

AGENDA for the Election Committee Meeting, 8 pm, October 18, 2023

- 8:00 Call to order. Welcome to all participants.
Residents' comments, questions, and suggestions.
- 8:05 Review the Committee's main duties and timetable:
- Set the dates for election day and the other 2024 election components - *done*.
 - Review the election rules and procedures, and submit the proposed 2024 election ordinance to the Council before the December 2023 Council meeting - *now in progress*.
 - Provide the official election info packet for the voters, the election notices, and other communications.
 - Update and verify the VMA voter roll by early April 2024, and hold the forum in late April.
 - Approve the ballot packet in April before the mail-vote service provider sends it to the voters.
 - Conduct a fair, accurate, independent election and certify the voting results in May 2024.
- 8:10 Approve the minutes from the Committee meeting on October 4.
- 8:15 Set up the Committee email. Confirm completion of the OMA certificate class. Set the schedule for the next two Committee meetings. Confirm the format for the Committee meetings this year.
- 8:20 **ACTION ITEMS** at this meeting:
This is a working session to review the 2023 election documents that the Committee is using as the basis for 2024: the rules and procedures ordinance, the voter roll verification procedure, the instructions for the mail-vote contractor, the forum procedure, and the vote-counting procedure. The Committee will mark up the documents to (a) incorporate the new definition of "qualified voter" that the Council adopted in September 2023, (b) make these long-term standard procedures by replacing the 2023 dates with the appropriate generic language, and (c) ensure that the resulting procedural documents are clear and complete. Community input is welcome. The Committee plans to post the mark-ups in the packet for the next Committee meeting on November 1, and hold Committee votes on the updated documents at that meeting.
- 9:00 Discussion re: the details for hiring a short-term contractor to help verify the voter roll this year.
- 9:05 Residents' comments, questions, and suggestions.
- 9:10 Committee task assignments.
- 9:15 Adjourn.

**Village of Martin's Additions
Election Committee
Election 2023 Vote Counting Procedures**

May 24

The Village of Martin's Additions Election Committee (Committee) shall convene on May 24, 2023 via Zoom for initial ballot envelope adjudication, supported by ELECTEC, the Village's vendor. Attendees will include: the Committee; the Village Manager; ELECTEC, Inc (ELECTEC or the Village's vendor); and one named observer for each candidate. Only the named observers may raise an objection and only to: (1) the acceptance of a ballot from a voter who has submitted more than one ballot and/or (2) a Committee decision to not accept a ballot return envelope; and/or (3) a Committee adjudication concerning a ballot rejected by the tallying computer. Objections must be raised immediately. The Village attorney will be available for any required consultation via phone.

6:00 PM Confirm how will be operating, generally following past practice and legal counsel

6:02 PM Process (in this order) and all on with ELECTEC actions through Step 7 on camera

1. ELECTEC will already have inventoried on the final voter roll all ballot return envelopes received, counted them, and sorted them into conforming or non-conforming stacks. ELECTEC will inform the Committee of the total number of ballot return envelopes received and how many are in each stack.
 - a. ELECTEC will maintain a written record of these numbers. The Committee will begin recording the data as well.
2. ELECTEC will present the Committee stack of ballot return envelopes preliminarily deemed valid pursuant to the Council-adopted plan, verifying things like each voter has voted only once, all envelopes were signed, and had valid, matching control numbers. ELECTEC will inform the Committee of the total number of conforming ballot envelopes received.
 - a. If an observer wishes to make a challenge based on the belief that a voter may have voted more than once, the observer must immediately notify the Committee Chair and provide the basis for this objection. The Committee will then review the challenge and make a determination based on the totality of the circumstances.
 - b. ELECTEC will maintain a written record of the outcomes, including if there were challenges and what the outcome of each challenge was. The Committee will do so as well.
3. ELECTEC will then present to the Committee the non-conforming ballot return envelopes, one at a time, and state the reason why the ballot was deemed preliminarily non-conforming. The Committee will evaluate and determine on a case-by-case basis whether the non-conforming ballot return envelope is 1) deemed conforming; 2) non-conforming, but can be cured or 3) non-conforming and cannot be cured, making the determination based on the totality of the circumstances.
 - a. Ballots must be returned in the service-provider-issued return envelope.
 - b. Ballot return envelopes must be sealed.

- c. Ballot return envelopes must bear a valid control number that has not been canceled or voided.
 - d. Voters must have written their full name as it appears on the ballot envelope as well as the house number and street name of qualifying address in the Village on the issued return envelope.
 - e. If voters from the same household use each other's envelopes, those ballot return envelopes shall be accepted as valid.
 - f. Ballot return envelopes must be signed.
 - g. Curing requires a reasonable and meaningful attempt by the Committee can be made to address the discrepancy.
4. The Committee will determine, by a majority vote, for each non-conforming ballot return envelope, if the Committee will deem it "conforming" OR if it will attempt to "cure" or correct the discrepancy.
 - a. If an observer wishes to make a challenge, the observer must immediately notify the Committee Chair and state the basis for the challenge. The Committee will then review the challenge and make a determination on the challenge. It is anticipated that any and all challenges will be resolved by the Committee during the initial ballot return envelope validation process. If, however, a challenge cannot be resolved to the satisfaction of the Committee during the initial process, consistent with the Council-adopted plan, the ballot shall not be counted provisionally and shall be set aside by ELECTEC until such time as the Committee is able to perform a further review.
 - b. ELECTEC and the Village Manager will provide viewing access to the qualified voter roll deemed final by the Committee, as needed for the Committee to complete its work.
 5. Any ballot return envelopes deemed conforming will be added to the appropriate set. Any ballot return envelopes designated for curing will be set aside by ELECTEC and designated as "Under Review". Any ballot return envelopes deemed "non-conforming and not eligible for curing" will be preserved separately.
 - a. ELECTEC will maintain a written record of the number of rejected ballot return envelopes and the reason(s). ELECTEC will also maintain a written record of any challenges and their outcomes. The Committee will maintain a record of such information as well.
 6. The Committee will review and confirm the updated number of ballot return envelopes deemed conforming, those where an effort to cure is being made, and that have been deemed non-conforming.
 7. In a non-public manner, the Committee will promptly get a list of the voters whose names are associated with the ballot control numbers of the non-conforming envelopes.

Ballot Curing Session (if Necessary)

1. For any ballot return envelope where the Committee has deemed it eligible for curing, the Committee will undertake a reasonable and meaningful attempt to contact the voter associated with the control number on the non-conforming envelope.

