

APPROVED

April 21, 2014

MEETING OF THE MONTGOMERY COUNTY BOARD OF ELECTIONS
18753-210 North Frederick Avenue, Gaithersburg, Maryland

In Attendance:

Board Members:

Mary Ann Keeffe, President
Donice Jeter, Vice President
Nancy Dacek, Secretary
Nahid Khozeimih
Graciela Rivera-Oven
Jacqueline Phillips
David Naimon

Board Attorney:

Kevin Karpinski

Staff:

Margaret Jurgensen, Election Director
Alysoun McLaughlin, Deputy Election Director
Laletta Dorsey, Acting Voter Registration Manager
Janet Ross, Information Technology Manager
N. Christine Rzeszut, Operations Manager
Gilberto Zelaya, Outreach Coordinator
Lisa Merino, Election Aide II

Guests:

Dolly Kildee
Adol Owen-Williams
Barbara Sanders
Rachel Silberman
Michael Subin

Convene the Board Meeting and Declare a Quorum Present

Ms. Keeffe called the Board Meeting to order and declared a quorum present at 2:30 p.m.

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Public Comments

Dolly Kildee, Democratic Central Committee Liaison to the Board of Elections (BOE), stated that on behalf of the Chair she wanted to extend a thank you to the BOE for participating in the Youth Job Fair at a Community Recreation Center, registering and recruiting youth as election judges. Ms. Keeffe thanked Ms. Kildee for the acknowledgement.

Additions/Changes to the Agenda

No changes were made.

Approval of the March 17, 2014, Board Meeting Minutes

The Board reviewed minutes from the March 17, 2014, Board meeting. Mrs. Khozeimeh made a motion to approve the minutes. The motion was seconded by Mrs. Jeter and carried unanimously.

Approval of the April 9, 2014, Outreach Event Minutes

The Board reviewed minutes from the April 9, 2014, Outreach Event. Mrs. Dacek made a motion to approve the minutes. The motion was seconded by Mrs. Jeter and carried unanimously.

Ms. Keeffe expressed her pleasure with the preparation and information supplied by the staff at the event. Although there was a low turnout, she would like to hold another event in the fall before the General Election, by attaching a BOE outreach to another event held in the community. Ms. Keeffe requested that staff in attendance receive a letter in their personnel file for their efforts and participation during the event; Ms. Jurgensen agreed. The Board agreed the event was done very well.

Election Director Report (Incorporated as attachment A)

Personnel

Ms. Jurgensen reported that additional temporary staff had been hired in preparation for the Primary Election. Information Technology temporary personnel were present and acknowledged. She stated IT staff will prepare and deploy 2,985 voting units and 955 poll books. Ms. Keeffe stated IT is one of the most important tasks to Elections and thanked them. Voter Registration and Absentee personnel were present and acknowledged; Ms. Keeffe thanked them for their service. Ms. Jurgensen noted that several other returning employees have also been hired in other sections.

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Budget

Ms. Jurgensen noted that current fiscal year expenditures through March 31, 2014, are on track.

Voter Registration

Ms. Jurgensen stated that MDVoters software upgrades have occurred. Voter Registration staff was provided with ERIC data and are currently working on updating address information. Staff will be testing various modules for reports and accurate display of data reported.

State Board of Elections

Ms. Jurgensen reported that staff has added a link to the website so that all UOCAVA voters will be directed to the State Board's website. Beginning May 10, 2014, SBE will release the overseas ballots via email or on-line ballot delivery.

SBE has notified local boards that all returning Election Judges must attend a refresher course prior to the November 4, 2014, Election.

SBE has issued a reminder to all local boards that HAVA funds are available and they should prepare and order any necessary items for accessibility issues at polling places or Early Voting sites.

Legislative Update (incorporated as attachment B)

Ms. McLaughlin provided a short review of the 2014 Legislative Session. She reported that several bills passed. *Senate Bill 15* permits the SBE to use the Social Security Administration Master Death File for list maintenance, was amended to require local boards to mail a notice before removing the individual from the list of registered voters.

