

Anne Arundel County Board of Elections

CANVASSING OVERVIEW

All canvassing will start at 10 am till completed.

POST-ELECTION CANVASS DATES:

- July 21 Vote By Mail (VBM) 1
- July 27 Provisional and VBM (5 of each Ballot Styles)
- July 29 VBM 2

OFFICIAL BALLOT DROP BOXES PROCEDURES

Consisting of 4 teams of 2 bipartisan employees and 1 bipartisan week-end team.

- Each location is assigned to a route and each team has a designated route
- Record total on the Dropbox Integrity/Transportation Log
- Secure the contents from the drop box in the locked <u>YELLOW</u> bag

Bring back to Anne Arundel County Board of Elections (AACBOE) for:

- Verification of the Dropbox Integrity/Transportation Log
- By recounting for each location to match what was picked up.
 - If there is a discrepancy, resolve the issue by:
 - Recounting, check for adding errors, etc....



OFFICIAL BALLOT DROP BOXES PICK UP SCHEDULE



- The drop box pick-ups will occur 2x a day with the exception of Election Day. On Election Day there will be a 3rd pick-up when the polls close at 8pm.
- The correctional facilities drop boxes will be picked up 1x a week, then starting July 11, 2022 it will increase to 2x a week until Election Day. After the July 19th election the facilities will be picked up once a month.

ANNE ARUNDEL COUNTY DROP BOX LOCATIONS

1	Pip Moyer Rec Center	Annapolis	20	Chesapeake HS	Pasadena
2	Annapolis HS	Annapolis	21	Severna Park HS	Severna Park
3	Broadneck HS	Annapolis	22	Rolling Knolls ES	Annapolis
4	Bates MS	Annapolis	23	Shipley's Choice ES	Millersville
5	Brooklyn Park MS	Baltimore	24	Ridgeway ES	Severn
6	Crofton HS	Gambrills	25	Millersville ES	Millersville
7	Crofton ES	Crofton	26	Pasadena ES	Pasadena
8	South River HS	Edgewater	27	Laurel Park Race Track	Laurel
9	Meade MS	Fort Meade	28	Southern MS	Lothian
10	Arundel HS	Gambrills	29	Lindale MS	Linthicum
11	North County HS	Glen Burnie	30	Van Bokkelen ES	Severn
12	Glen Burnie HS	Glen Burnie	31	Arnold ES	Arnold
13	Corkran MS	Glen Burnie	32	AA Board of Elections	Glen Burnie
14	Marley MS	Glen Burnie	33 (C1)	Jessup Correctional Inst (Inside)	Jessup
15	Hebron-Harman ES	Hanover	34 (C1)	Jessup Correctional Inst (Outside)	Jessup
16	Southern HS	Harwood	35 (C2)	MCI-Jessup	Jessup
17	Brock Bridge ES	Laurel	36 (C3)	Dorsey Run Correctional Inst (Box 1)	Jessup
18	Old Mill HS	Millersville	37 (C3)	Dorsey Run Correctional Inst (Box 2)	Jessup
19	Northeast HS	Pasadena	38 (C4)	MCI for Women	Jessup

ONCE BALLOTS ARE RECEIVED

The High Speed Mail Sorting machine will:

- 1. Timestamp
- 2. Sort into batches of 50
 - By ballot style, underweight, overweight, no signature, precincts, absentee type and unreadable barcodes
- 3. Imaging captures all documents on both sides
- 4. Checks documents into MDVOTERS as received according to how we received the ballot:
 - a. Mail, Drop Box, Drop off in Office, In Person, Agent, Nursing Home



BP 36 REPORT CREATED OUT OF MDVOTERS

This report will show:

- Date Printed
- Election and Election Date
- BP 36 Report Batch Number in MDVOTERS
- Description (Created/Assigned by the High Speed Mail Sorting Machine)
- Tracking Number
- Ballot Style
- Voter ID
- Voter Name
- Ballot Status

The printed BP36 report will be wrapped around the batch of 50 ballots

VERIFYING THE BATCH

- ✓ Recount the batch to verify there are actually <u>50</u> ballots in the batch.
- ✓ Verify the envelope names match against the BP36 list and the ballots are in the same order as listed.

