

CITY OF FROSTBURG

Board of Elections

Standard Operating Procedures

Elections are held on the 1st Tuesday of June in years ending an even number

Approved by the Board of Elections – April 5, 2024

Board of Elections

Three members to serve on the Board of Elections. Once every 4 years, in years ending in an off number, beginning in 2025, on or before the February Council meeting, the Council will appoint 3 persons to serve on the Board of Elections for a 4-year term (2025, 2029, 2033, 2037). The Board members will be qualified voters and are responsible for the registration of voters, candidate filing, ballot preparation and all other matters related to the conduct of general or special elections in accordance with the provisions of the Charter and Code.

Board of Election Meetings

Board of Election meetings will be held beginning late in the year proceeding an election. Board of Elections meetings will be scheduled as needed to sufficiently address all matters related to successfully conducting an election and vote canvassing. Board of Election meetings are open to the public and will be advertised at least 48 hours in advance.

Administrative duties prior to the election

The City Administrator serves as the staff to the Board of Elections. Other staff members will be assigned tasks to assist with the clerical tasks related to the election. The City Administrator is to prepare an Election Schedule that will be reviewed and approved by the Board of Elections. There is an internal and public election schedule. The internal schedule provides additional information to the Board of Elections/City Administrator. Certain dates are mandated by the City Code or Charter. All documents are available by request under the Maryland Public Information Act.

The City Administrator will prepare the Certificate of Candidacy forms to be approved by the Board of Elections. In addition, the Ethics Disclosure Statement required by the State of Maryland will be completed as part of the process to file for office. These forms will be made readily available at City Hall and posted to the City's website. These forms are kept in an organized manner in the Finance Department until the filing deadline for candidates have passed.

The City Administrator is responsible for publishing information about the election in addition to mandated public notices.

Ballots

Following the filing deadline for candidates, an Ethics Commission meeting will be scheduled. The Ethics Commission must review each Ethics Disclosure Statement for each candidate and approve [not approve] their name be placed on the ballot for the upcoming election. Following the Ethics Commission meeting, the City Administrator will prepare a draft of the ballot. The candidates' names will be listed by office and names under each office listed in alphabetical order. The draft of the ballot will then be presented for approval at a Board of Elections meeting. The ballot will be thoroughly checked to ensure all candidates' names appear, there are no spelling errors, and there are no other errors on the ballot. After the ballot has been approved by the Board of Elections, it will be sent to the printing company.

Ballot Printing

The vote-by-mail ballots are printed by HBP in Hagerstown (Patrick Sell/Pete Stotlemeyer). The printing services include the following:

QUANTITY: 4,000 (approx.)

- PAPER/ENVELOPES:
 - Mailing Envelope #11
 - Return Envelope #10
 - Oath of Voter/Ballot Envelope #9
 - Ballot 5.5" x 8.5" trifold (color paper – 28 or 32 lb)
 - Instructions 5.5" x 8.5" trifold (standard copy paper)
- POSTAGE:
 - Postage for Mailing Envelope
 - Forever Stamp applied to Return Envelope
- PRINTING:
 - Mailing Envelope - voter name/address (unique) and notation of official voting materials enclosed.
 - Return Envelope – Return address to City and notation of official voting materials enclosed.
 - Oath of Voter/Ballot Envelope #9 – Oath of Voter form with Voter Name and Unique Voter ID number preprinted on envelope
 - Ballot 5.5" x 8.5" trifold (color paper) – Ballot – candidate names to be provided no later than [specify date]
 - Instructions 5.5" x 8.5" trifold – voting instructions
- REPLACEMENT BALLOTS: At least 50 non-addressed ballots will be mailed to City Hall to serve as “replacement ballots”

Ballots are to be mailed in accordance with dates set forth in City Code.

Vote-by-mail: Addresses

All registered voters in the City of Frostburg will receive a ballot by non-forwardable mail. The Allegany County Board of Elections will provide a “90-day list” 90 days in advance of the election. This list will be reviewed to ensure that all voters reside in the City limits of Frostburg and that no registered voters within the City are excluded from the list. Any discrepancies will be reported to the Allegany County Board of Elections. (When requesting any list from the Allegany County Board of Elections, the City will request the information without party affiliation.)