House Bill 1406 requires that signed voter authority cards be maintained by local boards of election for three years, either by physically storing the cards or electronically scanning and storing the cards. Mr. Naimon inquired if the cards could be scanned to alleviate storage space issues. Ms. Jurgensen responded it may be an option; however, it may require additional personnel funds and present a challenge to scan the thermal paper. Mrs. Dacek questioned the reasoning for the additional 14 months to hold the voter authority cards; Mr. Karpinski responded that the 22 month retention period makes it difficult to prosecute individuals.

House Bill 1415 proposes a constitutional amendment to extend the authority to charter counties to include filling a vacancy in the office of County Executive or Chief Executive Officer by special election. Ms. McLaughlin briefly discussed other items.

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MAEO Update

Ms. Jurgensen provided a copy of a presentation by the SBE from the MAEO conference to the Board in advance of the meeting. She reported SBE provided training on accessibility of the polls, audit information, and discussion of MDVoters upgrades to software. Ms. Jurgensen stated that Runbeck has announced absentee mailings will be sent out of its Arizona office, which maintains additional equipment and experienced staff. Starting May 10, 2014, ballots will be mailed weekly through May 29 when they will begin mailing on alternate days. Between June 10 and 19, ballots will be mailed daily and beginning June 19, Montgomery County will continue the mailings from the Board of Elections.

Board Attorney Report

Mr. Karpinski reported that he had contacted Judge Debelius regarding a request to appoint a judge of the Circuit Court to be available to address any voting related emergencies from Thursday, June 12, 2014, through Primary Election Day, June 24, 2014, as well as from October 23, 2014, through Election Day on November 4, 2014. Judge Robert Greenberg has agreed to be appointed.

Ms. Keeffe reminded the Board members to file their ethics report by April 30, 2014.

Old Business

Public Outreach Update

Ms. Phillips suggested that in order to have additional attendees at future outreach events, perhaps staff should consider reaching out to all Civic Associations, PTAs, and both political parties. Ms. Jurgensen responded that High School programs related to voter registration outreach events receive media releases, and the housing associations do as well. All media releases are also sent to all political parties.

Ms. Jurgensen briefed the Board on outreach events that staff will be attending in several locations in Montgomery County. Mr. Zelaya briefed the Board on upcoming events at the Health Fair, Housing Fair, and Montgomery College, as well as Future Vote families that also participate in other community events where voter registration, election judge recruitment, future vote and vote by mail requests occur. In addition, the BOE will have future vote students identified in red shirts advertising Early Voting at Metro and Marc Train transit centers (with adult supervision) distributing flyers with early voting information. Mr. Zelaya stated that the Department of Recreation has allowed the Board of Elections a two page ad in their summer guide (before the Primary Election) and in the fall (before the General Election.) The ad is bilingual and in color at no cost to the BOE.

Ms. Jurgensen thanked Mr. Zelaya, Mrs. Rzeszut, Mrs. Ross, and Mr. White for all their help in arranging future vote student's assistance during spring break. Mr. Naimon requested that the Outreach Calendar be forwarded to the Board members.

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County Council Right to Vote Task Force Update

Ms. Jurgensen stated that in working with the Public Information Office and Chris Daniels from Technology Services, and consistent with the Right to Vote Task Force request to make on-line services more visible, the Voter Registration and Polling Place locator is now available on the front page of the BOE website. Ms. McLaughlin stated that the Department of Technology Services is in the process of establishing a "BOE button" on the mobile friendly site, to be used to find polling places, line wait times (in real time), and public bus schedules. A soft launch will be occurring soon.

Ms. McLaughlin reported that several subcommittees have met and she has been unable to make all the meetings that the Task Force has held. However, she has been in contact with several Task Force members. Discussions have been about rights for younger voters, non-citizens potentially gaining the right to vote, I. D. requirements, and military and overseas voters. No official report has been released.