2. Using the list of names of voters associated with the non-conforming envelopes, the Committee, in conjunction with the Village Office, will send an email and place a phone call to the voter in question informing them that an issue arose with their ballot return envelope.
3. The Committee will undertake reasonable steps to correct the deficiency, either through working directly with the voter or connecting the voter with the Village Office or election vendor to address the concerns.
4. If the Committee has not heard from the voter in a reasonable amount of time, the Committee, in conjunction with the Village Office, will reach out an additional time to the voter using their preferred method of contact.
5. The Committee member designated to work to cure each ballot envelope will maintain a record of their actions and the outcome of the efforts to cure to share with the Committee.

May 24

The Village of Martin’s Additions Election Committee (Committee) shall reconvene on May 24, 2023 via Zoom for vote counting and certification, supported by ELECTEC, the Village’s vendor. Attendees will include: the Committee; the Village Manager; ELECTEC, Inc (ELECTEC or the Village’s vendor); and one named observer for each candidate. Only the named observers may raise an objection and only to: (1) the acceptance of a ballot from a voter who has submitted more than one ballot and/or (2) a Committee decision to not accept a ballot return envelope; and/or (3) a Committee adjudication concerning a ballot rejected by the tallying computer. Objections must be raised immediately. The Village attorney will be available for any required consultation via phone.

7:00 PM Confirm how will be operating, generally following past practice and legal counsel

7:02 PM Process (in this order) and all on with ELECTEC actions through Step 8 on camera

1. One-by-one, the Committee members will report out the results of the ballot envelope curing process, including the steps taken and the results of those steps. For each curing process, the Committee will determine, based on a majority vote, if it will now deem the non-conforming ballot envelope to be cured.
 - a. If an observer wishes to make a challenge, the observer must immediately notify the Committee Chair and state the basis for the challenge. The Committee will then review the challenge and make a determination on the challenge.
 - b. ELECTEC will maintain a written record of the outcomes, including if there were challenges and what the outcome of each challenge was. The Committee will do so as well.
2. If/after the resolution of any challenge to ballot return envelope acceptance, the Committee will then vote on whether to accept the remaining ELECTEC-sorted conforming ballot return envelopes.
3. ELECTEC will then open all the ballot return envelopes deemed valid and securely sequester them for return to the Village, so that they may be retained in accordance with the Village’s State-approved record retention policy.
4. ELECTEC will then open the secret ballot envelopes and separate ballots with write-in votes on them from ballots without write-in votes.

5. ELECTEC will then electronically count the votes on the valid ballots, starting with the ballots without write-in votes and then separately counting the totals on the ballots with the write-in votes, generating a report of the electronic vote count, but it will **not** provide the totals to the Committee at this time.
6. ELECTEC will then hand review each ballot with a write-in vote, developing a list of individuals receiving write-in votes and the total number of write-in votes received.
7. ELECTEC will then provide the Committee with any non-conforming ballots found during the electronic count (e.g., those with stray marks, those rejected by the tallying computer because of over votes, etc.), and the Committee will evaluate and determine whether to accept or reject those ballot(s) and their vote(s) on a case-by-case basis based on the totality of the circumstances.
8. If an observer wishes to make a challenge, the observer must immediately notify the Committee Chair and provide the reason(s) why the ballot should or should not be accepted. The Committee will then review the challenge and make a final determination based on the totality of the circumstances. ELECTEC will maintain a written record of the number of additional accepted and rejected ballot(s) and vote(s) as well as any objections and their outcomes. The Committee will record such information as well.
9. ELECTEC will report to the Committee the total number of write-in ballots received, along with relevant information about the vote totals on write-in and declared candidates. The Committee will discuss, at its sole discretion, if it wishes to review each individual write-in ballot on camera, using a majority decision to set a path.
 - a. If the Committee votes in favor of reviewing individual write-in ballots, the Committee will then review any write-in votes and determine by a majority vote if the write-in vote is valid. The Committee will maintain a record of write-in votes and will review the total number of write-in votes at the end of the counting.
 - b. If the Committee votes in favor of accepting the write-in totals from ELECTEC, the Committee will review the totals provided by ELECTEC, ensure write-in ballots have been cast for eligible candidates, and provide updated totals.
10. After all the non-conforming, including write-in ballots requiring hand counting, are totaled and recorded by both ELECTEC and the Committee, the public session will end.
11. ELECTEC will then spend such time as may be needed to perform an internal review, verify the results, and email the final vote totals to the Village (manager@martinsadditions.org and VMAElections@martinsadditions.org), using ELECTEC's electronic count, plus any Committee-accepted non-conforming ballots and write-ins accepted during Step 5.
12. Upon receipt of this written notification of ELECTEC's totals, the Committee will check its totals against ELECTEC's, confirming all data and reason(s).
13. If all the data and outcomes are confirmed as being consistent with the Committee's record, the Committee will complete its election report (example appended) and move on to Step 12. If not, the Committee will reach out to ELECTEC to resolve any discrepancies before completing its report and moving to Step 12.
14. The Committee will then officially certify the election results by recorded vote of all members.

15. Lastly, the Committee will notify the Village of the results by emailing all qualified voters at one time. Those who receive the monthly newsletter, *Martin's Edition*, via mail will receive a copy via email shortly thereafter.

Election Committee Meeting Minutes, October 4, 2023

The 2024 VMA Election Committee held its first meeting on October 4, 2023, by Zoom.

In attendance: Council members Arthur Alexander and Katie Howard. Committee members Jen Bergeron, Marty Langelan, Naomi Naierman, John Sharrow, and Paul Weller. Residents Peter Kahn, Susan Kahn, and Larry Wasson. Village Manager Michael Silliman.

Council vice-chair Katie Howard is the Committee liaison this year. She called the meeting to order at 8 pm, warmly welcomed everyone, and encouraged the Committee to stabilize the VMA election process.

The Committee elected its officers: Marty Langelan is the chair, Paul Weller is the vice-chair, and Jen Bergeron is the secretary, with other Committee members agreeing to be available as needed to rotate taking the minutes.

The Committee reviewed its main duties and timetable:

- Set the dates for election day and the other 2024 election components.
- Review the election rules and procedures, and submit the proposed 2024 election ordinance to the Council before the December 2023 Council meeting.
- Provide the official election info packet for the voters, the election notices, and other communications.
- Update and verify the VMA voter roll by early April 2024, and hold the forum in late April.
- Approve the ballot packet in April before the mail-vote service provider sends it to the voters.
- Conduct a fair, accurate, independent election and certify the voting results in May 2024.

