2   2022 Ordinance:
3   Election Rules and Procedures

4   The Village of Martin's Additions is governed by a municipal Charter that provides for a five-
5   member elected Council to appoint an Election Committee ("Committee") that operates according to
6   rules and procedures adopted by the Council, pursuant to Section 602 of the Village Charter. The
7   Committee accepts nominations of candidates for the Village Council and oversees the annual
8   election.

9   **Village Council Election Process**

10   The election of Village Council members takes place on a date determined from year to year in
11   accordance with Section 602 of the Charter. Council members are elected to terms of two years. The
12   number of seats open on the Council alternates between two and three seats every other year;
13   vacancies are filled per Section 408 of the Charter. All elections are managed by the Committee. The
14   Committee consists of a minimum of three, but preferably no fewer than five, qualified voter[1]
15   volunteers appointed by the Council. The Council may appoint additional qualified voters as short-
16   term assistant Election Committee members, as needed. Committee members shall complete an Oath
17   and a Conflicts of Interest form, as provided by the Village, consistent with Village Policy. Each year
18   the details of the election cycle for that year are published in the Village newsletter. The following
19   rules and procedures apply:

20   1. No later than sixty (60) days prior to Election Day, the Committee will open the nominations
21   period and request that declarations of candidacy and nominations of candidates be submitted in
22   writing to the Committee. Any qualified voter may declare their candidacy or be nominated by
23   another qualified voter according to the election rules and procedures.

24   2. All nominated candidates shall submit (a) a statement of interest and qualifications, and (b) a
25   conflict of interest disclosure statement, in a form provided by the Village. The Election
26   Committee may specify standard formatting for the candidate statements and any standard
27   questions to which all candidates are requested to respond.

28   3. The Committee must receive all nominations and required candidate submissions in writing at
29   least forty-five (45) days prior to the election, in order for the candidate to be placed on the
30   official ballot. No nominations or candidate submissions will be accepted by the Committee if
31   received later than the deadlines specified here.

32   4. The Committee may establish a format, date and time for a public forum for qualified voters
33   and residents to hear from the candidates. The forum shall be moderated by the Committee at its
34   sole discretion.

35   5. Pursuant to Charter Section 602(b), no later than two (2) weeks prior to the election, the
36   Committee shall publish the written statements of the candidates for office, the official
37   election notice and forum notice, and general voting instructions.

38   6. Pursuant to the Charter and these rules and procedures, each qualified voter may cast a
39   mail-in ballot provided by the Committee, subject to the schedule publicly announced by the
40   Committee.

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[1] Pursuant to the Village Charter, a qualified voter is "any person who owns property or any resident of Martin's Additions who is eighteen years of age or over."

41 7. Blank lines will be placed on the ballot for the purpose of adding write-in candidates at the
42 time of the election. A successful write-in candidate shall be required to submit a Conflicts of
43 Interest disclosure statement no later than seven (7) business days following the election.

44 8. In the event that two or more candidates receive the same number of votes where only one can
45 be elected, there shall be a runoff election within two weeks of Election Day. In this election,
46 runoffs shall be held by mail.

47 9. Each candidate may designate one person as an official observer to be present when the
48 ballots are being counted.

49 **Who Can Vote?**

50 Pursuant to the Charter Section 301, a qualified voter is "any person who owns property or any
51 resident of Martin's Additions who is eighteen years of age or over." In the case of students such as
52 college or boarding school students, a student who resides elsewhere during the school year but who
53 maintains a permanent address in Martin's Additions is deemed a resident and entitled to vote in the
54 Village Council election. Voters in Martin's Additions need not be registered to vote in Montgomery
55 County or in the State of Maryland and need not be U.S. citizens. The Committee will utilize the
56 most recent electronically available Village resident contact information to verify voters' names and
57 addresses. New voters may request to be added to the voter roll up to 8:00 PM on Election Day. To
58 be eligible to receive a mail ballot, new voters should be prepared to show a driver's license, a utility
59 bill, or other documentation acceptable to the Committee in its sole discretion, showing the voter's
60 Martin's Additions address.