Other Old Business

No items were discussed.

2014 Gubernatorial Primary Election Preparation

Election Judge Update (Incorporated as attachment C)

Ms. Jurgensen reported that 1,288 people have completed their training. An additional 2,928 people have submitted election judge questionnaire/applications, of which 2,488 are available for the Primary Election. Ms. Jurgensen stated that recruiters are constantly on the phone recruiting and requesting individuals to take the quiz and sign up for training.

Ms. Jurgensen stated that a mailing had been sent to those precincts in need of registered Republicans to serve as Chief Judges or Election Judges. Ms. Phillips inquired if the mailings advertise part-time positions. Ms. Jurgensen responded that the mailings do not provide detailed information but offer the website for additional inquiries. Ms. Keeffe expressed the need to get the word out; she requested that future recruitment advertisings reflect the various positions available. Ms. Jurgensen agreed to modify the mailing in the future.

Ms. Jurgensen reported that the BOE has met with other departments (School Security, Police, and Department of Technology Services) in the county to prepare for the Primary Election.

Ballot Preparation

Ms. Jurgensen stated that ballot proofing has been completed for optical scan, touch screen, fax, and audio ballots in English and Spanish. She added that the SBE reported that the ballot will be prepared for loading into GEMS the week of April 20.

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Election Equipment Update

Ms. Jurgensen briefly reviewed the process for Logic and Accuracy Testing of the voting units with the Board. Mrs. Khozeimeh made a motion to direct the Election Director and staff to prepare voting units for Logic and Accuracy testing. The motion was seconded by Mrs. Rivera-Oven and carried unanimously.

Ms. Jurgensen briefly reviewed the verification plan with the Board. She stated that the election equipment allocation has been approved by SBE for Early Voting and Election Day. Ms. Jurgensen stated that Mrs. Ross and staff will verify 100% of all voting units and pollbooks. The Operations Manager will verify 100% of polling place supplies. The Election Director and Deputy Director will verify 10% of all equipment, electrical supplies, polling place supplies, and ballots. Public testing for Early Voting will occur June 2, 2014. Mrs. Khozeimeh made a motion to accept the verification plan as presented to the Board. The motion was seconded by Mrs. Jeter and passed unanimously.

Sample Ballot

Ms. McLaughlin provided a draft sample ballot to the Board. The Board reviewed the draft and requested several modifications. Ms. McLaughlin stated that modifications would be made and forwarded to the Board, and if there were any other modifications they should be forwarded to her within the week to meet the deadline to submit to the State. Ms. Keeffe inquired about the cost to identify the Democratic sample ballots in blue, as the Republican ballots are identified in pink, and the Unaffiliated in yellow. Ms. Jurgensen responded that she would look into the additional cost to have the Democratic sample ballots sprayed blue.

Polling Place Supply Equipment

Ms. Jurgensen stated that the Early Voting equipment supply check will occur prior to the Board meeting at 2:00 p.m. on May 19, 2014.

Future Meetings

Ms. Jurgensen reminded the Board that at the next Board meeting the Early Voting cage supply check will be conducted at 2:00 p.m. She noted the need to have a minimum of three Board members at the Early Voting Public testing; however, she would prefer five to attend on June 2, 2014 (time commitment 2 to 3 hours). Mrs. Rivera-Oven offered to attend. The Board provided the following information for the 1st day of Early Voting visit preferences on June 12, 2014 - 9:00 a.m. arrival time, and the last day of Early Voting on June 19, 2014 - arrival time after 6:30 p.m.