The City also maintains its own supplemental Voter Registration list. That list will be updated to remove voters who are deceased or have moved outside of the City of Frostburg.

When the Ballots have been approved, a current “Registered Voter List” file will be requested from the Allegany County Board of Elections. ***The City will ensure that the list generated includes only voters that are 18 on or before the date of the Frostburg election. Those voters

only registered to vote in Frostburg will be added to this list and a unique number added to each voter record. This file will be saved as an Excel file and securely emailed to HBP.

Ballot Delivery Box

A ballot delivery box is stored at City Hall. Prior to the 35th day preceding the election, 2 members of the Board of Elections will seal the ballot delivery box with tamper tape seal and document the seal on a "Tamper Tape/Tag Documentation Form". At 8 am on the 35th day preceding the election the ballot delivery box will be set in the Police Lobby and secured to the eyebolt in the floor.

Ballot Delivery

Ballots received by mail:

- Each day, ballots received in the mail will be counted and then rubber banded together.
- A short form will be completed and included on the top of the rubber banded ballots.
- The form will be witnessed by a co-worker.
- If no ballots are received, a form indicating such will be placed in the box.
- Boxes of Election Ballots will be stored in a secure room at City Hall. All ballots will be stored and not removed at any time.

Ballots received by ballot delivery box:

- Ballot delivery box will be monitored to ensure it is not nearly full; if it seems to be getting full, notify City Administrator.
- The tamper tape seal shall not be removed by anyone other than by the Board of Elections.
- City Administrator will coordinate with Board of Elections to empty the ballots into a separate container. The separate container will be sealed with tamper tape and the ballot delivery box is to be sealed again with a new tamper tape as well. Each seal will be accompanied by a "Tamper Tape/Tag Documentation Form".

Replacement Ballots

A replacement ballot can be requested by registered voters who did not receive, lost, destroyed or otherwise rendered their ballot unusable. The voter will provide their name and voter registration will be verified before a replacement ballot is issued.

- If a resident stops into City Hall requesting a ballot because they never received one, staff will give them a replacement ballot with blank envelopes.
- If a resident stops into City Hall with a ballot that is "spoiled" (made an error marking boxes, spilled coffee on it, chewed by dog) and the spoiled ballot is in their hand, staff will request the spoiled ballot and then provide a new replacement ballot with blank envelopes. On the spoiled ballot, staff will write "spoiled" and keep in a separate, secure location.
- If voter does not have the spoiled ballot with them, staff will issue a replacement ballot with blank envelopes and ask them to discard the spoiled ballot. (When tallying the votes, the Election Board will keep the oath of voter envelopes without a name/ ID number separate before opening the oath of voter envelopes and tallying the votes,

- which will allow for another level of scrutiny to make certain they are a.) a registered voter eligible to vote in the Frostburg Election, and b.) only vote once.)
- The City Administrator/staff will keep a list of replacement ballots issued.

Precinct Register

After the voter registration deadline has passed, the City Administrator will request the Precinct Register from Allegany County Board of Elections. The Precinct Register can be used to determine voter registration status for issuance of replacement ballots. Primarily, the Precinct Register is used in the canvassing process.

Election Day

The City Administrator will make an effort to notify the public of Election Day via social media, website, sandwich board signs, balloons, etc. The City Administrator will ensure the ballot delivery box is accessible all day until 7 pm. At 7 pm, the ballot box will be removed from the Police Lobby and placed in secure storage at City Hall.

Canvass of Vote

1. Vote canvassing will take place in Room 100 at 37 Broadway. Any time the ballots are being counted, the video feed will be livestreamed.
2. The public is invited to watch the process, in person. No speaking or any other activity disruptive to the canvassing process is permitted.
3. At 8 am on Wednesday, following the election, City Hall staff members will convene to open the return-mail envelopes. Oath of Voter envelopes will remain sealed.
4. Election Board will convene at 37 Broadway at 10 am on the Wednesday following the election.
5. Board of Election Members and City staff participating in canvassing shall take the Oath of Office to be a Board of Elections Canvasser.
6. Seals on all ballot box(es) will be verified and broken by members of the Board
7. Oath of Voter envelopes, sealed, containing ballots, will be placed in alpha-numerical order (voter ID number printed on Oath of Voter envelope). The voter name will be verified with the roster of eligible voters provided by the Allegany County Board of Elections, in addition to the Frostburg Supplemental Voter Registration list.
8. Oath of Voter envelopes will be bundled in batches of 50 to facilitate tallying.
9. Oath of Voter envelopes will be opened; ballots will be removed, and separated from the envelopes.
10. Number of ballots will be verified with the number of envelopes.
11. Each batch of 50 ballots will be recorded on a tally sheet, indicating number of votes for each office. This tally sheet will be verified by 2 persons participating in the canvassing process. After all ballots have been tallied, the tally numbers will be entered into an excel spreadsheet with formulas to total the number of votes for each office.
12. This process may continue through Thursday following the election as needed, until all ballots received by Election Day are tallied.

