by election officials. The drop off boxes are the property of the United States Postal Service. If you have questions, contact your local election office.

**Before you return your ballot**

Make sure that the return envelope for your ballot is sealed and that the oath is signed before returning it. Find your nearest drop off location below. This list may be updated to include new drop off locations as they become available. For location updates, visit [elections.maryland.gov/2020](https://elections.maryland.gov/2020).

**Baltimore City ballot drop off locations**

These locations are available for use now

Baltimore City Board of Elections  
417 E Fayette Street  
Baltimore, MD 21202

These locations will be available for use by June 1, 2022

Achievement Academy at Harbor City High School 413  
2201 Pinewood Avenue  
Baltimore, MD 21214

BCCU - Liberty Heights Campus  
1500 Emis Street  
Baltimore, MD 21215

Holabird Academy 229  
1700 E Gales Spring Lane  
Baltimore, MD 21251

Morgan State University (East Campus)  
1700 E Gales Spring Lane  
Baltimore, MD 21251

See other side for more ballot drop off locations

These locations will be available for use by June 15, 2022

Cross Country at Northwestern School 247  
6500 Park Heights Avenue  
Baltimore, MD 21215

Mount Pleasant Church and Ministries  
6500 Batsche Avenue  
Baltimore, MD 21206

Reach Partnership School  
341  
2555 Harford Road  
Baltimore, MD 21218

Academy for College and Career Exploration School  
427  
1100 W 36th Street  
Baltimore, MD 21211

Dickey Hill Elem/Mid School  
201  
5025 Dickey Hill Road  
Baltimore, MD 21207

Digital Harbor High School  
416  
1100 Conington Street  
Baltimore, MD 21230

Forest Park High School 465  
3701 Eborado Avenue  
Baltimore, MD 21207

Harlem Elementary School  
54  
2000 Barclay Street  
Baltimore, MD 21218

Benjamin Franklin High School at Masonville Cove  
239  
1201 Cantoria Street  
Baltimore, MD 21229

Frederick Douglas High School 450  
2201 Gaymans Falls Parkway  
Baltimore, MD 21217

Hamilton Elementary School  
276  
8101 Old Harford Road  
Baltimore, MD 21214

Hampden Elementary School  
59  
3608 Choptank Avenue  
Baltimore, MD 21211

Loch Walk Elem/Mid School  
245  
3915 Glenmor Road  
Baltimore, MD 21239

New Era Academy  
2700 Seamon Avenue  
Baltimore, MD 21225

Original - Montgomery County

12/15/2021 Version

# Ballot drop-off list - Bilingual (before and after)

## Junta Electoral del Estado de Maryland

Condado de Montgomery – Ubicaciones de entrega de papeletas para las elecciones generales presidenciales de 2020

Puede devolver su papeleta por correo o puede dejar su papeleta debidamente llenada y votado en una ubicación de buzón de entrega en Montgomery County.

Simplemente coloque su papeleta debidamente llenada en el sobre de devolución, firme el juramento en el sobre, selle el sobre de devolución y llévalo a un buzón de entrega en el condado.

Los buzones de entrega de papeletas se entregarán en diferentes momentos. Los buzones de entrega estarán disponibles hasta el martes 3 de noviembre. Su papeleta debe ser entregada antes de las 8 pm del martes 3 de noviembre.

Asegúrese de que su juramento esté firmado en el sobre de devolución o la papeleta no contará.

Los buzones de entrega de papeletas son monitoreados y asegurados por funcionarios electorales de confianza. Las papeletas son retiradas de los buzones al menos dos veces al día por los funcionarios electorales. Los buzones de entrega no son propiedad del Servicio Postal de los Estados Unidos. Si tiene alguna pregunta, comuníquese con su oficina electoral local.

Esta lista se puede actualizar para incluir nuevas ubicaciones de buzones de entrega a medida que estén disponibles. Para obtener actualizaciones de ubicaciones, vaya a [elections.maryland.gov/2020](https://elections.maryland.gov/2020)

### Condado de Montgomery

#### Estas ubicaciones ya están disponibles

Montgomery County Board of Elections	City of Rockville 111 Maryland Avenue Rockville, MD 20850	Executive Office Building 101 Monroe Street Rockville, MD 20850
18753 North Frederick Avenue Gaithersburg, MD 20879	Rockville, MD 20850 (Estacionamiento de la Municipalidad)	

#### Estas ubicaciones estarán disponibles para su uso entre el 28 al 30 de septiembre

Activity Center at Bolser Park 506 South Frederick Avenue Gaithersburg, MD 20877	Mid-County Community Recreation Center 2004 Queensguard Road Silver Spring, MD 20906	Silver Spring Civic Building 1 Veterans Place Silver Spring, MD 20910
Clarksburg High School 22500 Wims Road Clarksburg, MD 20871	Montgomery Blair High School 51 University Boulevard East Silver Spring, MD 20901	Springbrook High School 201 Valley Brook Drive Silver Spring, MD 20904
Col. Zadok Magruder High School 5939 Muncaster Mill Road Rockville, MD 20855	Montgomery Co. Conference Center, Marriott Bethesda North 5967 Executive Boulevard North Bethesda, MD 20852	Walt Whitman High School 7100 Whittier Boulevard Bethesda, MD 20817
Damascus Community Recreation Center 25520 Oak Drive Damascus, MD 20872	Nancy H. Dacek N. Potomac Community Recreation Center 13850 Travilah Road Rockville, MD 20850	Watkins Mill High School 10301 Apple Ridge Road Gaithersburg, MD 20879
Germantown Community Recreation Center 18905 Kingsview Road Germantown, MD 20874	Wheaton High School 12401 Dalewood Drive Silver Spring, MD 20906	Wheaton Library & Community Recreation Center 11701 Georgia Avenue Bethesda, MD 20902
Jane E. Lawton Community Recreation Center 4301 Willow Lane Chevy Chase, MD 20815	Poolesville High School 17501 West Willard Road Poolesville, MD 20837	White Oak Community Recreation Center 1700 April Lane Silver Spring, MD 20904
Marilyn J. Praisner Community Recreation Center 14906 Old Columbia Pike Burtonsville, MD 20866	Potomac Community Recreation Center 11315 Falls Road Potomac, MD 20854	Sandy Spring Volunteer Fire Department 17921 Brooke Road Sandy Spring, MD 20860

Información adicional en la parte de atrás



Maryland

### Ballot Drop Off Locations

Ubicaciones de cajas de entrega seguras de papeletas

#### About ballot drop off locations | Ubicaciones de cajas de entrega

You can return your ballot by mail. Or you can drop it off in person at one of the drop off locations in your county. Use this sheet to find the closest drop off location.

#### Ballot drop off boxes are secure

Ballot drop off boxes are very secure. No one has access to the drop off boxes except for trusted election officials. Ballots are picked up from the boxes every day by election officials. The drop off boxes are not the property of the United States Postal Service. If you have questions, contact your local election office.

#### Before you return your ballot

Make sure that the return envelope for your ballot is sealed and that the oath is signed before returning it. Find your nearest drop off location below. This list may be updated to include new drop off locations as they become available. For location updates, visit [elections.maryland.gov/2022](https://elections.maryland.gov/2022).

Puede devolver su papeleta por correo. O puede dejar su papeleta en uno de los lugares de entrega en su condado. Utilice esta lista para encontrar el lugar de entrega más cercano.

#### Las cajas de entrega de papeletas son seguras

Las cajas de entrega de papeletas son muy seguras. Los funcionarios electorales de confianza sólo tienen acceso a las cajas de entrega. Los funcionarios electorales recogen las papeletas de las cajas de entrega todos los días. Las cajas de entrega no pertenecen al servicio postal de los Estados Unidos. Si tiene preguntas, puede comunicarse con la oficina electoral local.

#### Antes de entregar su papeleta

Asegúrese que el sobre de respuesta esté sellado y que su juramento esté firmado antes de entregarlo. Se puede usar esta lista para encontrar el lugar de entrega más cercano. Esta lista se actualizará cuando haya nuevas ubicaciones de entrega disponibles. Para actualizaciones de ubicación, visite [elections.maryland.gov/2022](https://elections.maryland.gov/2022).

#### Ballot drop off locations | Cajas de entrega

Prince George's County Board of Elections  
1100 Mercantile Lane, Suite 115A  
Largo, MD 20774

Southern Regional Technology and Recreation Complex  
7007 Back Rd  
Fort Washington, MD 20744

Crossland High School  
6901 Temple Hill Rd  
Camp Springs, MD 20748

Temple Hills Community Center  
5300 Temple Hill Rd  
Temple Hills, MD 20748

See other side for more ballot drop off locations | El otro lado tiene más ubicaciones de cajas de entrega


12/15/2021 Version - Maryland

Original - Montgomery County



**NEW: Permanent  
Mail-in Voter List  
Confirmation Letter**

# Permanent mail-in list confirmation letter

 **You're on the Permanent Mail-in Ballot List**

Valentina Q. Voter  
5678 Seventh Ave, Apt 9863  
City, MD 99999-1278

Dear Valentina Voter,

Thank you for being a Maryland voter! Your ballot will arrive 30-45 days before the election. You can check the status of your ballot at [voterservices.elections.maryland.gov/VoterSearch](https://voterservices.elections.maryland.gov/VoterSearch).

Please check your information below for accuracy

Review your information below on the left. **If it is accurate, do nothing.** If you need to update your information, use the boxes on the right. Then mail it back by the deadline.

**Your residential address:**  
1234 House Drive  
Newtown, MD 12345

**Update my residential address:**

**You want your ballot sent to you by:**  
MAIL

**Update my ballot delivery method (choose 1):**  
 Mail  Email to print at home  Fax

**You want your ballot sent to you by MAIL at this delivery address:**  
PO Box 1234  
Othertown, MD 54321

**Update my delivery address/email/fax:**

**Your political party:**  
Whig

**Update my political party:**

**no longer wish to be on the permanent mail-in ballot list**

If you updated your information, return it by 09/14/2023 to:  
Hamilton County Election Office  
1234 Liberty Street  
Hamilton, MD 19123

Maryland State Board of Elections | (410) 269-2840 | [www.elections.maryland.gov](https://www.elections.maryland.gov)  
151 West Street, Ste. 200, P.O. Box 6486, Annapolis, MD 21401

Wrote and drafted a confirmation letter for when voters sign up for the new permanent mail-in ballot list. This letter will be sent to voters in advance of an upcoming election so that they can update their information as needed.

QR code directs voters to the online portal to update their information more quickly

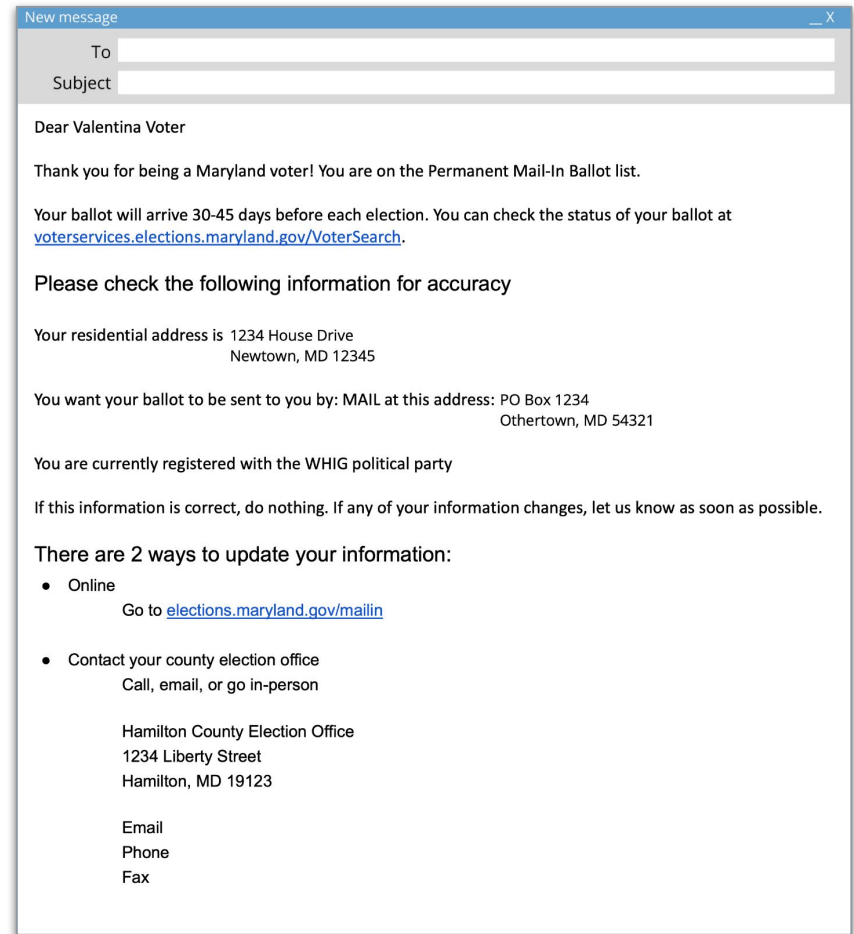
Space provided for voters to write in any changes to their permanent mail-in list information

Voters have the option to take themselves off of the permanent mail-in list

12/15/2021 Version

# Email

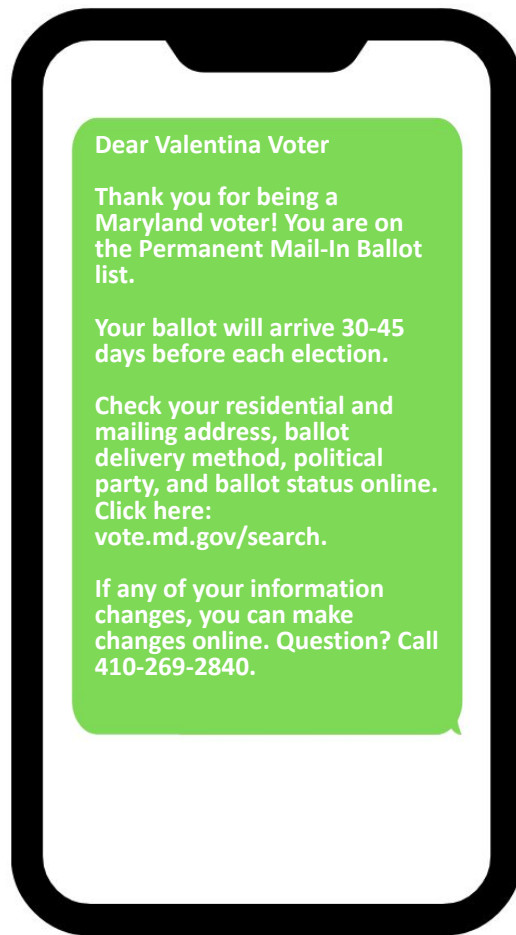
Email version directs voters to the online voter services tool to make updates to their information





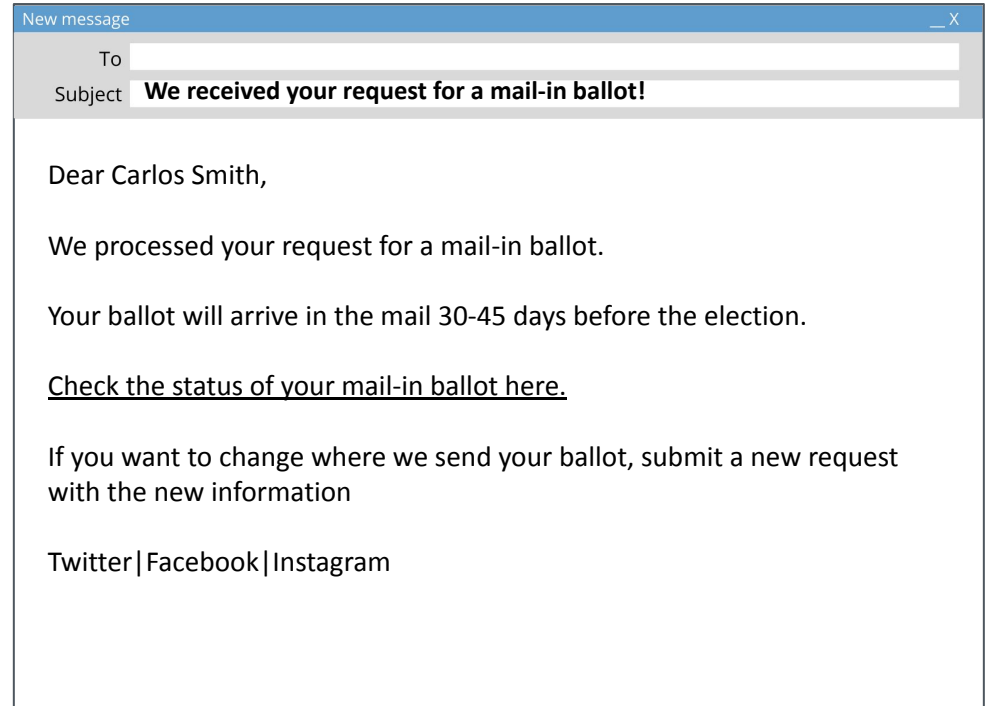
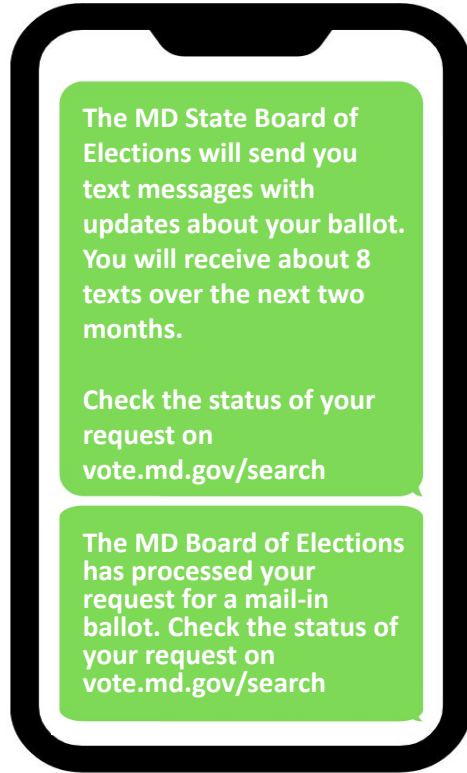
# Text

Text version directs voters to the online voter services tool to make updates to their information

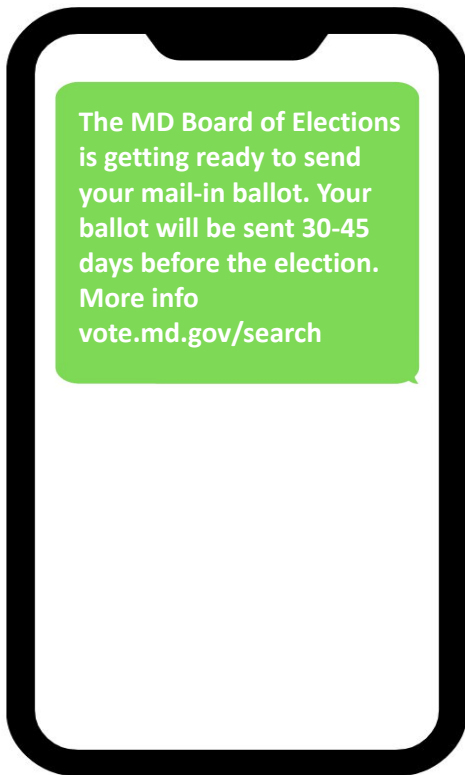


**Ballot tracking  
messages (email and  
text)**

# Request received



# Ballot on the way



New message \_\_x


To

Subject **We're getting your ballot ready!**

Dear Jun Smith,

Good news! We're getting ready to send your ballot.

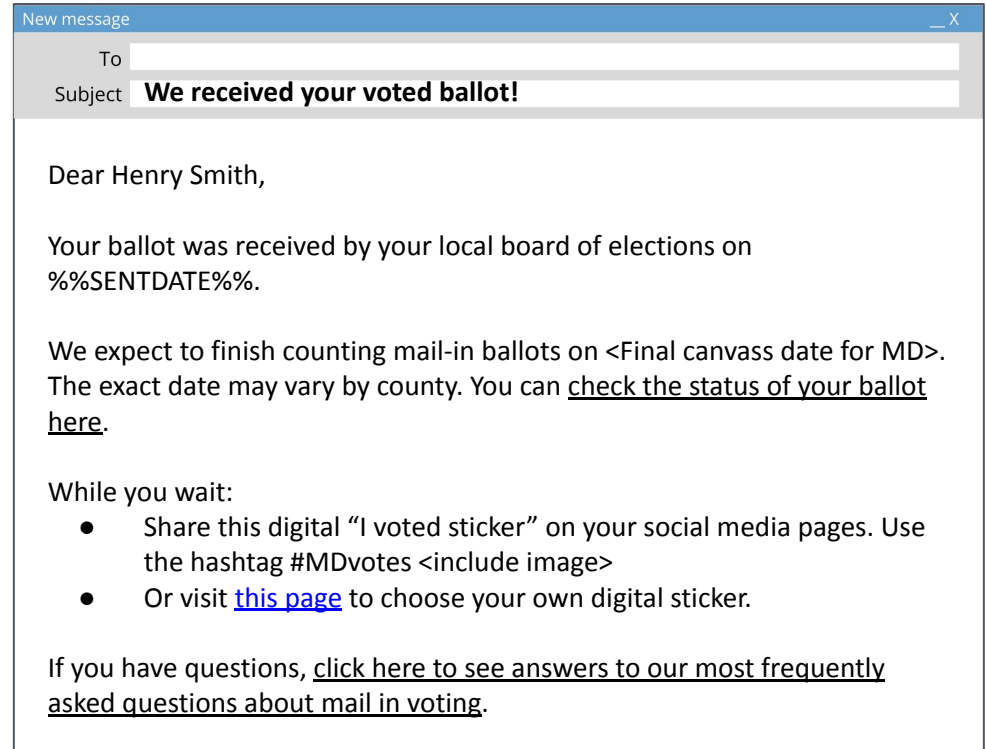
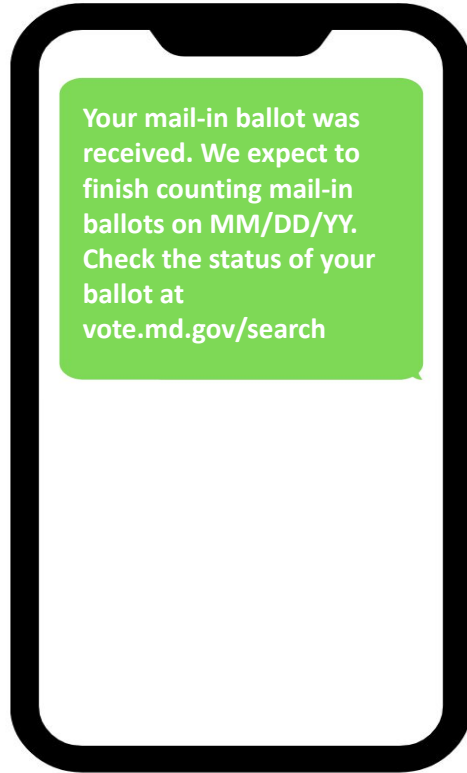
**Next steps**

1. Look for an envelope with a yellow stripe and the official election mail logo.  
  
It may take about a week for your ballot to arrive. Once it's in the mail, you can track your ballot [here](#).
2. When you get it, mark your ballot and return it as soon as you can.
3. Return your ballot:
  - a. **By mail.** Make sure that it's postmarked by <Election Date>
  - b. **At a ballot drop box in your county.** [Find the nearest drop box here.](#)
  - c. **In person.** Take your ballot to your local board of elections' office. [Find the address here.](#)