61 **Plan for the 2022 VMA Election**

62 VMA's 2022 election will be held entirely by mail. There will be no in-person voting. Voters will
63 mail their completed ballots back to the election service provider in the postage-paid envelopes
64 issued by the provider. On Election Day, May 10, the Committee will also provide an opportunity
65 for voters to drop off their completed ballot envelopes in a ballot box, to be conveyed to the
66 election service provider for counting. <<PROPOSED LANGUAGE: The Committee may also
67 provide opportunity for qualified voters to drop off their completed ballot envelopes in the ballot
68 box at the Village Office during a period prior to Election Day. END PROPOSED
69 LANGUAGE>>

70 Traditional absentee ballots will not be necessary, because every person on VMA's voting roll will
71 automatically receive a ballot by mail.

72 If a voter is planning not to be at his or her VMA address during the voting process, he/she may elect
73 to receive a ballot by mail at a different location by so informing the Committee no later than 5:00 PM
74 on May 3. No one may vote two ballots at two different addresses. If a voter has lost or damaged his
75 or her ballot or ballot return envelope, he/she may contact the Committee no later than 8:00 PM on
76 May 10 to request a replacement ballot. On receipt of such a request, the Committee will instruct the
77 service provider to void the previous ballot sent to that voter and mail the replacement ballot. All
78 completed ballot envelopes must be received by the service provider by 5:00 p.m. on May 23, 2022.

79   Nominations
80 The Committee will issue a call for candidates on **February 18, 2022**. Any qualified voter may run
81 for office. Qualified voters may nominate themselves or be nominated by another qualified voter, in
82 writing. Nominations may be made only by qualified voters; anonymous nominations are not
83 permitted. Qualified voters who nominate themselves must submit an affirmative statement or email

84 stating that they wish to run for office. Qualified voters who nominate someone other than
85 themselves must include an email or signed written statement from the proposed candidate
86 expressing his or her consent to be nominated. The nominations period will open on **February 18**
87 and close on **March 18, 2022, at 6:00 pm. Nominations must have been received by the**
88 **Committee no later than that deadline.** <<PROPOSED LANGUAGE: A thirty-minute grace
89 period will be allowed for email nominations to arrive in the Committee's email inbox. END
90 PROPOSED LANGUAGE>>

91 To be placed on the official ballot, all candidates must submit by email to the Election
92 Committee (a) a Candidate Statement, including their qualifications as well as any other
93 information they deem relevant, and (b) their signed and completed Conflicts of Interest
94 Disclosure form. The Election Committee will specify the form of both documents when the
95 nomination period opens. **Both documents must be received by the Committee in its email**
96 **inbox no later than 6:00 p.m. on March 25, 2022.** <<PROPOSED LANGUAGE: A thirty-
97 minute grace period will be allowed for email submissions to arrive in the Committee's email
98 inbox. END PROPOSED LANGUAGE>>

99 <u>Candidate Announcements and Candidate Forum</u>

100 The Committee will promptly notify the Village of the candidates for office and publish the
101 election information and candidate statements by email, by posting on the Village's website, or in a
102 mailed election packet. Information will also be included in the Village's Friday wrap-up emails
103 and newsletters and will be available for review in the Village Office throughout the election
104 period.

105 The Committee will host a Candidate Forum to be conducted by Zoom or other electronic means
106 on a date in April agreed upon by the Committee and candidates, to allow qualified voters and
107 residents to hear from candidates and ask questions. The Committee shall provide a mechanism for
108 qualified voters and residents to offer questions to be asked anonymously. The Committee shall
109 moderate the forum in its sole discretion. Qualified voters and residents are encouraged to send
110 their questions for the candidates to the Committee by the means specified by the Committee.

111 <u>Election Procedures</u>

112 Pursuant to the Charter and these rules and procedures, each qualified voter may cast a ballot,
113 according to the following vote-by-mail procedures.