13. Preliminary election results will be placed on the City Website after the initial canvass is completed.
14. Canvassing will resume 10 days after Election Day (Friday) following steps 3 through 10.
15. After all ballots have been tallied, the Board of Elections will certify results to the City Administrator no earlier than 11 am and no later than 11:59 pm, 10 days after Election Day (Friday).
16. The official elections results will be placed on the City's website following the certification by the Board.

Ballot Disqualifications

1. Ballot not placed inside a signed Oath of Voter Envelope.
2. Oath of Voter envelope completed by a person not registered to vote in the City of Frostburg.
3. More than one ballot received from the same registered voter. Only the first ballot received will be counted.
4. Ballot is marked in a conspicuous manner that would allow the voter to identify their ballot.
5. Other instances where the Board of Elections unanimously vote to disqualify a ballot.

Rules of Conduct for Observers of Election Canvassing

1. All observers must sign in daily on a sign-in sheet provided.
2. Observers are not allowed smoking, food, or beverages in the viewing area.
3. Observers must set cell phones to vibrate or "all sound off" mode while observing the canvass. They must make all telephone calls outside the viewing area.
4. Observers are not permitted in the official work area.
5. The observer's function is to observe the procedures. Observers cannot assist in operations. They cannot touch or handle any ballots or other election-related materials.
6. Observers cannot talk to the Board while they are working.
7. Observers will be allowed into the viewing area only when canvass board members are performing canvass operations. Observers and Board Members must leave the work and viewing areas during breaks and lunch periods so that the areas remain secure.
8. Operations will continue as scheduled whether an observer is present or not.

Results of Election

The City Administrator will cause the certified election results to be entered into the minutes of the following Council Meeting (June or July, depending on dates).

Oath of Office

The Oath of Office Ceremony will be scheduled prior to the July Work Session. The Clerk of the Court for Allegany County will administer the Oath of Office to the Mayor. The Mayor will administer the Oath of Office to the four Commissioners.

Document Retention

In accordance with the document retention schedule, ballots are to be destroyed 22 months after the election.

Appendices

1. Tamper Tape Documentation Form
2. Staff control forms for ballots received by mail
3. Oath for Election Board members
4. Canvassing Work Sheets
5. Results Form

City of Frostburg - Municipal Election
June #, 20##
TAMPER TAPE/ TAG DOCUMENTATION

In order to prevent unauthorized access to voted ballots, I do certify that the Ballot Delivery Box was sealed in preparation for election on _____ with Tamper Tape/Tag Number _____.

Catherine Davis, Chair

Dawn Howell, Member

Mary Anne Lutz, Member

I do certify, that on _____, Tamper Tape/Tag Number _____ on the ballot delivery box was verified intact and broken.

After the tape/tag were broken, the ballots:

- were canvassed by the Frostburg Board of Elections
- placed in a secure container until June #, 20##, at the time of canvassing, and secured with tamper tape/tag number: _____. (see separate tamper tape/ tag documentation form)

Catherine Davis, Chair

Dawn Howell, Member

Mary Anne Lutz, Member

City of Frostburg – 20## Municipal Election – Control for ballots received by mail

Received:

No. of ballots received: _____ Date placed in storage:

Counter: _____ Observer:

City of Frostburg – 20## Municipal Election – Control for ballots received by mail

Received:

No. of ballots received: _____ Date placed in storage:

Counter: _____ Observer:

City of Frostburg – 20## Municipal Election – Control for ballots received by mail

Received:

No. of ballots received: _____ Date placed in storage:

Counter: _____ Observer:

City of Frostburg – 20## Municipal Election – Control for ballots received by mail

Received:

No. of ballots received: _____ Date placed in storage:

Counter: _____ Observer: _____

I do swear, that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland and support the Laws thereof; and that I will, to the best of my skill and judgement diligently and faithfully, without partiality or prejudice, execute the office of Board of Election Canvassers for the City of Frostburg, according to the Constitution and Laws of this State and City, and that I will not directly or indirectly, receive the profits or any part of the profits of any other office during the term of my acting as a member of the Board of Election Canvassers.

