



**Board of Elections Supervisors
Meeting Agenda**

**Berlin Town Hall
10 William Street
Tuesday, March 12, 2024**

5:00 PM Town Hall Conference Room

- 1. Welcome & Introduction**
- 2. Discussion and Approval:**
 - a) Change of Polling Place to St. Paul's United Methodist Church, Flower Street
 - b) Procedure for Tie Vote Results
- 3. Review of 2024 Board of Elections Checklist & Calendar**
- 4. Comments by the Board**
- 5. Adjournment**

From: Mary Bohlen <mbohlen@berlinmd.gov>

Sent: Friday, January 19, 2024 11:15 AM

To: Betty Tustin <tustin79@comcast.net>; Gina Velong <gvelong16@gmail.com>; Linda Bowen (mailladee1986@yahoo.com) <mailladee1986@yahoo.com>; Kate Daub <kdaub@berlinmd.gov>

Cc: adowning@berlinmdpd.org

Subject: FW: Walk through @ St. Paul's

Dear Board of Elections Supervisors,
Chief Downing has made arrangements for a walk-through of St. Paul United Methodist Church on Flower Street for consideration as a polling place (instead of the Police Department). Please advise if you will be able to join us to take a look – your attendance is requested, but not required. However, I do need to know how many will be in attendance because, if we have a quorum of Board members, it will need to be posted as a meeting.

Please respond to this email as soon as you can to let me know if you can attend or not.



Mary Bohlen - Town Administrator

Town of Berlin

10 William Street, Berlin, MD 21811

Office: 410-641-4314 | Fax: 410-641-2316

mbohlen@berlinmd.gov | berlinmd.gov

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STAFF REPORT

TO: Board of Supervisors of Elections
FROM: Kate Daub, Special Projects Administrator
MEETING DATE: Tuesday, March 12, 2024
SUBJECT: Amendments to Town Code for Elections

SUMMARY:

In preparation for the upcoming election cycle, a review of Chapter 12: Elections of the Town Code was performed which revealed the Code does not consist of a policy to decide a tie among the candidates in a town election. Additionally, Mayor Tyndall has requested to explore the potential of adding an Alternate to the Board. Thus, we are proposing amending the Code to include language that would establish a procedure to resolve tie votes in any Town of Berlin Election as well as address the addition of an alternate to the Board of Supervisors of Elections.

Tie Vote Options for Consideration:

- **Flipping a Coin.** The winner of the vacant seat can be determined by flipping a coin for two-way ties.
- **Draw Straws:** In a two or three-way tie, the candidates can either draw straws or draw a name to determine the winner.
- **Dice Roll:** The winner of the vacant seat can be determined by a dice roll in which the candidate who rolls the higher number wins.

Other Tie Vote Alternatives:

- **Appointment by Mayor and Council:** The vacancy for Mayor or Councilmember is to be filled by appointment of the remaining council members.
- **Secret Vote of the Board of Supervisors of Elections:** Tie is broken by the canvassing board which oversaw the election.
- **Special Election:** Although not recommended, a Special Election can be held no earlier than the 10th day or later than the 30th day after the first vote is completed; However, the tying candidates can agree to one of the options above or one candidate may resolve the tie by withdrawing from the race.

Ultimately, specific language to be incorporated into an Ordinance is decided by the Mayor and Council, but the recommendation of the applicable Board is very important to them. We would like to incorporate the Board's recommendations into a draft ordinance that can be presented to the Mayor and Council for approval at the next Regular Session meeting on Monday, March 26th, 2024, at 7 PM.

Kate Daub
Special Projects Administrator

| Date | Action | NOTES |
|------------|--|-------|
| by 1/15/24 | Letter with relevant deadlines to County Bd of Elections | |
| ~ 1/15/24 | Reach out to St. Paul re: polling place | |
| ~ 2/15/24 | Letter to Buckingham | |
| by 6/7/24 | Letter to Board/Polling Places | |
| | All Forms/Packets/Ads, etc. ready | |
| | Publish to web | |
| | Request Preliminary Voter Roll from Wor Bd of Elections | |
| ~ 7/5/24 | Receive Voter Roll from Worcester Bd of Elections | |
| | Have forms, ads, packets ready | |
| 7/9/24 | Meeting w/ Board - General Preparation Meeting, 5 PM | |
| 7/11/24 | Press Release w/Election Dates | |
| 7/31/24 | Letter to Clerk of Court re: swearing-in of Mayor | |
| ~ 8/2/24 | Return voter Roll updates to Worcester | |
| 8/14/24 | Email Ads to run 8/22-8/23: | |
| | Voter Registration | |
| | Candidate Filing | |
| | Absentee Application (note also to run 9/5-9/6) | |
| ~ 8/12/24 | Advertise for Election Day Workers | |
| 8/19/24 | Request final voter roll from County (effective 8/30/24) | |
| 8/26/24 | Email Ad to run 9/5-9/6 | |
| | Notice of Election | |
| 8/30/24 | DEADLINE for Voter Registration | |
| | DEADLINE for Candidates' Filing | |
| | BEGIN Accepting Absentee Applications | |
| | Request Voter Roll from County | |
| 9/3/24 | Meeting w/ Board - Review Candidates for Certification, 5 PM | |
| 9/4/24 | Set up Absentee Ballots | |
| 9/6/24 | Email Notice of Election Ad to run week of 9/12-9/13 and 9/19-9/20 | |
| 9/24/24 | DEADLINE for Absentee Applications rec'd by mail (IN-PERSON UP TO 9/27/24) | |
| | DEADLINE for Write-In Filing | |
| | DEADLINE for written-withdrawal (will not appear on ballot) | |
| 9/24/24 | 5 PM Meeting w/ Board and Workers - Training/Final Review, As applicable: Determination of election cancellation, Certification of Write-In Candidate(s) | |
| 9/26/24 | DEADLINE for mailing absentee ballot to voter | |
| 9/27/24 | DEADLINE for submission of Absentee Voting Application IN PERSON | |
| 10/1/24 | Election Day | |
| 10/2/24 | Send results to Clerk of Court | |
| 10/15/24 | Swearing-in (note: Tuesday meeting due to Columbus Day holiday) | |
| 10/16/24 | Letter to Clerk w/Oaths of Office; Certified results to State | |

Activity Timing

Advertising Not less than 2 weeks prior to applicable date

Voter Registration Closed

Not less than 30 days prior to election

Absentee Applications accepted: No more than 30/No less than 7 by mail/Friday
Voting before Election in person. Ballots mailed: No less than five days before

Candidate Filing Deadline Regular: No less than 28 Days Before Election; Write-In: No less than 7 Days before Election