114 1) No later than April 11, 2022, the election service provider will mail via first class post (a)
115 a ballot, (b) voting instructions prepared by the committee in consultation with the election
116 service provider, and (c) a postage-paid return ballot envelope to each voter listed on the
117 voter roll at their address of record.
118 2) Ballot envelopes will bear on their exterior a service-provider-issued control number and
119 an affidavit in accordance with Maryland law requiring the voter to attest to the voter's
120 identity and eligibility. The affidavit must be signed by the voter.
121 3) All ballot envelopes must be received by the election service provider no later than **5:00**
122 **p.m. on May 23, 2022.** Ballots received after that time shall be rejected and not included
123 in the ballot counting.
124   a. Ballots must be returned in the service-provider-issued return envelope.
125   b. <<PROPOSED LANGUAGE>>Ballot return envelopes must be sealed.
126   c. Ballot return envelopes must bear a valid control number that has not been
127   canceled or voided. END PROPOSED LANGUAGE>>
128 4) For voters' convenience, the Election Committee will also provide a secure ballot box to
129   collect completed ballot envelopes on the evening of **Election Day, May 10, 2022.** Voters

may deposit their sealed ballot envelopes containing a voted ballot and bearing a completed affidavit in the Election Committee ballot box between the hours of **5:00 p.m. and 8:00 p.m. on May 10**. Promptly after 8:00 p.m., the Election Committee shall open the ballot box, count the number of ballot return envelopes in the box, <<PROPOSED STRIKE set aside any nonconforming ballot envelopes for review (e.g., envelopes that are not sealed or that do not bear a control number provided by the election service provider) END PROPOSED STRIKE>>, and then convey the ballot envelopes to the service provider. The election service provider shall hold all ballots received until the date for ballot counting, ==May 23, 2022==.

5) <<PROPOSED LANGUAGE: The Committee may also provide opportunity for qualified voters to drop off their completed ballot envelopes in the ballot box at the Village Office during a period prior to Election Day. END PROPOSED LANGUAGE>>

6) Between the hours of 5:00 p.m. and 8:00 p.m. on May 10, the Election Committee will also provide an opportunity for qualified voters whose ballots have been lost, damaged, spoiled, or are otherwise unable to be voted, to request that their existing ballot be voided and a new ballot be mailed to them by the election service provider.

7) The service provider shall count the votes on the ballots ==on May 23== and ensure that the Election Committee and candidate observers can clearly observe the counting process.
   a. The Committee shall observe (in person or via electronic means) the tallying process and adjudicate any issues relating to nonconforming ballots or ballot return envelopes at that time.
   b. <<PROPOSED LANGUAGE>>Prior to the counting of the ballots, the Committee shall approve procedures to govern the review of ballot return envelopes and ballots, the identification of issues and non-conforming ballot return envelopes and ballots, adjudication of any issues, and the counting of the votes. END PROPOSED LANGUAGE>>

8) Candidates or their designated representative(s) — only one per candidate — may observe the tallying, review, and adjudication process. Candidates or their designated observers may raise objections during the counting process. The candidate or observer must identify the challenge at the time of vote counting and may submit their objection in detail within 48 hours after the vote counting session.

9) At the vote counting session, the service provider shall tally all votes cast, including the write-in votes. The service provider shall deliver a complete, certified Official Count of Ballot Report to the Election Committee by email within 24 hours.

10) The Committee shall review the Report, address any remaining ballot or vote issues, and certify the election by Committee vote. The Committee shall announce the election results as soon as practicable. ==The Committee anticipates this would be shortly after Memorial Day.==

11) The election service provider shall return all ballots, ballot return envelopes, and other election materials to the Village Office by mail or courier, for preservation according to the Village's state-approved Document Retention policy.

12) In the event that two (2) or more candidates receive the same number of votes where only one can be elected, there shall be a runoff election within two (2) weeks of Election Day.. The Committee shall conduct any runoff election by mail-in ballot.

Records

All election records, including nominations, candidate statements, ballots, envelopes, and all materials pertaining to voter rolls and the voting process, shall be securely stored at the Village Office, in accordance with the Village's Document Retention Schedule.

Electioneering

179   1) Residents may distribute candidates' information to Village residents, provided that such
180   distribution complies with applicable laws, including Sections 7-208 and 9-106 of the Village
181   Code and the United States postal service regulations (for example, no unstamped non-postal
182   material may be placed in residents' mailboxes).
183   2) All candidates' brochures and election materials must prominently state that they have been
184   paid for by, or on behalf of, the candidates.
185   3) Use of the Village logo and/or letterhead on election campaign materials is prohibited.
186   Candidates' materials may not imply, suggest, or give the impression of any official
187   endorsement by the Village of Martin's Additions.
188   4) Candidates' campaigns may give residents token gifts that display candidate information,
189   provided that such gifts do not exceed $1 in fair market value.
190   5) On Election Day, the Committee may set and enforce a reasonable "No Electioneering Zone"
191   around the place where voters may place their ballots in the Election Committee ballot box and
192   where voters may request replacement ballots. That zone shall be no greater than a 100-foot
193   radius. Sound amplification systems such as bullhorns will not be permitted.