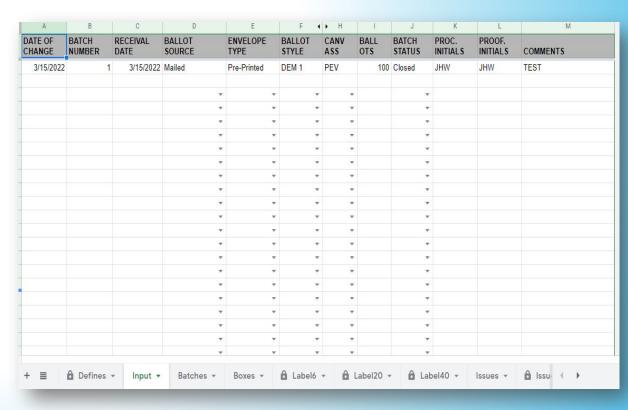


IN HOUSE INVENTORY SPREADSHEET

Adding to our in-house spreadsheet referred to as the

Cantrack and this report keeps tracks of:

- Batch numbers
- Dates
- Counts
- Referrals
- Issues
- Tracking Inventory



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AS A BIPARTISAN TEAM START WITH CANVASSING OF THE BALLOT ENVELOPES





As a bipartisan team, inspect the envelope for:

- □ Dates Postmarked by Election Day July 19,
 2022 and received by 10 am the second Friday after the Election (July 29, 2022)
- Signature If it is missing on the oath or the wrong name then it is referred to board on last canvassing day (July 29, 2022). During this time in-between we will try get the voter to sign the oath.

INSPECTING THE BALLOT ENVELOPES











CONTINUE AS A BIPARTISAN TEAM TO INSPECT THE BALLOT FOR:

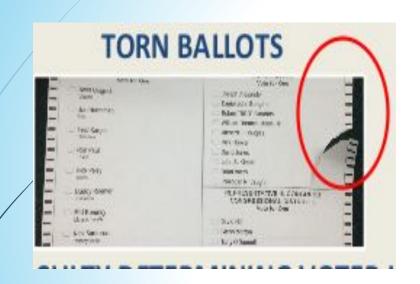
Ballot Issues that need automatic duplication:

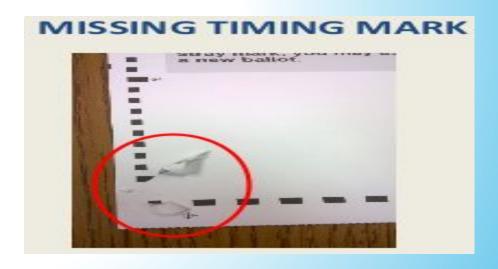
- Tears
- ☐ Timing Mark Issues
- Ink Bleed Through It is okay to run if not interfering with another cast vote. (If voter intent is not clear, refer it to the Board)
- **☐** Food Stains Automatically duplicate if you can determine voters intent

NOTE: Based on 2020 Canvassing Process, these ballot issues do not require Board referral.

SEE NEXT SLIDE FOR EXAMPLES OF SOME OF THE ABOVE SCENARIOS

SOME EXAMPLES OF AUTOMATIC DUPLICATION



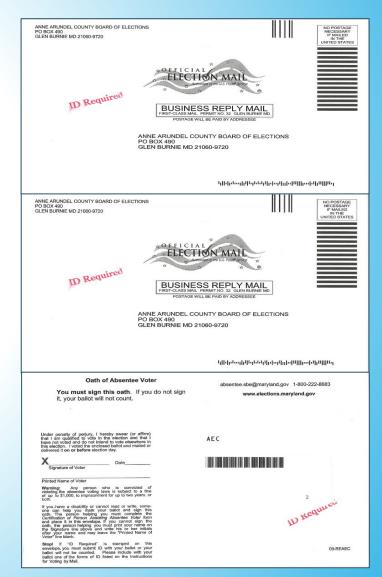


CONTINUING TO INSPECT THE BALLOT

REFERRALS TO THE BOARD

- Voter Intent
- No Ballot in Envelope
- More than One Ballot in an Envelope
- Identifying Mark on Ballot (Name, Signature, Social Security #, commentary remarks etc...)
- ID-Required Not Supplied (Referred to the Board on last canvassing during this time in-between we will try get the voter to supply the required document)
- ID Required and Supplied at Canvassing (Give to Board Presenter and the voters record will be updated to be able to count the vote.
 If needed, will be referred to the Board)

