



Carroll County Board of Elections

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To: Carroll County Central Committee Nominees

From: Katherine Berry, Election Director

Date: October 30, 2022

Re: Board of Elections Appointments

Following each gubernatorial election, the county central committees are required to send recommendations to the Governor to appoint a Board of Elections to serve a four-year term. Specific requirements will be disseminated from the Governor's Office to the Central Committees in early-2023. This is a five-member board made up of a three-member majority party and a two-member minority party. Current law requires that the majority party be the party of the Governor. The recommendations by the central committees are considered "Green Bag Appointments," so they should be submitted during the 90-Day General Assembly Session. The new Board will begin their term in June 2023.

There is a small stipend to sit on the Board, but there are many responsibilities of this Board, so it is of critical importance that a selection is made with these responsibilities in mind and knowledge of the time commitments required. All interested people should be aware that this office works on behalf of the Maryland State Board of Elections. All laws, regulations and procedures come from the State Board of Elections and there is very little flexibility in making procedural changes to the way certain processes are handled. This board is also non-partisan and should not take part in working on any political campaigns, etc.

Some of the responsibilities of the Board include:

- Participating in monthly meetings typically held on the 3rd Wednesday of the month at 10am.
- Approving all changes and implementations of new polling places, early voting centers and drop box locations.
- Approving the department budget prior to being presented to the Commissioners.
- Performing polling place evaluations during early voting and on election day.
- Selecting precincts to be audited by the staff for each post-election cycle.
- Being present as the Board of Canvassers for all mail-in ballot and provisional canvasses which includes a minimum of 3 days determined by Law after election

day. Changes to canvassing before election day may require more days of commitment.

- Auditing polling place supplies prior to each election cycle to ensure all requirements are met.
- Escorting delivery trucks prior to election day to all polling locations.
- Participating in the State Board of Elections Biennial Meeting and Maryland Association of Election (MAEO) meetings, as required.
- Working as a Board of Canvassers to ensure that every valid vote is counted and that unauthorized votes are rejected. *This is a delicate process and State Election Law must be adhered to.*
- Providing support to the Election Director and completing performance evaluations for the Election Director.
- Participating in voter outreach, as required.
- Staying informed of all election law changes.
- Hiring the Board Attorney if there is a vacancy.
- Hiring the Election Director if there is a vacancy.

The following is an estimate of the current time commitments:

- Monthly Board Meeting 3 hours
- State Biennial Meeting 1-2 Days/every other year
- MAEO Meeting 2-3 Days/year

In 2024 and 2026:

- Emptying drop boxes Daily for 40+ days at multiple locations, 3 hours/day
- Election Day Polling Place 12-16 hours
- Early Voting Center Evaluation 1-3 hours
- Regular visits to early voting 1-3 hours
- Mail-In Ballot Canvass I 8-12 hours
- Mail-In Ballot Canvass II 3-6 hours
- Provisional Canvass 5 hours
- Additional pre-election canvasses 3-12 hours
- Logic & Accuracy Review 1 hour

In addition to these commitments, the Board must be present for any recounts that may occur.