



**Board of Supervisors of Elections
Minutes
Diamondback Terrapin Conference Room
Monday, October 15, 2018 at 2:00 PM**

Boardmembers Present: Chair Lois Neuman, Sabrina Dawson, Graham Johnson, and Stephen Weiner

City Staff Present : City Clerk/Director of Council Operations Sara Taylor-Ferrell, and Sr. Assistant City Attorney Jodi Schulz

Convene and Welcome

Chair Neuman convened the meeting at 2:05 PM and welcomed all those present.

Approval of Minutes

Motion: to approve the minutes of October 11, 2018 as amended.

Moved by Boardmember Johnson, seconded by Boardmember Weiner and approved unanimously.

Questions to the Board

There was no question for the Board.

Standard Operating Procedures

Boardmember Weiner continued with a review of the Standard Operating Procedures.

The Board raised the following questions:

Question 1:

What happens when an envelope is received with two voters' ballots?

Answer:

Neither ballot is counted.

Question 2:

Can the Board duplicate partial ballot of race?

Answer:

Accept and work with intent to cast ballot.

Question 3:

What if a voter does not sign their oath for signature verification?

Answer:

An effort is made to contact voter to verify and sign.

The Board reviewed the draft SOP's and discussed collecting metrics; ballot drop box; vote in person; districts; how many ballots not accepted and why; and how important the instructions on returning ballots need to be made clear to the voter.

Update – 2019 Election Plan

Chair Neuman provided draft calendars/tasks events to the Board for discussion at the next meeting.

- 2019 Election Calendar by Date
- Candidate Calendar
- Communications Calendar by Date
- Ballot Production Calendar
- 2019 Candidate Election Calendar (candidate packet)

Follow-up Action items – 2019 Election

Chair Neuman suggested that the Board take a tour of Montgomery County Board of Elections process on Absentee voting, which will be the same process used for vote by mail; replacement of ballots; batching and prep for scanning which will give a better understanding on how the process will work.

Ms. Ferrell will contact the County for a date and time of tour and let the Board know.

Old/New Business

There was no old/new business.

Future Meetings

Wednesday, November 14, 2018 - BSE Meeting - (9:00-11:00 a.m.)

Monday, November 26, 2018 - BSE Meeting - (9:00-11:00 a.m.)

Adjournment

The meeting adjourned at 4:00 PM.

Motion: to adjourn

Moved by Boardmember Johnson, seconded by Boardmember Weiner and approved unanimously.