NOTE: SEE NEXT SLIDE FOR SOME EXAMPLES OF ABOVE SCENARIOS



INSPECTING THE BALLOT



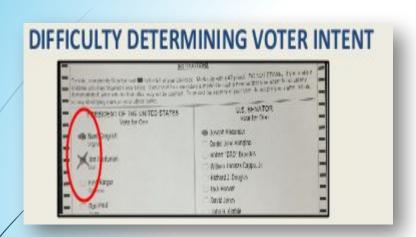


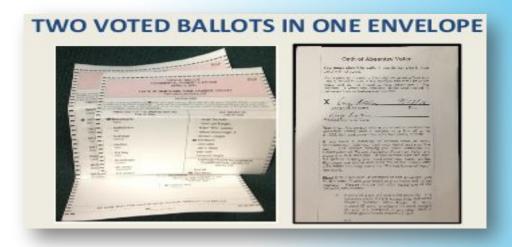


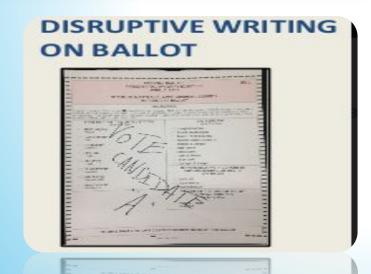


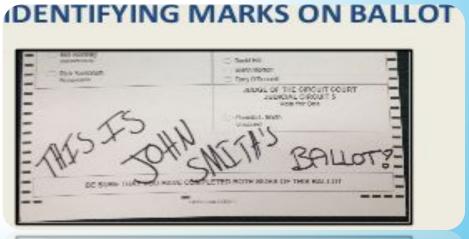


EXAMPLES ISSUES TO REFER TO THE BOARD











BOARD REFERRAL FORMS

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IVSR. 2			PRE	SENTER							NUMBER	7	NUMBER			DATE	
	R	EFERRAL REAS	SON	(check all thi	at apply)						SCN. OPR.			1000000	GANIZER		
Late for	election			Ballot ha	s tears o	or other dam	nage	8.			SCN. AST.			PRE	SENTER		
Late for No sign	iture on Oath			Ballot ha	s stains	or stray mar	rks					RE	FERRAL REA	SON	(check all that	apply)	
No ballo	t in the envelope			Ballot ha	s identif	ying marks	20.00				□ Ballot n	ot read by scanning unit (unrea	adable image)		Ballot has	tears or other da	mage
No ballo	n one ballot in envelope			0.0000000000000000000000000000000000000							☐ Ballot h	as timing mark issues			Ballot has	stains or stray m	arks
A 2015 2,5000	velope contains other materi	als	7	-	18788						□ Difficult	determining voter intent			Ballot has	identifying marks	
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NOTE: BOARD REFERRAL FORMS WITH ALL OF THE SUPPORTING DOCUMENTS INCLUDING THE BALLOT ENVELOPE MUST ACCOMPANY THE REFERRAL BY PAPERCLIPPING

HOW THE BALLOT IS HANDLED IF THE BOARD REFERRAL WAS ACCEPTED

- The Cantrack status will be updated to accepted in the issue batch
 - Then given to the canvassers if it needs to be duplicated or
 - If it is okay to process, it will be kept in the batch to be scanned through the DS850 High Speed Scanner to be counted.

HOW THE BALLOT IS HANDLED IF THE BOARD REFERRAL WAS REJECTED

- The Cantrack status will remain as rejected
- MDVOTERS will be kept as rejected and is updated to reflect the reason the board unanimously agreed to a rejection.
 - This ballot will <u>NOT</u> be ran through the DS850 High Speed Scanner to be counted. However the voter will be given voting credit.

