



MONTGOMERY VILLAGE FOUNDATION, INC.

10120 APPLE RIDGE ROAD
MONTGOMERY VILLAGE, MARYLAND 20886-1000

(301) 948-0110 FAX (301) 990-7071 www.montgomeryvillage.com

March 11, 2019

MEMORANDUM

TO: MVF Election Committee

FROM: Mike Conroy, Assistant Executive Vice President

SUBJECT: Meeting Announcement

Attached please find the agenda and Procedures for Election Volunteers for the Election Committee meeting which will be held on Friday, March 15, 2019 at 7 p.m. at the MVF Office, 10120 Apple Ridge Road, in the Training Room. Please enter the building through the front door.

Most of the materials for the meeting will be distributed at the meeting. If you have any questions or will be unable to attend, please call me at 240-243-2331.



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MVF Election Committee

March 15, 2019

7 p.m.

MVF Office

AGENDA

1. Residents' time
2. Chair's remarks
3. Approve minutes of previous meeting (Attachment 1)
4. Validation of ballots
 - A. Random validation by Election Committee
 - B. Review of and decision on questionable ballot envelopes
5. Review and approval of draft election report
6. Review and approval of election volunteers (Attachment 2)
7. Review procedures for election volunteers (Attachment 3)
8. Review Candidates' Forum
9. Discuss need for additional meeting to evaluate election
10. Adjourn

**MINUTES OF MEETING
MONTGOMERY VILLAGE FOUNDATION
ELECTION COMMITTEE**

September 12, 2018

A meeting of the Montgomery Village Foundation Election Committee was held at 7:00 p.m. on Wednesday, September 12, 2018, at the MVF Administrative Office, Montgomery Village, Maryland.

Members Present

Pamela Bort, Chairman
Moirra LaVeck
Melanie O'Brien (arr. 7:10 p.m.)
Rebecca Smigel

Members Absent

Nancy King

Others Present

Mike Conroy, MVF Director of Communications
Roslyn Price, Recording Secretary

1. Residents' Time

There were no residents present.

2. Chair's Remarks

Ms. Bort called the meeting to order at 7:05 p.m.

3. Approve minutes of previous meeting

Ms. Smigel moved to approve the minutes of the March 2, 2018 meeting as presented. The motion was seconded and passed 2-0; Ms. Bort abstained.

4. Note Election Committee Guidelines

It was noted that there were no changes proposed.

5. Review election process

A. Election and Voting Procedures

The Committee noted the Election and Voting Procedures for 2019 and that the only change was a clarification of recent procedure in delivering ballots.

Ms. LaVeck moved to affirm the Election and Voting Procedures for 2019 as presented. The motion was seconded and passed unanimously.

B. Review Election Information

The Committee noted the 2019 Voting Information for Owners of Private Dwelling Units, noting that only the dates were changed.

Ms. LaVeck moved to affirm the Voting Information for Owners of Private Dwelling Units for 2019 as presented. The motion was seconded and passed unanimously.

C. Note Guidelines for Ballot Counting

The Committee noted the Guidelines for Ballot Counting. Mr. Conroy noted the single change based on last year's suggestion that the committee might have an informal discussion immediately following the ballot count to consider whether there were any issues or suggested changes in procedures for the next year.

Ms. Smigel moved to approve the Guidelines for Ballot Counting as presented. The motion was seconded and passed unanimously.

D. Demonstration of Validation Process

The Committee did not request a demonstration of the validation process.

6. Review voting process

The Committee agreed that everyone was already familiar with the voting process.

7. Plan Candidates' Forum

Mr. Conroy asked if the committee had any suggestions to make the Candidates' Forum better or to attract a bigger audience. No changes were suggested.

Ms. OBrien moved to approve the 2019 Candidates' Forum as planned. The motion was seconded and passed unanimously.

8. Discuss Candidate Questions for *Village News*

The Committee noted the candidate questions for the *Village News*. Mr. Conroy noted that the same questions have been asked for many years, but they are broad enough to give candidates ample opportunity to express their positions and ideas.

9. Review draft MVF Election Calendar 2018-2019

The Committee reviewed the draft MVF Election Calendar for 2018-2019. Mr. Conroy noted the cover memo that explained the shift in dates, based on *Village News* publication dates as well as extending the ballot deadline in the hopes of increasing ballot return.

Ms. O'Brien moved to approve the MVF Election Calendar for 2018-2019 as presented. The motion was seconded and passed unanimously.

10. Confirm next meeting date - March 15, 2019

It was noted that the next meeting will be held March 15, 2019.