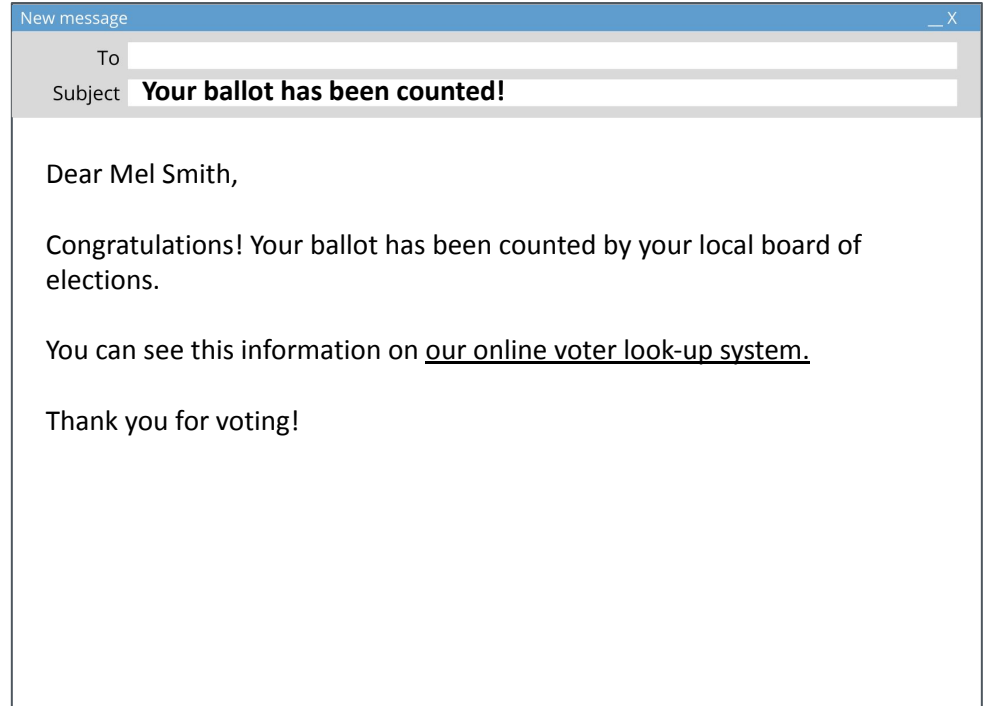
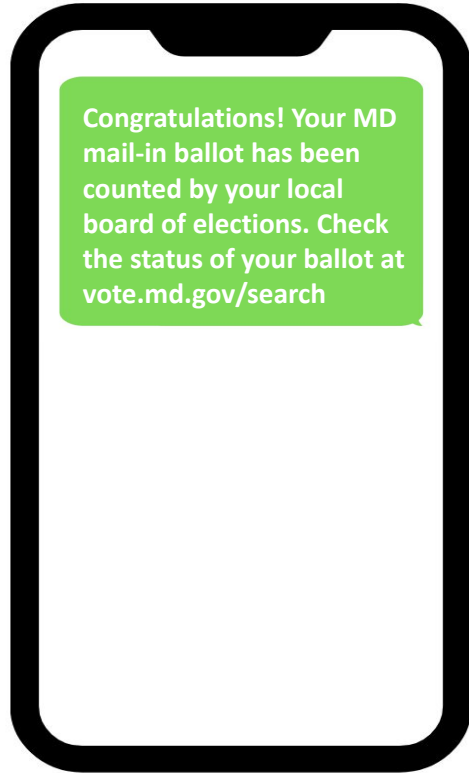
If you change your mind and you want to vote in person instead, you must complete a form to [vote a provisional ballot](#). Provisional ballots are counted after the local board of elections confirms that the voter did not return another ballot.

If you have questions, [click here to see answers to our most frequently asked questions about mail-in voting.](#)

# Voted ballot returned to LBE



# Ballot counted



# Additional proposed text messages

<p>Request approved but ID required</p>	<p><i>Characters: 159</i></p> <p>The MD Board of Elections could not verify your ID. You need to send a copy of your ID when you send back your mail-in ballot. More info <a href="https://vote.md.gov/MDvotes22">vote.md.gov/MDvotes22</a></p>
<p>Ballot on the way (when they all start going out)</p>	<p><i>Characters: 146</i></p> <p>Your MD mail-in ballot will be delivered soon. Look for an envelope with a blue stripe and an election mail logo. Questions? <a href="https://vote.md.gov/MDvotes22">vote.md.gov/MDvotes22</a></p>
<p>1 week later or when ballots have arrived in homes</p>	<p><i>Characters: 154</i></p> <p>Your MD mail-in ballot will arrive soon! Make sure you fill it out and return it before MM/DD/YY. There are 3 ways to return it. See <a href="https://vote.md.gov/MDvotes22">vote.md.gov/MDvotes22</a></p>
<p>How to return ballot (could be triggered by someone typing RETURN or another auto-conversation queue)</p>	<p><i>Characters: 153</i></p> <p>You have 3 ways to return your ballot:</p> <ul style="list-style-type: none"><li>- By mail (postmark by MM/DD/YY)</li><li>- At a ballot drop box (by 8pm)</li><li>- In person at your local board of elections' office</li></ul>

<p>3 days before the election (if ballot hasn't been received by LBE yet)</p>	<p><i>Characters: 144</i></p> <p>The deadline to return your MD mail-in ballot is in 3 days. Mail it so it is postmarked by MM/DD/YY. Or put it in a dropbox before 8pm on MM/DD.</p>
<p>Election Day (if ballot hasn't been received by LBE yet)</p>	<p><i>Characters: 147</i></p> <p>Today is the last day to return your MD mail-in ballot. Mail it. Or put it in a dropbox before 8pm. Find your closest dropbox <a href="https://vote.md.gov/MDvotes22">vote.md.gov/MDvotes22</a></p>
<p>If an ID is required (could be sent every time another text goes out for those on the ID required list?)</p>	<p><i>Characters: 138</i></p> <p>Remember to send a copy of your ID along with your MD mail-in ballot. You can put it in the same envelope. More info <a href="https://vote.md.gov/MDvotes22">vote.md.gov/MDvotes22</a></p>
<p>Ballot not counted because of missing signature - can be cured</p>	<p><i>Characters: 157</i></p> <p>Your signature was missing from your mail-in ballot. Go sign your ballot at your local election office so that it can count. More info: <a href="https://vote.md.gov/MDvotes22">vote.md.gov/MDvotes22</a></p>
<p>Ballot not counted - can't be cured</p>	<p><i>Characters: 122</i></p> <p>We were unable to count your MD mail-in ballot because we could not verify your signature. More info <a href="https://vote.md.gov/MDvotes22">vote.md.gov/MDvotes22</a></p>



**URLs**

# URLs

**Main problem: current URLs are too long.** Voters can easily mistype them or not pay attention. We strongly recommend adopting shorter urls. As a temporary measure, SBE made bit.ly links with custom endings which were used for the PG Special election and the request form mailing in early 2022. Moving forward, there are new vote.md.gov short links. We recommend that the SBE compile an expanded list of short links and send them to GOTV organizations to help with consistent messaging, as well as use these in social media and other voter education materials.

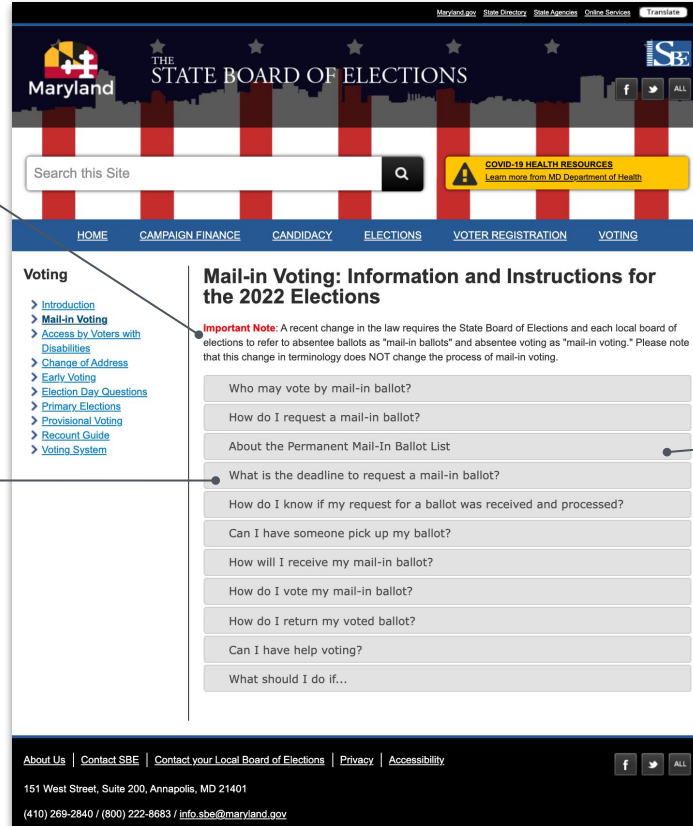
Source	Temporary Bit.ly	New vote.md.gov short links
Voter lookup	bit.ly/StatusSearch	vote.md.gov/search
2022 page	bit.ly/MDvotes22	vote.md.gov/MDvotes22
Provisional voting	none	vote.md.gov/ProvisionalVote
LBE list	bit.ly/LBElist	vote.md.gov/LBElist
Designation of agent form - Spanish	bit.ly/AgentSpanish	vote.md.gov/AgentSpanish
Designation of agent form - English	bit.ly/MDagent	vote.md.gov/MDagent
Voter registration and mail-in ballot olvr	bit.ly/NeedBallot	vote.md.gov/VoterSvc
Mail-in ballot request	bit.ly/NeedBallot	vote.md.gov/NeedBallot

# Mail-in Voting page on Website

# Current Mail-in Voting page on the website

Deadlines and other critical information is not immediately visible

No visual queue to show if the accordion is open or closed



Single list of questions instead of grouped into related categories

# Proposed changes to the webpage

Add the deadlines to the top of the page so that voters can find them immediately

Reorganize the page to create groupings around a limited number of main questions

Add buttons to the top of the page to allow voters to jump quickly to portion of the page that is most relevant to them

## Mail-in Voting

Mail-in voting is also known as absentee voting in Maryland.

### Deadlines for the 2022 Primary Election

Tuesday, June 21, 2022 - Deadline to request a mail-in ballot if you want to receive your ballot by mail or fax

Friday, June 24, 2022 - Deadline to request a mail-in ballot if you want to receive your ballot by email

Tuesday, June 28, 2022 at 8pm - Deadline to return your mail-in ballot

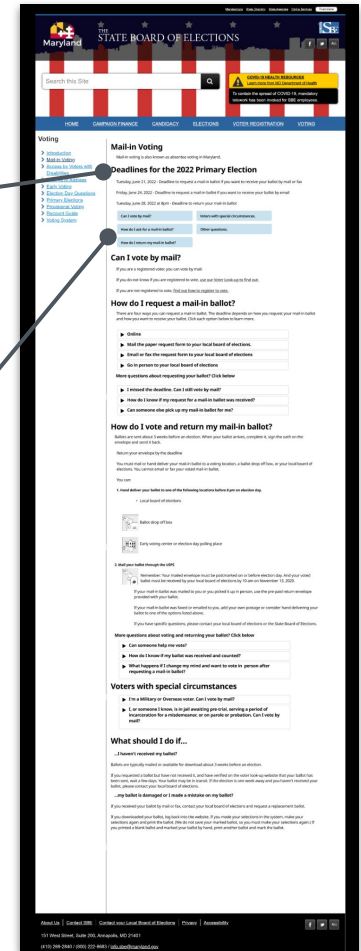
Can I vote by mail?

Voters with special circumstances.

How do I ask for a mail-in ballot?

Other questions.

How do I return my mail-in ballot?



# Proposed changes to the webpage

Make the page easier to scan by changing how accordions are used.

Instead of hiding all of the page's text inside of accordions, place information that everyone needs outside of the accordions.

Then, use accordions to allow voters to quickly scan through a list of options. They can expand the ones that seem relevant, and easily skip the ones that they aren't interested in.

## How do I request a mail-in ballot?

There are four ways you can request a mail-in ballot. The deadline depends on how you request your mail-in ballot and how you want to receive your ballot. Click each option below to learn more.

▶ **Online**

▶ **Mail the paper request form to your local board of elections.**

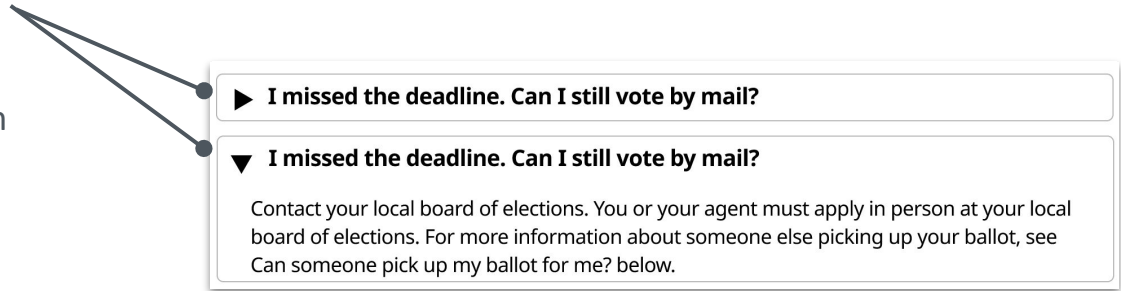
▶ **Email or fax the request form to your local board of elections**

▶ **Go in person to your local board of elections**

# Proposed changes to the webpage

Add arrows or carrots to the accordion buttons to show when they are open or closed

Make the background color of the accordion boxes a lighter grey to increase contrast

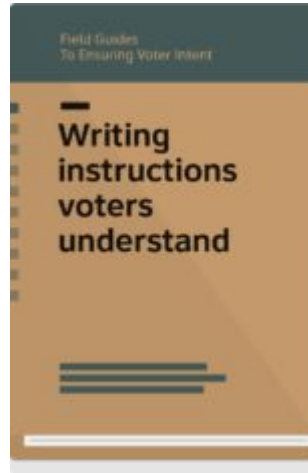


# Proposed changes to the webpage

Use plain language to condense text. (Simplify and shorten sentences, use bullet points, etc.)

- Write short sentences with one idea per sentence
- Use short, simple everyday words
- Write in active voice
- Be positive. Tell voters what to do rather than what not to do.
- Use bullets or numbered lists

For more best practices on plain language, see the Center for Civic Design's **Field Guides to Ensuring Voter Intent Vol. 2 Writing instructions voters understand**





# Conclusion

# Further recommendations

Based on our work updating vote by mail materials, we have identified a list of recommendations to keep in mind when updating other voter facing materials including forms:

- Build trust and recognizability by consistent visual details including a logo in the header and using consistent fonts
- Put bilingual translations side-by-side whenever possible so that bilingual voters can easily refer to instructions in both languages
- Use short urls that include .gov to make it easy for voters to correctly type in url
- Always test new materials in all languages that the materials will be provided in
- Rename forms and other materials so that the name clearly communicated the purpose of the form in plain language

**For more information:**

**Kathryn Summers**, [ksummers@ubalt.edu](mailto:ksummers@ubalt.edu)

**Tasmin Swanson**, [tasmin@civicdesign.org](mailto:tasmin@civicdesign.org)

**Sean Isamu Johnson**, [sean@civicdesign.org](mailto:sean@civicdesign.org)



Donna Duncan -SBE- &lt;donna.duncan@maryland.gov&gt;

## MGA Tracking: For Tracking list: All - 03/09/2022 02:00 a.m.

1 message

no-reply@mlis.state.md.us &lt;no-reply@mlis.state.md.us&gt;

Wed, Mar 9, 2022 at 2:00 AM

To: donna.duncan@maryland.gov

Current Status 2022 Regular Session - For Tracking list: All (All Bills) - Created on: 03/09/2022 02:00 a.m.

Number/ Chapter (Cross File) Total: 153	Title	Primary Sponsor	Status	Original House Committee(s) and Hearing Dates	Opposite House Committee(s) and Hearing Dates
HB0001	Constitutional Amendment - Cannabis - Adult Use and Possession	Delegate Clippinger	First Reading Finance	Judiciary 2/14/2022 - 10:00 a.m.	Finance
HB0005 (SB0107)	State Government - State and Local Government Employees and Contractors - Cybersecurity Training	Delegate Krimm	Hearing 3/01 at 1:30 p.m.	Health and Government Operations 3/1/2022 - 1:30 p.m.	
HB0017	Campaign Finance – Recurring Contributions and Donations – Requirements	Delegate Palakovich Carr	First Reading Education, Health, and Environmental Affairs	Ways and Means 1/19/2022 - 1:00 p.m.	Education, Health, and Environmental Affairs
HB0030 (SB0329)	Election Law – Polling Sites – Firearms Prohibitions	Delegate Henson	Hearing 1/19 at 1:00 p.m.	Ways and Means 1/19/2022 - 1:00 p.m.	
HB0035 (SB0158)	Election Law - Voting Systems Costs, Polling Places, and Primary Election Date - Requirements	Delegate Palakovich Carr	Second Reading Passed with Amendments	Ways and Means 2/1/2022 - 1:00 p.m.	
HB0042	Municipal Incorporation – County Commissioners or County Council – Required Consideration of Referendum Request	Delegate Lisanti	Hearing 1/18 at 1:00 p.m.	Environment and Transportation 1/18/2022 - 1:00 p.m.	
HB0059	Ethics – Local Governments – Registration of Lobbyists	Delegate Carr	Second Reading Passed with Amendments	Environment and Transportation 1/20/2022 - 1:00 p.m.	
HB0065	Election Law – Early Voting Centers – Bus Stops	Delegate Crosby	Unfavorable Report by Ways and Means; Withdrawn	Ways and Means	
HB0074 (SB0030)	Courts - Jury Service - Disqualification	Delegate Fisher, W.	Hearing 1/19 at 1:00 p.m.	Judiciary 1/19/2022 - 1:00 p.m.	
HB0093	Candidates for Offices of Municipalities and Common Ownership Communities - Reports of Donations and Disbursements	Delegate Terrasa	Hearing 1/25 at 1:00 p.m.	Ways and Means 1/25/2022 - 1:00 p.m.	
HB0099	Election Law – Absentee Ballots – Signature Requirements and	Delegate Long	Hearing 1/25 at 1:00 p.m.	Ways and Means 1/25/2022 - 1:00	

	Verification			p.m.	
HB0113	Elections - In-Person Voting - Proof of Identity	Delegate Long	Hearing 1/25 at 1:00 p.m.	Ways and Means 1/25/2022 - 1:00 p.m.	
HB0152	Public Advocate Act of 2022	Delegate Stewart	Hearing 1/25 at 2:30 p.m.	Health and Government Operations 1/25/2022 - 2:30 p.m.	
HB0160	Election Law – Party and Elected Public Offices – Prohibition	Delegate Boyce	Hearing 1/13 at 1:00 p.m.	Ways and Means 1/13/2022 - 1:00 p.m.	
HB0163 (SB0373)	Public Information Act - Required Denials - Sociological Information and Distribution Lists	Delegate Carr	First Reading Education, Health, and Environmental Affairs	Health and Government Operations 1/18/2022 - 2:30 p.m.	Education, Health, and Environmental Affairs
HB0169	Elections – Voter Registry – Notification and Removal of Deceased Individuals	Delegate Hartman	Unfavorable Report by Ways and Means; Withdrawn	Ways and Means	
HB0181	Declaration of Rights - Religious Freedom, Religious Tests, and Oaths and Affirmations	Delegate Hill	Unfavorable Report by Health and Government Operations; Withdrawn	Health and Government Operations	
HB0201 (SB0284)	Election Law – Voter Registration Drive – High Schools	Delegate Kelly	Unfavorable Report by Ways and Means; Withdrawn	Ways and Means	
HB0212	Election Law - Signature Verification of Absentee Ballots and Absentee Ballot Applications and Ballot Canvassing	Delegate Parrott	Unfavorable Report by Ways and Means	Ways and Means 2/1/2022 - 1:00 p.m.	
HB0235	Open Meetings Act - Definition - Administrative Function	Delegate Carr	Hearing 1/25 at 2:30 p.m.	Health and Government Operations 1/25/2022 - 2:30 p.m.	
HB0240	Montgomery County – Board of Education – Membership MC 16–22	Montgomery County Delegation	Hearing 2/03 at 1:00 p.m.	Ways and Means 2/3/2022 - 1:00 p.m.	
HB0241	Montgomery County - Damascus - Alcoholic Beverages - Class B Beer, Wine, and Liquor License Referendum MC 12-22	Montgomery County Delegation	Hearing 2/21 at 1:00 p.m.	Economic Matters 2/21/2022 - 1:00 p.m.	
HB0246	Open Meetings Act – Notices, Closed Sessions, and Minutes – Retention Periods, Online Posting, and Public Inspection	Delegate Carr	First Reading Education, Health, and Environmental Affairs	Health and Government Operations 1/25/2022 - 2:30 p.m.	Education, Health, and Environmental Affairs
HB0289 (SB0270)	Somerset County – Elections – County Commissioners Districts and Board of Education Candidate Filings	Delegate Otto	First Reading Reapportionment and Redistricting	Rules and Executive Nominations 2/16/2022 - 10:00 a.m.	Reapportionment and Redistricting
HB0291 (SB0101)	Election Law - Contested Elections	Delegate Kaiser	First Reading Education, Health, and Environmental Affairs	Ways and Means 2/1/2022 - 1:00 p.m.	Education, Health, and Environmental Affairs
HB0300 (SB0290)	Budget Bill (Fiscal Year 2023)	Speaker	First Reading Appropriations	Appropriations	
HB0306	Election Law - Circuit Court	Delegate Qi	Hearing 2/16 at 1:00	Judiciary	