The Committee voted to approve its operational ethics guidelines for 2024. The Committee also voted to adopt a participatory public meeting format this year, to allow some time for residents' comments and suggestions on each action item before the Committee makes its election decisions.

In response to a request from a resident, the Committee agreed to provide a written public explanation later this year about the 20% increase in the 2023 VMA voter roll.

The Committee set the dates for the 2024 election:

Election day will be **Tuesday May 7**. The vote-counting will take place on May 21 or 22, depending on when the mail-vote contractor and Committee members are available.

The nomination period begins 75 days before election day: Thursday February 22.

The candidate filing date is 45 days before election day: Saturday March 23.

The forum is in the second half of April – it will be on Wednesday or Thursday evening April 24 or 25, depending on when the candidates and Committee members are available.

The Committee voted to keep the 2023 rules and procedures as the basis for the 2024 election ordinance. The Committee requested assistance from the Council and Village Manager to obtain the election documents we need, including the instructions to the mail-vote contractor in 2023, the voter verification procedure the Committee used to update the voter roll in 2023, and a clean usable copy of the voter verification procedure the Council approved in March 2022. We also requested the Council to provide the draft operational language the Council asked the Village Attorney to prepare, to implement the new “qualified voter” definition the Council adopted in September 2023.

The Committee voted to make this a long-term, standard ordinance, so future Committees can just decide the election dates and then carry out the regular procedures instead of having to do a new ordinance every year. We will remove the 2023 dates in the previous election documents and just state the generic provisions.

The Committee voted to consolidate all the election procedures in one place, in the overall ordinance. There are currently five separate election documents: The 2023 rules and procedures ordinance, the voter roll verification procedure, the instructions for the mail-vote contractor, the forum procedure, and the vote-counting procedure.

The Committee voted to recommend that the Council authorize hiring a short-term contractor to help us verify the voter roll this year. The Committee is responsible for the accuracy of the voter roll, and the verification process

this year will be a bigger job than usual because the Council adopted a new definition of “qualified voter” in September 2023. The Committee will need some systematic assistance to handle that workload.

In response to an email suggestion from a resident, the Committee voted to include an election question on the upcoming VMA survey. The chair sent the question to the Council on October 5.

The Committee discussed the task assignments. The members agreed:

- Katie, Arthur, and Michael will obtain the election documents the Committee needs, and the new draft procedural language from the VMA Attorney about “qualified voters.”
- All the Committee members will read the five 2023 election documents and mark any sections that we may need to discuss at the October 18 meeting.
- Naomi will take the lead on reviewing the forum procedure.
- Jen will take the lead on reviewing the voter verification procedure.
- John will take the lead on the instructions to the mail-vote contractor, and help draft the meeting minutes.
- Paul will take the lead on reviewing the vote-counting procedure.
- Marty will do the first round of review on the main 2023 election ordinance, prepare the agenda for the Committee meeting on October 18, and draft the initial Committee report for the Council meeting on October 19.

The next two Election Committee meetings will be at 8 pm on October 18 and November 1.

The Committee meeting adjourned at 9:23 pm.

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- 8:00 Call to order. Welcome to all participants.
Residents' comments, questions, and suggestions.
- 8:05 Review the Committee's main duties and timetable:
- Set the dates for election day and the other 2024 election components - *done*.
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- 9:00 Discussion re: the details for hiring a short-term contractor to help verify the voter roll this year.
- 9:05 Residents' comments, questions, and suggestions.
- 9:10 Committee task assignments.
- 9:15 Adjourn.

Join Zoom Meeting

<https://us02web.zoom.us/j/89731935548?pwd=ZEloQUd3UWRqMFFVRHNrZm1CZDVhQT09>

Meeting ID: 897 3193 5548

Passcode: 876670

STANDARD PROCEDURE: VMA ELECTION FORUM

1. The Election Committee sets the final date, time, and location for the forum after consulting with the candidates about their preferences and availability. The forum may run up to two hours, at the moderator's discretion. The committee may conduct the forum in person or by Zoom or both. The forum will be strictly impartial.
2. One member of the Election Committee moderates the forum; a second member serves as the timekeeper. The VMA staff assists the committee in setting up the physical location and technical logistics.
3. All VMA residents are welcome to participate directly (in person, by Zoom, or via a call-in number). Residents may email questions to the committee in advance at VMAelections@gmail.com or submit questions by other means. Residents can submit forum questions anonymously, and can ask live questions during the forum. No candidate can see the questions prior to the forum. The committee chair compiles the advance questions from residents and provides the list to the forum moderator.

4. VMA forum rules and structure:

- 1-minute welcome and introduction from the moderator or committee chair.
- 2-minute opening statement from each candidate.
- Residents' comments and questions:
 - 2-minute answers from all the candidates.
 - A 1-minute follow-up round is allowed on each question if a candidate wants to respond.
- 2-minute closing statement from each candidate.
- Moderator thanks the candidates and residents for participating and closes the forum.

The moderator:

- rotates the order of calling on the candidates to respond to the residents' questions.
- alternates between the live questions from residents and the questions submitted in advance.
- keeps the time balanced fairly among all the candidates in order to maintain a level playing field.

The timekeeper holds up "15 SECONDS" and "TIME" cards, as needed, for the candidates and moderator to see. The timekeeper may also use a bell or other means to signal when time is up.

5. The VMA staff records the forum and posts the audio or video on the VMA website afterward, to be readily accessible to VMA residents.

6. Public notice: The Election Committee publishes the formal notice about the date, time, and location of the forum by email on Constant Contact and in the official VMA election information packet that is sent to all VMA households. If the forum is held remotely, "location" means the Zoom link and call-in number. The committee posts an additional forum notice on Constant Contact two days in advance, and again on the morning of the forum. The committee may also post informal reminders on the village listserv.

ELECTEC ELECTION SERVICES, INC.
10 Eagle Avenue, Suite 800, PO Box 791, Mt. Holly, NJ 08060
(800) 833-9912 ★ Fax (609) 267-8072

ELECTION SERVICE CONTRACT

THIS AGREEMENT, approved, made and executed this 03rd day of April 2023, by and between ELECTEC ELECTION SERVICES, INC. (hereinafter called "ELECTEC ELECTION SERVICES") and VILLAGE OF MARTIN'S ADDITIONS (hereinafter called "MARTIN'S ADDITIONS").

