

VMA Elections Committee – 2022 Election: Voter Roll Procedures

I. Who Can Vote?

- a. Pursuant to the Charter Section 301, a qualified voter is “any person who owns property or any resident of Martin’s Additions who is eighteen years of age or over.”
- b. 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.
- c. 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.
- d. Where a property is rented, both the renters and the owners may vote.
- e. Voters must be natural persons; if an LLC or other corporation owns a property, that business entity does not have the right to vote in the village election.
- f. Voters must own property or be a resident of Martin’s Additions who is eighteen years of age or over on Election Day.

II. Timing

- a. The current version of the voter roll should be prepared during the first week of April for sharing with the designated election vendor to allow time for the printing and mailing of ballots.
- b. Pursuant to the 2022 Election Rules and Procedures, ballots will be mailed after the candidate forum has been conducted.

III. Voter Roll Process

- a. The Committee Chair will work with the Village Manager to review the status of the current Village voter roll and discuss possible data sources and processes to be utilized in reviewing and updating the voter roll.
- b. The Village Manager will provide information to the Committee regarding the current status of the Village voter roll, any identified issues or areas of concern, and any recommended steps or data sources for updates to the voter roll. The Manager will, at the direction of the Committee Chair, work with the Committee to provide the voter roll to the Committee.
- c. Processes for providing updates and relevant information relating to the roll may include, but not be limited to, the following:
 - 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; or
 - iv. Conducting a query of public records databases to identify potential ownership, residency, or occupancy information;
- d. The Chair and/or designated committee members will review the voter roll, identifying any addresses where residents and/or owners cannot be

48 verified or where conflicting information has been identified during the
49 review of the voter roll, the Village directory, or county voter records.

- 50 e. The Committee will, as appropriate and necessary, review the relevant,
51 previously identified records relating to identification of any issues
52 relating to eligibility or qualification for inclusion on the voter roll.
- 53 f. The Committee will vote to begin a review of any name identified as having
54 an outstanding issue or to decline to conduct further review and leave the
55 status unchanged. The review process will entail the following:
- 56 i. The Committee Chair will designate member(s) of the Committee
57 who will utilize the most recent electronically available contact
58 information from the Village Office to reach out to
59 residents/qualified voters where issues have been identified to
60 gather additional information relating to voter status and to
61 communicate to potential voters regarding the processes for being
62 added to the voter roll.
 - 63 ii. The designated members will reach out to the individual through an
64 email and a phone call. The Committee members will coordinate
65 with the Village Office to send a written notification via mail to the
66 listed address. The outreach should inform the resident that a
67 question has arisen related to their qualification to vote in the
68 upcoming election and request that the individuals in question
69 reach out to the Committee or the Village Office to resolve the
70 question.
 - 71 iii. If the resident/qualified voter can be reached and would like to be
72 added to the voter roll, the Committee will coordinate between the
73 voter/resident and the Village Office to ensure they are added to the
74 file.
 - 75 iv. If the resident/qualified voter is already listed on the voter roll but a
76 question has arisen, the Committee will coordinate with the Village
77 Office to ensure their eligibility. Then, the Committee will add notes
78 to a single document tracking the names of voters/residents where
79 questions arose but their eligibility to vote in the Council election
80 was confirmed, along with the steps taken.
 - 81 v. If the resident/qualified voter is no longer eligible to vote in the
82 Village Election, the Committee will coordinate with the Village
83 Office to provide the individual with the relevant information to be
84 removed from the voter roll and will maintain a file noting the
85 name and address of the ineligible individual to ensure no ballot is
86 mailed to them or any ballot envelopes mailed to them are voided.
 - 87 1. If it is not possible for the individual to be removed from the
88 voter roll prior to Election Day, the Committee will vote,
89 based on the evidence before it, on designating the individual
90 as “Not Qualified”.
 - 91 vi. If there is no response within a reasonable period of time, the
92 Committee may vote to declare the individual to be “Not Qualified”
93 and remove them from the list of qualified voters receiving a mailed
94 ballot.

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- g. 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.
- h. 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”.
- i. 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 12:00 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 Chair will coordinate with the Village Manager to direct the 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.

VI. Cancellation of Ballots & Removal from the Voter Roll

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

- 149 a. Challenge to a Removal from the Voter Roll
- 150 i. If an individual has a good faith belief that they were improperly
151 removed from the voter roll, they may file a challenge by notifying
152 the Committee via its email inbox.
 - 153 ii. This challenge may only be brought by the individual removed from
154 the voter roll or their duly designated representative.
 - 155 iii. Challenges should be raised no later than 12:00 PM on May 10th,
156 Election Day.
 - 157 iv. The challenging party will have a reasonable opportunity to present
158 or share evidence with the Committee relating to why a previous
159 decision declaring them to be “Not Qualified” is improper,
160 inaccurate, or otherwise in need of reconsideration.
 - 161 v. Based on the totality of the evidence, the Committee will vote to
162 determine if the individual should be restored to the voter roll and
163 list of “qualified voters”.
 - 164 vi. If the individual is successful in their challenge, the Committee will
165 coordinate with the Village Manager to work with the election
166 vendor in order to have a ballot mailed to the individual with
167 sufficient time to allow for the ballot to be returned prior to the vote
168 return deadline of 5:00 PM on May 23rd.
- 169 b. Challenge to Remove Individual from Voter Roll
- 170 i. A resident or qualified voter may raise a challenge relating to
171 inclusion of a name on the voter roll that the challenging party has a
172 good faith belief is no longer a qualified voter.
 - 173 ii. The challenge must be raised no later than 12:00 PM on Monday,
174 May 2nd.
 - 175 iii. The challenging party must provide notification to the Committee
176 via its inbox of a challenge, including the name and address of the
177 voter whose place on the voter roll is being challenged, along with
178 any evidence that they believe supports their challenge.
 - 179 iv. The Committee will review the evidence and vote on advancing
180 consideration of the challenge. If the Committee votes in favor of
181 advancing the challenge, the Committee will follow the process laid
182 out in Section III (f) to gather additional information relating to the
183 voter’s qualification and eligibility.
 - 184 v. The individual whose eligibility is being challenge will have
185 opportunity to present any relevant information to the Committee
186 to support its decision-making.

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- 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 2022 VMA Council Election.

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