	Judges - Nonpartisan General Elections		p.m. (Judiciary)	2/16/2022 - 1:00 p.m. <a href="#">Ways and Means</a>	
HB0313	Election Law - Recall Elections	<a href="#">Delegate Novotny</a>	Unfavorable Report by Ways and Means	2/8/2022 - 1:00 p.m. <a href="#">Ways and Means</a>	
HB0314	County Boards of Education – Voting Members – Requirements	<a href="#">Delegate Novotny</a>	Hearing 2/10 at 1:00 p.m.	2/10/2022 - 1:00 p.m. <a href="#">Ways and Means</a>	
HB0320 (SB0063)	General Assembly - Residency Requirement - Enforcement - Factors	<a href="#">Delegate Wilkins</a>	Hearing 2/08 at 1:00 p.m.	2/8/2022 - 1:00 p.m. <a href="#">Ways and Means</a>	
HB0327	Elections - Election Judges - Minimum Compensation	<a href="#">Delegate Jones, D.</a>	Hearing 2/08 at 1:00 p.m.	2/8/2022 - 1:00 p.m. <a href="#">Ways and Means</a>	
HB0328 (SB0907)	Elections - Polling Place Location Restrictions - Repeal	<a href="#">Delegate Jones, D.</a>	Hearing 2/08 at 1:00 p.m.	2/8/2022 - 1:00 p.m. <a href="#">Ways and Means</a>	
HB0329	Election Law - Ballots - Processing and Reporting Procedures	<a href="#">Delegate Moon</a>	Hearing 3/08 at 1:00 p.m.	3/8/2022 - 1:00 p.m. <a href="#">Ways and Means</a>	
HB0334	Harford County Board of Education - Alterations, Vacancy Procedures, and Funding for Independent Positions	<a href="#">Delegate Impallaria</a>	Hearing 2/10 at 1:00 p.m.	2/10/2022 - 1:00 p.m. <a href="#">Ways and Means</a>	
HB0336	Harford County - County Superintendent - Election and Recall Procedures and Compensation	<a href="#">Delegate Impallaria</a>	Hearing 2/10 at 1:00 p.m.	2/10/2022 - 1:00 p.m. <a href="#">Ways and Means</a>	
HB0340 (SB0015)	Election Law - Campaign Finance - Enforcement	<a href="#">Delegate Jones, D.</a>	Hearing 2/08 at 1:00 p.m. (Ways and Means)	2/8/2022 - 1:00 p.m. <a href="#">Ways and Means</a> <a href="#">Judiciary</a>	
HB0344	Election Law - Campaign Finance - Contributions (Prohibiting Pay to Play Act of 2022)	<a href="#">Delegate Palakovich Carr</a>	Hearing 2/08 at 1:00 p.m.	2/8/2022 - 1:00 p.m. <a href="#">Ways and Means</a>	
HB0346	Department of Information Technology - Oversight of Legislative Branch Information Technology	<a href="#">Delegate Novotny</a>	Hearing 2/22 at 1:00 p.m.	2/22/2022 - 1:00 p.m. <a href="#">Health and Government Operations</a>	
HB0347	Baltimore County - County Superintendent - Election and Recall Procedures and Compensation	<a href="#">Delegate Boteler</a>	Unfavorable Report by Ways and Means; Withdrawn	2/10/2022 - 1:00 p.m. <a href="#">Ways and Means</a>	
HB0354	Prince George's County - Nonschool Use of Public School Facilities PG 505-22	<a href="#">Prince George's County Delegation</a>	Unfavorable Report by Ways and Means; Withdrawn	<a href="#">Ways and Means</a>	
HB0362	Montgomery County - Voting Methods MC 13-22	<a href="#">Montgomery County Delegation</a>	Hearing 2/08 at 1:00 p.m.	2/8/2022 - 1:00 p.m. <a href="#">Ways and Means</a>	
HB0369 (SB0377)	Marriage Records – Name Change	<a href="#">Delegate Belcastro</a>	Special Order until 3/9 (Delegate M. Fisher) Adopted	2/10/2022 - 1:00 p.m. <a href="#">Judiciary</a>	
HB0375 (SB0269)	Open Meetings Act - Application and Enhanced Requirements (Maryland State Agency Transparency Act of 2022)	<a href="#">Delegate Korman</a>	First Reading Education, Health, and Environmental Affairs	2/15/2022 - 1:30 p.m. <a href="#">Health and Government Operations</a>	<a href="#">Education, Health, and Environmental Affairs</a>

HB0380	Montgomery County Board of Education – Election of Members MC 04–22	Montgomery County Delegation	Hearing 2/10 at 1:00 p.m.	Ways and Means 2/10/2022 - 1:00 p.m.	
HB0381 (SB0368)	Municipalities – Charter Amendments – Notice	Delegate Solomon	Hearing 2/08 at 1:00 p.m.	Environment and Transportation 2/8/2022 - 1:00 p.m.	
HB0395 (SB0307)	Public Records - Retention and Inspection - Communications (Transparency in Public Records Act of 2022)	Delegate Stewart	Hearing 2/15 at 1:30 p.m.	Health and Government Operations 2/15/2022 - 1:30 p.m.	
HB0419 (SB0390)	State Government - Information Technology - Cybersecurity	Speaker	Hearing 2/22 at 1:00 p.m.	Health and Government Operations 2/22/2022 - 1:00 p.m.	
HB0428	Election Law - Foreign Manufacture of Election Systems - Notification and Termination of Contract	Delegate Rosenberg	Special Order until 3/9 (Delegate M. Fisher) Adopted	Ways and Means 2/8/2022 - 1:00 p.m.	
HB0488	Local Public Campaign Financing – Expansion to Additional Offices	Delegate Feldmark	Hearing 2/08 at 1:00 p.m.	Ways and Means 2/8/2022 - 1:00 p.m.	
HB0490	Election Law - Campaign Contributions - Alterations and Prohibition on Sports Wagering Licensees	Delegate Cardin	Hearing 2/15 at 1:00 p.m.	Ways and Means 2/15/2022 - 1:00 p.m.	
HB0491	Election Law - Campaign Finance Violation - Injunctive Relief	Delegate Cardin	Hearing 2/15 at 1:00 p.m.	Ways and Means 2/15/2022 - 1:00 p.m.	
HB0498	Election Law - Campaign Finance - Protection of Contributor Information	Delegate Washington	Hearing 2/08 at 1:00 p.m.	Ways and Means 2/8/2022 - 1:00 p.m.	
HB0503	Montgomery County - Board of Education Residence Districts - Ken Gar Neighborhood MC 26-22	Montgomery County Delegation	First Reading Reapportionment and Redistricting	Rules and Executive Nominations 2/16/2022 - 10:00 a.m.	Reapportionment and Redistricting
HB0506 (SB0603)	Constitutional Amendment - Beer and Wine Licenses - Retail Grocery Establishments	Delegate Qi	Unfavorable Report by Economic Matters; Withdrawn	Economic Matters 2/21/2022 - 1:00 p.m.	
HB0525	Montgomery County Council and Prince George's County Council - Candidate Residency Requirements	Delegate Barnes, B.	Hearing 2/08 at 1:00 p.m.	Ways and Means 2/8/2022 - 1:00 p.m.	
HB0538	Voters' Rights Protection Act of 2022	Delegate Rosenberg	Hearing 2/15 at 1:00 p.m.	Ways and Means 2/15/2022 - 1:00 p.m.	
HB0554	Election Law - Petitions - Signatures	Delegate Rosenberg	Hearing 2/15 at 1:00 p.m.	Ways and Means 2/15/2022 - 1:00 p.m.	
HB0596 (SB0783)	Constitutional Amendment - Environmental Rights	Delegate Fisher, W.	Hearing 2/23 at 1:00 p.m.	Environment and Transportation 2/23/2022 - 1:00 p.m.	
HB0603	Harford County Board of Education – Appointed Members – Alterations	Delegate Griffith	Hearing 2/17 at 3:00 p.m.	Ways and Means 2/17/2022 - 3:00 p.m.	

HB0619	Election Law - Polling Places at Continuing Care Retirement Communities	Delegate Mangione	Hearing 2/15 at 1:00 p.m.	Ways and Means 2/15/2022 - 1:00 p.m.
HB0629	Election Law - Polling Places and Early Voting Centers - Electronic Devices	Delegate Palakovich Carr	Hearing 2/15 at 1:00 p.m.	Ways and Means 2/15/2022 - 1:00 p.m.
HB0663 (SB0317)	State Government – Notarial Acts – Fees and Use of Communication Technology	Delegate Kaiser	Hearing 3/01 at 1:30 p.m.	Health and Government Operations 3/1/2022 - 1:30 p.m.
HB0683 (SB0500)	Anne Arundel County – Republican Party Central Committee – Elections	Delegate Saab	Hearing 2/15 at 1:00 p.m.	Ways and Means 2/15/2022 - 1:00 p.m.
HB0702	Election Judges - Training and Signs - Accommodations for Voters in Need of Assistance	Delegate Hill	Hearing 2/15 at 1:00 p.m.	Ways and Means 2/15/2022 - 1:00 p.m.
HB0707 (SB0088)	Election Law - Deadline for Selection of Lieutenant Governor	Delegate Barve	Hearing 2/15 at 1:00 p.m.	Ways and Means 2/15/2022 - 1:00 p.m.
HB0721	Election Law - Political Clubs	Delegate Hornberger	Hearing 2/22 at 1:00 p.m.	Ways and Means 2/22/2022 - 1:00 p.m.
HB0745 (SB0742)	Election Law - Postelection Tabulation Audits - Risk-Limiting Audits	Delegate Kaiser	Hearing 2/22 at 1:00 p.m.	Ways and Means 2/22/2022 - 1:00 p.m.
HB0815	Election Law - Congressional Representatives - Residence Requirement	Delegate Parrott	Hearing 2/22 at 1:00 p.m.	Ways and Means 2/22/2022 - 1:00 p.m.
HB0847	General Assembly - Term Limits	Delegate Saab	Hearing 3/03 at 8:00 a.m.	Rules and Executive Nominations 3/3/2022 - 8:00 a.m.
HB0862	Election Law - Ballot Canvassing - Multiple Ballots Cast by an Individual	Delegate Feldmark	Hearing 2/22 at 1:00 p.m.	Ways and Means 2/22/2022 - 1:00 p.m.
HB0868	Circuit Court for Howard County – Judges Sitting as Orphans’ Court Ho. Co. 06–22	Howard County Delegation	Hearing 3/02 at 1:00 p.m.	Judiciary 3/2/2022 - 1:00 p.m.
HB0879 (SB0485)	Orphans’ Court Judges – Election and Restriction on Practicing Law	Delegate Buckel	Hearing 2/23 at 1:00 p.m. (Judiciary)	Judiciary 2/23/2022 - 1:00 p.m.
HB0921 (SB0366)	Chesapeake and Atlantic Coastal Bays 2010 Trust Fund - Use of Funds (Chesapeake Bay Lockbox Protection Act of 2022)	Delegate Saab	Hearing 3/02 at 1:00 p.m.	Ways and Means Environment and Transportation 3/2/2022 - 1:00 p.m.
HB0939	Elections – Absentee Ballots – Mailing of Unrequested Ballots	Delegate Shoemaker	Hearing 2/22 at 1:00 p.m.	Ways and Means 2/22/2022 - 1:00 p.m.
HB0949	Campaign Finance – Campaign Finance Reports – Prohibition on Disclosure	Delegate Kittleman	Hearing canceled	Ways and Means
HB0963	Election Law – Absentee Ballots – Signature Verification and Verification Statements and Unsigned Ballot Statements	Delegate Shoemaker	Hearing 3/08 at 1:00 p.m.	Ways and Means 3/8/2022 - 1:00 p.m.
HB1089	Election Law - Registered Voter List Security and Electronic	Delegate Ruth	Hearing 3/01 at 1:00 p.m.	Ways and Means 3/1/2022 - 1:00



	Signature Requirements for Petitions			p.m.
HB1090	Prince George's County Board of Education – Membership – Alterations PG 506–22	<a href="#">Prince George's County Delegation</a>	Hearing canceled	<a href="#">Ways and Means</a>
HB1093	Election Law – Candidate Expenditures – Caregiving Services	<a href="#">Delegate Palakovich Carr</a>	Hearing 2/22 at 1:00 p.m.	<a href="#">Ways and Means</a> 2/22/2022 - 1:00 p.m.
HB1107 (SB0748)	Maryland Sign Language Interpreters Act	<a href="#">Delegate Bagnall</a>	Hearing 3/04 at 1:00 p.m.	<a href="#">Health and Government Operations</a> 3/4/2022 - 1:00 p.m.
HB1119	Election Law – Polling Places and Early Voting Centers – Aerial Pictures of Electioneering Boundary	<a href="#">Delegate Parrott</a>	Hearing 3/08 at 1:00 p.m.	<a href="#">Ways and Means</a> 3/8/2022 - 1:00 p.m.
HB1125	Election Law - Push Polls - Requirements and Prohibitions	<a href="#">Delegate Adams</a>	Hearing 3/08 at 1:00 p.m.	<a href="#">Ways and Means</a> 3/8/2022 - 1:00 p.m.
HB1162	Campaign Finance - Collections by Membership Entities - Noncampaign Political Activity	<a href="#">Delegate Washington</a>	Hearing 3/01 at 1:00 p.m.	<a href="#">Ways and Means</a> 3/1/2022 - 1:00 p.m.
HB1172 (SB0989)	Election Law - Absentee Ballot Envelopes - Party Affiliation	<a href="#">Delegate Wivell</a>	Hearing 3/08 at 1:00 p.m.	<a href="#">Ways and Means</a> 3/8/2022 - 1:00 p.m.
HB1175	Frederick County - Board of Education - Vacancies	<a href="#">Frederick County Delegation</a>	Hearing 3/08 at 1:00 p.m.	<a href="#">Ways and Means</a> 3/8/2022 - 1:00 p.m.
HB1202 (SB0754)	Local Government Cybersecurity - Coordination and Operations (Local Cybersecurity Support Act of 2022)	<a href="#">Delegate Young, P.</a>	Hearing 2/22 at 1:00 p.m.	<a href="#">Health and Government Operations</a> 2/22/2022 - 1:00 p.m.
HB1205 (SB0811)	State Government – Information Technology and Cybersecurity– Related Infrastructure (Modernize Maryland Act of 2022)	<a href="#">Delegate Young, P.</a>	Hearing 2/22 at 1:00 p.m. (Health and Government Operations)	<a href="#">Health and Government Operations</a> 2/22/2022 - 1:00 p.m. <a href="#">Appropriations</a>
HB1281	County Boards of Education - Elected Members - Recall Procedures	<a href="#">Delegate Rose</a>	Hearing 3/10 at 1:00 p.m.	<a href="#">Ways and Means</a> 3/10/2022 - 1:00 p.m.
HB1283	Election Law - Municipal Corporations - Voter Qualifications	<a href="#">Delegate Mautz</a>	Hearing 3/08 at 1:00 p.m.	<a href="#">Ways and Means</a> 3/8/2022 - 1:00 p.m.
HB1337	Elections - Delegate Contests - Repeal of Residency Prohibition and Ballot Content Requirement	<a href="#">Delegate Hornberger</a>	Hearing 3/01 at 1:00 p.m.	<a href="#">Ways and Means</a> 3/1/2022 - 1:00 p.m.
HB1339 (SB0810)	Cybersecurity - Critical Infrastructure and Public Service Companies (Critical Infrastructure Security Act of 2022)	<a href="#">Delegate Kerr</a>	Hearing 3/03 at 1:00 p.m.	<a href="#">Economic Matters</a> 3/3/2022 - 1:00 p.m.
HB1346 (SB0812)	State Government - Cybersecurity - Coordination and Governance	<a href="#">Delegate Young, P.</a>	Hearing 2/22 at 1:00 p.m.	<a href="#">Health and Government Operations</a> 2/22/2022 - 1:00 p.m.
HB1348	Election Law - Manual	<a href="#">Delegate Cox</a>	Hearing 3/08 at 1:00	<a href="#">Ways and Means</a>

	Postelection Tabulation Audit - Timing and Selection		p.m.	3/8/2022 - 1:00 p.m.	
HB1359	State Government - Technology and Science Advisory Commission - Established	Delegate Hill	Hearing 3/15 at 1:00 p.m.	Appropriations 3/15/2022 - 1:00 p.m.	
HB1404	Election Law – Curbside Voting – Establishment	Delegate Williams	Hearing 3/15 at 1:00 p.m.	Ways and Means 3/15/2022 - 1:00 p.m.	
HJ0001 (SJ0003)	Maryland Citizens' Legislative Districting Plan of 2022	Speaker	First Reading House Rules and Executive Nominations	Rules and Executive Nominations	
HJ0002 (SJ0002)	Legislative Districting Plan of 2022	Speaker	First Reading House Rules and Executive Nominations	Rules and Executive Nominations	
SB0015 (HB0340)	Election Law - Campaign Finance - Enforcement	Senator Jackson	Hearing 3/22 at 1:00 p.m. (Ways and Means)	Education, Health, and Environmental Affairs 1/26/2022 - 1:30 p.m.	Ways and Means 3/22/2022 - 1:00 p.m. Judiciary
SB0024	Court of Appeals – Chief Judge – Senate Confirmation	Senator Carter	Unfavorable Report by exn; Withdrawn	Executive Nominations	
SB0030 (HB0074)	Courts - Jury Service - Disqualification	Senator Carter	First Reading Judiciary	Judicial Proceedings 1/26/2022 - 1:00 p.m.	Judiciary
SB0063 (HB0320)	General Assembly – Residency Requirement – Enforcement – Factors	Senator Kelley	Hearing 1/26 at 1:30 p.m.	Education, Health, and Environmental Affairs 1/26/2022 - 1:30 p.m.	
SB0073	General Assembly - Special Election to Fill a Vacancy in Office	Senator Lam	Hearing 3/22 at 1:00 p.m.	Education, Health, and Environmental Affairs 1/26/2022 - 1:30 p.m.	Ways and Means 3/22/2022 - 1:00 p.m.
SB0088 (HB0707)	Election Law - Deadline for Selection of Lieutenant Governor	Senator Pinsky	Hearing 1/26 at 1:30 p.m.	Education, Health, and Environmental Affairs 1/26/2022 - 1:30 p.m.	
SB0101 (HB0291)	Election Law - Contested Elections	Senator Kagan	Hearing 3/22 at 1:00 p.m.	Education, Health, and Environmental Affairs 1/26/2022 - 1:30 p.m.	Ways and Means 3/22/2022 - 1:00 p.m.
SB0107 (HB0005)	State Government - State and Local Government Employees and Contractors - Cybersecurity Training	Senator Jackson	Hearing 3/03 at 1:00 p.m.	Education, Health, and Environmental Affairs 3/3/2022 - 1:00 p.m.	
SB0112	Election Law - False Ballot Drop Boxes - Criminal Penalty	Senator Kagan	Hearing 1/26 at 1:30 p.m.	Education, Health, and Environmental Affairs	

				1/26/2022 - 1:30 p.m.	
SB0158 (HB0035)	Election Law - Uniform Statewide Voting Systems - Cost Sharing	Senator Kagan	First Reading Ways and Means	Education, Health, and Environmental Affairs	Ways and Means
				1/26/2022 - 1:30 p.m.	
SB0163	Election Law - Ballots - Processing and Reporting Procedures	Senator Kagan	Hearing 3/22 at 1:00 p.m.	Education, Health, and Environmental Affairs	Ways and Means 3/22/2022 - 1:00 p.m.
				1/26/2022 - 1:30 p.m.	
SB0183	State Government - Information Technology - Review of Projects and Proposals	Chair, Budget and Taxation Committee	First Reading Health and Government Operations	Budget and Taxation	Health and Government Operations
				1/19/2022 - 1:00 p.m.	
SB0226	Annual Curative Bill	President	Third Reading Passed (46-0)	Rules	
				Education, Health, and Environmental Affairs	Ways and Means 3/22/2022 - 1:00 p.m.
SB0239	Election Law - Campaign Finance - Protection of Contributor	Senator Simonaire	Hearing 3/22 at 1:00 p.m.	Education, Health, and Environmental Affairs	Ways and Means 3/22/2022 - 1:00 p.m.
				1/26/2022 - 1:30 p.m.	
SB0269 (HB0375)	Open Meetings Act - Application and Enhanced Requirements (Maryland State Agency Transparency Act of 2022)	Senator Kagan	First Reading Health and Government Operations	Education, Health, and Environmental Affairs	Health and Government Operations
				2/15/2022 - 1:00 p.m.	
SB0270 (HB0289)	Somerset County - Elections - County Commissioners Districts and Board of Education Candidate Filings	Senator Carozza	First Reading House Rules and Executive Nominations	Reapportionment and Redistricting	Rules and Executive Nominations
				2/17/2022 - 11:30 a.m.	
SB0284 (HB0201)	Election Law - Voter Registration Drive - High Schools	Senator Washington	Unfavorable Report by Education, Health, and Environmental Affairs; Withdrawn	Education, Health, and Environmental Affairs	
				Education, Health, and Environmental Affairs	
SB0285	Election Law - Campaign Signs - Prohibitions	Senator Hough	Hearing 2/23 at 1:00 p.m.	Education, Health, and Environmental Affairs	
				2/23/2022 - 1:00 p.m.	
SB0290 (HB0300)	Budget Bill (Fiscal Year 2023)	President	First Reading Budget and Taxation	Budget and Taxation	
				Education, Health, and Environmental Affairs	
SB0307 (HB0395)	Public Records - Retention and Inspection - Communications (Transparency in Public Records Act of 2022)	Senator Lam	Hearing 2/15 at 1:00 p.m.	Education, Health, and Environmental Affairs	
				2/15/2022 - 1:00 p.m.	
SB0317 (HB0663)	State Government – Notarial Acts – Fees and Use of Communication Technology	Senator West	First Reading Health and Government Operations	Judicial Proceedings	Health and Government Operations
				2/9/2022 - 1:00 p.m.	
SB0329 (HB0030)	Election Law - Polling Sites - Firearms Prohibitions	Senator Waldstreicher	Hearing 2/23 at 1:00 p.m.	Education, Health, and Environmental	

				<a href="#">Affairs</a> 2/23/2022 - 1:00 p.m.	
<a href="#">SB0352</a>	Election Law - Ballots - Processing and Reporting Procedures	<a href="#">Senator Lam</a>	Unfavorable Report by Education, Health, and Environmental Affairs; Withdrawn	<a href="#">Education, Health, and Environmental Affairs</a>	
<a href="#">SB0358</a>	Public Financing Act – State Senate and House of Delegates	<a href="#">Senator Pinsky</a>	Hearing 2/23 at 1:00 p.m. (Education, Health, and Environmental Affairs)	<a href="#">Education, Health, and Environmental Affairs</a> 2/23/2022 - 1:00 p.m. <a href="#">Budget and Taxation</a>	
<a href="#">SB0366</a> ( <a href="#">HB0921</a> )	Chesapeake and Atlantic Coastal Bays 2010 Trust Fund - Use of Funds (Chesapeake Bay Lockbox Protection Act of 2022)	<a href="#">Senator Simonaire</a>	Hearing 2/24 at 1:00 p.m. (Education, Health, and Environmental Affairs)	<a href="#">Education, Health, and Environmental Affairs</a> 2/24/2022 - 1:00 p.m. <a href="#">Budget and Taxation</a>	
<a href="#">SB0368</a> ( <a href="#">HB0381</a> )	Municipalities - Charter Amendments - Notice	<a href="#">Senator Waldstreicher</a>	Hearing 2/08 at 1:00 p.m.	<a href="#">Education, Health, and Environmental Affairs</a> 2/8/2022 - 1:00 p.m.	
<a href="#">SB0377</a> ( <a href="#">HB0369</a> )	Marriage Records - Name Change	<a href="#">Senator Lee</a>	First Reading Judiciary	<a href="#">Judicial Proceedings</a> 2/9/2022 - 1:00 p.m.	<a href="#">Judiciary</a>
<a href="#">SB0390</a> ( <a href="#">HB0419</a> )	State Government - Information Technology - Cybersecurity	<a href="#">President</a>	Hearing 3/03 at 1:00 p.m.	<a href="#">Education, Health, and Environmental Affairs</a> 3/3/2022 - 1:00 p.m.	
<a href="#">SB0413</a>	Voting Rights Act of 2022 – Counties and Municipalities	<a href="#">Senator Sydnor</a>	Hearing 2/23 at 1:00 p.m.	<a href="#">Education, Health, and Environmental Affairs</a> 2/23/2022 - 1:00 p.m.	
<a href="#">SB0414</a>	Baltimore County - Board of Education - Membership and Election of Officers	<a href="#">Senator Sydnor</a>	Third Reading Passed (45-1)	<a href="#">Education, Health, and Environmental Affairs</a> 2/16/2022 - 1:00 p.m.	
<a href="#">SB0444</a>	Prince George's County – School Board Districts – Redistricting Plan	<a href="#">Prince George's County Senators</a>	First Reading House Rules and Executive Nominations	<a href="#">Reapportionment and Redistricting</a> 2/17/2022 - 11:30 a.m.	<a href="#">Rules and Executive Nominations</a>
<a href="#">SB0485</a> ( <a href="#">HB0879</a> )	Orphans' Court Judges - Election and Restriction on Practicing Law	<a href="#">Senator West</a>	Hearing 2/15 at 1:00 p.m.	<a href="#">Judicial Proceedings</a> 2/15/2022 - 1:00 p.m.	
<a href="#">SB0500</a> ( <a href="#">HB0683</a> )	Anne Arundel County - Republican Party Central Committee - Elections	<a href="#">Senator Simonaire</a>	Hearing 3/22 at 1:00 p.m.	<a href="#">Education, Health, and Environmental</a>	<a href="#">Ways and Means</a> 3/22/2022 - 1:00 p.m.