WITNESSETH, that for and in consideration of the agreements herein stated and expressed, the parties hereto covenant and agree as follows:

FIRST: ELECTEC ELECTION SERVICES shall provide Election support, services and election supplies for the Election of MARTIN'S ADDITIONS to be held on Wednesday May 10, 2023.

SECOND: ELECTEC ELECTION SERVICES shall provide support services and election supplies in accordance with the April 03, 2023 Estimate of Costs for \$8,592.85.

THIRD: In the event of a Run-Off Election, the charge shall remain at \$8,592.85; for the Run-Off Election shall remain as stated in Second Item and/or Estimate of Cost Sheet submitted to MARTIN'S ADDITIONS by ELECTEC ELECTION SERVICES.

FOURTH: MARTIN'S ADDITIONS agrees to pay a 50% deposit upon signing of this contract to lock-in your election date. The remaining invoice amount will be due within thirty (30) days of date of final invoice, or may be paid in person to the ELECTEC technician on the day of the election. ELECTEC ELECTION SERVICES shall apply a late charge of one and one-half percent (1½%) per month to past due amounts.

FIFTH: As soon as they are known, MARTIN'S ADDITIONS shall provide ELECTEC ELECTION SERVICES information as it should appear on the ballot (Offices, candidates, ratification vote wording, etc). The costs for preparation and printing of all ballots shall be borne by MARTIN'S ADDITIONS 1 and are included in this agreement.

SIXTH: ELECTEC ELECTION SERVICES warrants that voting machines shall be delivered undamaged and in good working order to site(s) specified and shall make necessary arrangements with the management of election site(s) for the receipt of the voting machines and acknowledges that, subsequent to delivery, MARTIN'S ADDITIONS shall be responsible for the care and security of said machines. In the event that any machine is lost, damaged, or otherwise rendered unusable while in the custody of MARTIN'S ADDITIONS, MARTIN'S ADDITIONS hereby agrees to pay for replacement or any repairs necessary to restore the machine to the same condition as when it was delivered to the election site.

SEVENTH: ELECTEC ELECTION SERVICES shall provide a representative to instruct election officers and to be present during the election to render any services that may be required in connection with the voting machines. ELECTEC ELECTION SERVICES reserves the right to have a representative present at the close of the polls to monitor and guide the tabulation process.

EIGHTH: ELECTEC ELECTION SERVICES agrees to provide Election Services in exact accordance with this contract and MARTIN'S ADDITIONS' election plan, a copy of which is attached hereto and incorporated herein by reference. However, it is expressly understood that ELECTEC ELECTION SERVICES shall not be responsible for any unforeseen occurrences that may prevent or delay its performance of this contract. Such unforeseen occurrences include, but are not limited to, Labor Disputes, Road Hazards, Civil Disorder, or Acts Nature. In the unlikely event that an undetected malfunction within the machine results in incomplete results, ELECTEC ELECTION SERVICES liability is expressly limited to providing replacement equipment for any additional elections that may be required as a result of such malfunction.

DRAFT: INSTRUCTIONS FOR THE ELECTION SERVICE CONTRACTOR

Voter roll: The VMA Election Committee will verify the VMA voter roll before sending it to the mail-vote service contractor in early April.

Voter roll changes after the roll has been certified: The Committee will instruct the contractor in writing, by email, (a) to add new voters through May 10, once the Committee has verified their status; (b) to cancel the original assigned ballot security number before sending a voter a replacement ballot; and (c) to cancel the voter's ballot security number if the Committee removes a voter from active status. The Committee and the contractor will each keep a complete written record of all instructions and actions re: the list of voters and issuance of ballots.

Mailing date for the ballot packets: Election Day is May 10. The contractor must mail the ballot packets to the voters after the candidate forum in late April. Completed ballot envelopes must be received at the contractor's P.O. Box by 5 pm on May 23. **The Committee may instruct the contractor to mail early ballot packets to a few voters who will be out of the country during the general mailing to the Village.**

Specifications for the ballot packet:

1. Please provide the draft ballot packet (including the voting instructions, ballot format, and envelopes) to the Committee for review at least two weeks before the planned mailing date. The Committee will check the content, format, clarity and accuracy of the draft documents and vote to approve the packet before authorizing the contractor to send it to the voters.
2. Rotate the candidates' names on the ballot format to prevent positional bias.
3. Include the blank lines on the ballot for the write-in votes.
4. Provide postage-paid ballot return envelopes, and the inner envelope to protect voting privacy.
5. Assign a random 6-digit security control number to each voter, and print that number on the voter's ballot return envelope.
6. Print the affidavit/affirmation form on the back of the return envelopes.
7. Put USPS tracking codes on both the incoming ballot packets and the return ballot envelopes.
8. **Do a test mailing to the Committee members before the general mailing to the Village.**

Ballot return envelopes and vote counting:

1. Make arrangements with VMA staff for the Committee, the candidates and their representatives, and residents to view the envelope-adjudication and vote-counting process by Zoom or other remote means.
2. Count all ballot return envelopes that are received by 5 pm on May 23. Inform the Committee about the number of ballot envelopes that are still in postal transit as of 5 pm on May 23, prior to the vote counting.
3. On May 24, before opening the ballot return envelopes, set aside any non-conforming envelopes and present them for Committee adjudication. A return envelope that is unsealed, was not issued by the contractor, does not have a valid control number, or does not have a signed affidavit, is non-conforming. The Committee will promptly contact voters to correct any curable ballot envelope problems. If voters within the same household have merely switched their return envelopes, those envelopes are valid.
4. On the Committee's instructions, open the valid envelopes and tally the votes by machine count. Present any non-machine-readable ballots for Committee adjudication, to complete the preliminary vote count. Work with the Committee to resolve any remaining questions about the final vote count.
5. Within 24 hours, provide the Committee with a complete certified Official Count of Ballot Report on all votes received, including the name and number of votes for each write-in candidate, the number of envelopes, ballots and/or votes that were disqualified, and the reasons for the disqualifications. If candidates or their representatives raise objections during the envelope-adjudication and vote counting process, the Committee will resolve such objections in an open meeting before certifying the final vote count for the Village.

Election materials: Securely return all ballots, envelopes, and other election materials to the VMA office by mail or courier. Thank you.