DRAFT

Draft ~~11/13/21~~12/29/21
2022 Ordinance:
Election Rules and Procedures

The Village of Martin's Additions is governed by a municipal Charter that provides for a five-member elected Council to appoint an Election Committee ("Committee") that operates according to rules and procedures adopted by the Council, pursuant to Section 602 of the Village Charter. The Committee~~, maintains the voter roll,~~ accepts nominations of ~~~~candidates for the Village Council~~,~~ and oversees the annual election.

Village Council Election Process

The election of Village Council members takes place on a date determined from year to year in accordance with Section 602 of the Charter. Council members are elected to terms of two years. The number of seats open on the Council alternates between two and three seats every other year; vacancies are filled per Section 408 of the Charter. All elections are managed by the Committee. The Committee consists of a minimum of three, but preferably no fewer than five, qualified voter[1] volunteers appointed by the Council. The Council may appoint additional qualified voters as short-term assistant Election Committee members, as needed. Committee members shall complete an Oath and a Conflicts of Interest form, as provided by the Village, consistent with Village Policy. Each year the details of the election cycle for that year are published in the Village newsletter. The following rules and procedures apply:

1. No later than ~~seventy-five (75)~~sixty (60) days prior to ~~the election~~Election Day, the Committee will open the nominations period and request that declarations of candidacy and nominations of candidates be submitted in writing to the Committee. Any qualified voter may ~~run for [1] office~~declare their candidacy or be nominated by another qualified voter according to the election rules and procedures.

2. All nominated candidates shall submit (a) a statement of interest and qualifications, and (b) a conflict of interest disclosure statement, in a form provided by the Village. The Election Committee may specify standard formatting for the candidate statements and any standard questions to which all candidates are requested to respond.

3. The Committee must receive all nominations and required candidate submissions in writing at least forty-five (45) days prior to the election, in order for the candidate to be placed on the official ballot. No nominations or candidate submissions will be accepted by the Committee if received later than the deadlines specified here.

4. The Committee may establish a format, date and time for a public forum for qualified voters and residents to hear from the candidates. The forum shall be moderated by the Committee at its sole discretion.

5. Pursuant to Charter Section 602(b), no later than ~~four (4~~two (2) weeks prior to the election, the Committee shall publish the written statements of the candidates for office, the official election notice and forum notice, and general voting instructions.

6. Pursuant to the Charter and these rules and procedures, each qualified voter may cast a mail-in ballot provided by the Committee, subject to the schedule publicly announced by the Committee.

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[1] Pursuant to the Village Charter, a qualified voter is "any person who owns property or any resident of Martin's Additions who is eighteen years of age or over."

Commented [GM1]: Per Nov. meeting.

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Commented [GM3]: Small change to line up to Charter language.

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Commented [GM4]: Change made pursuant to comments from L Welle last year about who can attend/participate in the Forum. Using both clarifies the intent for both non-resident qualified voters and residents who are not qualified voters but may have an interest (i.e. a 17 year old resident) to be able to participate.

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Commented [GM5]: Changed pursuant to discussion of Charter language.

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42 ¹ Pursuant to the Village Charter, a qualified voter is "any person who owns property or any resident
43 of Martin's Additions who is eighteen years of age or over."
44 announced by the Committee.

45 7. Blank lines will be placed on the ballot for the purpose of adding write-in candidates at the
46 time of the election. A successful write-in candidate shall be required to submit a Conflicts of
47 Interest disclosure statement no later than seven (7) business days following the election.

48 8. In the event that two or more candidates receive the same number of votes where only one can
49 be elected, there shall be a runoff election within two weeks of the original ballot
50 countingElection Day. In this election, runoffs shall be held by mail.

51 9. Each candidate may designate one person as an official observer to be present when the
52 ballots are being counted.

Who Can Vote?