					Affairs 2/9/2022 - 1:00 p.m. Education, Health, and Environmental Affairs 2/23/2022 - 1:00 p.m. Education, Health, and Environmental Affairs 2/23/2022 - 1:00 p.m. Education, Health, and Environmental Affairs 3/4/2022 - 1:00 p.m. Education, Health, and Environmental Affairs 3/4/2022 - 1:00 p.m.
SB0532	Election Law – Polling Places – Proof of Identity	Senator Ready	Hearing 2/23 at 1:00 p.m.		
SB0544	Election Law - Casting General Election Ballot in Multiple States - Prohibition	Senator Ready	Hearing 2/23 at 1:00 p.m.		
SB0603 (HB0506)	Constitutional Amendment – Beer and Wine Licenses – Retail Grocery Establishments	Senator McCray	Hearing 3/04 at 1:00 p.m.		
SB0618	Baltimore City - Alcoholic Beverages - Sales in Grocery Stores and Supermarkets - Referendum	Senator McCray	Hearing 3/04 at 1:00 p.m.		
SB0641	Carroll County - County Commissioner Districts - Redistricting Plan	Carroll County Senators	First Reading House Rules and Executive Nominations	Reapportionment and Redistricting 2/17/2022 - 11:30 a.m.	Rules and Executive Nominations
SB0738	Secure Elections Act of 2022	Senator Simonaire	Hearing 2/23 at 1:00 p.m.		
SB0742 (HB0745)	Election Law – Postelection Tabulation Audits – Risk–Limiting Audits	Senator Washington	Hearing 2/23 at 1:00 p.m.		
SB0748 (HB1107)	Maryland Sign Language Interpreters Act	Senator King	Hearing 3/03 at 1:00 p.m.		
SB0754 (HB1202)	Local Government Cybersecurity - Coordination and Operations (Local Cybersecurity Support Act of 2022)	Senator Hester	Hearing 3/03 at 1:00 p.m.		
SB0780	Cybersecurity Governance Act of 2022	Senator Hester	Hearing 3/03 at 1:00 p.m. (Education, Health, and Environmental Affairs)		

SB0783 (HB0596)	Constitutional Amendment - Environmental Rights	Senator Smith	Hearing 3/09 at 1:00 p.m. (Judicial Proceedings)	Budget and Taxation Judicial Proceedings 3/9/2022 - 1:00 p.m. Education, Health, and Environmental Affairs
SB0810 (HB1339)	Cybersecurity - Critical Infrastructure and Public Service Companies (Critical Infrastructure Security Act of 2022)	Senator Hester	Hearing 3/15 at 1:00 p.m.	Finance 3/15/2022 - 1:00 p.m.
SB0811 (HB1205)	State Government - Information Technology and Cybersecurity-Related Infrastructure (Modernize Maryland Act of 2022)	Senator Hester	Hearing 3/01 at 2:00 p.m.	Budget and Taxation 3/1/2022 - 2:00 p.m.
SB0812 (HB1346)	State Government – Cybersecurity – Coordination and Governance	Senator Hester	Hearing 3/03 at 1:00 p.m.	Education, Health, and Environmental Affairs 3/3/2022 - 1:00 p.m.
SB0836	Procurement - Information Technology - Cloud-Based Virtual Desktop Infrastructure	Senator Jennings	Hearing 3/10 at 1:00 p.m.	Budget and Taxation 3/10/2022 - 1:00 p.m. Education, Health, and Environmental Affairs
SB0895	Declaration of Rights - Campaign Financing Right to Know	Senator Smith	Hearing 2/23 at 1:00 p.m.	Education, Health, and Environmental Affairs 2/23/2022 - 1:00 p.m.
SB0907 (HB0328)	Elections - Polling Place Location Restrictions - Repeal	Senator Simonaire	First Reading Senate Rules	Rules
SB0908	Harford County Board of Education - Appointment of Members - Alterations	Harford County Senators	Rereferred to Education, Health, and Environmental Affairs	Education, Health, and Environmental Affairs
SB0925	Prince George's County - Special Elections Conducted by Mail - Voting Centers	Senator Patterson	Rereferred to Education, Health, and Environmental Affairs	Education, Health, and Environmental Affairs
SB0952	Frederick County - Board of Education - Vacancies	Senator Hough	Rereferred to Education, Health, and Environmental Affairs	Education, Health, and Environmental Affairs
SJ0002 (HJ0002)	Legislative Districting Plan of 2022	President	Returned Passed	Reapportionment and Redistricting 1/18/2022 - 3:00 p.m. Rules and Executive Nominations
SJ0003 (HJ0001)	Maryland Citizens' Legislative Districting Plan of 2022	President	Hearing 1/18 at 3:00 p.m.	Reapportionment and Redistricting 1/18/2022 - 3:00 p.m.
SJ0008 (HJ0006)	United States Constitution - Amendments Convention - Limitations on Federal Power	Senator Ready	Hearing 2/23 at 1:00 p.m.	Education, Health, and Environmental

3/9/22, 11:17 AM

State of Maryland Mail - MGA Tracking: For Tracking list: All - 03/09/2022 02:00 a.m.

[Affairs](#)

2/23/2022 - 1:00

p.m.



SENT VIA EMAIL

February 14, 2022

Maryland State Board of Elections  
151 West Street, Suite 200  
Annapolis, MD 21401

Dear Members of the Maryland State Board of Elections:

The National Federation of the Blind, the most transformative organization of blind people in the country, is committed to the full participation of every blind citizen. This includes ensuring that every eligible blind voter has the ability to vote privately and independently, participating in the entire process from registration through casting a ballot. We are writing in our continued struggle to ensure that the process for blind Maryland voters is completely accessible.

Although we were extremely pleased that the Maryland State Board of Elections included an accessibility requirement in its RFP to secure poll books for the upcoming elections, we have been informed that DemTech has been chosen as the vendor, and we are extremely concerned that its solution may not meet the accessibility requirement.

We have reached out to DemTech in an effort to confirm the accessibility of its poll book system, but we have not received any information confirming that it is nonvisually accessible. It would be completely unacceptable and irresponsible to implement a system that does not meet the accessibility requirement stated in the RFP.

The NFB Jernigan Institute houses the National Center for Nonvisual Election Technology and possesses expertise in a variety of accessible voting strategies. Moreover, as the civil rights organization of the blind of America, we will continue to advocate for the implementation and utilization of these strategies to create a fully accessible voting experience for blind voters.

We are asking for your assistance in obtaining confirmation of the accessibility of the poll book system. Please let us know if you have received any verification of accessibility from DemTech or any independent reports about the nonvisual accessibility of the product. Perhaps you would be able to allow us the opportunity to perform an accessibility evaluation on the technology prior to its implementation?

Sincerely,



Lee Ann Bluh

cc:

Douglas Towne, Access Ready

Alex Johnson, Advantage Capital

**STATE BOARD OF ELECTIONS**

**P.O. BOX 6486, ANNAPOLIS, MD 21401-0486 PHONE (410) 269-2840**

William G. Voelp, Chairman  
Malcolm L. Funn, Vice Chairman  
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Justin Williams  
T. Sky Woodward



Linda H. Lamone  
Administrator  
  
Nikki Charlson  
Deputy Administrator

February 25, 2022

**Via Electronic Mail Only**

Lou Ann Blake  
Director of Research Programs, Blindness Initiatives  
National Federation of the Blind  
200 East Wells Street  
Baltimore MD 21230

Dear Ms. Blake:

Thank you for your letter dated February 14, 2022, requesting information about the accessibility of the selected electronic pollbook solution and offering to perform an accessibility evaluation of the technology before it is implemented for the 2024 elections.

The pollbook solution – once customized for Maryland – will comply with the requirements outlined in the Request for Proposals. The selected vendor, DemTech Voting Solutions, Inc., warrants that their solution meets or will meet all requirements, including the State’s non-visual access requirements, before implementation. We are not only committed to ensuring that all of the contract requirements are met, but we are obligated to do so and if necessary, intend to use any contract options available to us to enforce the requirements.

Now that the contract has been approved, we will develop a software development schedule and DemTech can begin work customizing the software to meet the requirements outlined in the Request for Proposals, including the non-visual access requirements. The schedule will include a demonstration of the customized software (as we agreed to in a January 28, 2022, email to your counsel) and additional non-visual access evaluations by the Maryland Department of Disabilities<sup>1</sup>. DemTech has committed to separate assessments performed by Essential Accessibility, and the Maryland Department of Disabilities has agreed to support DemTech with implementing the feedback identified during the evaluation process and collaborate with the National Federation of the Blind in testing and evaluating the electronic pollbook solution.

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<sup>1</sup> As part of the evaluation process, the Maryland Department of Disabilities evaluated each vendor’s proposed solution for compliance with the non-visual access requirements, and we provided each vendor with feedback on this evaluation.

We are excited to start work on this project and look forward to working with you to ensure that the solution meets the requirements defined in the Request for Proposals.

Sincerely yours,

A handwritten signature in black ink that reads "Linda H. Lamone". The signature is written in a cursive style with a large initial 'L'.

Linda H. Lamone  
Administrator

cc: Members, State Board of Elections  
Alex Johnson, Advantage Capital  
Douglas Towne, Access Ready



RECEIVED

FEB 15 2022

STATE BOARD OF ELECTIONS

Linda H. Lamone  
State Administrator  
Maryland Board of Elections

Dear Administrator Lamone:

I am writing on behalf of Our Revolution Maryland which is a non-profit grassroots-funded organization with over 10,000 activists across the state.

We are reaching out because we were frightened and appalled by the actions of State Delegate Dan Cox in the days leading up to and during the January 6th insurrection at the US Capitol.

Maryland Matters has reported that Delegate Cox chartered buses that transported rioters to the Capitol on January 6th. He attended the pre-insurrection rally and tweeted during the occupation of the Capitol - "Pence is a traitor."

Under Section 3 of Amendment 14 to the US Constitution, any elected official who violates their oath to the Constitution by engaging in an insurrection is barred from seeking office in the future.

Based on Dan Cox's actions leading up to and during the January 6th insurrection, we urge you to convene a full investigation into the question of whether he violated his oath of office to defend and uphold the US Constitution by "engaging in insurrection or rebellion" or giving "aid and comfort to the nation's enemies."

If the Board of Elections determines that Dan Cox violated his oath of office, then he must be barred from running for any state or federal office including Maryland's highest office - that of Governor.

Respectfully,

Chrissy Holt, Chair  
Our Revolution Maryland



GOVERNMENT & POLITICS

STATE BOARD OF ELECTIONS

# After 'Traitor' Tweet, Cox Denounces 'Mob Violence' at U.S. Capitol

By Hannah Gaskill  
January 8, 2021



*Del. Daniel L. Cox at a Reopen Maryland rally in Annapolis on May 15, 2020. Photo by Hannah Gaskill.*

Following calls for his expulsion from the General Assembly, Del. Daniel L. Cox (R-Frederick) issued a statement Friday denouncing the violent [Trump rally that he attended](#) earlier in the week.

"I am one of the most pro-life, pro-rule of law legislators in the Maryland General Assembly," said Cox. "This is why I have never supported, and I also denounce, all mob violence including those who broke into the U.S. Capitol."

"I agree with my colleagues in the House of Delegates that 'every American deserves the same protection of leaders of all parties to exercise their constitutional rights,'" he asserted. "Mob rule is no rule at all."



In his statement, Cox said he was at the event where President Donald Trump addressed rally attendees but did not participate in the lethal violence and takeover at U.S. Capitol.

During Wednesday's terrorist attack, Cox sent a tweet calling Vice President Mike Pence a "traitor."

Expressing their concern at his assertion, some of his fellow legislators responded.

"This is insane. What the hell is wrong with him," wrote Del. Kirill Reznik (D-Montgomery).

Members of the public have since called for his censure and expulsion from the General Assembly, tagging House leadership and Gov. Lawrence J. Hogan Jr (R) in their tweets.

**Kirill Reznik** ✓  
@DelegateReznik

This is insane. What the hell is wrong with him.

**Danielle E. Gaines** ✓ @DanielleEGaines

A sitting member of the Maryland House of Delegates, as the U.S. Capitol overtaken by an armed mob: [twitter.com/DanCoxEsq/stat...](https://twitter.com/DanCoxEsq/stat...)

3:28 PM · Jan 6, 2021

3:28 PM - Jan 6, 2021

12 Reply Copy link

Read 1 reply

Cox helped arrange tour buses for his constituents to attend the Million MAGA March protest held in downtown Washington, D.C., Wednesday.

“On Wednesday our group from Frederick was at the Washington Monument for the President’s speech in the frigid weather for hours and had trouble hearing as the speakers were so far away, and because of the massive crowd size could not approach the capitol, our group left early for the bus ride home and of course did not participate in any violence,” he said.

Co-organizers of the excursion at the Frederick County Conservative Club have declined to comment.



Beyond his comment about Pence, Cox has also retweeted unfounded claims that members of the anti-fascist movement started the rioting, as well as a bootleg version of



the video that Trump posted Wednesday during the attack where he asked the rioters to “go home” while also insisting that the results of the Nov. 3 election were “fraudulent.”

The original video posted on the president’s Twitter page has since been removed.

In his statement, Cox said he is “appalled” that multiple videos posted by Trump regarding the terror attack were deleted.

“Big Tech censorship of speech is a serious danger to our freedom,” he said.

Thursday evening, the Frederick County Democratic Central Committee started a letter-writing campaign calling for his expulsion. The sample email posted to their Facebook page reads:

“I believe that allowing Delegate Cox to spread blatant falsehoods and foment insurrection without consequences creates a dangerous precedent. I urge his immediate expulsion from the House of Delegates. Leaders are tested in times of crisis; I’m looking for you to lead and call for his expulsion.”

Cox did not retract his tweet about Pence in his statement. His Twitter account, which he made private Thursday afternoon, is now visible to the public.

House Speaker Adrienne A. Jones (D-Baltimore County) tweeted Wednesday in support of the lawmakers under siege, calling the assault on the capitol “nothing less than sedition.”

“Inciting, condoning or making excuses for the storming of our nation’s Capitol is an offense to us all,” Jones wrote.

**Speaker Adrienne A. Jones**  · Jan 6, 2021 

@SpeakerAJones

Today’s events in Washington have made it clear that it is, in fact, our democracy that is at stake. The violence, rioting and assault on our nation’s Capitol is nothing less than sedition.

**Speaker Adrienne A. Jones** 

@SpeakerAJones

Standing together in a bipartisan manner, MD leaders have made it clear that an attack on our democracy is an attack on all of us, our beliefs & our collective love of country. Inciting, condoning or making excuses for the storming of our nation’s Capitol is an offense to us all.

7:11 PM · Jan 6, 2021 

 39  Reply  Copy link

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*Maryland Matters* reached out to the Speaker's office regarding Cox's tweet and participation in the rally.

Alexandra Hughes, a spokesperson for Jones, wrote back that Cox's behavior is "not befitting of a legislator who has sworn an oath to the Constitution," and that they are not permitted to say more at this time.

*hgaskill@marylandmatters.org*

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## **Hannah Gaskill**

### **Reporter**

Hannah Gaskill received her master's of journalism degree in December 2019 from the University of Maryland. She previously worked on the print layout design team at The Diamondback, reported on criminal justice in Maryland for Capital News Service and served as a production assistant for The Confluence — the daily news magazine on 90.5 WESA, Pittsburgh's NPR member station. Gaskill has had bylines in The Baltimore Sun, The Washington Post and The Chicago Tribune, among other publications. Before pursuing journalism, she received her bachelor's of fine art degree from Carnegie Mellon University in 2016. She grew up in Ocean City.

[All posts by Hannah Gaskill](#)

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P.O. Box 11121, Takoma Park, MD 20913



GOVERNMENT & POLITICS JUSTICE

# Del. Cox Arranged Buses to Violent Trump Rally, Calls Vice President a 'Traitor'

By Hannah Gaskill  
January 7, 2021



*Del. Daniel L. Cox at a Reopen Maryland rally in Annapolis on May 15, 2020. Photo by Hannah Gaskill.*

Del. Daniel L. Cox (R-Frederick), a fervent supporter of President Trump, arranged for multiple tour buses to take constituents to Wednesday's pro-Trump rally in Washington, D.C.



"I am co-hosting two buses to the Million MAGA March/Rally with the Frederick County Conservative Club in support of President Trump @realDonaldTrump on January 6, 2021 to [#StoptheSteal](#)," he wrote on Twitter on Jan. 1.

This effort was in partnership with the Frederick County Conservative Club. A third bus was eventually added on.

Wednesday's rally in protest of the certification of President-elect Joe Biden's victory turned violent when [Trump supporters stormed the U.S. Capitol](#).

It is unclear how long the group was in Washington or if any of its members participated in the attack on the Capitol.

The Frederick County Conservative Club declined to comment. Maryland Matters made several attempts to reach Cox but has yet to receive a response.

On Facebook, Fred Propheter, the club's president, "condemned" the behavior of the insurrectionists, but called the terrorist attack "mild" in comparison to the riots that followed the death of George Floyd over the summer.

"No, this is not a 'yeah, what aboutism'. This was nearly 2,000,000 Patriots who came to the seat of our national government to redress our grievances with said government,"

Propheter wrote on the club's public Facebook page. "The lawlessness of the .0001% of today's crowd in no way shape or form is representative of the Conservative movement. Those were Antifa infiltrators and agitators with a few Trump supporters thrown in."

Cox has not criticized the behavior of yesterday's rioters.

Rather, he expressed his support for Henry "Enrique" Tarrío, the leader of the far-right organization the Proud Boys, prior to Wednesday's rally, and called Vice President Mike Pence a "traitor" in a tweet during the insurrection on Capitol Hill.

Troubled by his assertion, some of Cox's colleagues in the General Assembly responded.



"Dan, you are better than this," Del. Jazz M. Lewis (D-Prince George's) said on Twitter. "Please don't cosign this lawlessness."

"This is insane. What the hell is wrong with him," wrote Del. Kirill Reznik (D-Montgomery).

**Kirill Reznik** ✓  
@DelegateReznik

This is insane. What the hell is wrong with him.

**Danielle E. Gaines**  @DanielleEGaines

A sitting member of the Maryland House of Delegates, as the U.S. Capitol overtaken by an armed mob: [twitter.com/DanCoxEsq/stat...](https://twitter.com/DanCoxEsq/status/1346976404043304962)

3:28 PM · Jan 6, 2021

 12  Reply  Copy link

[Read 1 reply](#)

Cox continued to tweet and retweet into the evening about unconfirmed allegations that members of the anti-fascist movement started the riot, which he compared to the hordes of women who descended upon the Capitol during Supreme Court Justice Brett M. Kavanaugh's confirmation hearing in 2018 and the protests that occurred in Washington over the summer.

Further, he retweeted a bootleg version of the video Trump posted Wednesday during the attack where Trump asked the rioters to "go home" while also insisting that the results of the Nov. 3 election were "fraudulent."

<https://twitter.com/Espadas2020/status/1346976404043304962>

"Go home. We love you — you're very special," the president said. "You've seen what happens. You see the way others are treated that are so bad and so evil. I know how you feel. But go home and go home in peace."

Cox made his Twitter account private Thursday afternoon.

On Thursday night, the Frederick County Democratic Central Committee started a letter-writing campaign requesting Cox's expulsion from the General Assembly. A sample email shared by the committee reads: "I believe that allowing Delegate Cox to spread blatant falsehoods and foment insurrection without consequences creates a dangerous precedent. I urge his immediate expulsion from the House of Delegates. Leaders are tested in times of crisis; I'm looking for you to lead and call for his expulsion."

*Editor's Note: This story was updated to include reaction from the Frederick County Democratic party.*

[hgaskill@marylandmatters.org](mailto:hgaskill@marylandmatters.org)

## Hannah Gaskill

### Reporter

Hannah Gaskill received her master's of journalism degree in December 2019 from the University of Maryland. She previously worked on the print layout design team at The Diamondback, reported on criminal justice in Maryland for Capital News Service and served as a production assistant for The Confluence — the daily news magazine on 90.5 WESA, Pittsburgh's NPR member station. Gaskill has had bylines in The Baltimore Sun, The Washington Post and The Chicago Tribune, among other publications. Before pursuing journalism, she received her bachelor's of fine art degree from Carnegie Mellon University in 2016. She grew up in Ocean City.