1 2023 Election Rules and Procedures
2 As adopted 1-19-2023
3

4 The Village of Martin’s Additions (“VMA”) is governed by a municipal Charter that provides for a
5 five-member elected Council to appoint an Election Committee (“Committee”) that operates
6 according to rules and procedures adopted by the Council, pursuant to Section 602 of the Village
7 Charter. The Committee verifies and certifies the voter roll, accepts nominations of candidates for
8 the Village Council (“Council”) and oversees the annual election.
9

10 The purpose of these rules and procedures is to provide for free and fair elections in the Village of
11 Martin’s Additions and to ensure that all qualified voters are able to freely exercise their right to
12 vote.
13

14 **Village Council Election Process**

15 The election of Village Council members takes place on a date determined from year to year in
16 accordance with Section 602 of the Charter. Council members are elected to terms of two years. The
17 number of seats open on the Council alternates between two and three seats every other year;
18 vacancies are filled per Section 408 of the Charter. All elections are managed by the Committee. The
19 Committee consists of a minimum of three, but preferably no fewer than five, qualified voter¹
20 volunteers appointed by the Council. The Council may appoint additional qualified voters as short-
21 term assistant Election Committee members, as needed. Committee members shall complete an Oath
22 and a Conflicts of Interest form, as provided by the Village, consistent with Village Policy.

23 Each year the details of the election cycle for that year are published in the Village newsletter and in
24 the standard Village election information packet that is mailed to all Village households. The
25 following rules and procedures apply:

26 1. Consistent with the Village Charter, no later than sixty (60) days prior to Election Day, the
27 Committee will open the nominations period and request that declarations of candidacy and
28 nominations of candidates be submitted in writing to the Committee. Any qualified voter may
29 declare their candidacy or be nominated by another qualified voter according to the election
30 rules and procedures. Qualified voters who nominate someone other than themselves must
31 include an email or signed written statement from the proposed candidate expressing his/her
32 consent to be nominated. Anonymous nominations are not permitted. All nominations must be
33 received in the Committee inbox by the deadline set by the Committee.

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

38 3. Qualified voters may submit their nominations and candidate filing materials at least forty-
39 five (45) days prior to the election for the candidate to be placed on the official ballot. No
40 nominations or candidate submissions will be accepted by the Committee if received later than
41 that deadline.

42 4. The Committee shall establish a format, date, and time for a Candidate Forum for qualified
43 voters and residents to hear from the candidates and ask questions. The forum shall be
44 moderated by the Committee. Qualified voters are encouraged to send proposed questions to the
45 Committee via email (VMAElections@martinsadditions.org) by the Committee-specified

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.”

46 deadline or be prepared to ask them if/when called upon during the forum. The Committee may
47 receive questions via phone or otherwise.

48 5. No later than two (2) weeks after the candidate filing date, the Committee shall publish
49 and mail the official Village election information packet with the written statements of the
50 candidates for office, the official election notice and forum notice, and general voting
51 instructions.

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

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

58 8. In the event that two or more candidates receive the same number of votes where only one can
59 be elected, there shall be a runoff election within two weeks of the date when votes are tabulated
60 and recorded. In this election, runoffs shall be held by mail.

61 9. Each candidate may designate one person as an official observer to be present when the
62 ballots are being counted. Other qualified voters may also observe, although no observer
63 may participate in or otherwise disrupt the counting of the ballots. Specific vote counting
64 procedures will be recommended by the Committee and adopted by the Council each year,
65 as appropriate.

66 **Who Can Vote?**

67 Pursuant to the Charter Section 301, a qualified voter is “any person who owns property or any
68 resident of Martin’s Additions who is eighteen years of age or over.” In the case of students, such as
69 college or boarding school students, a student who resides elsewhere during the school year but who
70 maintains a permanent address in Martin’s Additions is deemed a resident and entitled to vote in the
71 Village Council election. Voters in Martin’s Additions need not be registered to vote in Montgomery
72 County or in the State of Maryland and need not be U.S. citizens. The Committee shall utilize the
73 most recent electronically available Village resident contact information and other appropriate
74 sources to confirm voters’ names and addresses. The Committee shall develop, verify, and certify
75 the voter roll with the assistance of the Village staff. The Committee shall confirm that the verified
76 voter rolls are used in operating the Election. New voters may request to be added to the voter roll
77 up to 8:00 PM on Election Day. To be eligible to receive a mail ballot, new voters should be
78 prepared to show a driver’s license, a utility bill, or other documentation acceptable to the
79 Committee in its sole discretion, showing the voter’s Martin’s Additions address.

80 **Plan for the 2023 VMA Election**

81 VMA’s 2023 election will be held entirely by mail. There will be no in-person voting. To protect
82 election security, the election service provider will mail the ballots directly to the voters. Voters
83 will mail their completed ballots back to the election service provider in the postage-paid
84 envelopes issued by the provider. On Election Day, May 10, the Committee will also provide an
85 opportunity for voters to drop off completed ballot envelopes in a secure ballot drop-box directly
86 supervised by the Committee with a secure Committee procedure to convey those completed ballot
87 envelopes to the election service provider for counting.

88 Traditional absentee ballots will not be necessary, because every person on VMA’s voting roll will

89 automatically receive a ballot by mail.

90 If a voter is planning not to be at their VMA address during the voting process, they may elect to
91 receive a ballot by mail at a different location by so informing the Committee no later than 8:00 PM
92 on May 10. No one may vote two ballots at two different addresses. If a voter has lost or damaged
93 their ballot or ballot return envelope, they may contact the Committee no later than 8:00 PM on May
94 18 to request a replacement ballot. On receipt of such requests, the Committee will instruct the service
95 provider in writing, by email, to void the previous ballot sent to that voter before mailing the
96 replacement ballot.

97 A voter can also notify the Committee if they will not be able to receive a ballot by mail during the
98 regular voting period. The Committee will make reasonable efforts to provide those voters with
99 opportunities to cast their ballots.

100 All completed ballot envelopes must be received by the service provider by 5:00PM on May 23, 2023.

101 Nominations

102
103 The Committee will issue a call for candidates on **February 20, 2023**. Any qualified voter may run
104 for office. Qualified voters may nominate themselves or be nominated by another qualified voter, in
105 writing. Nominations may be made only by qualified voters; anonymous nominations are not
106 permitted. Qualified voters who nominate themselves must submit an affirmative statement or email
107 stating that they wish to run for office. Qualified voters who nominate someone other than
108 themselves must include an email or signed written statement from the proposed candidate
109 expressing his or her consent to be nominated. The nominations period will open on **February 20**
110 and close on **March 22, 2023, at 6:00 pm. Nominations must be received by the Committee no**
111 **later than that deadline.** A thirty-minute grace period will be allowed for email nominations to
112 arrive in the Committee's email inbox.