DUPLICATION PROCESS AND PROCEDURE

- Bipartisan duplication canvassing teams copy onto a blank card stock ballot from the voters completed ballot.
 - One team member reads the voter selection while the other team member fills in the ovals selected by the voter (Common reasons why a ballot cannot be tabulated are a ballot on which the voter has erased his or her original selection and made another selection or the voter made a stray mark on the ballot).
 - They then switch roles. This is to make sure the integrity of the election is upheld during the duplication process. If a vote was duplicated incorrectly the ballot has to be stamped "SPOILED" and recorded on the Duplication Log as such. The duplication process is started over in this case.
 - When the process is completed the original ballot is stamped VOID (in red) on both sides and the duplicated ballot is stamped as DUPLICATED (In black) on both sides.
 - This process is also recorded on a Duplication Log.
 - Once the batch or a ballot (that was referred to the board and is being accepted)
 has been duplicated the batch is ready to be scanned. (Ballots on plain paper need
 to be duplicated onto the card stock ballots so they can be tabulated and counted
 through the DS850 High Speed Scanner).

DUPLICATION PROCESS



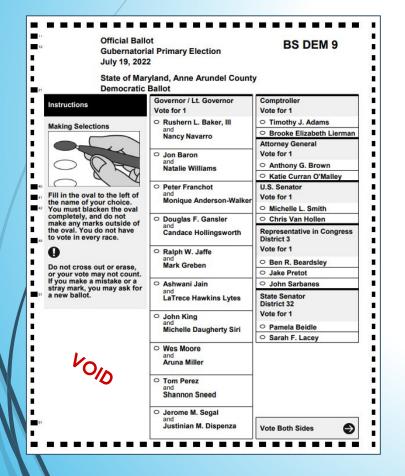


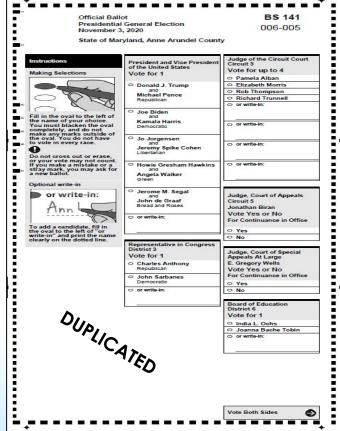


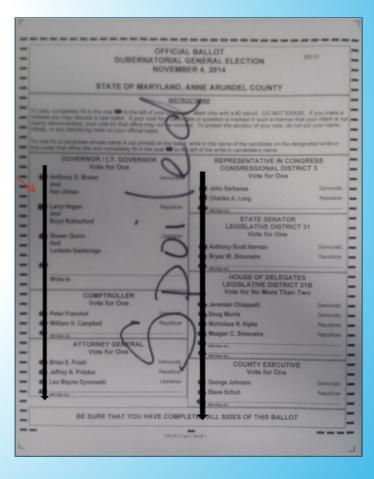


BALLOTS DURING DUPLICATION

When the process is completed the original ballot is stamped VOID (in red) on both sides and the duplicated ballot is stamped as DUPLICATED (In black) on both sides. If an mistake was made this ballot must be Spoiled.







SAMPLE OF A DUPLICATION LOG

- The appropriated boxes for the election and canvass will be pre-filled
- The original ballot style, reason for duplication, replacement ballot style, the team initials and the names printed under the appropriated party affiliation are recorded by the team.

CANVASS	□ AB1	□ PROV	□ AB2	CANVASS	DATE	April 30, 2020			
Original Ballot Style		Reaso	on for Duplication		Replaceme	ent Ballot Style	Team Initials		
					+				
-									
					+				
	The	persons listed belo	w certify, by their initi	ials in the table (above),	that the informat	tion			
Democratic Te	am Member (PRIN		Republican Team M	t of their knowledge true lember (PRINTED)		Party Team Memb	er (PRINTED)		

THE DUPLICATION LOG WILL BE KEPT WITH THE BATCH

SECURE BALLOT STORAGE

ALL RESERVE CARD STOCK BALLOTS FOR DUPLICATION WILL BE KEPT IN A BLUE SECURE BALLOT CART WITH A LOCK AND TAMPER TAPE. ONLY TO BE UNLOCKED/OPEN DURING THE DUPLICATION PROCESS.





State of Maryland



Rules of Conduct for Canvass Observers

Members of the public and media are encouraged to observe the local board of canvassers canvass absentee and provisional ballots. During the canvasses, it is the responsibility of the local board of canvassers to maintain order and safeguard all records and documents. Please be mindful of the following rules of conduct for individuals observing a canvass.