- Ms. Keeffe - Silver Spring Civic Building (Gilberto Zelaya (staff))
- Mrs. Jeter – Wheaton Community Recreation Center
- Mrs. Dacek – Damascus Community Recreation Center
- Mrs. Rivera-Oven – Activity Center at Bohrer Park
- Mrs. Khozeimeh – Executive Office Building
- Mr. Naimon – Mid-County Community Recreation Center
- Ms. Phillips – Jane E. Lawton Community Recreation Center
- Ms. Jurgensen – Germantown Community Recreation Center
- Ms. McLaughlin – Marilyn J. Praisner Community Recreation Center

Ms. Jurgensen asked the Board to email her their area of preference for the June 23, Monday night polling place visits so that a route may be completed. The Board provided their desired areas. Mr. Naimon will send an email with his preferred area.

The Board reviewed the following meeting schedule:

- A. May 19, 2014 - 2:00 p.m. with *Early Voting Cage Supply Check*
- B. June 2, 2014 – Early Voting Public Testing 10:00 a.m.
- C. June 10, 2014 – Election Day Public Testing 10:00 a.m.
- D. June 12, 2014 - *First Day of Early Voting*
- E. June 16, 2014 - *Tentative*
- F. June 19, 2014 - Last Day of Early Voting – Bag Check
- G. June 24, 2014 - Election Day
- H. June 26, 2014 - Absentee I Canvass Begins 10:00 a.m. to 7:00 p.m.
- I. July 2, 2014 - Provisional Canvass Begins 10:00 a.m. to 7:00 p.m.
- J. July 7, 2014 - Absentee II Canvass Begins 10:00 a.m. to 7:00 p.m.
- K. July 17, 2014 - Certification/Audit
- L. July 21, 2014 - 2:30 p.m.
- M. August 18, 2014 - 2:30 p.m. - *Tentative*
- N. September 15, 2014 - 2:30 p.m.
- O. October 20, 2014 - 2:00 p.m. with Early Voting Cage Supply Check
- P. October 23, 2014 - First Day of Early Voting
- Q. October 30, 2014 - Last Day of Early Voting
- R. November 4, 2014 - Election Day
- S. November 6, 2014 - Absentee I Canvass Begins 10:00 a.m. to 7:00 p.m.
- T. November 12, 2014 - Provisional Canvass Begins 10:00 a.m. to 7:00 p.m.
- U. November 14, 2014 - Absentee II Canvass Begins 10:00 a.m. to 7:00 p.m.
- V. November 17, 2014 - *Tentative*

New Business

Ms. Phillips stated that a complaint was forwarded to her regarding a voter who went to the MVA and was asked if she was registered to vote. Her response was yes, and therefore she did not need to be registered (she has always been a registered Republican). Weeks later, this individual received a Voter Notification Card (VNC) stating that she is now a registered Democrat (this individual called the BOE and the changed was traced back to MVA). Ms. Phillips noted that

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she brought the issue to the attention of the Election Director who has researched the issue; however, another issue has been brought to her attention. Ms. Jurgensen stated she has been in contact with Mary Wagner at the SBE and was notified that the staff at MVA is not trained to change party affiliations. Ms. Jurgensen stated that due to this issue additional training will occur at MVA sites. Ms. Phillips volunteered and suggested that staff randomly call voters whose forms are received from MVA to confirm changes to parties or addresses. Ms. McLaughlin stated that Voter Notification Cards are sent when information is changed which will assist in catching changes. Ms. Jurgensen will discuss this with Ms. Dorsey. Ms. Jurgensen noted that in the past she has reported in Board meetings the ongoing issue regarding the MVA on-line process as a duplicate VNC is created whether or not a person wishes to register to vote. This process has created additional work for staff. If someone states they are already registered another card is still created and we must process it. Ms. Jurgensen states that according to MVA the reason for creating a duplicate is so that BOE may verify the person is actually registered to vote.

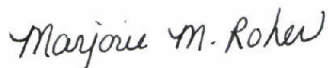
Executive Session Minutes

The minutes were provided in advance. Mrs. Jeter made a motion to accept the March 17, 2014, Executive Session minutes. The motion was seconded by Mrs. Dacek and passed unanimously.