113 To be placed on the official ballot, all candidates must submit by email to the Election
114 Committee (a) a brief Candidate Statement of up to approximately 700 words, including their
115 qualifications as well as any other information they deem relevant, and (b) their signed and
116 completed Conflicts of Interest Disclosure form. The Election Committee will specify the form
117 of both documents when the nomination period opens. In order to appear on the ballot, within
118 seven (7) days from the close of the nominations period, candidates must submit their completed
119 documents to the Committee. A thirty-minute grace period will be allowed for email
120 submissions to arrive in the Committee's email inbox. The Committee will maintain a record of
121 the date and time when nominations and supporting materials were received.

122 The Committee will review the submissions and identify any nomination materials that are
123 incomplete. The Committee will notify the candidate, and the candidate will have 24 hours to
124 submit an updated form addressing the issue. Submission of updated materials will not be
125 subject to the deadline above for submissions.

126 Candidate Announcements and Candidate Forum

127 The Committee will promptly notify the Village of the candidates for office and publish the
128 election information and candidate statements by email, by posting on the Village's website, and in
129 the official Village election information packet that is mailed to all VMA households. Information
130 will also be included in the Village's Friday wrap-up emails and newsletters and will be available
131 for review in the Village Office throughout the election period.

132 The Committee will host a Candidate Forum on a date agreed upon by the Committee and

133 candidates during the last fifteen (15) days of April to allow qualified voters and residents to hear
134 from candidates and ask the candidates questions. Candidates and qualified voters will be afforded
135 the ability to attend and participate remotely. The Committee shall provide a mechanism for
136 qualified voters and residents to submit forum questions anonymously. The Committee shall
137 moderate the forum in an impartial manner. This includes: (a) the forum must cover a broad range
138 of issues with questions applicable to all candidates; (b) candidates must have equal time to present
139 their views; and (c) the moderator must remain neutral and in no way indicate or imply approval or
140 disapproval of the candidates.

141 At the discretion of the moderator, qualified voters and residents may ask questions directly at the
142 forum when called on and are encouraged to send their questions for the candidates to the
143 Committee by any means that is convenient for the residents. The Committee shall send the Village
144 election packet containing the candidate information and statements to voters in time to be received
145 before the forum.

146 Election Procedures

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

- 149 1) The election service provider will mail via first class post (a) a ballot, (b) voting
150 instructions prepared by the committee in consultation with the election service provider,
151 and (c) a postage-paid return ballot envelope to each voter listed on the voter roll at their
152 address of record.
 - 153 a. The Committee shall instruct the election service provider to deliver the ballot
154 packets to the voters shortly after the Candidate Forum.
 - 155 b. Both the incoming ballot packets and the ballot return envelopes shall have postal
156 tracking codes to ensure that delivery can be traced.
 - 157 c. The Committee will work with the election service provider to identify projected
158 dates when ballots will begin arriving and shall provide notice to the Village.
- 159 2) Ballot envelopes will bear on their exterior a service-provider-issued control number and
160 an affidavit in accordance with Maryland law requiring the voter to attest to the voter's
161 identity and eligibility. The affidavit must be signed by the voter.
- 162 3) All ballot envelopes must be received by the election service provider no later than **5:00**
163 **p.m. on May 23, 2023**. Ballots received after that time shall be rejected and not included
164 in the ballot counting. The VMA Election Committee shall post reminders for all qualified
165 voters to return ballots by mail sufficiently early to ensure the ballot envelopes arrive at
166 the offices of the election service provider by that date.
 - 167 a. Ballots must be returned in the service-provider-issued return envelope.
 - 168 b. Ballot return envelopes must be sealed.
 - 169 c. Ballot return envelopes must bear a valid control number that has not been
170 canceled or voided.
 - 171 d. Voters must write their full name as it appears on the front of the incoming ballot
172 packet as well as the house number and street name of their address in the Village
173 on the form on the back of the issued return envelope.
 - 174 e. If voters from the same household use each other's envelopes, those ballot return
175 envelopes shall be accepted as valid.
- 176 4) For voters' convenience, the Election Committee will also provide a secure ballot drop-
177 box, supervised by the Committee, to collect completed ballot envelopes on the evening of
178 **Election Day, May 10, 2023**. Voters may deposit their sealed ballot envelopes containing
179 a voted ballot and bearing a completed affidavit in the Election Committee ballot drop-box
180 between the hours of **5:00 p.m. and 8:00 p.m. on May 10**. Promptly after 8:00 p.m., the
181 Election Committee shall open the ballot drop-box, count the number of ballot return
182 envelopes in the box, and then securely convey the ballot envelopes to the service