Ms. Bort asked whether the committee members had any other issues they wished to discuss, and given that there were none, she called for adjournment of the meeting.

11. Adjournment

Ms. Smigel moved to adjourn the meeting at 7:18 p.m. The motion was seconded and passed unanimously.

There being no further business, the meeting was adjourned at 7:18 p.m. The reports, authorizations and other documents presented at the meeting have been initialed for identification and attached herewith or filed in the offices of the Montgomery Village Foundation.

Roslyn Price
Recording Secretary

Approved

**Montgomery Village Foundation
Election Committee
Motion List
September 12, 2018**

1. Ms. Smigel moved to approve the minutes of the March 2, 2018 meeting as presented. The motion was seconded and passed 2-0; Ms. Bort abstained.
1. Ms. LaVeck moved to affirm the Election and Voting Procedures for 2019 as presented. The motion was seconded and passed unanimously.
2. Ms. LaVeck moved to approve the Election Information for Owners of Private Dwelling Units for 2019 as presented. The motion was seconded and passed unanimously.
3. Ms. Smigel moved to affirm the 2019 Guidelines for Ballot Counting. The motion was seconded and passed unanimously.
4. Ms. O'Brien moved to approve the 2019 Candidates' Forum as planned. The motion was seconded and passed unanimously.
5. Ms. O'Brien moved to approve the MVF Election Calendar for 2018-2019 as presented. The motion was seconded and passed unanimously.
6. Smigel moved to adjourn the meeting at 7:18 p.m. The motion was seconded and passed unanimously.



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March 11, 2019

MEMORANDUM

TO: MVF Election Committee

FROM: Mike Conroy, Assistant Executive Vice President

SUBJECT: 2019 MVF Election Ballot Counters

Volunteer ballot counters for the 2019 MVF Board of Directors Election:

MVF Election Committee members:

Moira LaVeck
Melanie O'Brien
Rebecca Smigel
Nancy King

MVF Staff:

Roz Price

Community Volunteers:

David Cline
Ronda Keys
Sharon Levine

Others present:

Pamela Bort, Election Committee Chair
Mike Conroy, Assistant EVP

MC

GUIDELINES FOR BALLOT COUNTING

The following are general procedures for MVF ballot counting on Saturday, March 16, 2019.

All Election Committee members and approved ballot counters shall report to the MVF Office at 8:30 a.m. Ballot counting will begin at approximately 9 a.m., immediately following orientation and training for ballot counters.

Ballot counting will be conducted in the reception area of the MVF office. Only Election Committee members, approved ballot counters and authorized MVF staff shall be permitted behind the reception counter. Members, candidates and the press are welcome to observe ballot counting from the public area of the reception room provided that they remain quiet and do not otherwise disturb the work of the counters.

PROCEDURES

OPENING OF MAILERS

1. Ballot envelopes shall be opened by MVF staff or authorized counters.
2. Ballots shall be removed from envelopes and placed face down in a manner to ensure secrecy of the vote. The envelopes shall be collected and retained by MVF staff or authorized counters.
3. Contents, other than MVF ballots, shall be given to staff for proper disposition.
4. Due to space limitations, all ballots shall be opened by MVF staff or authorized counters before ballot counting begins.
5. Ballots shall be distributed to the ballot counters by the Election Committee Chairperson or the designee of the Chair.

COUNTING OF BALLOTS

1. Ballots shall be counted using three computers.
2. Prior to ballot counting, an election results report shall be generated to verify that the system is empty.
3. Counters shall work in pairs with an additional person acting in an oversight capacity. One counter will read the name of the candidate; one will enter the vote using a master ballot; and each will verify the vote prior to entering the vote into the database.

4. Ballot counters shall bring any questionable ballots to the attention of the Election Committee Chairperson. Those ballots with more than three votes shall be disqualified. Questionable ballots will be accepted or rejected based on the decision of the Election Committee. Rejected ballots shall be retained.
5. If an error should occur while entering the vote, the Election Committee Chairperson shall be notified immediately.
6. If a ballot indicates a write-in vote(s), all votes, other than the write-in votes, shall be recorded. Those ballots will be set aside; MVF staff will record the write-in votes at the conclusion of ballot counting.
7. "Readers", "Operators" and "Observers" shall rotate as necessary to avoid fatigue.
8. The Election Committee shall monitor the ballot counting process to ensure fairness and accuracy of counting.
9. After each batch of ballots is counted, the ballots shall be collected and secured by the Election Committee Chairperson or designee.

BALLOT TALLY

1. MVF staff shall tally the ballots electronically and print the election results report.
2. The Election Committee shall sign the election result report and announce the winners.