Adjournment

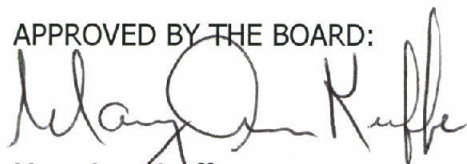
With no further business, Mrs. Khozeimeh moved to adjourn the regular session. The motion was seconded by Mrs. Jeter and carried unanimously. The meeting adjourned at 4:41 p.m.

Respectfully Submitted,



Marjorie M. Roher
Management & Budget Specialist III

APPROVED BY THE BOARD:



Mary Ann Keeffe
President

Election Director's Report

April 17 2014

Personnel

The Board has hired 21 temporary individuals for the following tasks:

Preparation of Voting Units and Poll books

Election Supplies preparation for Early Voting and Election Day

Voter Registration and Absentee processing

Nursing Home Program for Assistance to voters

Voter Registration

The Voter Registration and Absentee staff were provided data from the "ERIC" project and are working on updating address information.

State Board of Elections

- Staff directed that all requests for UOCAVA ballots will be directed to State Board's website.
- Informed all Boards that election judges must attend a refresher class before the November 4, 2014 election.
- Reminder related to accessibility issues for the polling place and Early Voting locations as it relates to Election Judge training. Order supplies if needed, HAVA funds available for accessibility.
- Legislation update will be sent in the upcoming week if it impacts the election.
- Housekeeping issues related to logging in supplies that have been ordered by SBE for Local Boards.

Legislative Update

Alysoun McLaughlin will cover at the Board meeting.

MAEO Update.

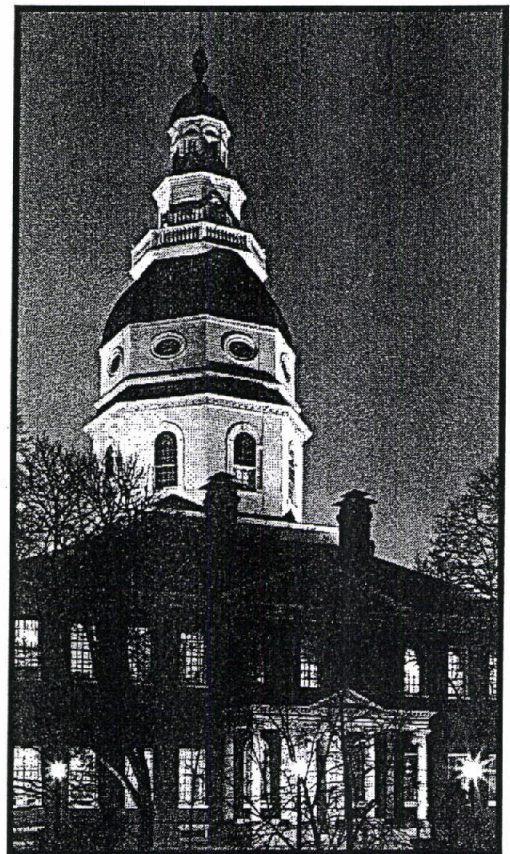
- The presentation by the State Board to the Board was sent earlier as it related to the warehouse needs for the new voting system.
- Training was provided by the State Board of Elections related to accessibility at the polls, the Audit, MD Voters discussion of upgrades to software and promises made related to E-40 report and MSR reports for certification of elections.