- 183 provider. The election service provider shall hold all ballots received until the date for
184 ballot counting, **May 24, 2023**.
- 185 5) Between the hours of 5:00 p.m. and 8:00 p.m. on May 10, the Election Committee will
186 also provide an opportunity for qualified voters whose ballots have been lost, damaged,
187 spoiled, or are otherwise unable to be voted, to request that their existing ballot be voided
188 and a new ballot be issued to them by the election service provider.
- 189 a. The Committee shall send all replacement ballot instructions to the election
190 service provider in writing, via email, in order to keep a complete VMA election
191 record that can be audited and verified. The service provider cannot issue ballots
192 without the Committee’s written instructions.
- 193 b. The election service provide shall void the original ballot before the second ballot
194 is issued.
- 195 c. The service provider shall then send the replacement ballot to the voter, and shall
196 keep a complete record of all ballots issued, all ballots voided, all replacement
197 ballots sent, and all Committee emails received, to maintain a complete record that
198 can be audited and verified.
- 199 6) The service provider shall count the votes on the ballots on **May 24** and ensure that the
200 Election Committee and candidate observers can clearly observe the counting process.
- 201 7) On May 24, the election service provider shall examine the ballot envelopes without
202 opening them and identify non-confirming envelopes. The provider shall then display
203 each such non-confirming envelope to the committee members, who will then
204 decide, based on a majority vote, whether each such envelope has the potential to be
205 ‘cured’ or corrected of any discrepancies or deficiencies. If so, the Committee must
206 make a prompt, reasonable and meaningful attempt to contact the voter identified by
207 the control number on that envelope to cure the defect and have the ballot be counted
208 in accordance with the county and state election regulations.
- 209 8) Candidates or their designated representative(s) — only one per candidate — may observe
210 the tallying, review, and adjudication process. Candidates or their designated observers
211 may raise objections during the counting process. The candidate or observer must identify
212 the challenge at the time of vote counting. Other qualified voters may also observe the
213 process, but they may not raise objections.
- 214 9) At the vote counting session, the service provider shall tally all votes cast, including the
215 write-in votes. The service provider shall deliver a complete, certified Official Count of
216 Ballot Report to the Election Committee by email within 24 hours.
- 217 10) The Committee shall review the Report, address any remaining ballot or vote issues, and
218 certify the election by Committee vote. The Committee shall announce the election results
219 as soon as practicable.
- 220 11) The election service provider shall return all ballots, ballot return envelopes, and other
221 election materials to the Village Office by mail or courier, for preservation according to
222 the Village’s state-approved Document Retention policy.
- 223 12) In the event that two (2) or more candidates receive the same number of votes where only
224 one can be elected, there shall be a runoff election within two (2) weeks of the May 24
225 date when votes are tabulated and recorded. The Committee shall conduct any runoff
226 election by mail-in ballot consistent with relevant provisions of the Charter.

227 **Records**

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

231 **Electioneering**

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- 1) 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 Village Code and the United States postal service regulations (for example, no unstamped non-postal material may be placed in residents' mailboxes).
 - 2) All candidates' brochures and election materials must prominently state that they have been paid for by, or on behalf of, the candidates.
 - 3) Use of the Village logo and/or letterhead on election campaign materials is prohibited. Candidates' materials shall not imply, suggest, or give the impression of any official endorsement by the Village of Martin's Additions.
 - 4) 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 shall set and enforce a reasonable "No Electioneering Zone" around the election table where voters may place their ballots in the Election Committee ballot drop-box. That zone shall prohibit electioneering within 50 feet but no greater than a 100-foot radius of the election table. Sound amplification systems such as bullhorns will not be permitted.

To follow up on the discussion had at the last meeting, here is a proposed revision to the election rules:

2023 Election Rules and Procedures

As adopted 1-19-2023

* * *

Who Can Vote?

Pursuant to the Charter Section 301, a qualified voter is “any natural person ~~who owns property or any resident of~~ **whose residence is** Martin’s Additions **and** who is eighteen years of age or over.” **As used in the Charter, “residence” means the location deemed one’s primary residence (or “permanent abode” according to case law) and single domicile in the United States for voting purposes, and where one intends to return after a temporary residence elsewhere.** In the case of students, such as college or boarding school students, a student who resides elsewhere during the school year but who maintains a permanent address in Martin’s Additions is deemed a resident and entitled to vote in the Village Council election. Voters in Martin’s Additions need not be registered to vote in Montgomery County or in the State of Maryland and need not be U.S. citizens. The Committee shall utilize the most recent electronically available Village resident contact information and other appropriate sources to confirm voters’ names and addresses. The Committee shall develop, verify, and certify the voter roll with the assistance of the Village staff. The Committee shall confirm that the verified voter rolls are used in operating the Election. New voters may request to be added to the voter roll up to 8:00 PM on Election Day. To be eligible to receive a mail ballot, new voters should be prepared to show a driver’s license, a utility bill, or other documentation acceptable to the Committee in its sole discretion, showing the voter’s Martin’s Additions address

VMA Elections Committee – 2023 Election: Voter Roll Procedures

I. Voter Eligibility?

- a. Charter Section 301, defines "Qualified Voter" as "any person who owns property or any resident of Martin's Additions who is eighteen years of age or over."
- b. Charter Section 301 defines "Resident" as any person who resides in Martin's Additions."
- c. Anyone, including a student who is eighteen years of age or over and resides elsewhere during the school year, who maintains a permanent address in Martin's Additions is deemed a resident and entitled to vote in the Village Council election.
- d. Voters in Martin's Additions need not be registered to vote in Montgomery County or in the State of Maryland and need not be U.S. citizens.
- e. Where a property is rented, both the renters and the owners over the age of eighteen may vote.
- f. Qualified voters must be natural persons.

II. Timing: Voter Roll

The Voter Roll shall be prepared annually during the first week of April and submitted to the designated election vendor to allow time for the printing and mailing of ballots.

III. Voter Roll Process

- a. The Voter Roll must be reviewed and updated annually.
- b. Processes for providing updates and relevant information relating to the Voter Roll may include, but are not limited to:
 - i. Conducting a review of notifications of move-ins/move-outs in the Village;
 - ii. Conducting a data merge between the county voter list for VMA's precincts and the most recent version of the Voter Roll;
 - iii. Conducting a check against relevant property records to address questions relating to property ownership;
 - ~~iii~~.iv. Conducting an inquiry at and with the residents of any given property; and/or
 - ~~iv~~.v. Conducting a query of public records databases to identify potential ownership, residency, or occupancy information;
- c. In preparation for the submission of the Voter Roll to the designated election vendor, the Village Manager will provide the following information to the Election Chair and the Election Committee:
 - i. The current Village Voter Roll;
 - ii. Any identified issues or areas of concern with the Voter Roll; and
 - iii. Any additional data sources for updates to the previous year's Voter Roll.
- d. The Election Committee will review the information provided by the Village Manager, the relevant records, and the Voter Roll, identifying any names and addresses for which (1) owners or residents cannot be verified; (2) conflicting information has been identified during the review of the

Voter Roll, the Village directory, or county voter records; or (3) issues have been identified by the Village Manager.