54 Pursuant to the Charter Section 301, a qualified voter is "any person who owns property or any
55 resident of Martin's Additions who is eighteen years of age or over." In the case of students such as
56 college or boarding school students, a student who resides elsewhere during the school year but who
57 maintains a permanent address in Martin's Additions is deemed a resident and entitled to vote in the
58 Village Council election. Voters in Martin's Additions need not be registered to vote in Montgomery
59 County or in the State of Maryland and need not be U.S. citizens. The Committee will utilize the
60 most recent electronically available Village resident contact information to verify voters' names and
61 addresses. New voters may request to be added to the voter roll up to 8:00 PM on seven days before
62 Election Day. To be eligible to receive a mail ballot, new voters should be prepared to show a
63 driver's license, a utility bill, or other documentation acceptable to the Committee in its sole
64 discretion, showing the voter's Martin's Additions address.

Plan for the 2022 VMA Election

66 VMA's 2022 election will be held entirely by mail. There will be no in-person voting. Voters will
67 mail their completed ballots back to the election service provider in the postage-paid envelopes
68 issued by the provider. On Election Day, May 1310, the Committee will also provide an
69 opportunity for voters to drop off their completed ballot envelopes in a ballot lockbox, to be sent
70 conveyed to the election service provider for counting. <<PROPOSED LANGUAGE: The
71 Committee may also provide opportunity for qualified voters to drop off their completed ballot
72 envelopes in the ballot box at the Village Office during a period prior to Election Day. END
73 PROPOSED LANGUAGE>>

74 Traditional absentee ballots will not be necessary, because every person on VMA's voting roll will
75 automatically receive a ballot by mail.

76 If a voter is planning not to be at his or her VMA address during the voting process, he/she may elect
77 to receive a ballot by mail at a different location by so informing the Committee at least seven days
78 prior to Election Dayno later than 5:00 PM on May 3. No one may vote two ballots at two different
79 addresses. If a voter has lost or damaged his or her ballot or ballot return envelope, he/she may contact
80 the Committee by May 13no later than 8:00 PM on May 10 to request a replacement ballot. On receipt
81 of such a request, the Committee will instruct the service provider to void the previous ballot sent to
82 that voter and mail the replacement ballot. All completed ballot envelopes must be received by the
83 service provider by 5:00 p.m. on May 2723, 2022.

Nominations

The Committee will issue a call for candidates on **February ~~19~~18, 2022**. Any qualified voter may run for office. ~~Residents~~ Qualified voters may nominate themselves or be nominated by another qualified voter, in writing. Nominations may be made only by qualified voters; anonymous nominations are not permitted. Qualified voters who nominate themselves must submit an affirmative statement or email stating that they wish to run for office. ~~Residents~~ Qualified voters who nominate someone other than themselves must include an email or signed written statement from the proposed candidate expressing his or her consent to be nominated. The nominations period will open on **February ~~19~~18** and close on **March ~~29~~18, 2022, at 6:00 pm**. **Nominations must have been received by the Committee no later than that deadline.** <<PROPOSED LANGUAGE: A thirty-minute grace period will be allowed for email nominations to arrive in the Committee's email inbox. END PROPOSED LANGUAGE>>

To be placed on the official ballot, all candidates must submit by email to the Election Committee (a) a Candidate Statement, including their qualifications as well as any other information they deem relevant, and (b) their signed and completed Conflicts of Interest Disclosure form. The Election Committee will specify the form of both documents when the nomination period opens. **Both documents must be received by the Committee in its email inbox no later than ~~, by~~ 6:00 p.m. on March ~~29~~25, 2022**. <<PROPOSED LANGUAGE: A thirty-minute grace period will be allowed for email submissions to arrive in the Committee's email inbox. END PROPOSED LANGUAGE>>

Candidate Announcements and Candidate Forum

The Committee will promptly notify the Village of the candidates for office and publish the election information and candidate statements by email, by posting on the Village's website, ~~and~~ or in ~~the~~ a mailed election packet. ~~The i~~Information will also be included in the Village's Friday wrap-up emails and newsletter~~s~~, and will be available for review in the Village Office throughout the election period.

The Committee will host a Candidate Forum to be conducted by Zoom or other electronic means on a date in ~~late~~ April agreed upon by the Committee and candidates, to allow qualified voters and residents to hear from candidates and ask questions. The Committee shall provide a mechanism for qualified voters and residents to offer questions to be asked anonymously. The Committee shall moderate the forum in its sole discretion. ~~Residents~~ Qualified voters and residents are encouraged to send their questions for the candidates to the Committee by ~~any reasonable means the resident finds convenient~~the means specified by the Committee.