[All posts by Hannah Gaskill](#)

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# **Title 33 STATE BOARD OF ELECTIONS**

## **Subtitle 01 DEFINITIONS; GENERAL PROVISIONS**

### **Chapter 07 Voting in Correctional Facilities**

*Authority: Election Law Article, §§1-101, 2-102(b)(4), 3-101, 3-305(e), and 9-301; State Government Article, §15-715(g); Annotated Code of Maryland; 52 U.S.C. 21083(a)(5)(A)–(B)*

#### **.01 Definitions.**

*A. In this chapter, the following terms have the meanings indicated.*

*B. Terms Defined.*

- (1) “Baltimore City centralized booking facility” has the meaning stated in Correctional Services Article, § 2-501(a)(2), Annotated Code of Maryland and Election Law Article, §1-303.1(a)(2), Annotated Code of Maryland.*
- (2) “Correctional facility” has the meaning set forth in Election Law Article, § 1-303.2(a)(2), Annotated Code of Maryland.*
- (3) “Correctional unit” has the meaning stated in Correctional Services Article, § 2-401(b), Annotated Code of Maryland.*
- (4) “Department” means the Department of Public Safety and Correctional Services.*
- (5) “Election official” is an employee or designee of a local board who:*
  - (a) Is at least 18 years of age;*
  - (b) Has met all background check requirements as required by the Department; and*
  - (c) Is not employed by the Department.*
- (6) “Election-related materials” has the meaning stated in Correctional Services Article, § 2-501(a)(3) and Election Law Article § 1-303.1(a)(3), Annotated Code of Maryland.*
- (7) “Eligible voter” has the meaning stated in Election Law Article § 3-303.2(a)(4), Annotated Code of Maryland.*
- (8) “Local correctional unit” has the meaning stated in Correctional Services Article § 2-401(b)(2)(iii), Annotated Code of Maryland.*
- (9) “Voting information packet” means a packet with a voter registration application, an absentee ballot application, and instructions for each application.*

#### **.02 Duties of the State Board.**

*A. Ballot Drop Box. The State Board shall provide:*

- (1) A secure, designated ballot drop box for election-related materials at the Baltimore City centralized booking facility to allow eligible voters sufficient opportunity to submit election-related materials before any voter registration and absentee voting deadlines; and*
- (2) Written notifications on how and when eligible voters may use the ballot drop box.*

*B. Notification of Eligible Voters. The State Board shall adopt a program to inform eligible voters of upcoming elections and how to exercise the right to vote.*

*(1) For eligible voters incarcerated in a correctional unit operated by the Department:*

*(a) At the beginning of a presidential or gubernatorial election year, on a date mutually agreed upon by the State Board and the Department, the State Board shall provide the Department with:*

- (i) Deadlines for the return of a completed Statewide VRA as defined in Regulation 33.05.04.02C;*
- (ii) Deadlines for the local board’s receipt of a request for an absentee ballot;*
- (iii) Deadlines for the return of a completed absentee ballot; and*
- (iv) In the event of a special election, the deadlines specified in subparagraphs (i) through (iii) of this subsection as soon as they are determined.*

*(b) After the Department has provided the number of eligible voters as described in Regulation .03 and no later than 30 days before the deadline to register to vote, the State Board shall provide the Department with a number of voting information packets equal to or greater than the number of eligible voters at each of the Department’s facilities.*

*(2) For eligible voters incarcerated in a correctional facility operated by a local correctional unit, the State Board shall provide each local correctional facility with a number of voting information packets equal to or greater than the number of eligible voters at each county correctional facility no later than 30 days before the deadline to register to vote.*

#### **.03 Duties of the Department of Public Safety and Correctional Services.**

*A. Ballot Drop Box. The Department shall:*

- (1) Make the ballot drop box provided by the State Board available to eligible voters at the Baltimore City centralized booking facility;*
- (2) Make any additional ballot drop boxes provided by the Department available to eligible voters in the correctional facility operated by the Department where the additional ballot drop boxes are located;*
- (3) Provide for video monitoring of all ballot drop boxes 24 hours a day and 7 days a week;*
- (4) Allow eligible voters to submit election-related material in the ballot drop box where they are incarcerated;*

- (5) *Notify the State Board and the appropriate local board of elections if a ballot drop box becomes full or is damaged, or compromised in any way; and*
- (6) *Disseminate written notifications directly to each eligible voter on how and when to use the ballot drop box in the correctional facility where they are incarcerated.*

**B. Notification of Eligible Voters.** *The Department shall:*

- (1) *No later than February 1 in a gubernatorial election year or December 15 in the year preceding a presidential election year, forward to the State Board the number of eligible individuals currently in custody at each correctional facility operated by the Department;*
- (2) *No later than July 1 of each even numbered year, forward to the State Board the number of eligible individuals currently in custody at each correctional facility operated by the Department;*
- (3) *In the event of a special election, no later than sixty days before the deadline to register to vote for the special election, forward to SBE the number of eligible individuals currently in custody at each state facility;*
- (4) *Upon receipt of voting information packets from the State Board, distribute the packets to the eligible individuals in a timely manner, even if an eligible individual was not included in the original count of eligible individuals to the State Board;*
- (5) *Store any extra voting information packets that remain after distribution in a secured location;*
- (6) *Notify the State Board immediately if a facility needs additional voting information packets;*
- (7) *Process and deliver to the USPS all outgoing election mail placed in the normal outgoing mail receptacle in a timely manner, so as to not delay the arrival of election mail; and*
- (8) *Allow designated election officials to empty any ballot drop boxes provided by the State Board on a mutually agreed upon schedule.*

**C. Notification of Released Eligible Voters.** *The Department shall:*

- (1) *Provide each individual who is released from a correctional facility with a voter registration application and documentation with the individual's discharge papers that informs the individual that the individual's voting rights have been restored or are otherwise intact;*
- (2) *At each parole and probation office, display in a conspicuous location where notices to the public are customarily posted a sign indicating that any individual who is no longer incarcerated has the right to vote; and*
- (3) *Post in a conspicuous location on the Department's website a notice indicating that any individual who is no longer incarcerated pursuant to a felony conviction has the right to vote.*

**D. Required Reporting.**

*No later than January 15 of each year, the Department shall provide to the State Board a cumulative list of the prior year's eligible voters at each correctional facility operated by the Department.*

**.04 Duties of the Local Board of Elections for Baltimore City.**

*The local board of elections for Baltimore City shall:*

- A. *Provide staff to collect election-related materials submitted to the ballot drop box at:*
  - (1) *The Baltimore City centralized booking facility on at least a weekly basis; and*
  - (2) *The ballot drop box at any other correctional facility located in Baltimore City, on a schedule mutually agreed upon by the local board of elections for Baltimore City and the correctional facility; and*
- B. *If the materials collected are for another local board, distribute the materials to the appropriate local board in a timely manner.*

**.05 Duties of Local Correctional Facilities.**

*Each local correctional facility shall:*

- A. *Upon receipt of voting information packets, distribute the packets to the eligible individuals in a timely manner and distribute to eligible individuals who arrive at the facility after the initial distribution;*
- B. *Store any extra packets that remain after distribution;*
- C. *Notify the State Board immediately if a facility needs additional packets; and*
- D. *Unless an agreement exists between a local board and the local correctional facility in a county for the pickup of outgoing election mail by an election official, deliver all outgoing election mail to the USPS in a timely manner, so as to not delay the arrival of election mail.*

**.06 Duties of Eligible Voters.**

*The eligible individual is responsible for completing and depositing before the appropriate deadline the election mail in:*

- A. *A designated ballot drop box at the individual's respective correctional facility if one is provided; or*
- B. *The correctional facility's outgoing mail receptacle.*

## STATE BOARD OF ELECTIONS

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## Memorandum

**To:** Members of the State Board of Elections  
**From:** Tracey Hartman  
**Date:** February 24, 2022  
**Re:** Proposed Regulations for March 10 Meeting

At the March 10 meeting, I will present proposed new regulations as required by [SB 525](#) and [HB 222](#) of the 2021 Legislative Session. Because both bills required new regulations and are both related to voting in correctional facilities, it made sense to combine the required regulations into one location in COMAR. However, voting in correctional facilities is not specifically addressed anywhere in Title 33 of COMAR, therefore I am proposing a new Chapter of Subtitle 01 (Definitions; General Provisions). This memo summarizes the requirements of the proposed new regulations, and the text of the proposed changes accompanies this memo.

The proposed new regulations are:

1. [33.01.07.01](#) (Voting in Correctional Facilities – Definitions): The first regulation of the Chapter defines nine terms related to the regulations including election official, election-related materials, and eligible voter, which are key to the regulations.
2. [33.0107.02](#) (Voting in Correctional Facilities – Duties of the State Board): This regulation defines the duties of the State Board, including:
  - a. Providing a ballot drop box for the Baltimore City Central Booking facility, as required by SB 525, and written notification of how to use the drop box; and
  - b. Creating a program to notify eligible voters of how to vote in upcoming elections. Based on the number of eligible voters in each correctional facility, SBE will send each correctional facility voting information packets that contain voter registration applications, mail in ballot applications, instructions for each, and return envelopes.
3. [33.01.07.03](#) (Voting in Correctional Facilities – Duties of the Department of Public Safety and Correctional Services (DPSCS)): This regulation defines the responsibilities of the DPSCS, which include:
  - a. Installing and 24/7 video monitoring of the ballot drop box(es) at the Baltimore City Centralized Booking Facility and other ballot drop boxes that the Department elects to install;
  - b. Allowing eligible voters to deposit election-related materials in the drop box(es);
  - c. Providing SBE with the number of eligible voters in each State correctional facility by a specific date;

February 24, 2022

- d. Distributing the voting information packet to eligible voters and processing all outgoing postal mail both in a timely manner so as to not delay any election processes;
  - e. Storing any excess voting information packets and notifying SBE if there is a shortage of packets; and
  - f. Allowing election officials to empty the drop box(es) at pre-determined times.
4. 33.01.07.04 (Voting in Correctional Facilities – Duties of the Local Board of Election for Baltimore City): This regulation defines the duties of the Baltimore City Board of Elections, which include emptying the drop box(es) on a regular basis and distributing an election-related materials and ballots received from the drop box(es) that should go to a different local board.
5. 33.01.07.05 (Voting in Correctional Facilities – Duties of the Local Correctional Facilities): This regulation defines the duties of local correctional facilities, which include:
  - a. Distributing the voting information packet to eligible voters and processing all outgoing postal mail both in a timely manner so as to not delay any election processes; and
  - b. Storing any excess voting information packets and notify the SBE if there is a shortage of packets.
6. 33.01.07.06 (Voting in Correctional Facilities – Duties of Eligible Voters): This regulation defines the duties of eligible voters in correctional facilities which include completing and returning all election related materials by the appropriate deadlines either by ballot drop box or through the normal outgoing postal mail process.

If you have any questions before the meeting, please do not hesitate to ask. Otherwise, I'm happy to answer your questions at the meeting.



Nikki Charlson -SBE- &lt;nikki.charlson@maryland.gov&gt;

## Fwd: Regulation regarding ballot retrieval from drop boxes

1 message

Tracey E. Hartman -SBE- <traceye.hartman@maryland.gov>  
 To: Nikki Charlson <nikki.charlson@maryland.gov>

Mon, Jan 31, 2022 at 9:04 AM

Good morning-

I received these comments on the proposed regs under COMAR 33.11.03.06 from Lynn Garland.

Thanks,

Tracey

----- Forwarded message -----

From: **lynn garland** < >  
 Date: Sun, Jan 30, 2022 at 7:55 PM  
 Subject: Regulation regarding ballot retrieval from drop boxes  
 To: [traceye.hartman@maryland.gov](mailto:traceye.hartman@maryland.gov) <[traceye.hartman@maryland.gov](mailto:traceye.hartman@maryland.gov)>

Dear Ms. Hartman,

Thank you for considering comments for the draft regulation 33.11.03 Absentee ballot: Issuance and Return. I suggest that the regulation offer more specificity on the chain of custody procedures for ballots deposited in drop boxes. In particular, the chain of custody procedures should require that ballots are retrieved by bi-partisan teams and, upon arrival at the Local Board of Elections, are promptly logged. Here is some suggested language:

### 33.11.03 Absentee ballots: Issuance and Return

#### .06 Return of Ballot.

*G. Ballots Returned at a Designated Ballot-Return Location.*

*(1) A voter can return a voted ballot at a ballot drop box designated by the local board to serve as ballot-return locations.*

*(2) The ballot drop box shall:*

*(a) Be designed to prevent an individual from accessing voted ballots once deposited;*

*(b) Include a statement that tampering with ballots is a crime; and*

*(c) Include the State Board's phone number.*

*(3) The local board shall retrieve ballots and any other election materials according to chain of custody procedures issued by the State Administrator. **These procedures should require that ballots are collected from the drop boxes at least every day once the drop boxes are open, that they be collected by two person, bi-partisan teams, and that the teams record the time of ballot retrieval and the time of ballot delivery to the Local Board of Elections. The Local Board of Elections should promptly log these ballots into the system.***

More specificity should improve security, confidence and consistency. Other states have such specificity in regulations as the below examples from Colorado and California illustrate.

Thank you for your consideration,

Lynn Garland

### Colorado 2 CCR § 20137 Section 8 CCR 1505-1-7.4 - Receipt and processing of ballots

**7.5.5** The county clerk must arrange for the collection of ballots by bipartisan teams, of election judges and/or staff, from each drop box location once it is open and receive the ballots into SCORE:(a) If applicable, at least once every 72 hours after non-UOCAVA ballots are mailed until

the date that voter service and polling centers must open; **(b)** If applicable, at least once every 24 hours during the days that voter service and polling centers must be open; and **(c)** At least twice on election day, at approximately 1:00 p.m. and 7:00 p.m. **(d)** The county clerk may meet the requirements of this Rule by: **(1)** Collecting and transporting the ballots to the central counting location for receipt into SCORE; or **(2)** Collecting and transporting the ballots to the nearest voter service and polling center for receipt into SCORE. **7.5.6** The county clerk may request a waiver from the Secretary of State for remote drop box locations in the county's election plan or amended election plan, exempting them from the ballot collection requirements in Rule 7.5.5. If the Secretary of State grants the waiver: **(a)** The county clerk must arrange for the collection of ballots by bipartisan teams of election judges from all exempt drop box locations once they are open as often as necessary, but at least: **(1)** Once each week after the initial mailing of non-UOCAVA ballots until the Friday before election day; and **(2)** On the Friday and Monday before election day and on election day at 7:00 p.m. MT. **(b)** The county clerk must post a notice on each exempt drop box of the dates and approximate times ballots will be collected. **(c)** If the Secretary of State determines that the county failed to collect ballots from a remote drop box location as often as necessary, the Secretary of State may revoke or modify the waiver.

### **California § 20137. Ballot Collection Procedures and Chain of Custody.**

(a) The county elections official shall develop ballot collection and chain of custody procedures, which shall be substantially similar to the following:

(1) The county elections official shall assign at least two designated ballot retrievers to retrieve voted vote-by-mail ballots from a drop box. Each designated ballot retriever shall wear a badge or similar identification that readily identifies them as a designated ballot retriever. In addition, each designated ballot retriever must take the following oath prior to retrieving ballots: "I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."

(2) Only designated ballot retrievers and law enforcement identified by the county elections official may transport the retrieved voted vote-by-mail ballots.

(3) Upon arrival at a drop box, the two designated ballot retrievers shall note, on a retrieval form prescribed by the county elections official, the location and unique identification number of the drop box and the date and time of arrival.

(4) The designated ballot retrievers shall retrieve the voted ballots from the drop box and place the voted ballots in a secure ballot transfer device, retrieve the secure ballot container that is placed inside the drop box, or retrieve the staffed drop box which also serves as a secure ballot container.

(5) If a drop box includes a secure ballot container, the designated ballot retrievers shall place an empty secure ballot container inside the drop box prior to departure.

(6) After the final retrieval after the closing of the polls, an empty secure ballot container shall not be placed in the drop box, and the drop box should be locked and/or covered to prevent any further ballots from being deposited.

(7) The time of departure from the drop box shall be noted on the form described in (a)(3) above.

(8) Upon arrival at the office of the county elections official, a ballot receiving center, a designated central count location, or a ballot processing location, the designated ballot retrievers who retrieved the ballots shall note the time of arrival on the form described in (a)(3) above.

(9) The county elections official, or his or her designee, shall inspect the secure ballot container for evidence of tampering and shall receive the retrieved ballots by signing the retrieval form, and including the date and time of receipt. In the event tampering is evident, that fact shall be noted on the retrieval form.

(10) The completed retrieval form shall be attached to the outside of the secure ballot container or maintained in a manner prescribed by the elections official that ensures that the form is traceable to its respective secure ballot container.

(11) When the secure container is opened by the county elections official at the office of the county elections official, a designated central count location, or a ballot processing location, the number of ballots retrieved and placed in that secure container shall be noted on the retrieval form.

--

**Tracey Hartman**

Director of Special Projects

State Board of Elections

[151 West Street, Suite 200](#)

[Annapolis, MD 21401](#)

Direct: (410) 269- 2931

Main: (410) 269- 2840



# Maryland PIRG

January 25th, 2022

Maryland State Board of Elections  
151 West Street,  
Suite 200  
Annapolis, MD 21401

Dear Members of the Board of Elections,

We support the proposed regulations allowing students in Maryland to use their dorm contract as proof of residency when registering to vote during early voting or on Election Day. We want to thank the Board of Elections for addressing this concern.

We should make every effort to ensure that first-time young voters are able to navigate the voting process. Specifically, [young people are less likely to vote than older demographic groups](#). Young people who are registered to vote [turn out in high numbers, similar to the rates of older voters](#). Research shows that [voting is habit-forming](#)—when young people participate in the voting process they're more likely to do so for life. As a result, to increase civic participation and build life-long voting habits, getting young people registered to vote is critical.

Dorm contracts can serve as a legitimate and accessible way for students to show proof of residency when registering to vote. In the specific instance of students showing up on Election Day/during early voting, we want to ensure that all students have the same experience. We don't want eligible voters to be turned away when they show up, especially as young people as this can be a discouraging experience discouraging future civic participation. Some students, especially out-of-state students, don't have a Maryland state ID. Even in-state students may have moved for college, and don't have any documentation with their current dorm address. Students living in dorms also may not receive alternative documents used to prove residency, such as utility bills.

As a result, dorm contracts can and should be used as proof of residency for students registering to vote. We can encourage first-time and young voters, and increase civic participation.

Sincerely,

Rishi Shah  
Maryland PIRG Advocate

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## Memorandum

**To:** Members of the State Board of Elections  
**From:** Nikki Charlson and Tracey Hartman  
**Date:** February 16, 2022  
**Re:** Final Adoption of Regulations for March 10 Meeting

At the March 10 meeting, I will present for final adoption changes approved for publication during several meetings in 2021. The proposed changes were published in the January 14, 2022, edition of the *Maryland Register* (Vol. 49, Issue 2). The public comment period closed on February 14, 2021. We received comments on two of the proposed changes, and the comments are summarized below and accompany this memo.

The proposed changes being presented for final adoption are:

1. 33.01.01.01 (General Provisions – Definitions): Defines “mail-in ballot” and “mail-in voting”; amends the “proof of residency” definition to include certain documents for students at independent Maryland institutions of higher education who reside on that institution’s campus; and corrects an incorrect reference. We received a letter from MaryPIRG in support of the change to the “proof of residency” definition. These proposed changes were approved at the September 9, 2021, and October 28, 2021, meetings.
2. 33.11.01.04 (Absentee Ballots – Ballot Drop Boxes): Incorporates the factors for the local boards to consider and require when determining where to locate ballot drop boxes and security requirements and defines the process for approving proposed locations for ballot drop boxes. This new regulation was approved at the October 28, 2021, meeting.
3. 33.11.02.03 (Absentee Ballot – Informal, Written Request): Incorporates an existing requirement for military and overseas voters who submit a hand-written request for a mail-in ballot and want to receive their ballot electronically. These proposed changes were approved at the September 9, 2021, meeting. No comments were submitted on these changes.
4. 33.11.02.05 (Absentee Ballots – Processing Applications) and 33.11.03.06 (Absentee Ballots – Return of Ballot): Changes the requirement to date stamp all requests for mail-in ballots and mail-in ballots. Applications and returned ballots do not need to be date stamped until several days before the deadline to request or return a ballot, respectively. These proposed changes were approved at the July 22, 2021, meeting. No comments were submitted on these changes.

We received from Lynn Garland comments on the proposed language for 33.11.03.06G(3), which was published as: *The local board shall retrieve ballots and any other election materials according to chain of custody procedures issued by the State Administrator.*

Two of Ms. Garland's suggestions are in the chain of custody procedures issued to the local boards in December 2021. (The procedures are attached for your information.) These procedures and two forms used during this process require the local boards to pick up ballots at least once of day and record the pick-up time and receipt time on the appropriate forms.

While Ms. Garland's comments would require a bipartisan team to collect ballots, the procedures recommend – but do not require – using a team of two election officials to retrieve ballots. This recommendation reflects the staffing resources of the local boards and that the individuals assigned this task have taken an oath and most have a criminal background check on file<sup>1</sup>.

Ms. Garland recommends adding to the regulations “prompt” entering the return of the ballots into the system. This is already the practice, as our long-standing and on-going instruction to the local boards is to promptly process all returned ballots into the system – regardless of how the ballots are received.

Ms. Garland provides regulations from other states that include detailed procedures for the collection of ballots from ballot boxes, but this level of detail is not consistent with the SBE's approach to regulations. The goal of the rewrite of the Election Law Article in the late 1990s was to define policies in the Election Law Article, outline processes in the regulations, and define the specific steps for election officials in procedures. Ms. Garland is proposing to introduce procedures into the regulations, which is not consistent with SBE's long-standing approach to regulations.

For the reasons stated above, I recommend that the members approve the proposed subsection G as published.

5. 33.17.02.02 (Early Voting – Early Voting Centers): Incorporates the factors for the local boards to consider when determining where to locate early voting centers, defines the population density required for all jurisdictions, reorganizing the regulation to reflect requirements for early voting centers and the contents for the form, and renumbering the regulation due to the new subsections. The proposed changes were approved at the October 28 meeting. No comments were submitted on these changes.

For more information on these proposed changes, please refer to my memos dated July 2, 2021, August 14, 2021, and October 14, 2021, and the accompanying text of the proposed changes. Please let me know if you would like me to resend these memos or text of the proposed changes.

At the meeting, I will recommend final approval of these regulations. If you have any questions about these regulations before the meeting, please do not hesitate to contact me. I will also be at next meeting to answer any questions.

Attachments: (1) Letter from Rishi Shah, Maryland PIRG Advocate, MaryPIRG; (2) Email from Lynn Garland; and (3) *Ballot Drop Boxes: Chain of Custody Procedures for Removal & Return of Election Materials* (rev. 12/17/2021)

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<sup>1</sup> Members of the local board of elections and elections judges who pick up ballots are sworn in but are not required to have criminal background checks.

Each local board of elections must ensure that voting during early voting and on election day continues without interruption if all or some combination of the equipment fails, is inoperable, or is unavailable.

**General Contingency Plan Requirements**

1. Within 2 hours of the equipment failing or becoming inoperable or unavailable:
  - a. The equipment must be functioning; or
  - b. Replacement equipment must be delivered and functioning.

The appropriate contingency supplies must be used until the deployed or replacement equipment is functioning.

2. Except for electronic pollbook back-up supplies and extended hours voting supplies, a local board can distribute the contingency supplies to an early voting center or an election day vote center before voting starts (*e.g.*, with other election supplies) **or** if they are needed.
  - a. If a local board distributes contingency supplies before voting starts:
    - 1) The local board must label the supplies and specify when they are to be used; and
    - 2) The election judges must immediately use the contingency supplies and continue using them until the deployed or replacement equipment is functioning.
  - b. If a local board distributes the supplies only if needed, the election judges must use the regular provisional voting process to facilitate voting until one of the conditions in §1 above is met. All contingency supplies must be delivered within 1 hour during early voting or on election day.
  - c. Electronic pollbook back-up supplies and extended hours voting supplies **must** be deployed with the election judges.
3. A chief judge must notify the local board of the need for the contingency plan. A local board can require the chief judges to provide notice before or immediately after implementing the plan.

**Early Voting Contingency Plans**

1. *Electronic Pollbook Back-Up* – Use this contingency plan if **none** of the electronic pollbooks at an early voting center are functioning. Keep the plan in place until the deployed or replacement electronic pollbooks are functioning.
  - a. For counties with one early voting center:
    - 1) To check in voters, use:
      - a) At least one computer with: (1) the pollbook emulator software<sup>1</sup> to check in voters; and (2) a searchable list of registered voters to look up voters (*preferred option*); **or**
      - b) A paper precinct register (the ballot style number is printed in the precinct register); **and**
      - c) Blank voter authority cards.
    - 2) For voting, use the ballot style written on the voter authority card to issue each voter a privacy sleeve and:
      - a) A pre-printed ballot; or

<sup>1</sup> SBE will provide pollbook emulator software, a searchable list of registered voters, and instructions for loading software and list onto the computer(s). The searchable list is a back-up to the emulator software in case the emulator software has the same issues as the software on the electronic pollbook.

This policy supersedes SBE Policy 2007-01 as revised April 2008 and SBE Policy 2010-02, 2011-01, 2015-01, and 2016-01, 2016-2, and 2017-1, 2018-1, and 2019-1, and 2020-03.

