



Agenda Item Summary Report

Meeting Date:
May 12, 2025

Submitted by:
Michelle Bailey Hedgepeth, Town Administrator

Item Title: Board of Supervisors of Elections (BOSOE) Update – Approval of Judge Manual and Candidate Certificate

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Work Session Item []
Council Meeting Item []

Documentation Attached:
Judge Manual
Candidate Certificate

Recommended Action:

INFORMATION ONLY – This report is provided to inform the Council of operational updates from the Board of Supervisors of Elections (BOSOE). No action is required at this time.

The BOSOE held a meeting on April 30, 2025, during which the Board formally approved the new Election Judge Manual and an updated the Candidate Certificate, two key components in ensuring a transparent, fair, and well-organized municipal election process.

The newly adopted Election Judge Manual is a comprehensive resource that outlines the roles, responsibilities, and procedures for election judges serving during Town elections. The manual includes:

- Election Day Procedures
- Voter Assistance Protocols
- Conflict Resolution Guidance
- Ballot Handling and Security
- ADA Compliance and Voter Accessibility Standards

The manual ensures that all election judges are uniformly trained and well-prepared to maintain the integrity of the election process. It also promotes consistency in voter experience, reinforces compliance with state and local election laws, and includes checklists and contact references to support judges on Election Day.

The updated Candidate Certificate is a critical document required of all individuals filing to run for elected office in the Town of Bladensburg. The new version:

- Clarifies eligibility requirements
- Includes a clear affidavit attesting to the truthfulness of submitted information
- Defines disqualifying conditions
- Aligns with the Town Charter and current election law

This revised certificate provides transparency for candidates and ensures proper vetting of all applicants prior to ballot placement.

Special thanks are extended to the BOSOE for their diligent work in preparing these important

materials. The Town Clerk is available to provide additional information or answer any questions from Council.

Budgeted Item: Yes [☐] No [☒]

Budgeted Amount: \$ TBD

One-Time Cost: Yes

Ongoing Cost:

Council Priority: Yes [☐] No [☐]

Continued Date:

Approved Date: