

St. Mary's County Board of Elections

23250 Leonardtown Hollywood Road
Leonardtown, MD 20650

Board Meeting Minutes of 1 November 2023

Present:

Board Members:

Rebecca Wathen, Board President (D)
Mary Coombs, Board Secretary (R)
Darlene Johnson, Member (D)
Ann Raley, Member (D)

Staff Members:

Wendy Adkins, Director
Susan Julian, Deputy Director

Cynthia Panos, Board Attorney

Absent: Jack Payne, Member (R)

At 12:30 PM, Ms. Rebecca Wathen, Board President, determined that there was a quorum present and called the meeting to order. President Wathen announced that the meeting was being recorded for the purpose of preparing the minutes.

Guests Present: The guests present signed in and were welcomed by President Wathen. The sign in sheet is attached.

Documents Distributed:

- Public Candidate List
- Precinct Voter Counts Report
- By-Laws of the St. Mary's County Board of Elections
- 2024 Presidential Primary Important Dates

Approval of Minutes: The minutes from the meeting held on September 13, 2023 were presented. Ms. Darlene Johnson made a motion to approve the minutes, with corrections from the floor, seconded by Ms. Mary Coombs. Motion carried.

Meeting Agenda: The meeting agenda was reviewed. No changes were made.

Director's Report: Ms. Adkins reported the following:

- **Ballot Drop Boxes:** Ms. Adkins advised that she has submitted all drop box information to the State Board of Elections (SBE) as of October 11, 2023. Ms. Adkins will keep our Board apprised of the status.
- **2024 Early Voting Centers:** The SBE met on October 26, 2023 and approved our three (3) Early Voting Center locations with no additional information requested.
- **Candidate Listing:** Ms. Adkins provided the candidate listing who have filed locally as of this meeting date.
- **Updated Precinct Voter Count:** Ms. Adkins provided the updated registered voters by precinct report.
- **2024 MAEO Conference:** Because 2024 is an Election Year, MAEO has opted for a one-day conference. It is going to be hosted by the Anne Arundel County Board of Elections in the August/September 2024 timeframe. Additional information will be provided once it is known.

Old Business:

- **By-Laws Format:** Ms. Adkins advised that at the September 2023 Director's Meeting, the SBE stated that they wanted all By-Laws from each of the Counties to be in the same format. The revised format includes a header, table of contents, page numbers, and date that the by-laws were approved/adopted. Ms. Adkins provided our By-Laws in the new format and requested that the Board members re-sign. The By-Laws content is unchanged. No vote by the Board is required since the changes were administrative only and related to the format.
- **Important Election Dates:** Ms. Adkins provided the key dates to the Board for the 2024 Primary Election. Logic and Accuracy Testing dates are tentative. Ms. Adkins requested that Board members review these dates and make note of the dates where Board Member's attendance is required.

New Business:

- **Polling Place Plan:** Ms. Adkins reminded the Board that due to new legislation that was adopted in the 2023 Legislative Session, the following was provided:
- **HB410 Overview:**
 - Requires the local boards to maintain a contact list of individuals and organizations who wish to be notified about local board meetings at which proposed polling place changes will be discussed. The list automatically includes local commissioners, legislators, and Senate members. For anyone else that wants to be notified, on our website, there is a link where you can sign up to be notified of these meetings. The website was presented to the Board members.
 - Requires the local boards to submit a polling place plan to the SBE before each Statewide Primary Election.
 - The deadline for the polling place plan submission to the SBE is November 17, 2023. Ms. Adkins presented the plan to the Board members to obtain the local board's approval. It will then be submitted to the SBE.
- **Polling Place Plan:** Ms. Adkins had Ms. Underwood present the 2024 Polling Place Plan Listing and Summary
- For each polling place (20 total), there are several documents that need to be completed and submitted to the SBE for review. The Board was presented with the plan for Spring Ridge Middle School as a sample. All other polling place documentation will follow this format. The documentation required for each location is as follows:
 - Selection Form
 - ADA Survey
 - Digital Photos – Outside and Inside
 - Polling place inside layout
 - No Electioneering Zone Overview Photo
- In addition to the documentation, the SBE requires a Google sheet to be completed. There are four (4) tabs on each sheet in which different information was collected and maps were compared to determine the voter density, whether the precinct has a "historically disenfranchised community," and whether the precinct has a low voter turnout. This Google sheet compares the number of precincts and polling places used in the 2018 elections to the proposed polling places for the 2024 elections.
- The SBE requires a Smartsheet to be completed when documentation for each polling place is submitted.

A motion was made by Ms. Coombs to approve the Polling Place Plan be submitted to the SBE, seconded by Ms. Raley. Motion carried.

Next Meeting: The next meeting will be on December 5, 2023 at 11 AM.

A motion was made by Ms. Coombs to adjourn the meeting, seconded by Ms. Raley. Motion carried. The meeting adjourned at 1:04 PM.

Respectfully Submitted,

Mary Coombs
Board Secretary

A handwritten signature in black ink that reads "Mary Coombs". The signature is written in a cursive style with a long horizontal line extending to the right from the end of the name.