## State of Maryland

### SBE Policy 2020-013: Contingency Plans for the 2020 Elections

- b) A blank ballot activation card if the voter wants to use the ballot marking device. Write on the back of the ballot activation card the voter's ballot style number, and manually select the voter's ballot style on the ballot marking device.
- 3) For individuals who want to use the same day registration or address change process, issue a regular provisional ballot application, pre-printed ballot, and orange provisional privacy sleeve.
- b. For counties with more than one early voting center:
  - 1) To check in voters, use:
    - a) At least one computer with: (1) the pollbook emulator software<sup>1</sup> to check in voters; and (2) a searchable list of registered voters to look up voters; and
    - b) Blank voter authority cards.
  - 2) For voting, use the ballot style written on the voter authority card to issue each voter a privacy sleeve and:
    - a) Pre-printed ballot; or
    - b) Blank ballot activation card if the voter wants to use the ballot marking device. Write on the back of the ballot activation card the voter's ballot style number and manually select the voter's ballot style on the ballot marking device.
  - 3) For individuals who want to use the same day registration or address change process, issue a regular provisional ballot application, pre-printed ballot, and orange provisional privacy sleeve.
- c. The following supplies are needed for this contingency plan. The local board must deploy one set of supplies for each early voting center.
  - 1) At least one computer (*preferred*) or one paper precinct register (counties with one early voting center only);
  - 2) Blank voter authority cards;
  - 3) Regular provisional ballot applications for the same day registration and address change process;
  - 4) Extra pens; and
  - 5) Instructions for the election judges, including how to select the ballot style on the ballot marking device.
2. *Electronic Pollbook Network* – This contingency plan only applies to counties with more than one early voting center. Use this plan if the network connection for the electronic pollbooks is not functioning. Keep the plan in place until the network connection is restored.
  - a. To check in voters, follow the normal process with the electronic pollbooks.<sup>2</sup>
  - b. For voting, follow the normal process to issue each voter a pre-printed ballot or ballot activation card and privacy sleeve.
  - c. For individuals who want to use the same day registration or address change process, follow the normal check-in and ballot issue process.
  - d. No supplies are needed for this contingency plan.
3. *Ballot Marking Device Back-Up* – Use this contingency plan if **none** of the ballot marking devices at an early voting center are functioning. Keep this plan in place until the deployed or replacement ballot marking devices are functioning.

<sup>2</sup> If the network connection is not functioning, electronic pollbooks in the county's other early voting centers will not be updated as voters check in to vote. Once the network connection is restored, these electronic pollbooks will be updated. If any voter voted more than once during this time, election officials will be alerted and will take the appropriate action.

- a. For all counties:
    - 1) To check in voters, follow the ~~normal check-in~~ process outlined in the election judges' manual when a ballot marking device is not available for use with the electronic pollbooks.
    - 2) For voting, issue each voter a pre-printed ballot and privacy sleeve.
    - 3) Provide voters with requested assistance.
    - 2)4) After manually marking the ballot, the voter will feed the ballot into the precinct tabulator.
  - b. For counties with one early voting center, also give voters the following options:
    - 1) Go to the local board to vote a ~~mail-in n absentee~~-ballot;
    - 2) Return to the early voting center later that day or on another early voting day; or
    - 3) Vote on election day.
  - c. For counties with more than one early voting center, also give voters the following options:
    - 1) Go to another early voting center;
    - 2) Go to the local board to vote a ~~mail-in n absentee~~-ballot;
    - 3) Return to the early voting center later that day or on another early voting day; or
    - 4) Vote on election day.
  - d. The following supplies are needed for this contingency plan. The local board must have one set of supplies for each voting center.
    - 1) Pens; and
    - 2) Instructions for the election judges on assisting voters marking ballots.
4. *Voting System Back-Up* – Use this contingency plan if **none** of the ballot scanning units at an early voting center are functioning. Keep the plan in place until the deployed or replacement scanning units are functioning.
- a. For all counties:
    - 1) To check in voters, follow the normal process with the electronic pollbooks.
    - 2) For voting, follow the normal process to issue a pre-printed ballot or ballot activation card and privacy sleeve. After making selections, the voter will put the marked ballot in the emergency compartment. This ballot will be tabulated later.
  - b. For counties with only one early voting center, also give voters the following options:
    - 1) Go to the local board to vote a ~~mail-in absentee~~-ballot;
    - 2) Return to the early voting center later that day or on another early voting day; or
    - 3) Vote on election day.
  - c. For counties with more than one early voting center, also give voters the following options:
    - 1) Go to another early voting center;
    - 2) Go to the local board to vote a ~~mail-in absentee~~-ballot;
    - 3) Return to the early voting center later that day or on another early voting day; or
    - 4) Vote on election day.
  - d. The following supplies are needed for this contingency plan. The local board must have one set of supplies for each voting center.
    - 1) Ballot receptacle;
    - 2) Instructions for the election judges; and
    - 3) Handout with voters' options (as specified in §4(b) or §4(c) above).
5. *Extended Voting Hours* – This plan is implemented if a court orders one or more early voting centers to remain open past 8 pm during early voting. Keep the plan in place until the closing time in the court order.

This policy supersedes SBE Policy 2007-01 as revised April 2008 and SBE Policy 2010-02, 2011-01, 2015-01, and 2016-01, 2016-2, and 2017-1, 2018-1, ~~and 2019-1~~, and 2020-03.

# State of Maryland

## SBE Policy 2020-013: Contingency Plans for the 2020 Elections

- a. The local boards must train election judges on extended hours voting and deploy extended hours voting supplies.
- b. To check in voters, follow the normal process with the electronic pollbooks.
- c. For voting:
  - 1) For voters who would have voted a regular ballot during normal voting hours, issue a pre-printed paper ballot **or ballot activation card** and extended hours envelope.
  - 2) For voters who would have voted a provisional ballot during normal voting hours, issue a provisional ballot and regular provisional ballot application stamped or marked with an "E."
- d. The following supplies are needed for this contingency plan. The local board **must** deploy one set of supplies for each early voting center.
  - 1) Extended hours envelopes in a quantity to be determined by the State Administrator;
  - 2) Regular provisional voting applications (stamped or marked with "E" written on the application) in a quantity to be determined by the State Administrator;
  - 3) Instructions for the election judges; and
  - 4) Forms for election judges to complete at the end of extended voting hours.

### **Election Day Contingency Plans**

1. **Electronic Pollbook Back-Up** – This contingency plan is implemented if **none** of the electronic pollbooks in a polling place are functioning. Keep the plan in place until the deployed or replacement electronic pollbooks are functioning.
  - a. To check in voters, use a paper precinct register and blank voter authority cards.
  - b. For voting, follow the normal process to issue a pre-printed ballot or ballot activation card and privacy sleeve. If a voter wants to use the ballot marking device, write on the back of the ballot activation card the voter's ballot style number and manually select the voter's ballot style on the ballot marking device.
  - c. The following supplies are needed for this contingency plan. The local board must deploy one set of supplies for each **polling place election day vote center**.
    - 1) At least one computer (*preferred*) or one paper precinct register;
    - 2) Blank voter authority cards; and
    - 3) Instructions for the election judges.
2. **Electronic Pollbook Network** – This contingency plan only applies to **all** counties **with an election day network**. Use this plan if the network connection for the electronic pollbooks is not functioning. Keep the plan in place until the network connection is restored.
  - a. To check in voters, follow the normal process with the electronic pollbooks.
  - b.** For voting, follow the normal process to issue each voter a pre-printed ballot or ballot activation card and privacy sleeve.
  - b.c.** **Provide voters with requested assistance.**
  - e.d.** For individuals who want to use the same day registration process, follow the normal check-in and ballot issue process.
  - d.e.** No supplies are needed for this contingency plan.
3. **Ballot Marking Device Back-Up** – Use this contingency plan if **none** of the ballot marking devices in an election day vote center are functioning. Keep this plan in place until the deployed or replacement ballot marking devices are functioning.
  - a.** **Offer voters the option to:**

Commented [NC1]: Language revised to mirror language approved for the 2020 elections before the way the elections were conducted were changed.

This policy supersedes SBE Policy 2007-01 as revised April 2008 and SBE Policy 2010-02, 2011-01, 2015-01, and 2016-01, 2016-2, and 2017-1, 2018-1, and 2019-1, and 2020-03.

- 1) Vote a pre-printed ballot with assistance (if needed);
  - 2) Go to the local board to vote a mail-in ballot; or
  - 3) Return to the polling place later (if time permits) and give the voter a return pass.
- ~~a.~~ To check in voters, follow the normal process with the electronic pollbooks.
  - b.
  - c. For voting, follow the normal process to issue a pre-printed ballot and privacy sleeve.
  - d. Provide voters with requested assistance.
  - ~~e.~~ After manually marking the ballot, the voter will feed the ballot into the precinct tabulator.
  - ~~f.~~
  - ~~g.~~ The only supplies needed for this contingency plan are instructions for the election judges. The instructions must include how election judges can provide assistance to voters with disabilities. The local board must have one set of instructions for each polling place election day vote center.
  - ~~f.~~
4. *Voting System Back-Up* – This contingency plan is implemented if the ballot scanning unit in the polling place election day vote centers is not functioning. Keep the plan in place until the deployed or replacement ballot scanning unit is functioning.
  - a. To check in voters, follow the normal process with the electronic pollbooks.
  - b. For voting, follow the normal process to issue a pre-printed ballot or ballot activation card and privacy sleeve. After marking the ballot, the voter will put the marked ballot in the emergency compartment. This ballot will be tabulated later.
  - c. The only supplies needed for this contingency plan are instructions for the election judges. The local board must provide one set of instructions for each election day vote centers.
5. *Extended Voting Hours* – This plan is implemented if a court orders one or more polling places election day vote centers to remain open past 8 pm on election day. Keep the plan in place until the closing time in the court order.
  - a. The local boards must train election judges on extended hours voting and deploy extended hours voting supplies with the election judges.
  - b. To check in voters, follow the normal process with the electronic pollbooks.
  - c. For voting:
    - 1) For voters who would have voted a regular ballot during normal voting hours, issue a pre-printed paper ballot or ballot activation card and extended hours envelope.
    - 2) For voters who would have voted a provisional ballot during normal voting hours, issue a provisional ballot and regular provisional ballot application stamped or marked with an “E.”
  - d. The following supplies are needed for this contingency plan. The local board must deploy one set of supplies for each election day vote center.
    - 1) Extended hours envelopes in a quantity to be determined by the State Administrator;
    - 2) Regular provisional voting applications (stamped or marked with “E” written on the application) in a quantity to be determined by the State Administrator;
    - 3) Instructions for the election judges; and
    - 4) Forms for election judges to complete at the end of extended voting hours.



**STATE BOARD OF ELECTIONS**  
**P.O. BOX 6486, ANNAPOLIS, MD 21401-0486 PHONE (410) 269-2840**

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Nikki Charlsor  
Deputy Administrator

**Memorandum**

**TO:** State Board Members  
**FROM:** Jared DeMarinis, Director  
Division of Candidacy and Campaign Finance  
**DATE:** March 10, 2022  
**SUBJECT:** Waiver of late filing fees standards

Enclosed are the waiver requests, which were submitted by campaign committees that have been assessed late filing fees. The attached Waiver Request Information Page contains an overview of each committee as well as the Administrator's recommendation for Board approval on granting a waiver request.

In the past the Board has considered the following facts in determining whether just cause exists to grant a waiver.

- Administrative error of any kind on the part of the Division.
- The lateness is due to extenuating circumstances, i.e. physical illness or death in the family.
- The late report is the first late report and allows the committee to close, or contains minimal financial activity.
- The fee will cause undue financial hardship, if the liability of the fine is the personal responsibility of the officers.
- Computer problems occurred which made timely filing impossible. However, the filer still must have demonstrated a good faith effort to timely file.

Prior to the meeting please review each waiver request. Note the recommendations that you may disagree with or have questions on that you would like to discuss.

Pursuant to Election Law Article §13-337 (b) (3), the State Administrator has denied five waiver request, for the month of March. No Board action is required on the denials. Late fees collected year to date for Late Fee Waivers are \$145,223.41

Please feel free to contact me at 410-269-2853 if you have any questions.

## Granted

1. Badillo, Darren Friends of
2. Brooks, Kevin Andre Friends of
3. Chappell, Justin Citizens Empowered for
4. De'Narde English for Maryland
5. Fenati, Pat Friends of
6. Harrison, Charles Citizens for
7. Jeang, David Citizens for
8. Johnson, Sylvia Friends of
9. Long, Robert (Bob) Friends of
10. Mattingly, Bill Friends of
11. Porompyae, Jordan 2022 District 10 Friends of
12. Varney, Donta Committee to Elect
13. Veterinary PAC MD
14. Walberg, Jerry for Washington County Board of Education

## Denied

1. Brown, Liz (Elizabeth) 4 Board of Education
2. Cartwright, Wendy A. Friends of
3. Grogan, David for Sheriff
4. Jarboe-Duley, Toni Friends of
5. Velazquez, Carlos County Sheriff

## Waiver Request Information Page

### General

Account Name	Badillo, Darren Friends of	
CCF ID:	01013717	Status: Active
Date Established	7/13/21	
Date Waiver Requested	1/20/22	
Account Type	Candidate Account	

### Officers

Current Treasurer	Susan Badillo	Start Date: 7/13/21
Responsible Treasurer		
Current Chairman	Darren Badillo	7/13/21
Responsible Chairman		

### Waiver Request Dates

Late Report	Affidavit	Date Received	Fees	Total Fees
1/19/22		1/20/22	\$20	\$20
			\$	\$
				Total: \$20

All required notices were sent to this campaign account for the above listed report(s).

### Prior Waiver and Fees

Report	Late Fee	Waiver/payment	Referred OSP
N/A	\$		

### Recent Financial Activity History

Report	Contributions	Expenditures	Cash Balance	Outstanding/ Loans/ Obligations
1/19/20	\$3,928	\$3,077	\$850	\$0
	\$	\$	\$	\$
	\$	\$	\$	\$

### Reason for Waiver

We completed the report but forgot to hit the send button.

### Division Comments

Grant 1<sup>st</sup> request

### Administrator's Decision

# State of Maryland



## Late Fee Waiver Request Form

**Instructions:** Please print clearly or type. If you assert as the basis for the request that you were personally unable to file the report, please explain why the other responsible parties could not file the report. Please limit your request to this document only. \*Requests may only be made by the committee chairman, treasurer or candidate.

Campaign Account Name: Friends of Darren Beall Account Number: 01013717

Date of Request: 1/26/22 Total Amount of late fees: \$ 20.00

Name of the Requestor(s)\*: Darren Beall

The Requestor is the:  Chairman  Treasurer  Candidate

Waiver of late fees for the following Campaign Finance Report(s): 2022 Annual 1/19/22

The basis for the request: Thank you for your time in advance we filled the report last night. We just forgot to click one button to send to state.

The report was complete all the information was entered

[Signature]  
(Signature)

1/26/22  
(Date)

<b>For Board Use Only</b>	
Date Rcvd: _____	Date Heard: _____
Verification: _____	
Bd. Decision: _____	

Maryland State Board of Elections  
Division of Candidacy and Campaign Finance  
P.O. Box 6486 • 151 West Street, Suite 200 • Annapolis, MD 21401-0486  
410-269-2880 • 800-222-8683 • MD Relay 800-735-2258 • [www.elections.state.md.us](http://www.elections.state.md.us)

## Waiver Request Information Page

### General

<b>Account Name</b>	Brooks, Kevin Andre Friends of	
<b>CCF ID:</b>	01006356	<b>Status: Active</b>
<b>Date Established</b>	7/02/10	
<b>Date Waiver Requested</b>	1/20/22	
<b>Account Type</b>	Candidate Account	

### Officers

<b>Current Treasurer</b>	N/A	<b>Start Date:</b>
<b>Responsible Treasurer</b>	N/A	
<b>Current Chairman</b>	Kevin Brooks	7/02/10
<b>Responsible Chairman</b>		

### Waiver Request Dates

Late Report	Affidavit	Date Received	Fees	Total Fees
1/19/22		1/20/22	\$20	\$20
			\$	\$
				Total: \$20

All required notices were sent to this campaign account for the above listed report(s).

### Prior Waiver and Fees

Report	Late Fee	Waiver/payment	Referred OSP
1/18/17	\$40	paid	yes
1/18/12	\$250	paid	yes
9/03/10	\$20	paid	N/A

### Recent Financial Activity History

Report	Contributions	Expenditures	Cash Balance	Outstanding/ Loans/ Obligations
1/19/22	\$0	\$0	\$0	\$0
	\$	\$	\$	\$
	\$	\$	\$	\$

### Reason for Waiver

I was not able to get access to the filing system site because I am no longer a voter in Maryland.

### Division Comments

Grant, committee has filed a final report to close account

### Administrator's Decision



Ebony Parran -SBE- <ebony.parran@maryland.gov>

---

## Request for Waiver

2 messages

---

Kevin Brooks <Kevlead@msn.com>

Thu, Jan 20, 2022 at 3:36 PM

To: Ebony Parran -SBE- <ebony.parran@maryland.gov>

Good Afternoon, I am requesting a waiver for the late fee associated with filing past the deadline. I was not able to get access to the filling site because I am no longer a voter in the state of Maryland. When I tried to enter password reset I was not allowed access.

Thanks

Kevin Andre Brooks

On Jan 20, 2022, at 2:23 PM, Ebony Parran -SBE- <ebony.parran@maryland.gov> wrote:

<https://campaignfinance.maryland.gov/>

--

Ebony R. Sherbert-Parran

Maryland State Board of Elections

Division of Candidacy and Campaign Finance

151 West Street, Suite 200, P.O. Box 6486

Annapolis, Maryland 21401-0486

410-269-2922

410-974-5415 (Fax)

---

Ebony Parran -SBE- <ebony.parran@maryland.gov>

Thu, Jan 20, 2022 at 3:36 PM

To: Kevin Brooks <Kevlead@msn.com>

Received.

[Quoted text hidden]

## Waiver Request Information Page

### General

<b>Account Name</b>	Chappell, Justin Citizens Empowered for	
<b>CCF ID:</b>	01000451	<b>Status: Active</b>
<b>Date Established</b>	11/30/99	
<b>Date Waiver Requested</b>	2/8/22	
<b>Account Type</b>	Candidate Account	

### Officers

<b>Current Treasurer</b>	Ben Spangenberg	<b>Start Date: 11/30/99</b>
<b>Responsible Treasurer</b>		
<b>Current Chairman</b>	Justin Chappell	11/30/99
<b>Responsible Chairman</b>		

### Waiver Request Dates

Late Report	Affidavit	Date Received	Fees	Total Fees
1/19/22		2/8/22	\$685	\$685
			\$	\$
				Total: \$685

All required notices were sent to this campaign account for the above listed report(s).

### Prior Waiver and Fees

Report	Late Fee	Waiver/payment	Referred OSP
11/20/18	\$60	paid	Yes
11/18/14	\$10	paid	
10/22/10	\$20	paid	

### Recent Financial Activity History

Report	Contributions	Expenditures	Cash Balance	Outstanding/ Loans/ Obligations
1/19/22	\$0	\$0	\$0	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

### Reason for Waiver

The candidate who is also the treasurers spouse died in September.

### Division Comments

Grant

### Administrator's Decision

From: **Ben D. Spangenberg & Justin W. Chappell** <[ben.justin.md@gmail.com](mailto:ben.justin.md@gmail.com)>

Date: Tue, Feb 8, 2022 at 12:39 PM

Subject: Re: Chappell, Justin Citizens Empowered For CCFID: 010000451

I would like to formally request that all fines be waived. Candidate died in September, also, as Justin's husband, I would like to inform you that I am forgiving the \$16,700 loan balance. Please let me know if there's anything else you need from me on my end.

Best,

Ben Spangenberg



## Waiver Request Information Page

### General

<b>Account Name</b>	De'Narde English for Maryland	
<b>CCF ID:</b>	01013513	<b>Status: Active</b>
<b>Date Established</b>	9/12/20	
<b>Date Waiver Requested</b>	2/2/22	
<b>Account Type</b>	Candidate Account	

### Officers

<b>Current Treasurer</b>	Cody Roberts	<b>Start Date: 9/12/20</b>
<b>Responsible Treasurer</b>		
<b>Current Chairman</b>	De'Narde English	9/12/20
<b>Responsible Chairman</b>		

### Waiver Request Dates

Late Report	Affidavit	Date Received	Fees	Total Fees
1/19/22	Yes	2/2/22	\$385	\$385
			\$	\$
				Total: \$385

All required notices were sent to this campaign account for the above listed report(s).

### Prior Waiver and Fees

Report	Late Fee	Waiver/payment	Referred OSP
N/A	\$		

### Recent Financial Activity History

Report	Contributions	Expenditures	Cash Balance	Outstanding/ Loans/ Obligations
Affidavit	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

### Reason for Waiver

I withdrew from the election on 1/6/22, my treasurer resigned not realizing there was a report due. I also was not aware of the filing requirements.

### Division Comments

Grant, 1t request

### Administrator's Decision

From: DRJE <drje008@gmail.com>

Date: February 2, 2022 at 4:05:32 PM EST

To: Ebony.Parran@maryland.gov

Subject: Have Late Fees Waived

Hello, my name is De'Narde English. I was a previous candidate for the Maryland House of Delegates for district 31B. I am requesting the associated late filing fees to be waived. The reason for the request is once I withdrew from the election on 01/06/2022, my treasurer resigned, not realizing there was additional filing to be reported, and I was not aware of the additional filing requirement.

Thank you for your time and attention to this communication.

--

Sincerely,

De'Narde Ra'Mon John English

## Waiver Request Information Page

### General

<b>Account Name</b>	Fenati, Pat Friends of	
<b>CCF ID:</b>	01009518	<b>Status: Active</b>
<b>Date Established</b>	11/07/13	
<b>Date Waiver Requested</b>	2/05/22	
<b>Account Type</b>	Candidate Account	

### Officers

<b>Current Treasurer</b>	Edward Jordan	<b>Start Date: 11/07/13</b>
<b>Responsible Treasurer</b>		
<b>Current Chairman</b>	Pat Fenati	1/23/20
<b>Responsible Chairman</b>		

### Waiver Request Dates

Late Report	Affidavit	Date Received	Fees	Total Fees
1/19/22	Yes	2/04/22	\$485	\$485
			\$	\$
				Total: \$485

All required notices were sent to this campaign account for the above listed report(s).

### Prior Waiver and Fees

Report	Late Fee	Waiver/payment	Referred OSP
1/20/21	\$20	paid	
1/15/20	\$175	paid	
11/20/18	\$150	paid	

### Recent Financial Activity History

Report	Contributions	Expenditures	Cash Balance	Outstanding/ Loans/ Obligations
Affidavit	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

### Reason for Waiver

In the past few months, my treasurer's computer crashed and had to be replaced. He no longer had the password needed to file. He tried contacting the board but was unable to get the help needed. My family contracted COVID, so I was unable to help.

### Division Comments

Grant, for the above circumstances.

### Administrator's Decision

Patricia Fenati  
10817 Longmeadow Drive  
Damascus, MD 20872

Saturday, February 5, 2022

State Board of Elections  
151 West St  
Suite 200  
Annapolis, MD 21401

Re: Account: Friends of Pat Fenati CCF ID 01009518

To Whom It May Concern:

In the past few months my treasurer's computer crashed and it had to be replaced. He no longer had the password needed to file the latest CRIS report. He told me he tried to contact the Board of Elections several times but was unable to get the help he needed.

I was unaware that the report had not been filed for the following reasons:

In late December I was hospitalized with intestinal problems. During my stay, my husband came down with COVID. He has been hospitalized since Dec 29<sup>th</sup>. He was critically ill for over three weeks.

After I returned home, I got COVID as did my son and daughter who had come to help me.

Needless to say, I did not think to check with my treasurer in those weeks.

My husband is still in ICU.

I was shocked when I got the letter regarding late fees on Wednesday Feb 2<sup>nd</sup>. I spoke with my treasurer that night. I then called the Board of Elections the next day (Thursday the 3<sup>rd</sup>.) The person I finally talked to said she would call back and help me to navigate the CRIS website. That did not happen.

I called again Friday the 4<sup>th</sup>. The person I eventually reached was very helpful. With her help, I was able to file the affidavit of Limited Contributions and Expenditures myself, which I had never done before.

Under these conditions, please consider waiving the fees accumulated for filing late.