- e. The Election Committee will then vote to either (1) begin a review of any name and address identified as having an outstanding issue or (2) decline to conduct further review and leave the status unchanged. Where the Election Committee votes to continue review, the review process is as follows:
 - i. The Election Committee Chair will designate member(s) of the Committee who will utilize the most recent electronically available contact information from the Village Office to reach out to the potential voter by email and a phone call to (1) communicate the issue that has arisen as to voter eligibility and (2) to gather additional information.
Simultaneously, the designated member shall coordinate with the Village Manager to send a written notification via mail to the potential voter at their listed address. The outreach should inform the potential voter that a question has arisen related to their eligibility to vote in the upcoming election and request that the individual in question reach out to the Committee or the Village Office to resolve the question.
 - ii. Where the Committee and/or Village Office receives additional information on outstanding issues within a reasonable time, the Committee will proceed as follows:
 1. If the outstanding issue relates to a potential voter, and the additional information confirms the individual is eligible to vote and would like to be added to the Voter Roll, the Committee will coordinate between the qualified voter and the Village Manager to ensure the voter is added to the Voter Roll.
 2. If the issue relates to a previously qualified voter who is already listed on the Voter Roll, and additional information confirms the individual remains eligible to vote, the Committee will add notes to a single document tracking the name of that voter along with the steps taken to confirm eligibility, which information will be provided to the Village Manager.
 3. If the outstanding issue relates to a previously qualified voter and additional information demonstrates the person is no longer eligible to vote in the Village Election, the Committee from the Voter Roll will maintain a file noting the name and address of the ineligible individual to ensure no ballot is mailed to them, or any ballot envelopes mailed to them are voided, and document the steps taken to confirm ineligibility.
 - a. If it is not possible for the individual to be removed from the Voter Roll prior to Election Day, the

Committee will vote, based on the evidence before it, on designating the individual as “Not Qualified”.

- iii. If there is no response to outreach efforts within a reasonable period of time, the Committee may vote to declare the individual “Not Qualified” and remove them from the list of qualified voters receiving a mailed ballot.
- f. The Committee and Village Manager, working in coordination, will develop a list of individuals deemed “Not Qualified” who will not be mailed ballots nor included on the version of the Voter Roll submitted to the Election Vendor.
 - i. The Committee and Village Office will work to provide notice of the Committee’s vote, where possible, to any individuals designated as “Not Qualified”, as well as information relating to the Challenge process set forth below.
- g. The Committee and Village Manager will review the updated Voter Roll and compare it to the list of “Not Qualified” individuals and will ensure that the updated Voter Roll reflects the designations set forth by the Committee in its decisions to mark individuals as “Not Qualified”.
- h. The Committee will provide notice through the Village communications reminding residents and qualified voters that they can reach out to the Village Office if they have a question relating to their status on the Voter Roll or if they have undergone a change in status (such as turning 18 or recently moving to the Village) making them eligible for inclusion on the Voter Roll.

IV. Transmitting the Voter Roll to the Vendor

- a. Upon conclusion of the process delineated in Section III, the Committee will vote to authorize the Village Manager to send the Voter Roll to the election contractor.
 - i. This version will not include any individuals designated as “Not Qualified” through the Committee process outlined above.
- b. Authorization of the transmission of the Voter Roll to the vendor may be addressed administratively between the Committee members.
- c. The copy of the Voter Roll designated by the Committee for transmission to the election vendor will be duly marked and recorded with the time and date of its approval.

V. Adding to the Voter Roll

- a. Pursuant to the Election Plan, new voters may request to be added to the voter roll up to ~~8~~⁸:00 PM on Election Day, May 10, which is the ballot drop-off deadline.
- b. Voters seeking to be added to the voter roll should be prepared to show a driver’s license, a utility bill, or other documentation acceptable to the Committee in its sole discretion, showing the voter’s Martin’s Additions address.
- c. If a new voter provides the required documentation after the transmission of the voter roll to the vendor, the Committee will provide written

~~instructions by email directing Chair will coordinate with the Village Manager to direct the election vendor contractor~~ to send a ballot to the new voter; in time for that ballot to be voted and returned prior to the deadline for ballot receipt on May ~~23.5 PM3~~.

VI. Cancellation of Ballots & Removal from the Voter Roll

- a. If, following the transmission of the voter roll to the election vendor, an individual identifies that they are no longer a qualified voter or requests to be taken off of the voter roll, the Village Manager and the Election Chair will communicate with the election vendor to cancel any outstanding ballot control numbers related to that individual and provide appropriate notice to the Committee.

VII. Challenges

- a. Challenge to a Removal from the Voter Roll
 - i. If an individual has a good faith belief that they were improperly removed from the Voter Roll, they may file a challenge by notifying the Committee via its email inbox.
 - ii. This challenge may only be brought by the individual removed from the Voter Roll or their duly designated representative.
 - iii. Challenges should be raised no later than ~~8+2~~:00 PM on May 10th, Election Day.
 - iv. The challenging party will have a reasonable opportunity to present or share evidence with the Committee relating to why a previous decision declaring them to be “Not Qualified” is improper, inaccurate, or otherwise in need of reconsideration.
 - v. Based on the totality of the evidence, the Committee will vote to determine if the individual should be restored to the Voter Roll and list of “qualified voters”.
 - vi. If the individual is successful in their challenge, the Committee will coordinate with the Village Manager to work with the election vendor in order to have a ballot mailed to the individual with sufficient time to allow for the ballot to be returned prior to the vote return deadline of 5:00 PM on May 23rd.
- b. Challenge to Remove Individual from Voter Roll
 - i. A resident or qualified voter may raise a challenge relating to inclusion of a name on the Voter Roll that the challenging party has a good faith belief is no longer a qualified voter.
 - ii. The challenge must be raised no later than ~~8+2~~:00 PM on Monday, May ~~10th~~^{2nd}.
 - iii. The challenging party must provide notification to the Committee via its inbox of a challenge, including the name and address of the voter whose place on the Voter Roll is being challenged, along with any evidence that they believe supports their challenge.
 - iv. The Committee will review the evidence and vote on advancing consideration of the challenge. If the Committee votes in favor of advancing the challenge, the Committee will follow the process laid

out in Section III (e) to gather additional information relating to the voter's qualification and eligibility.

- v. The individual whose eligibility is being challenge will have opportunity to present any relevant information to the Committee to support its decision-making.
- vi. After conclusion of the process described above, the Committee will vote on a determination that the voter is qualified or not qualified. A determination of "not qualified" will warrant following the relevant processes for cancelling any outstanding ballots or removing the name from the list of people being mailed ballots.

VIII. Certification and Record-Keeping

- a. After the conclusion of the deadline for changes to the Voter Roll, the Committee Chair will review the current copy of the Voter Roll to review that it reflects any updated information. The Chair will then certify the Voter Roll by signing and dating a copy of the updated Voter Roll, initialing and dating the pages, and completing and signing the form attesting that it is the final version being used for the 202~~32~~ VMA Council Election.

DRAFT