

1 VMA Election Committee Meeting Minutes

2 February 2<sup>nd</sup>, 2023

3 Members: George McAleese; Alison Price; Eric Shaw (Ben Dunford not present)

4 7:06: Opening

- 5 • George McAleese called the meeting to order.

6 7:07: Welcome

- 7 • The Committee agreed that meetings would be recorded.

8 7:08: Approval of December 13<sup>th</sup> Committee minutes

- 9 • George moved to accept the draft December 13<sup>th</sup>, 2022 Committee meeting minutes.  
10 ○ Eric seconded.  
11 ○ **Motion PASSES (Vote 3-0)**

12 7:09: Resident Comments

- 13 • Susan Kahn expressed appreciation to the Committee and Council for their work and the  
14 2023 Election Plan. Discussion was held relating to the chat function during meetings on  
15 Zoom.  
16 • Marty Langelan asked a question relating to the election contract. She asked a question  
17 relating to name rotation on the ballot. She asked a question relating to the handling of  
18 information on nominees and addressing issues relating to candidate materials. She asked  
19 a question relating to the length of candidate statements.  
20 • Susan Kahn expressed comments relating to the schedule of the election plan.  
21

22 7:31: Administrative Issues

- 23 • Timing of Meeting Scheduling  
24 • Taking Minutes  
25 • Access to the mailbox/Sharedrive  
26 • Use of the box during the election period for communicating with candidates  
27 • Maryland Open Meetings Act training  
28 • Ethics Training  
29

30 7:40: Reviewing the Timeline

- 31 • Understanding Key Dates & Product Development  
32 ○ Discussion of additional communications if there are fewer candidates than open  
33 spots one week prior to nominations deadline  
34 ■ George motions to have additional communications if we have fewer  
35 candidates than open spots one week prior to nominations deadline  
36 ■ Eric seconds

- 37                   ▪ **Committee APPROVES (3-0)**
- 38           ○ Discussion of instructions to election service provider
- 39                   ▪ Eric will take lead on developing initial language
- 40           ○ Discussion of process for developing plan for developing the voter roll
- 41                   ▪ Alison will take lead on developing draft plan
- 42           ○ Development of language for opening of nominations period and nominations
- 43                   requirements
- 44                   ▪ George will take lead on draft language
- 45           ○ Discussion on development of products and processes
- 46                   ▪ Candidate forum process/tools
- 47                   ▪ Development/mailing of election packet
- 48                   ▪ Development of ballot packet
- 49                   ▪ Vote counting procedures
- 50                   ▪ Processes relating to ballot box procedures
- 51                   ▪ Election Day processes
- 52                   ▪ Election Report
- 53           ○ Discussion of Vote Counting Night Procedures
- 54           ● Discussion of state and county ballot curing processes
- 55                   ○ Need for future conversations with Village Attorney to get clarification on those
- 56                   procedures
- 57                   ○ Michael will reach out to Ron about the ballot curing process
- 58           ● Discussion of submitting COI forms to Ethics Committee for review
- 59                   ○ Lorie Mitchell provided information on updated conflict of interest form and
- 60                   promised to let Committee know if the Ethics Committee will request forms for
- 61                   review again
- 62                   ○ George proposed including notice to candidates that COI forms may be shared
- 63                   with Ethics Committee
- 64                   ▪ Lorie added information that COI forms are public documents and could
- 65                   be requested by any member of the public
- 66                   ▪ It is on the COI Form and on the Village rules
- 67                   ▪ Lorie added that declared conflicts of interest are not disqualifying, but are
- 68                   informational
- 69                   ▪ Committee will include information that COI forms are public document
- 70           ● Discussion on public ability to request access to anything sent to the inbox
- 71           ● Discussion of vote counting processes
- 72                   ○ Done via Zoom
- 73                   ○ Noting of raising challenges to the ballots or the curing process
- 74                   ○ Village Attorney will be present for the vote counting evening
- 75           ● Michael expressed that he hopes plans and processes can be done in an evergreen manner
- 76                   to be able to be reused.
- 77           ● Discussion of formatting requirements for Constant Contact/printing requirements for
- 78                   candidate statements
- 79                   ○ Michael will review and share with the Committee

81 8:23: Communications Calendar

- 82 • Creation and use of communications calendar  
83

84 825: Election Service Provider Contract Language

- 85 • Eric feels the process for the providers is a bit of a black box and would like additional  
86 information clarified and laid out  
87 • Discussion of the process for choosing a vendor  
88 • Discussion of integrating requirements and expectations into the contract  
89

90 8:37: Resident Comments

- 91 • Peter Kahn provided resident comment relating to the voter roll procedures. He provided  
92 additional comment relating to the instructions to the vendor. He provided additional  
93 comment relating to the communications plan.  
94 • Marty Langelan provided resident comment relating to the communications plan. She  
95 provided additional comment relating to the COI forms. She asked question relating to  
96 “uncontested” elections. She provided additional comment relating to the ballot curing  
97 process.  
98 • Susan Kahn provided resident comment relating to existing processes, including the voter  
99 roll development process. She provided additional comment relating to communications  
100 plan. She provided additional comment relating to ballot curing processes.  
101 • Marty Langelan provided resident comment relating to the ballot curing process. She  
102 provided additional comment relating to the Candidate Forum.  
103 • Peter Kahn provided resident comment relating to the ballot curing process.

104 9:05 Closing

- 105 • Eric moves to adjourn.  
106 ○ George seconds.  
107 ○ **Motion PASSES (3-0)**  
108