Sincerely,



Patricia Fenati  
Candidate 2018  
Campaign Chair

RECEIVED  
FEB 09 2022  
STATE BOARD OF ELECTIONS

## Waiver Request Information Page

### General

<b>Account Name</b>	Harrison, Charles Citizens for	
<b>CCF ID:</b>	01009403	<b>Status:</b> Active
<b>Date Established</b>	7/31/2013	
<b>Date Waiver Requested</b>	2/14/22	
<b>Account Type</b>	Candidate Account	

### Officers

<b>Current Treasurer</b>	Charles Collyer	<b>Start Date:</b> 7/31/13
<b>Responsible Treasurer</b>		
<b>Current Chairman</b>	Pam Zappardino	7/31/13
<b>Responsible Chairman</b>		

### Waiver Request Dates

Late Report	Affidavit	Date Received	Fees	Total Fees
1/19/22		2/01/22	\$350	\$350
			\$	\$
				Total: \$350

All required notices were sent to this campaign account for the above listed report(s).

### Prior Waiver and Fees

Report	Late Fee	Waiver/payment	Referred OSP
1/15/20	\$245	paid	N/A
1/18/17	\$120	paid	N/A

### Recent Financial Activity History

Report	Contributions	Expenditures	Cash Balance	Outstanding/ Loans/ Obligations
1/19/22	\$0	\$0	\$961	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

### Reason for Waiver

We thought we had closed the committee around 2020.

### Division Comments

Grant, committee has filed a final report.

### Administrator's Decision

Waiver request

RECEIVED

FEB 14 2022

STATE BOARD OF ELECTIONS

**Charles E. Collyer, Ph.D.**

**To: Maryland State Board of Elections**  
**Re: Citizens for Charles Harrison – request for waiver of late filing fee**  
**Date: 11 February 2022**

I was the Treasurer for the campaign *Citizens for Charles Harrison*. Mr. Harrison was a candidate for Judge of the Orphans' Court in Carroll County.

Mr. Harrison and I thought we had closed the campaign around the beginning of 2020. I filed an Affidavit and thought I had indicated we were closing the campaign. Our bank account at New Windsor State Bank was closed in March, and the funds remaining in the account were donated to another campaign, Friends of Virginia Harrison. Mrs. Harrison was running for School Board.

The pandemic hit, and we were wrapped up in other health and family concerns.

Apparently, we did not take the correct steps to end our campaign with SBE. Lately I learned that SBE viewed the campaign as active and held that a balance of \$961.76 remained unaccounted for. An accounting of that balance, prepared with the help of NWSB bank, accompanies this letter.

With apologies for failing to properly close the campaign. I respectfully request a waiver of the \$350 late filing fee that has been applied to Citizens for Charles Harrison.

Thank you for your consideration.

Sincerely,



Charles Collyer, Ph.D.  
3339 Uniontown Road  
Westminster, Maryland 21158  
401-258-9834

## Waiver Request Information Page

### General

<b>Account Name</b>	Jeang, David Citizens for	
<b>CCF ID:</b>	01013919	<b>Status:</b> Active
<b>Date Established</b>	12/01/21	
<b>Date Waiver Requested</b>	1/31/22	
<b>Account Type</b>	Candidate Account	

### Officers

<b>Current Treasurer</b>	Bertin Casson	<b>Start Date:</b> 12/01/21
<b>Responsible Treasurer</b>		
<b>Current Chairman</b>	David Jeang	12/01/21
<b>Responsible Chairman</b>		

### Waiver Request Dates

Late Report	Affidavit	Date Received	Fees	Total Fees
1/19/22		1/27/22	\$175	\$175
			\$	\$
				Total: \$175

All required notices were sent to this campaign account for the above listed report(s).

### Prior Waiver and Fees

Report	Late Fee	Waiver/payment	Referred OSP
N/A	\$		

### Recent Financial Activity History

Report	Contributions	Expenditures	Cash Balance	Outstanding/ Loans/ Obligations
Affidavit	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

### Reason for Waiver

Neither my manager or treasurer had the liberty to check the email account associated with my campaign prior to filing and had not established their login.

### Division Comments

Grant, first request.

### Administrator's Decision

From: David Jeang <[jeang4md@gmail.com](mailto:jeang4md@gmail.com)>

Date: Mon, Jan 31, 2022 at 10:50 PM

Subject: Re: Requesting waiver of late fee for Campaign Finance Report 1/19/2022 annual report

On Thu, Jan 27, 2022 at 2:48 PM David Jeang <[jeang4md@gmail.com](mailto:jeang4md@gmail.com)> wrote:

I'm requesting a waiver for citizens for David jeang as neither my campaign manager or treasurer have had the liberty to check the email account associated with my campaign prior to filing and had not established their CRIS login password.

In addition, there was some confusion as I filed under the wrong party, had not paid the filing fee yet, and was planning to refile sometime next week using the same committee. Please consider this and get back to me as soon as possible.

Thank you.



## Waiver Request Information Page

### General

<b>Account Name</b>	Johnson, Sylvia Friends of	
<b>CCF ID:</b>	01013576	<b>Status: Active</b>
<b>Date Established</b>	2/18/21	
<b>Date Waiver Requested</b>	1/20/22	
<b>Account Type</b>	Candidate Account	

### Officers

<b>Current Treasurer</b>	Carolyn Curtis	<b>Start Date: 1/24/22</b>
<b>Responsible Treasurer</b>		
<b>Current Chairman</b>	Sylvia Johnson	2/18/21
<b>Responsible Chairman</b>		

### Waiver Request Dates

Late Report	Affidavit	Date Received	Fees	Total Fees
1/19/22		1/20/22	\$20	\$20
			\$	\$
				Total: \$20

All required notices were sent to this campaign account for the above listed report(s).

### Prior Waiver and Fees

Report	Late Fee	Waiver/payment	Referred OSP
	\$		

### Recent Financial Activity History

Report	Contributions	Expenditures	Cash Balance	Outstanding/ Loans/ Obligations
1/19/22	\$143117	\$87879	\$55237	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

### Reason for Waiver

The reporting software malfunctioned by duplicating the transaction amount repeatedly skewing the numbers of transactions and contribution totals.

### Division Comments

Grant

### Administrator's Decision

Sylvia L. Johnson  
7403 Albatross Court  
Bowie Maryland 20720  
Candidate/ State Senate 23<sup>rd</sup> District

January 20, 2022

Subject: Waiver Request

Attn: Victoria Smith

[Victoria.smith@maryland.gov](mailto:Victoria.smith@maryland.gov)

On January 19<sup>th</sup> between the hours of 9:00pm and 11:30pm the reporting software malfunctioned by duplicating the transaction amounts over and over again significantly skewing the number of transactions and the contribution totals. As a first-time filer and not wanting to send an incorrect report. We delayed filing until getting direction from the State Board of Elections. We would request that any penalty be waived due the system error and that any notation on the candidate file be expunged respectfully.

Your assistance with this request is greatly appreciated.

Kind Regards,

  
Sylvia L. Johnson

## Waiver Request Information Page

### General

<b>Account Name</b>	Long, Robert (Bob) Friends of	
<b>CCF ID:</b>	01006170	<b>Status:</b> Active
<b>Date Established</b>	6/30/10	
<b>Date Waiver Requested</b>	1/31/22	
<b>Account Type</b>	Candidate Account	

### Officers

<b>Current Treasurer</b>	Lois Temple	<b>Start Date:</b> 6/30/10
<b>Responsible Treasurer</b>		
<b>Current Chairman</b>	Robert Long	6/30/10
<b>Responsible Chairman</b>		

### Waiver Request Dates

Late Report	Affidavit	Date Received	Fees	Total Fees
1/19/22		2/08/22	\$685	\$685
			\$	\$
				Total: \$685

All required notices were sent to this campaign account for the above listed report(s).

### Prior Waiver and Fees

Report	Late Fee	Waiver/payment	Referred OSP
7/22/19	\$70	waived	N/A
1/19/11	\$10		N/A

### Recent Financial Activity History

Report	Contributions	Expenditures	Cash Balance	Outstanding/ Loans/ Obligations
1/19/22	\$5,855	\$3,438	\$16,839	\$0
	\$	\$	\$	\$
	\$	\$	\$	\$

### Reason for Waiver

I was in the hospital, my entire family got COVID, my treasurer had to have heart surgery.

### Division Comments

Grant, for the above circumstances.

### Administrator's Decision

On Mon, Jan 31, 2022 at 2:21 PM Covenant Realty Inc. <[boblongrealty@gmail.com](mailto:boblongrealty@gmail.com)> wrote:

Maryland State Board of Elections

I am respectfully requesting that the late fee for the financial report that was due on January 19, 2022 be waived due to the following circumstances.

I was in the hospital, my entire family got covid, my treasurer had to have heart surgery. I thank you in advance for helping me with this issue.

Delegate Bob Long  
410 336-5100

## Waiver Request Information Page

### General

Account Name	Mattingly, Bill Friends of	
CCF ID:	01013880	Status: Active
Date Established	9/17/21	
Date Waiver Requested	1/31/22	
Account Type	Candidate Account	

### Officers

Current Treasurer	Pat Mattingly	Start Date: 9/17/21
Responsible Treasurer		
Current Chairman	William Mattingly	9/17/21
Responsible Chairman		

### Waiver Request Dates

Late Report	Affidavit	Date Received	Fees	Total Fees
1/19/22	Yes	1/28/22	\$210	\$210
			\$	\$
				Total: \$210

All required notices were sent to this campaign account for the above listed report(s).

### Prior Waiver and Fees

Report	Late Fee	Waiver/payment	Referred OSP
N/A	\$		

### Recent Financial Activity History

Report	Contributions	Expenditures	Cash Balance	Outstanding/ Loans/ Obligations
Affidavit	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

### Reason for Waiver

This is my very first time as a treasurer for a candidate and filing reports.

### Division Comments

Grant 1<sup>st</sup> request.

### Administrator's Decision

On Fri, Jan 28, 2022 at 1:29 PM Mattingly, Patti wrote:

To Whom It May Concern,

I am asking for relief for the late fee filing penalty. This is my very first time as treasurer for a candidate and filing reports. There were no contributions and no expenditures for this filing period. The affidavit was completed and submitted today, January 28, 2022, with the assistance of Erin from Maryland State Board of Elections - Division of Candidacy and Campaign Finance. Anything you can do to assist would be greatly appreciated!

Patti Mattingly

## Waiver Request Information Page

### General

<b>Account Name</b>	Porompyae, Jordan 2022 District 10 Friends of	
<b>CCF ID:</b>	01013821	<b>Status: Active</b>
<b>Date Established</b>	09/17/21	
<b>Date Waiver Requested</b>	2/3/22	
<b>Account Type</b>	Candidate Account	

### Officers

<b>Current Treasurer</b>	Georgetta Wesley	<b>Start Date: 9/17/21</b>
<b>Responsible Treasurer</b>		
<b>Current Chairman</b>	Jordan Porompyae	9/17/21
<b>Responsible Chairman</b>		

### Waiver Request Dates

Late Report	Affidavit	Date Received	Fees	Total Fees
1/19/22	Yes	2/3/22	\$435	\$435
			\$	\$
				Total: \$435

All required notices were sent to this campaign account for the above listed report(s).

### Prior Waiver and Fees

Report	Late Fee	Waiver/payment	Referred OSP
N/A	\$		

### Recent Financial Activity History

Report	Contributions	Expenditures	Cash Balance	Outstanding/ Loans/ Obligations
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

### Reason for Waiver

I mistakenly filed the wrong report

### Division Comments

Grant committee filed the pre-primary report by mistake.

### Administrator's Decision



Ebony Parran -SBE- <ebony.parran@maryland.gov>

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## Waiver Request.

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Jordan Porompyae <jfporompyae@ymail.com>  
Reply-To: Jordan Porompyae <jfporompyae@ymail.com>  
To: Ebony Parran -SBE- <ebony.parran@maryland.gov>

Thu, Feb 3, 2022 at 3:36 PM

Hi Ebony ,

I spoke to you few minutes ago about my campaign finance report for January 19. I have been mistakenly filling the wrong report. I believe I just filled the right one. Please check and see if I did; and, I'm kindly asking for all penalty fees be waived.

Thanks in advance,

Jordan F Poronpaye Candidate and chairman

Sent from Yahoo Mail on Android



## Waiver Request Information Page

### General

<b>Account Name</b>	Varney, Donta Committee to Elect	
<b>CCF ID:</b>	01013589	<b>Status: Active</b>
<b>Date Established</b>	3/03/21	
<b>Date Waiver Requested</b>	2/13/22	
<b>Account Type</b>	Candidate Account	

### Officers

<b>Current Treasurer</b>	Pat Goldring	<b>Start Date: 2/12/22</b>
<b>Responsible Treasurer</b>		
<b>Current Chairman</b>	Donta Varney	3/03/21
<b>Responsible Chairman</b>		

### Waiver Request Dates

Late Report	Affidavit	Date Received	Fees	Total Fees
1/19/22	Yes	2/12/22	\$885	\$885
			\$	\$
				Total: \$885

All required notices were sent to this campaign account for the above listed report(s).

### Prior Waiver and Fees

Report	Late Fee	Waiver/payment	Referred OSP
N/A	\$		

### Recent Financial Activity History

Report	Contributions	Expenditures	Cash Balance	Outstanding/ Loans/ Obligations
Affidavit	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

### Reason for Waiver

I just finally got into my account yesterday had to change my treasurer and get her set up. On the 19<sup>th</sup> my report was not on my account for me to file. I have gone back and forth with State Board to get my account together and nothing really work.

### Division Comments

Grant, first request.

### Administrator's Decision

On Sun, Feb 13, 2022 at 2:49 PM Dr. Donta Varney <[dcvarney1@aol.com](mailto:dcvarney1@aol.com)> wrote:  
Good Afternoon,

I am Mr. Donta Varney Candidate of Charles County Central Democratic Committee. I just finally got into my account yesterday had to change my Treasurer and get her set up for her account. My report was late but sent yesterday. On the 19th of January my report wasn't on my account for me to file. I have went back and forth with State board to get my account together and nothing really work. So I am asking for a late fee wavier for just this one time. I am usually on top of my stuff you can look at my track record for Elections 2018 I never was late to file no report. So if you can give me a Wavier I would appreciate it please.

Thanks,  
Mr. Donta Varney  
Chairman

## Waiver Request Information Page

### General

<b>Account Name</b>	Veterinary PAC MD	
<b>CCF ID:</b>	03007924	<b>Status: Active</b>
<b>Date Established</b>	9/08/1982	
<b>Date Waiver Requested</b>	2/01/22	
<b>Account Type</b>	Candidate Account	

### Officers

<b>Current Treasurer</b>	Elizabeth Cottrell	<b>Start Date: 1/21/21</b>
<b>Responsible Treasurer</b>		
<b>Current Chairman</b>	Rich Streett	8/06/15
<b>Responsible Chairman</b>		

### Waiver Request Dates

Late Report	Affidavit	Date Received	Fees	Total Fees
1/19/22		1/28/22	\$210	\$210
			\$	\$
				Total: \$210

All required notices were sent to this campaign account for the above listed report(s).

### Prior Waiver and Fees

Report	Late Fee	Waiver/payment	Referred OSP
1/20/21	\$40	waived	
6/15/18	\$140	paid	
1/17/18	\$90	paid	

### Recent Financial Activity History

Report	Contributions	Expenditures	Cash Balance	Outstanding/ Loans/ Obligations
1/19/22	\$0	\$250	\$13,265	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

### Reason for Waiver

I find the system to be very confusing and have a difficult time navigating it. I have not received any emails about the annual reporting deadline.

### Division Comments

Grant, committee has new a new treasurer and executive officer.

### Administrator's Decision

On Tue, Feb 1, 2022 at 11:46 AM Marisa Francis <[mfrancis@mdvma.org](mailto:mfrancis@mdvma.org)> wrote:

I'm writing to request a waiver of the \$210 late fee penalty on the account: Veterinary PAC MD – CCF ID: 03007924

This is only the second time filing the organization's annual report since becoming Executive Director. Despite the manual, I find the system to be very confusing and have a difficult time navigating it.

Despite adding my email address last year, I have not received any emails about the annual reporting deadline. The organization's Treasurer forwarded the notice to me on January 14. On January 18 I uploaded the completed transaction spreadsheets and thought I was done. A week later the Chair forwarded a message to me from the system stating that we missed the deadline and would be responsible for late fees. I did not receive that notice. I have, once again updated our registration and hope from this point forward, I will receive communications.

I understand penalties for missing deadlines are necessary. I honestly believed I filed the report in its entirety on January 18. A \$210 penalty is a relatively significant loss for a small PAC like ours. If request for a waiver is denied, perhaps the board would consider a reduction in the penalty amount.

Thank you for your consideration.

Sincerely,

**Marisa Francis, Executive Director**  
**Maryland Veterinary Medical Association (MDVMA)**  
**Maryland Veterinary Foundation (MDVF)**  
Mailing Address: 8574 Paxton St., Hummelstown, PA 17036  
Main: 410-305-7083 | Mobile: 717-480-8376  
Email: [mfrancis@mdvma.org](mailto:mfrancis@mdvma.org) | Web: [www.mdvma.org](http://www.mdvma.org)

## Waiver Request Information Page

### General

<b>Account Name</b>	Walberg, Jerry for Washington County Board of Education	
<b>CCF ID:</b>	01013661	<b>Status: Active</b>
<b>Date Established</b>	6/02/21	
<b>Date Waiver Requested</b>	2/9/22	
<b>Account Type</b>	Candidate Account	

### Officers

<b>Current Treasurer</b>	Jessica Walberg	<b>Start Date: 6/2/21</b>
<b>Responsible Treasurer</b>		
<b>Current Chairman</b>	Jerry Walberg	6/2/21
<b>Responsible Chairman</b>		

### Waiver Request Dates

Late Report	Affidavit	Date Received	Fees	Total Fees
1/19/22	Yes	2/01/22	\$350	\$350
			\$	\$
				Total: \$350

All required notices were sent to this campaign account for the above listed report(s).

### Prior Waiver and Fees

Report	Late Fee	Waiver/payment	Referred OSP
N/A	\$		

### Recent Financial Activity History

Report	Contributions	Expenditures	Cash Balance	Outstanding/ Loans/ Obligations
Affidavit	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

### Reason for Waiver

I requested that the fee be waived as I was out of town in Iowa visiting family. I did not return until Jan 25, 2022.

### Division Comments

Grant 1<sup>st</sup> request

### Administrator's Decision

FEB 09 2022

### Late Fee Waiver Request Form

Maryland State Board of Elections – Division of Candidacy and Campaign Finance  
P.O. Box 6486 • Annapolis, MD 21401-0486  
410-269-2880 • 800-222-8683

STATE BOARD OF ELECTIONS

Campaign Account Name: Jerry Walberg for Washington County School Board

Account Number: 01013661 Date of Request: 2/3/2022

Name of the Requestor(s)\*: Jerry A Walberg

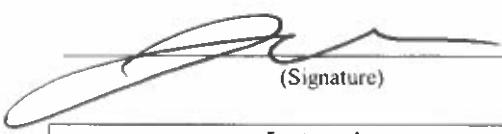
The Requestor is the:  Chairman  Treasurer  Candidate

Waiver of late fees for the following Campaign Fund Report(s): 2021 Campaign Finance Report

Total Amount of late fees: \$ 350.00

The basis for the request: I would please ask that the fee be waived because I was out of town in IOWA visiting family. I did NOT return until Jan 25 2022.

Thank You

  
(Signature)

2/3/2022  
(Date)

Instructions	For Board Use Only
<ul style="list-style-type: none"> <li>- Please print clearly or type.</li> <li>- If you assert as the basis for the request that you were personally unable to file the report, please explain why the other responsible parties could not file the report.</li> <li>- Please limit your request to this document only.</li> <li>- <i>*Requests may only be made by the committee chairman, treasurer or candidate.</i></li> </ul>	<p>Date Rcvd: _____ Date Heard: _____</p> <p>Verification: _____</p> <p>Bd. Decision: _____</p>

## Waiver Request Information Page

### General

<b>Account Name</b>	Brown, Liz (Elizabeth) 4 Board of Education	
<b>CCF ID:</b>	01012585	<b>Status: Active</b>
<b>Date Established</b>	2/26/18	
<b>Date Waiver Requested</b>	2/10/22	
<b>Account Type</b>	Candidate Account	

### Officers

<b>Current Treasurer</b>	Cheryl Ervin	<b>Start Date: 2/26/18</b>
<b>Responsible Treasurer</b>		
<b>Current Chairman</b>	Charlene Haynie	2/26/18
<b>Responsible Chairman</b>		

### Waiver Request Dates

Late Report	Affidavit	Date Received	Fees	Total Fees
1/19/22	Yes	2/03/22	\$435	\$435
			\$	\$
				Total: \$435

All required notices were sent to this campaign account for the above listed report(s).

### Prior Waiver and Fees

Report	Late Fee	Waiver/payment	Referred OSP
5/22/18	\$20	paid	
4/17/18	\$90	Waived	

### Recent Financial Activity History

Report	Contributions	Expenditures	Cash Balance	Outstanding/ Loans/ Obligations
Affidavit	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

### Reason for Waiver

I received the card stating report was due on Jan 19, 2022, on Jan 31. In speaking with your office I was advised that the information was also sent in an email which we do not check.

### Division Comments

Denied, emails provide vital information for committees, not checking it is not an excuse for a late report.

### Administrator's Decision



Victorica Smith -SBE- &lt;victorica.smith@maryland.gov&gt;

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**Waiver request**

1 message

**Elizabeth Brown** <lizdelta48@hotmail.com>

Thu, Feb 10, 2022 at 3:45 PM

To: "victorica.smith@maryland.gov" &lt;victorica.smith@maryland.gov&gt;

**Subject: Waiver request**

I would like to request a waiver for my accounts late charge. I received the green card informing me that the report was due on January 19th in the mail on January 31st. My treasurer received it the same day and my campaign manager received it the next day. In talking with someone in your office I was advised that communications were also sent to our campaign emails which we don't check anymore because people communicate with me through my BOE email. My treasurer also informed me that in the past she used to get a card that told her the dates the reports were due which she didn't get either. Thanks for your consideration.

Elizabeth Brown CCF ID :01012585  
Board of Education member Charles County



## Waiver Request Information Page

### General

<b>Account Name</b>	Cartwright, Wendy A. Friends of	
<b>CCF ID:</b>	01004706	<b>Status: Active</b>
<b>Date Established</b>	6/28/06	
<b>Date Waiver Requested</b>	2/17/22	
<b>Account Type</b>	Candidate Account	

### Officers

<b>Current Treasurer</b>	Kip Douglass	<b>Start Date: 6/28/06</b>
<b>Responsible Treasurer</b>		
<b>Current Chairman</b>	Wendy Cartwright	5/21/14
<b>Responsible Chairman</b>		

### Waiver Request Dates

Late Report	Affidavit	Date Received	Fees	Total Fees
7/22/19		9/04/19	\$440	\$440
1/19/22		1/31/22	\$315	\$315
				Total: \$755

All required notices were sent to this campaign account for the above listed report(s).

### Prior Waiver and Fees

Report	Late Fee	Waiver/payment	Referred OSP
8/28/18	\$120	paid	N/A
6/15/18	\$280	paid	yes
5/22/18	\$60	paid	N/A

### Recent Financial Activity History

Report	Contributions	Expenditures	Cash Balance	Outstanding/ Loans/ Obligations
Affidavit	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

### Reason for Waiver

I could not locate my username and password for 2022. For 2018 I was returning to work after a fall.