Election Procedures

Pursuant to the Charter and these rules and procedures, each qualified voter may cast a ballot, according to the following vote-by-mail procedures.

~~a. The Committee shall develop the roll of voters with the assistance of Village staff, showing the name and address of each qualified voter. The Committee shall verify the election roll, and the Chair of the Election Committee shall certify the election roll by signing it before forwarding the voter roll to the election service provider no later than April 8, 2022.~~

1) ~~b.~~ No later than April 11, 2022, ~~t~~The election service provider will mail via first class post (a) a ballot, (b) voting instructions prepared by the committee in consultation with the election service provider, and (c) a postage-paid return ballot envelope to each voter listed on the voter roll at their~~ ~~ address of record~~, no later than **April 15, 2022**~~.

1) .

Commented [GM13]: Pursuant to Nov. meeting

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Commented [GM14]: Clarifying qualified voters vs. residents (Charter says qualified voters can run, but Council members must reside)

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Commented [GM15]: See above.

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Commented [GM17]: GRACE PERIOD: This is the language in the version sent to the Council. 30 is the functional bit. We can make it 15, 10, 5, etc.
Options:
  A) Strike this sentence – no grace period.
  B)Discretionary period – "The Committee may, at its discretion, extend a thirty (30) minute grace period for nominations to be received by the Committee to allow for extenuating circumstances."
  C) Use the language as written in the draft – a hard cut at the end of the grace period.

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Commented [GM18]: See above.

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Commented [GM19]: Do we still do this?

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Commented [GM20]: See above.

Commented [GM21]: Per conversation with Peter about his intent for adding this section.

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Commented [GM22]: Per prior Committee meeting discussion with Village Manager about records keeping and methods.

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Commented [GM23]: Per Nov. Committee meeting.

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2) ~~e.~~ Ballot envelopes will bear on their exterior a service-provider-issued control number and an affidavit in accordance with Maryland law requiring the voter to attest to the voter's identity and eligibility. The affidavit ~~is to~~must be ~~filled out and~~ signed by the voter. ~~The Committee will provide voters with a reasonable opportunity to cure any errors they may have made with the affidavit form.~~ All ballot envelopes ~~(included cured ballots and replacement ballots)~~ must be received by the election service provider no later ~~than~~ **5:00 p.m.**

3) **on May ~~27~~23, 2022.** Ballots received after that time shall be rejected ~~and not included in the ballot counting.~~

    a. ~~B~~ Ballots must be returned in the service-provider-issued return envelope.

    a.

    b. <<PROPOSED LANGUAGE: Ballot return envelopes must be sealed.

    c. Ballot return envelopes must bear a valid control number that has not been canceled or voided. END PROPOSED LANGUAGE>>

4) ~~d.~~ For voters' convenience, the Election Committee will also provide a secure ~~lockbox~~ ballot box to collect completed ballot envelopes on the evening of **Election Day, May ~~13~~10, 2022.** Voters may deposit their sealed ballot envelopes containing a voted ballot and bearing a completed affidavit in the Election Committee ballot ~~lock~~box between the hours of **5:00** p.m. and 8:00 **p.m. on May ~~13~~10.** Promptly after 8:00 p.m., the Election Committee shall open the ~~lockbox~~ballot box, count the number of ballot return envelopes in the box, ~~set aside any nonconforming ballot envelopes for review (e.g., envelopes that are not sealed or that do not bear a control number provided by the election service provider),~~ and then ~~send~~ convey, the ~~conforming~~ ballot envelopes to the service provider ~~by special courier.~~ The election service provider shall hold all ballots received until the date for ballot counting, **May ~~27~~23, 2022.**

2) <<PROPOSED LANGUAGE: The Committee may also provide opportunity for qualified voters to drop off their completed ballot envelopes in the ballot box at the Village Office during a period prior to Election Day. END PROPOSED LANGUAGE>>

5)

6) Between the hours of 5:00 p.m. and 8:00 p.m. on May 10, the Election Committee will also provide an opportunity for qualified voters whose ballots have been lost, damaged, spoiled, or are otherwise unable to be voted, to request that their existing ballot be voided and a new ballot be mailed to them by the election service provider.