FY14 OPERATING BUDGET SPREADSHEET
Through March 31, 2014 (As of April 9, 2014)

LINE ITEM	FY14 APPROVED	FY14 YEAR TO DATE
PERSONNEL COSTS	3,343,744	1,701,786
5A001 - Salaries & Wages	2,693,965	1,320,923
50010 - Full Time Salaries	1,769,402	1,153,266
50012/50020 - Part Time Salaries/Seasonal Temps	470,531	131,153
60168 - Temporary Office Clerical (moved from OP for clarity)	209,719	23,792
SUBTOTAL FOR TEMPORARY PERSONNEL	680,250	154,945
50324 - Overtime (includes emergency, multi-lingual & holiday)	244,313	12,712
5A002 - FICA	188,420	94,514
5A003 - Group Insurance	281,302	172,317
5A004 - Group Retirement	180,057	114,033
OPERATING EXPENSES	3,180,548	1,149,509
6A001 - Services and Contracts	1,090,650	323,400
60060 - Legal/Attorney Services	100,000	21,143
60066 - SBE Program Management	367,569	185,602
60304 - Maintenance - Electrical	0	0
60314 - Maint - Computer Systems	25,000	27,509
60326 - Repair/Maint Agmts - Office Equip	11,000	5,709
60412 - Moving Services	25,000	0
60414 - Building Construction	0	0
60416 - Building Design	0	160
60530 - Other Professional Services - EJ Stipend	534,080	0
60532 - Other Non-Professional Services (includes EJ mod.)	28,001	83,277
6A002 - Maintenance	85,000	0
61010 - Computer Equip Repairs/Maint (EPB)	85,000	0
6A003 - Rentals/Leases	1,137,689	514,316
61902 - Furniture Rentals (Polling Place)	7,000	0
61904 - Copiers, Fax, Mailing Machine Rentals (see 63020)	0	7,672
61924 - Other Equipment Rentals (MDVoters)	691,320	191,320
61926 - Bldg or Space Rental/Leases (Pol. Place)	24,500	1,764
61932 - Other Rentals/Leases (DREs)	414,869	313,560
New Voting System (Optical Scan)	0	0
6A004 - Office Supplies & Equipment (<\$5,000)	125,093	87,526
62010 - General Office Supplies+	69,006	16,211
62016 - Computer Supplies	5,000	19,857
62018 - Computer Equip (<\$5,000)	20,000	11,018
62022 - Paper and Supplies for Copiers	0	1,608
62028 - Other Supplies & Equipment	31,087	38,832
6A011 - Books, Videos, and Subscriptions	3,500	3,035
62700 - Books/Reference Materials	2,500	0
62712 - Other Books, Videos, and Subscriptions	1,000	3,035
6A012 - Other Supplies/Materials/Equipment	77,668	3,197
62826 - Keys and Locks	0	33
62946 - Charges from SBE	77,668	3,164
6A013 - Printing/Central Duplicating Services	170,953	30,994
63016 - Imaging	35,380	4,075
63018 - Document Shredding	0	0
63020 - Office Mach. Cop. Leasing (see 61904)	11,760	0
63022 - Other Central Dup Svc - Printing (all printing costs)	123,813	26,919
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		

THE 90 DAY REPORT

*A Review of the 2014
Legislative Session*



Department *of* Legislative Services
MARYLAND GENERAL ASSEMBLY

State Designations

Commemorative Months

Chapter 486 of 2008 designated the Friday after Thanksgiving Day as American Indian Heritage Day, and added it to the list of State legal and employee holidays. *House Bill 40 (passed)* requires the Governor annually to proclaim November as American Indian Heritage Month in recognition of the contributions that American Indians have made to the State. The bill also requires that the proclamation urge educational and cultural organizations to observe the month properly with appropriate programs, ceremonies, and activities.

Commemorative Days

“Juneteenth” is the oldest holiday in the United States commemorating the end of slavery. It was on June 19, 1865, two and a half years after the signing of the Emancipation Proclamation, that the Union soldiers, led by Major General Gordon Granger, landed at Galveston, Texas with news that the war had ended and that the enslaved were now free. *House Bill 549 (passed)* requires the Governor annually to proclaim June 19 as Juneteenth National Freedom Day.