### Division Comments

Deny, committee has a history of non-compliance.

### Administrator's Decision



Ebony Parran -SBE- &lt;ebony.parran@maryland.gov&gt;

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**Fwd: Board of Elections late filing Fees - Request for waiver**

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**Gretchen AthiasWhite** <gretchenathiaswhite@yahoo.com>  
To: ebony.parran@maryland.gov  
Cc: Wendy Cartwright <wendy8240.wc@gmail.com>

Thu, Feb 17, 2022 at 2:59 PM

Fyi - resending

Begin forwarded message:

**From:** WAC LLC8240 <wendy8240.wc@gmail.com>  
**Subject:** RE: Board of Elections late filing Fees - Request for waiver  
**Date:** February 16, 2022 at 8:26:49 PM EST  
**To:** "ebony.parran@maryland.gov" <ebony.parran@maryland.gov>  
**Cc:** Gretchen Athias-White <gretchenathiaswhite@yahoo.com>

Dear Ms. Parran,

I am an incumbent candidate for the Office of the Judge of the Orphans' Court for Prince George's County. I am currently applying for a registration to be placed on the ballot for 2022.

I was recently informed that I have election filing fees due in the amount of \$755.00, and I am applying for a waiver of these late fees. I cannot be placed on the ballot until these late fees are resolved.

I was returning back to work after a fall at an office building in the first part of 2018, while continuing physical therapy 3 times a week. Once I came back from medical leave I do not remember receiving any notices about a late filing in 2018. Once I realized that I had an outstanding filing due, I filed it as soon as possible.

Regarding the January 20, 2022 filing, I attempted to sign on the Bd. of Elections website but I could not locate my username and password. On January 20, 2022, after hours, I was able to get a temporary password. Once I gained access, I filed my Affidavit. A copy of the email regarding the temporary password (I have changed the password) is enclosed with this email.

I do not have the funds to pay the late fees assessed. I did not ask for donations for my last campaign due to my medical situation and I paid for all my election expenses out of pocket which caused me extreme financial hardship.

I am requesting that the Board consider my request for a waiver of my late fees at the next immediate Board meeting so that I may complete my candidate registration and get on the ballot for the 2022 election.

Thank you for your prompt consideration in this matter.

## Waiver Request Information Page

### General

<b>Account Name</b>	Grogan, David for Sheriff	
<b>CCF ID:</b>	01013904	<b>Status:</b> Active
<b>Date Established</b>	11/19/21	
<b>Date Waiver Requested</b>	2/3/22	
<b>Account Type</b>	Candidate Account	

### Officers

<b>Current Treasurer</b>	Kim Harley	<b>Start Date:</b> 11/19/21
<b>Responsible Treasurer</b>		
<b>Current Chairman</b>	Priscilla Monroe	11/19/21
<b>Responsible Chairman</b>		

### Waiver Request Dates

Late Report	Affidavit	Date Received	Fees	Total Fees
1/19/22		1/26/22	\$140	\$140
			\$	\$
				Total: \$140

All required notices were sent to this campaign account for the above listed report(s).

### Prior Waiver and Fees

Report	Late Fee	Waiver/payment	Referred OSP
N/A	\$		

### Recent Financial Activity History

Report	Contributions	Expenditures	Cash Balance	Outstanding/ Loans/ Obligations
1/19/22	\$1,815	\$500	\$1,315	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

### Reason for Waiver

I was login with the candidate's login and the submit button was grayed out. I sent and email and left a phone message requesting assistance.

### Division Comments

Deny, each officer has a login to file reports.

### Administrator's Decision



Victorica Smith -SBE- &lt;victorica.smith@maryland.gov&gt;

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**Fwd: Request for Waiver Preliminary Filing 1/19/2022**

1 message

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**ccf sbe -SBE-** <ccf.sbe@maryland.gov>  
To: Victorica Smith -SBE- <victorica.smith@maryland.gov>

Thu, Feb 3, 2022 at 4:41 PM

----- Forwarded message -----

From: **Kim Harley** <desktopcreations@msn.com>

Date: Wed, Jan 26, 2022 at 11:46 AM

Subject: Request for Waiver Preliminary Filing 1/19/2022

To: ccf.sbe@maryland.gov &lt;ccf.sbe@maryland.gov&gt;

Cc: Dave Grogan &lt;groganforsheriff@gmail.com&gt;, Priscilla Monroe &lt;pmdm02@gmail.com&gt;

I am the treasurer of The Dave Grogan for Sheriff Campaign. I would like to request a waiver for the late fees as I tried to submit on 1/19/2022 and the File to State button was grayed out. I also sent an email and left a phone message requesting assistance. I called to today and Erin was able to assist. The problem was that I was logged with the candidate's login of which he cannot file. I have logged in correctly and the report has been filed. I apologize for the lateness of this , but I appreciate if the fees can be waived.

**Thank You****Kim Harley**

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7700 Old Branch Avenue Ste B206

Clinton MD 20735

240-318-3265

***"We Can't Spell S CCESS without U!"***

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**2 attachments** **Grogan for Sheriff Filing Issue Email.pdf**  
125K **Grogan Campaign File All to State Grayed Out (2) (1).pdf**  
88K

## Waiver Request Information Page

### General

<b>Account Name</b>	Jarboe-Duley, Toni Friends of	
<b>CCF ID:</b>	01004746	<b>Status: Active</b>
<b>Date Established</b>	7/03/06	
<b>Date Waiver Requested</b>	1/24/22	
<b>Account Type</b>	Candidate Account	

### Officers

<b>Current Treasurer</b>	Ruth Wyvill	<b>Start Date: 2/20/14</b>
<b>Responsible Treasurer</b>		
<b>Current Chairman</b>	Antoinette Jarboe	1/22/14
<b>Responsible Chairman</b>		

### Waiver Request Dates

Late Report	Affidavit	Date Received	Fees	Total Fees
1/19/22		1/24/22	\$100	\$100
			\$	\$
				Total: \$100

All required notices were sent to this campaign account for the above listed report(s).

### Prior Waiver and Fees

Report	Late Fee	Waiver/payment	Referred OSP
5/22/18	\$20	waived	N/A
1/15/14	\$40	paid	N/A
1/21/09	\$250	paid	N/A

### Recent Financial Activity History

Report	Contributions	Expenditures	Cash Balance	Outstanding/ Loans/ Obligations
Affidavit	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

### Reason for Waiver

I am currently out of town and did not have access to my email for a period. I did not realize that the filing deadline was Jan 19, 2022.

### Division Comments

Deny, the MDCRIS system is easily accessible from any computer.

### Administrator's Decision



Victorica Smith -SBE- <victorica.smith@maryland.gov>

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**Fwd: Friends of Toni Jarboe-Duley 01004746**

1 message

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**Ebony Parran -SBE-** <ebony.parran@maryland.gov>  
To: Victorica Smith -SBE- <victorica.smith@maryland.gov>

Mon, Jan 24, 2022 at 5:43 PM

Received

Begin forwarded message:

**From:** tonijduley@comcast.net  
**Date:** January 24, 2022 at 4:47:34 PM EST  
**To:** Ebony.Parran@maryland.gov  
**Subject:** Friends of Toni Jarboe-Duley 01004746

Dear Ms. Parran:

I was late filing my affidavit of limited contributions for the past year and I was fined \$100.00. I am currently out of town and did not have access to my email for a period of time. I did not realize that the filing deadline was January 19, 2022. This was not intentional and I have since filed the affidavit.

I am a small business owner and since the covid virus my income is limited. I am requesting a waiver for the fine that was levied and any consideration you could grant me would be greatly appreciated.

Respectfully,

Antoinette Jarboe-Duley

## Waiver Request Information Page

### General

<b>Account Name</b>	Velazquez, Carlos County Sheriff	
<b>CCF ID:</b>	01013820	<b>Status: Active</b>
<b>Date Established</b>	9/16/21	
<b>Date Waiver Requested</b>	2/10/22	
<b>Account Type</b>	Candidate Account	

### Officers

<b>Current Treasurer</b>	Raymond Miller	<b>Start Date: 9/16/21</b>
<b>Responsible Treasurer</b>		
<b>Current Chairman</b>	Evan Martin	9/16/21
<b>Responsible Chairman</b>		

### Waiver Request Dates

Late Report	Affidavit	Date Received	Fees	Total Fees
1/19/22		N/A	\$1000	\$1000
			\$	\$
				Total: \$1000

All required notices were sent to this campaign account for the above listed report(s).

### Prior Waiver and Fees

Report	Late Fee	Waiver/payment	Referred OSP
N/A	\$		

### Recent Financial Activity History

Report	Contributions	Expenditures	Cash Balance	Outstanding/ Loans/ Obligations
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

### Reason for Waiver

I ran for sheriff in 2021, a week later I drop out of the race, I was not told I would have to do anything else.

### Division Comments

Deny, report has not been filed.

### Administrator's Decision

Velazquez, Carlos <carlos.velazquez@store.lowes.com>

8:47 AM (54 minutes ago)

to me

Good morning My name is Carlos Velazquez and I ran for sheriff in 2021. A week later I dropped out of the race. I had no finances or any contributions at all. I was told by the elections department when I signed my withdraw that I would not have to do anything else and everything was closed. Then I got a letter in the mail a week ago saying that I owed \$449.00. I was not informed that I had to submit \$0 to the finance and close the account. So, please I would like to have this fee waived because I did not have any finances or contributions come in and I was told I didn't have to do anything else and I had no idea I had to close the account. Please let me know. Thank you and hope to hear from you soon

Thank You

Carlos Velazquez



STATE BOARD OF ELECTIONS

P.O. BOX 6486, ANNAPOLIS, MD 21401-0486 PHONE (410) 269-2840

William G. Voelp, Chairman  
Malcolm L. Funn, Vice Chairman  
Severn E. S. Miller  
Justin Williams  
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Linda H. Lamone  
Administrator  
  
Nikki Charlson  
Deputy Administrator

Memorandum

**TO:** State Board Members  
**FROM:** Jared DeMarinis, Director  
Division of Candidacy and Campaign Finance  
**DATE:** March 10, 2022  
**SUBJECT:** Waiver of late filing fees – Persons Doing Public Business, Title 14 of the Election Law Article

Enclosed are the waiver requests, which were submitted by businesses that have been assessed late filing fees. The attached Waiver Request Information Page contains an overview of each entity as well as the Agency's recommendation to the Board.

The Board should consider the following factors in determining whether just cause exists to grant a waiver.

1. Administrative error of any kind on the part of the Division.
2. The lateness is due to extenuating circumstances, i.e. physical illness or death in the family; or
3. Computer problems occurred which made timely filing impossible. However, the filer still must have demonstrated a good faith effort to timely file.

Prior to the meeting please review each waiver request. Note the recommendations that you may disagree with or have questions on that you would like to discuss.

§ 14-107(c) Late Filing Fees

- (1) As provided in this subsection, the State Board may impose fees for late filing of:
  - (i) a statement required under § 14-104 of this title; or
  - (ii) an amended statement required under subsection (b) of this section.
- (2) The State Board may impose late filing fees in the same amounts and in the same manner as provided under § 13-331(a) and (b) of this article for late filing of campaign finance reports.
- (3) Late filing fees imposed under this subsection shall be distributed to the Fair Campaign Financing Fund.

Title 14

Reduced

1. CSAA Insurance Group

## Business Contribution Disclosure System

### Waiver Request Information Page-Late Fees

#### General

Account Name	CSAA Insurance Group
BID ID:	140001001
Date Established	2/03/15
Date Waiver Requested	1/21/22
Account Type	Title 14-Person Doing Public Business

#### Officers

Current Filer	Same	Start Date: 12/06/21
Principal Officer	Michael Geeser	Start Date: 12/06/21

#### Waiver Request Dates

Late Report	Date Received	Fees	Total Fees
11/30/21	12/30/21	\$1000	\$1000
6/01/21	12/06/21	\$1000	\$1000
11/30/20	12/06/21	\$1000	\$1000
			Total: \$3000

All required notices were sent to this campaign account for the above listed report(s).

#### Prior Waiver and Fees

Report	Late Fee	Waiver/payment	Referred OSP
8/31/15	\$80	waived	

#### Reason for Waiver

CSAA experienced a transition in staff that caused an issue with receiving notifications as it pertained to the filing of reporting. Once this matter was brought to my attention I worked diligently to try and address/resolve this matter to our mutual agreement.

#### Agency Comments

Reduce to half with the approval of State Ethics the enforcer of Business/Lobbyist

- Forwarded message -----

From: **Geeser, Michael** <[Michael.Geeser@csaa.com](mailto:Michael.Geeser@csaa.com)>

Date: Fri, Jan 21, 2022 at 8:23 PM

Subject: CSAA IG Waiver Letter

To: Jared DeMarinis -SBE- <[Jared.DeMarinis@maryland.gov](mailto:Jared.DeMarinis@maryland.gov)>

Cc: Katherine Thompson -Ethics- <[katherine.thompson@maryland.gov](mailto:katherine.thompson@maryland.gov)>

Jared DeMarinis

Director - Division of Candidacy and Campaign Finance

Maryland State Board of Elections

151 West Street, Suite 200

Annapolis, MD 21401-0486

Mr. DeMarinis,

As the principal for [CSAA Insurance Exchange], hereinafter "CSAA," I am writing to explain to you the reason for any alleged delay in the filing of the mandatory reports as it pertains to lobbyists and contributions.

CSAA maintained its compliance with the laws that required certain reporting, until Spring, 2021. After that timeframe, CSAA experienced a transition in staff that caused an issue with receiving notifications as it pertained to the filing of certain reporting. Once this matter was brought to my attention in November, 2021, I worked diligently to try and address/resolve the matter to our mutual agreement.

As background, we discontinued our lobbyist services on 12/1/20 with acknowledgement from the lobbyist (John Andryszak). We did file a termination notice but, unbeknownst to CSAA, it could not be processed due to the outstanding fines. The website shows three fines – dating back to the fall of 2020 and includes the latest fine while we were waiting for this call to take place.

06/01/2021 Spring 2021	06/01/2021	12/06/2021	Referred to OSP/Ethics	06/02/2021	\$1,000.00	\$0.00	\$1,000.00	Failure to file
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11/30/2020 Fall 2020	11/30/2020	12/06/2021	Referred to OSP/Ethics	12/01/2020	\$1,000.00	\$0.00	\$1,000.00	Failure to file
11/30/2021 Fall 2021	11/30/2021	12/30/2021	Open	12/01/2021	\$1,000.00	\$0.00	\$1,000.00	Failure to file

In no way was CSAA trying to avoid responsibilities or evade the law. This was an administrative error due to the termination of the lobbyist and the transition of these responsibilities within the company. These two events prevented me from receiving the notices that would have triggered the past filings which would have been zero reports or simply a termination notice

We would respectfully request the Board's consideration of a waiver of the fines levied upon the company. If nothing else, we would respectfully the Board reconsider the last fine for November/December as that is the timeframe in which we attempted to file a termination notice.

Thanks again for your help. We look forward to hearing back from you in mid-March after your next board hearing. Until then, please don't hesitate to reach out to me if you have any questions.

Thanks,

Michael

**Michael Geeser**

National Director, Government Affairs

CSAA Insurance Group, a AAA Insurer

2445 St. Rose Parkway, Henderson, NV 89074

p: 702.419-7259 f: 888.280.7154

Michael.Geeser@csaa.com

## ASSISTANT ATTORNEY GENERAL'S REPORT

March 10, 2022

1. *WinRed, Inc. v. Ellison, et al.*, No. 21-cv-1575 (D. Minn.). On July 7, 2021, WinRed, Inc. – a federal PAC created to assist Republican Party candidates – filed a lawsuit against the Attorneys General of Connecticut, New York, Maryland, and Minnesota (the “State AGs”), seeking a declaration that State consumer protection statutes and regulations are preempted by federal law, to the extent that these State laws are being enforced to regulate the use of pre-checked recurring contribution boxes for solicitations for federal offices. WinRed had received letters from the defendants requesting information and documents regarding its use of pre-checked boxes in that context. (It is now public that ActBlue – the PAC formed to assist Democratic Party candidates – has received a similar request from the same State AGs, but has not joined this lawsuit.) On July 27, 2021, WinRed filed a motion for preliminary injunction against enforcement of subpoenas served by the State AGs. On July 29, 2021, the State AGs moved to dismiss the complaint. Oral argument on both motions took place on November 2, 2021. On January 26, 2022, the Court issued an order denying Plaintiff’s motion for preliminary injunction and granting the defendants’ motion to dismiss, and dismissed the Complaint. WinRed has appealed the dismissal to the U.S. Court of Appeals for the Eighth Circuit. WinRed’s opening brief is due March 23, 2022. The Appellees’ response will be due approximately 30 days later.

2. *Conners v. State of Maryland, et al.*, No. C-02-CV-21-001282 (Cir. Ct. A.A. Cnty.). On September 23, 2021, the Plaintiff filed a lawsuit challenging the SBE’s disclosure of personalized voter information on lists of registered voters without obtaining voters’ consent. She alleges that SBE’s practices of (i) disclosing information beyond just the names of voters on the voter list, (ii) disclosing the voter list to non-Maryland registered voters, (iii) transmitting the voter list to individuals or organizations who do not swear the oath that the list will only be used for electoral purposes, (iv) failing to ensure that the purpose for which the list is intended to be used by the applicant comports with that requirement, and (v) allowing only some voters to participate in the voter confidentiality program, violates various State and federal laws and constitutional provisions. The plaintiff is seeking, among other things, damages in the amount of \$400,000 for each instance her voter information was disclosed on a voter list transmitted to an applicant, and seeks injunctive relief in the form of an order forbidding SBE from disclosing voter information without the affirmative consent of the voter and requiring SBE to issue new voter ID numbers to every Maryland registered voter. The State of Maryland, the State Administrator, and the Governor are named as defendants in the case.

Meanwhile, on November 8, 2021, the Defendants filed a motion to dismiss the Complaint. On November 23, 2021, Plaintiff filed an opposition to the motion to dismiss. The motion to dismiss was heard on February 14, 2022.

3. *Baltimore Cnty. Branch of the NAACP, et al. v. Baltimore Cnty., Md., et al.*, No. 1:21-cv-03232 (D. Md.). On December 21, 2021, the Baltimore County Branch of the NAACP, the League of Women Voters, Common Cause of Maryland, and several individual plaintiffs filed a lawsuit challenging the Baltimore County redistricting map for county council districts, on the ground that it violated section 2 of the Voting Rights Act. Baltimore County, the individual members of the Baltimore County Council, and the Baltimore County Board of Elections were named as defendants. (The individual County Council members have since been dismissed from the case.) On January 19, 2022, the plaintiffs filed a motion for preliminary injunction, and the court entered an order setting a hearing for February 15, 2022 on the plaintiffs' motion. On February 22, 2022, the court ruled in favor of the plaintiffs, and ordered Baltimore County to produce a compliant map by March 9, 2022. On March 9, 2022, Baltimore County filed its proposed remedial map. The Court has asked the plaintiffs to respond to the filing by 5 pm today, and will hold a conference with the parties on March 11, 2022 to discuss further proceedings.

4. *Parrott, et al. v. Lamone, et al.*, No. C-02-CV-21-001773 (Cir. Ct. A.A. Cnty.); *Szeliga, et al. v. Lamone, et al.*, No. C-02-CV-21-001816 (Cir. Ct. A.A. Cnty.). On December 21 and 23, 2022, respectively, two groups of individual plaintiffs filed lawsuits challenging the State's Congressional redistricting map under various provisions of the Maryland Constitution. Collectively, plaintiffs allege that the map is an unlawful partisan gerrymander under Articles 7, 24 and 40 of the Declaration of Rights, and Articles I, § 7 and III, § 4 of the Maryland Constitution. The defendants named in the lawsuits are Ms. Lamone, Mr. Voelp, and the State of Maryland. On January 21, 2022, the Democratic Congressional Campaign Committee filed motions to intervene in both cases. These motions were rejected by the Court.

On February 7, 2022, the defendants moved to dismiss the Complaint in the *Szeliga* matter. The Court ordered an expedited response to that motion, and scheduled argument for February 16, 2022. On February 11, 2022, the *Parrott* plaintiffs moved to intervene in the *Szeliga* matter for the purpose of participating in the briefing and argument on the motion to dismiss. Argument took place on February 16, 2022. The parties made further submissions to the Court on February 18, 2022, and the Court ordered further argument on February 23, 2022. Following argument, on February 23, 2022, the Court denied the defendants' motion to dismiss as to all but one of the

plaintiffs' claims, and set a schedule for further proceedings in the case. The parties have completed discovery and proposed findings of fact are due March 11, 2022. Trial is scheduled to run for four days beginning March 15, 2022.

5. *In the Matter of Seth Wilson*, No. C-02-CV-22-000078 (Cir. Ct. A.A. Cnty.). On January 14, 2022, Seth Wilson, the Chairman of the Washington County Republican Party Central Committee, filed a petition for judicial review of the determination and approval, respectively, by the Washington County Board of Elections and SBE, of the locations for early voting centers in Washington County for the 2022 elections. On January 19, 2022, the agencies were provided notice of the petition for judicial review by the Clerk of the court. The agencies must compile and submit the administrative record to the Court by March 21, 2022.

6. *Thurston, et al. v. Prince George's County*, No. CAL22-01728 (Cir. Ct. P.G. Cnty.). On January 23, 2022, four individual plaintiffs filed a lawsuit challenging the Prince George's County redistricting map for county council districts, on the ground that the map was promulgated by resolution, and not law, and therefore is invalid. Neither SBE nor the PG County local board of elections is party to the case. The Circuit Court ruled in favor of the plaintiffs, and the Court of Appeals granted certiorari and scheduled expedited briefing and argument. On March 7, 2022, the Court of Appeals affirmed the ruling of the Circuit Court. As a result, the councilmanic map prepared by the independent commission established to draw such maps, and which the County Council had sought to override, will be implemented.

7. *In the Matter of 2022 State Legislative Redistricting*, Misc. Nos. 21, 24, 25, 26, 27 (Md.). On January 28, 2022, the Court of Appeals promulgated procedures for challenging the State legislative district map promulgated by the General Assembly. The Court established a deadline of February 10, 2022, for the filing of challenges, and ordered the Attorney General's Office to respond to any such challenges by February 15, 2022. The Court appointed Retired Judge Alan Wilner to serve as Special Magistrate to preside over these proceedings.

On February 10, 2022, four separate petitions were filed challenging various aspects of the State legislative district map. On February 15, 2022, the State filed motions to dismiss each petition. On February 18, 2022, Judge Wilner entered a scheduling order requiring that the parties exchange discovery by March 11, 2022, and submit proposed findings of fact by March 22, 2022. The Court has since extended the March 11, 2022 discovery deadline to March 14, 2022 for the limited purpose of allowing the State to serve expert reports that respond to the petitioners' expert reports, if any. A



hearing is scheduled to begin on March 23, 2022. Judge Wilner expects to have his post-hearing report completed and delivered to the Court of Appeals by April 5, 2022.

8. *In re Petition for Declaratory Ruling by Del. Mary Ann Lisanti* (State Bd. of Elec.). On March 7, 2022, Delegate Mary Ann Lisanti filed a petition for Declaratory Ruling asking the State Board of Elections to rule on the propriety of the Harford County Board of Elections' implementation of the new councilmanic district map. The petition notes that the textual provisions of the bill that was passed by the County Council implementing the map are inconsistent with the map that was included with the bill. The local Board of Elections opted to effectuate the map version of the bill, as opposed to the textual version of the bill. The State Board must rule within 60 days, or notify the petitioner within that period of time of any reasons for which it will not issue such a ruling.