7) ~~e.~~ The service provider shall count the votes on the ballots on May ~~27~~23 and ensure that the Election Committee and candidate observers can clearly observe the counting process.

    a. The Committee shall observe (in person or via electronic means) the tallying process and adjudicate any ~~remaining~~ issues relating to nonconforming ballots or ballot return envelopes ~~at~~ that time.

    b. <<PROPOSED LANGUAGE: Prior to the counting of the ballots, the Committee shall approve procedures to govern the review of ballot return envelopes and ballots, the identification of issues and non-conforming ballot return envelopes and ballots, adjudication of any issues, and the counting of the votes. END PROPOSED LANGUAGE>>

3) Candidates or their designated representative(s) — only one per candidate — may observe the tallying, review, and adjudication process. Candidates or their designated observers may ~~may~~ raise objections during the counting process ~~if either ballots or votes are, in their view, inappropriately rejected or accepted~~. The candidate or observer must identify the ~~challenged ballot~~challenge at the time of vote counting and may submit their objection in detail within 48 hours after the vote counting session.

8)

9) ~~f.~~ At the vote counting session, the service provider shall tally all votes cast, including the write-in votes. The service provider shall deliver a complete, certified Official Count of Ballot Report to the Election Committee by email within 24 hours.

4) The Committee shall review the Report, address any remaining ballot or vote issues, and

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Commented [GM25]: Per Dec. Committee meeting.

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Commented [GM26]: TIMELINE QUESTION: Are we still good with this timing? Do we want to make adjustments without the curing period? Is this date still good for everyone?

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Commented [GM27]: BALLOT BOX EARLIER ... [32]

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Commented [GM28]: Per our Nov. ... [34]

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certify the election by Committee vote. The Committee shall announce the election results as soon as practicable. The Committee anticipates this would be shortly after Memorial Day.

10)
5) g. The election service provider shall return all ballots, ballot return envelopes, and other election materials to the Village Office by mail or courier, for preservation according to the Village's state-approved Document Retention policy.

11)
12) h. In the event that two (2) or more candidates receive the same number of votes where only one can be elected, there shall be a runoff election within two (2) weeks of Election Day. weeks of the original ballot counting on May 27. The Committee shall conduct any runoff election by mail-in ballot.

Records

All election records, including nominations, candidate statements, ballots, envelopes, and all materials pertaining to voter rolls and the voting process, shall be securely stored at the Village Office, in accordance with the Village's Document Retention Schedule.

Electioneering

a. Residents may distribute candidates' information to Village residents, provided that such distribution complies with applicable laws, including Sections 7-208 and 9-106 of the

1) Village Code and the United States postal service regulations (for example, no unstamped non-postal material may be placed in residents' mailboxes).

1)
2) b. All candidates' brochures and election materials must prominently state that they have been paid for by, or on behalf of, the candidates.

2)
3) c. Use of the Village logo and/or letterhead on election campaign materials is prohibited. Candidates' materials may not imply, suggest, or give the impression of any official endorsement by the Village of Martin's Additions.

3)
4) d. Candidates' campaigns may give residents token gifts that display candidate information, provided that such gifts do not exceed $1 in fair market value.

5) On Election Day, the Committee may set and enforce a reasonable "No Electioneering Zone" around the place where voters may place their ballots in the Election Committee ballot box and where voters may request replacement ballots. That zone shall be no greater than a 100-foot radius. Sound amplification systems such as bullhorns will not be permitted.

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BALLOT BOX EARLIER QUESTION: Does this language work for voting on Paul's suggestion about making the ballot box available before the Election?

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TIMELINE QUESTION: The draft language said 7 days before Election Day. Do we want to keep it as a week ahead of time? I changed this to be the actual date for clarity.

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TIMELINE QUESTION: Does this timing work? Up through 8, they can request a new one (we might have to work out how to do it by email vs. in person).

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BALLOT BOX EARLIER QUESTION: Does this language work for voting on Paul's suggestion about making the ballot box available before the Election?

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Per our Nov. Committeemeeting.

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COUNTING PROCEDURE: Do we want to say we will develop the procedures to govern this process in the Plan, put the processes into the Plan, or just leave it out?

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Was included in Dec. draft. Had been suggested for inclusion due to use in prior years' Election Plan.

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