Elections

Election Administration

Voter Registration List Maintenance

The State Board of Elections currently receives reports of deceased individuals from the Social Security Administration through the Electronic Registration Information Center (ERIC). ERIC is a partnership of seven states and the District of Columbia, formed in 2012 with the assistance of The Pew Charitable Trusts, which “uses advanced technology to compare information on eligible voters from official data submitted by member states, such as voter registration rolls and motor vehicle records, as well as U.S. Postal Service addresses and Social Security death records.” Information identifying voters whose records may no longer be up to date is forwarded to the participating states to process in accordance with the states’ voter registration list maintenance procedures. *Senate Bill 15 (passed)* establishes procedures for local boards of elections to remove from the statewide voter registration list, a voter identified as deceased, based on information received from the Social Security Administration. Prior to removal, a notice must be mailed to the voter’s address that provides an opportunity for the registered voter or a representative to object within two weeks and show cause why the removal should not proceed.

Retention of Voting Authority Cards

Voting authority cards must be signed by each voter voting in person at a polling place or early voting center. *House Bill 1406 (passed)* requires those cards to be maintained by local boards of elections for three years, either by physically storing the cards or electronically

scanning and storing the cards. The three-year requirement replaces the prior practice of maintaining the voting authority cards for 22 months pursuant to federal law. According to the State Prosecutor, voting authority cards are necessary evidence in the proof of certain election law violations that have no statute of limitations. The current 22-month maintenance period often makes prosecution impossible in these cases.

X Special Elections

Charter counties currently have the authority to conduct a special election to fill a vacancy on the county council under legislation enacted in 1996. Some counties have chosen to exercise this authority, and special elections for county council seats have been held in some counties. *House Bill 1415 (passed)* proposes a constitutional amendment to extend the authority of charter counties to include filling a vacancy in the office of county executive or chief executive officer by special election. A special election for county executive or chief executive officer would be exempt from the constitutional requirement that all elections for State and county officers be held on a specified four-year election cycle. The constitutional amendment will be submitted to the voters of the State for their adoption or rejection at the November 2014 General Election. Contingent on the adoption of the constitutional amendment, *House Bill 1415* alters related statutory provisions in a manner consistent with the proposed amendment. A special election for county executive must be held as provided in the county charter. A charter county also may provide procedures for the conduct of a special election for county executive, which may include conducting the election by mail.

Municipal Elections

X Voting Offenses, Penalties, and Enforcement

Municipal corporations have broad authority under State law to regulate the conduct of municipal elections. The Election Law Article generally does not apply to municipal elections. A State's Attorney may investigate and prosecute an offense relating to a municipal election if authorized in the municipal charter or code. *Senate Bill 269 (Ch. 50)* applies provisions of the State election law prohibiting certain voter fraud and voter suppression activities to municipal elections. These prohibitions are found in § 16-201 of the Election Law Article and include offenses such as impersonating a voter, voting more than once, and attempting to influence a voter's decision whether to go to the polls to cast a vote through the use of force, fraud, threat, menace, intimidation, bribery, reward, or offer of reward. A person who violates these provisions is guilty of a misdemeanor and subject to a fine of up to \$5,000 or imprisonment for up to five years or both. Certain violations may instead be punishable by a civil penalty of up to \$5,000 if the violator did not know the action was illegal. The Act authorizes the State Prosecutor, or the State's Attorney for the county in which a municipal election is held and where an offense is alleged to have occurred, to prosecute a person for violating § 16-201 of the Election Law Article in a municipal election.