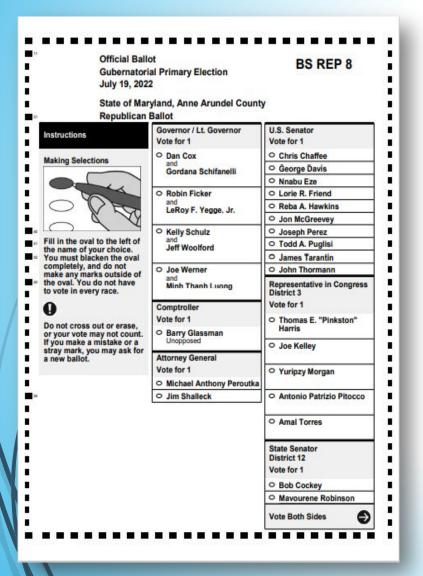
- Print your name on the canvass sign-in sheet
- Direct all questions to the Election Director or his or her designee
- You may observe the canvass teams reviewing the ballots but must maintain a reasonable distance
- . Do not touch the ballots or other election documents
- Do not make excessive noises or cause distractions
- . No food or drink are allowed in the canvassing room
- . Do not use cell phones or other audible devices in the canvassing room
- . If you have information that you believe should be considered by the Board of Canvassers, immediately notify the Election Director or his or her designee

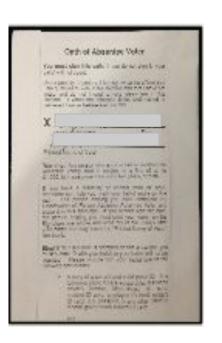
CANVASS CHALLENGE FORM

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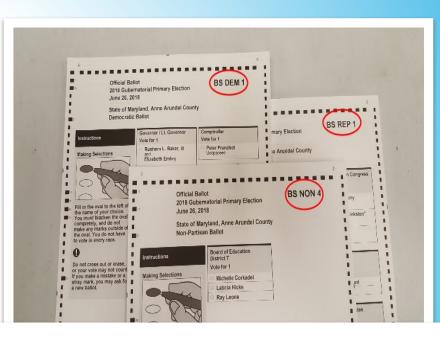
State of Maryland Canvass Challenge Form Instructions: State regulations permit an individual to challenge an action of a local board of canvassers. If you wish to challenge a decision to accept or reject an absentee or provisional ballot, notify the election director or his or her designee, complete this form, and return it to the election director or his or her designee. You may only challenge a decision during the canvass at which the ballot was accepted or rejected. Once you submit this completed form, the ballot(s) being challenged and related documents (oath and envelope if an absentee ballot or provisional ballot application if a provisional ballot) will be put aside for consideration by the local board of canvassers. The local board will review the information on this form to decide whether to change its decision to accept or reject the ballot(s) in question. All challenged ballots will be separated from other ballots. If the local board affirms its acceptance of the ballot(s), the ballot(s) will be counted on a separate memory card. Part 1 - Completed by challenger Challenge of absentee ballot(s) Challenge of provisional ballot(s) Name of Organization (if applicable) Last Name First Middle Number or description of ballots being challenged: Reason for Challenge Part 2 - Completed by election director or designee Number of challenged ballots Number of challenged ballots accepted _____ Number of challenged ballots rejected COMAR 33.08.01.08 Rev. 2/10

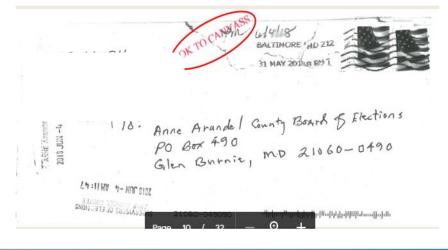
BALLOTS AND ENVELOPE SAMPLES











CERTIFICATION OF PERSON ASSISTING VOTER FORM

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If someone helped you mark your ballot, then your helper or assistant must fill out this form. **If no one helped you**, do not use this form.

Voter's assistant, complete this form

Under penalty of perjury, I certify that this voter needed help with voting because he or she has a disability or is unable to read or write. The voter authorized me to mark their ballot. If the voter could not sign the voter's oath, I printed the voter's name and wrote my initials.

I also certify that:

- · I am not a candidate on the voter's ballot.
- · I am not the voter's employer or an agent of the voter's employer.
- · I am not an officer or agent of the voter's union.
- I helped this voter to mark their ballot.