X _____

Signature

Date

Printed Name

Canvassing Worksheet

Date: (Wednesday/Thursday after Election Day)

1. No. of ballots returned by Mail	
2. Control form ballot total (lines 1 and 2 should match)	
3. Ballots from Delivery Box	
4. Ballots previously removed from delivery box and secured in tote	
5. Total number of Return Envelopes (add lines 1+3+4)	
Open Return Envelopes	
6. Total Number of ballots rejected because not placed inside oath of voter envelope	
7. Total Oath of Voter Envelopes	
8. Control (line 5 – line 6 = line 7) Explain discrepancy if any (e.g. 2 oath of voter envelopes in one return envelope)	
Verify voter eligibility from Oath of Voter Envelope	
9. Oath of Voter envelopes rejected: a. Incomplete oath of voter b. Not registered to vote/not City Resident c. More than one vote cast d. Other disqualifying reasons	
10. Number of Replacement Oath of Voter envelopes accepted	
11. TOTAL accepted Oath of Voter Envelope (line 7-line 9)	
Open Oath of Voter Envelope and separate ballot from envelope for voter privacy	
12. Total ballots cast	
13. Total rejected ballots a. Ballot not present in envelope b. Ballot marked in an identifying manner c. Ballot otherwise disqualified	
14. TOTAL VALID BALLOTS CAST	

Canvassing Worksheet 2

Date: (10th Day following the Election (Friday))

1. No. of ballots returned by Mail	
2. Control form ballot total (lines 1 and 2 will match)	
Open Return Envelopes	
3. Total Number of ballots rejected because not placed inside oath of voter envelope	
4. Total Oath of Voter Envelopes	
5. Control (line 1 – line 3 = line 4) Explain discrepancy if any (e.g. 2 oath of voter envelopes in one return envelope)	
Verify voter eligibility from Oath of Voter Envelope	
6. Oath of Voter envelopes rejected: <ul style="list-style-type: none"> a. Incomplete oath of voter b. Not registered to vote/not City Resident c. More than one vote cast d. Other disqualifying reasons 	
7. Number of Replacement Oath of Voter envelopes accepted	
8. TOTAL accepted Oath of Voter Envelope (line 4-line 6)	
Open Oath of Voter Envelope and separate ballot from envelope for voter privacy	
9. Total ballots cast	
10. Total rejected ballots <ul style="list-style-type: none"> e. Ballot not present in envelope f. Ballot marked in an identifying manner g. Ballot otherwise disqualified 	
11. TOTAL VALID BALLOTS CAST	

Voting Statistics	Number	Percentage
1. TOTAL ballots received by mail by Election Day		
2. TOTAL ballots received by the 10 th day following Election Day		
3. TOTAL ballots received by ballot delivery box by Election Day		
4. TOTAL Valid Ballots Cast		---
5. TOTAL Active Voters		---
6. VOTER Turnout	---	

CITY OF FROSTBURG | MUNICIPAL ELECTION OFFICIAL RESULTS

The Frostburg Board certified the results of the Frostburg Municipal Election at [time] on [date].

Mayor

Candidate 1	No. of Votes
Candidate 2	No. of Votes

Commissioner of Finance

Candidate 1	No. of Votes
Candidate 2	No. of Votes

Commissioner of Public Safety

Candidate 1	No. of Votes
Candidate 2	No. of Votes

Commissioner of Public Works

Candidate 1	No. of Votes
Candidate 2	No. of Votes

Commissioner of Water, Parks, and Recreation

Candidate 1	No. of Votes
Candidate 2	No. of Votes

VOTER TURNOUT: ##.#%

Ballots cast by mail ##.#%

Ballots cast by delivery box ##.# %

Frostburg Board of Elections: Catherine Davis, Chair; Dawn Howell; Mary Anne Lutz
City Administrator: Elizabeth Stahlman