Inclusion of Municipal Elections on the State Ballot

Municipal elections are held at various times and at different frequencies in accordance with the charter of each municipal corporation. A small number of municipal elections currently are held concurrently with State elections and are included on the State ballot. *Senate Bill 438 (passed)* authorizes any municipal corporation to request that municipal offices and questions be included on the State ballot. A request must be filed with the State Board of Elections at least 18 months before the deadline for filing a certificate of candidacy. A request is not required if a municipal election has previously appeared on the State ballot unless there has been a significant change in the method a municipality uses to conduct its elections since the municipality's election last appeared on the ballot. A municipality must certify that it has established deadlines and procedures for municipal elections that are consistent with those for State elections. Within 30 days after receipt of a request, the State board, after consultation with the local board of elections in the county where the municipal corporation is located, is required to notify the municipality whether the municipal election will be included on the State ballot. Municipal offices and questions must be arranged in a similar order as other offices and questions are arranged on the ballot. A municipal corporation is required to reimburse the State board and the applicable local board for any additional costs incurred because of including the municipal election on the ballot. The bill further specifies procedures for preparing and certifying municipal questions to be included on the ballot and makes additional conforming and clarifying changes.

Campaign Finance

Campaign Finance Report Deadlines

Campaign finance entities must file campaign finance reports at various times prior to and after primary and general elections in which they participate. *Senate Bill 930 (Ch. 74)* modifies two of those deadlines, which currently fall near the State holidays of Memorial Day and Thanksgiving. The campaign finance report deadline on the fourth Tuesday immediately preceding each primary election (which falls near the Memorial Day holiday) is moved to the fifth Tuesday immediately preceding each primary election. This change takes effect after the 2014 Primary Election. The deadline on the third Tuesday after a general election (which falls near the Thanksgiving holiday) is moved to the second Tuesday after a general election. This change takes effect beginning with the 2014 General Election.

Municipal Campaign Finance Reports

State campaign finance law generally does not apply to municipal elections, but *House Bill 827 (Ch. 103)* requires a candidate in a municipal election to submit to the State Board of Elections a copy of a campaign finance report filed with a municipality within 10 days after the filing deadline. According to the Maryland Municipal League, a relatively small number of municipalities require candidates to file campaign finance reports.

Local Boards of Elections

In recent years, numerous laws have been enacted to alter the membership of local boards of elections in several counties so that the boards consist of five regular members instead of three regular members and two substitute members. Continuing that trend, pursuant to *Senate Bill 243 (Ch. 47)* and *House Bill 991 (Ch. 105)*, the boards of elections in Cecil, Queen Anne's, and Talbot counties will switch to consisting of five regular members, effective June 1, 2015.

Ethics

Administration of the Public Ethics Law

During the 2014 session, the General Assembly passed a number of bills that alter the administration of the Public Ethics Law.

Senate Bill 109 (Ch. 32) requires public officials and candidates for State office to file required financial disclosure statements electronically with the State Ethics Commission. The Act also requires the State Ethics Commission to develop and implement procedures to grant exemptions to the electronic filing requirement.

Prior to the 2014 session, the General Assembly had not increased the fees that the State Ethics Commission is authorized to impose for the late filing of lobbying reports since the fee was established in 1987. The fee for late-filed financial disclosure statements had not been increased since it was established in 1990. *Senate Bill 129 (Ch. 37)* increases the financial disclosure statement late fee from \$2 to \$5 per day and increases the maximum late fee from \$250 to \$500. The Act also increases the maximum fee per late lobbying report from \$250 to \$1,000.

The Public Ethics Law requires counties and municipal corporations to adopt ethics laws that meet certain standards and school boards to adopt ethics regulations applicable to members of the school board. School boards may also adopt ethics regulations for other officials and employees of the school system that meet certain standards or those individuals will be subject to the ethics law of the county in which the school system is located. *Senate Bill 91 (Ch. 20)* requires the State Ethics Commission to adopt model school board ethics provisions. If the commission determines that a school board has not complied with and has not made good-faith efforts toward compliance with the requirement to adopt ethics regulations, the Act authorizes the commission to issue a public notice concerning the failure of compliance, to issue an order providing that officials and employees of the school board are subject to the appropriate county ethics law, and to petition a circuit court for appropriate relief to compel compliance. Finally, the commission is authorized to issue a public notice of noncompliance if it determines that a county or municipal corporation has not complied with and has not made good-faith efforts toward compliance with the requirement to adopt an ethics law.