Section 9-132, Annotated Code of Maryland)

 I did not try to influence the voter to vote for or against any candidate or question appearing on the ballot.

Print all information except signature

Assistant's inform	nation	
Name		
Street address		
City	State	Zip
Phone number		
Assistant, sign an	d date here (Required)	
x		Date
	int, the oath on the envelo	

Any person who is convicted of violating the voting law is subject to a fine of up to \$1,000, imprisonment for up to 2 years, or both. (Election Law Article,

- This form is only be to used when someone has a disability, difficulty in reading or unable to write.
- The voter name, the assistance name and address must be filled out.
- ☐ The form must be signed by the person who is assisting the voter.

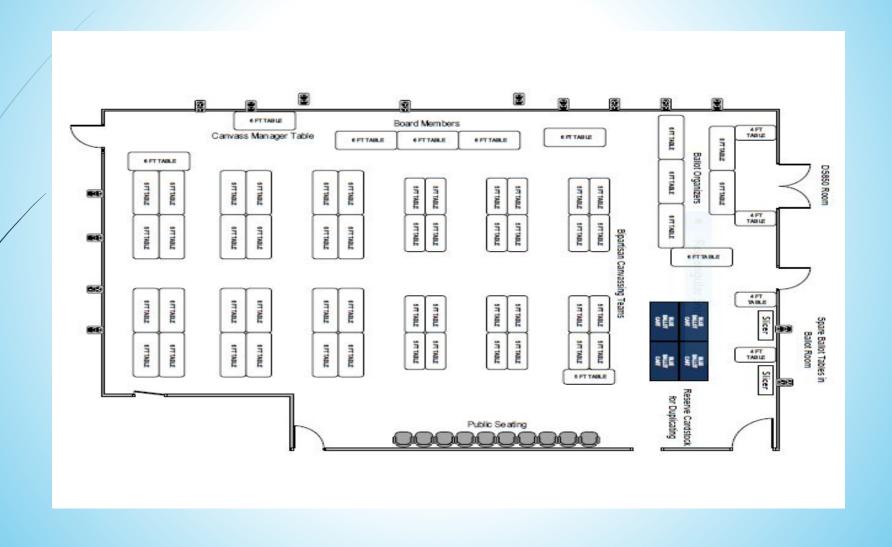
NOTE: FOR THE BALLOT TO COUNT, THE OATH ON THE ENVELOPE MUST BE COMPLETED PROPERLY.

VBM/PROVISIONAL CANVASSES New for 2022

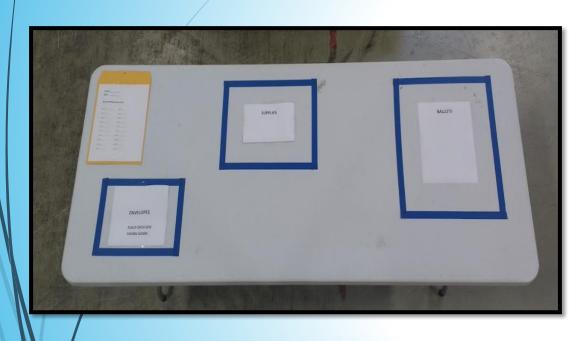
- Social distancing will be observed around the canvassing tables.
- Designated area mapped out on the tables for the placement of the ballots, envelopes, identifying paperwork and any other documentation returned with the ballot.

SEE NEXT TWO (2) SLIDES FOR SAMPLES OF ABOVE

CANVASS ROOM LAYOUT



CANVASSING TABLE LAYOUT





BALLOTS CARE, CUSTODY, AND CONTROL

- Voted ballots are kept in a black secure locked ballot cart for safekeeping until they are canvassed.
 - Once the batch is ready to be counted and tabulated they are sent to the DS850 high speed scanner.
 - After they are scanned they are kept in a secure Ballot Storage Room until after canvassing is completed.
 - They are then boxed up and sent to Iron Mountain for archive storage for 22 months.



CERTIFYING THE ELECTION

Once all ballots have been canvassed and updated on our in house spreadsheet (Cantrack) and data has been entered into MDVOTERS (Received or Rejected). The Election is now ready to be certified.

QUESTIONS, CONCERNS, COMMENTS?



ANNE ARUNDEL COUNTY BOARD OF ELECTIONS