

**BOARD OF ELECTION SUPERVISORS MEETING
AGENDA**

**September 28, 2022, 3:00 p.m.
City Hall Conference Room
711 Pennington Avenue, Havre de Grace**

- Review the Charter Requirements “BOARD OF ELECTION SUPERVISORS”

- **BOARD OF ELECTION SUPERVISORS: appointment**

GROUP Discussion – Review the Current Board of Election Supervisors Name with terms.

George Deibel	12/16/25
Nic Galloro	4/1/25
Nancy Bratcher	12/16/25
Brenda Mergler	4/5/27
Bruce Ashman	04/05/27

- **BOARD OF ELECTION SUPERVISORS: duties**

- The Board shall be in charge of all aspects of conducting City elections.
- The Board shall advertise election notices; secure adequate accommodations for elections; obtain furniture, equipment, stationery and other items to facilitate elections;
- Prepare the ballot; count the votes cast;
- Certify the election results and announce the results.
- The Board shall submit all election proceeds and expenses to the Mayor and City Council.
- The City shall pay for the valid expenses and otherwise assist the Board in its duties.

- **BOARD OF ELECTION SUPERVISORS : judges & clerks**

- On or before the first Tuesday in April for each year in which a municipal election is to be held, the Board shall appoint election judges and clerks, who shall be registered City voters; of good character; not holding public office and not a candidate for an elected office in the City of Havre de Grace, to serve in the next election and no longer.
- The Board shall fill any vacancies immediately.
- The judges and clerks shall have all the powers and duties provided by Harford County and state law and shall receive compensation as determined by the Mayor and City Council

- **Current Rates**

- Chairman \$265
- Boardman \$225
- Poll Takers \$140
- Training for day of election \$ 40

- **GROUP QUESTION: How Many Judges and Clerks are needed? How many stations? Need for alternates? Split rotation?**

- **CONDUCT OF REGISTRATION AND ELECTIONS: appeals**

- The Board of Election Supervisors shall give at least seven (7) days notice of any City election by publishing a notice in one (1) or more newspapers having general circulation within the City.
- The notice shall include the election date; polling places; times when the polls are open and closed; and an accurate sample copy of the official ballot.
- The Board shall enact necessary rules and regulations consistent with this Charter and ordinances for the accurate and valid registration of voters, the registration of qualified candidates and the conduct of elections. A majority vote is required to decide questions before the Board.
- Persons aggrieved by any act of the Board may, within ten (10) days of the aggrieved act, appeal in writing to the Mayor and City Council which shall review the written complaint and render a written decision prior to the next election or within ten (10) days of receipt of the written appeal, whichever is earlier.

- **CANDIDATES , FILING REQUIREMENTS AND PROCEDURE**

- **GROUP Discussion – Review form**

- The Board of Election Supervisors shall maintain a certification form, approved by the Mayor and City Council, and shall distribute the form to the candidates for public office for completion. The form shall require the candidate to furnish such information as is necessary for the Board to determine if the candidate is qualified to hold the public office. In any election, candidates may file for and run for only one elected office in the City.
- The form shall be signed by the candidate under oath and shall be accompanied by a nonrefundable and nontransferable filing fee in the amount established by the Mayor and City Council. Candidates shall file their forms along with the fee with the Director of Administration or designee from the first Tuesday in March through the third Tuesday in March during normal City business hours.
- The Director of Administration shall deliver all of the forms timely received to the Board on the Friday following the third Tuesday in March. Within ten (10) days of the receipt of the forms, the Board shall notify those candidates whose certificate of candidacy was rejected.

- **WITHDRAWAL OF CANDIDACY**

- Candidates may cause the withdrawal of their certificate for candidacy by filing a notarized written request to withdraw with the Director of Administration by the first Tuesday in April.
- The Director of Administration or designee shall deliver the request to the Board of Election Supervisors by the Friday following the first Tuesday in April, and the name of the candidate shall not appear on the ballot prepared by the Board.

- **ELECTION; hours**

- For City elections, which shall take place on the first Tuesday after the first Monday in May, polls shall open at 7:00 A.M. and close at 8:00 P.M.
 - The date and time of the May 5, 2020, election may be temporarily suspended by executive order of the Mayor until the Governor's state of emergency is lifted. If postponed, the May 5, 2020, election shall be rescheduled on a Tuesday within sixty (60) days of the lifting of the Governor's state of emergency, with polls open during the above-mentioned times.

ELECTIONS; counting the ballots

- The Board of Election Supervisors shall count the votes cast immediately after the polls close and announce unofficial election results. The Board shall count absentee ballots pursuant to state law.
- The Board shall certify the election results to the Director of Administration after the time for the receipt of any outstanding absentee ballot has expired.

BALLOT PREPARATION; voter notes

- Ballots for City elections shall be prepared by the Board of Election Supervisors and shall contain the printed name of every candidate and every question to be submitted to a vote
- Voters are permitted to take written notes into the voting booth to assist them with their vote.

BALLOTS: form

- Ballots for a City election shall have the same form and arrangement provided by law for county and state elections and absentee voting, except there shall be no party name or designation on the ballot.