Attendees: David McManus, Chair
Patrick J. Hogan, Vice Chair
Kelley A. Howells, Member
Bobbie Mack, Member
Linda H. Lamone, State Administrator
Jeff Darsie, Assistant Attorney General
Nikki Charlson, Deputy Administrator
Donna Duncan, Assistant Deputy for Election Policy
Shelly Holland, Director, Budget, Finance, and Procurement
Mary Cramer Wagner, Director, Voter Registration
Jared DeMarinis, Director of Candidacy and Campaign Finance
Stacey Johnson, MDVOTERS Project Manager
Roger Stitt, Voter Registration Division

Also Present: Ralph Watkins, League of Women Voters
Lynn Garland

DECLARATION OF QUORUM PRESENT

Mr. McManus called the meeting to order at 11:05 am and confirmed that there was a quorum.
Mr. McManus stated that the meeting was being recorded.

RATIFICATION OF MINUTES FROM JULY 2015 MEETING

Mr. Hogan made a motion to ratify the approval of minutes from the October 15, 2015, and October 23, 2015 meetings, and Ms. Howells seconded the motion. The motion passed unanimously.

ADMINISTRATOR'S REPORT

1.   Announcements & Important Meetings

U.S. Election Assistance Commission's Technical Guidelines Development Committee (TGDC)
Ms. Lamone is a member of the TGDC, the federally created commission tasked with updating federal voting system standards. To complete this work, the Election Assistance Commission (EAC) and the National Institute of Standards and Technology (NIST) set up several working groups to update the federal Voluntary Voting System Guidelines, the standards against voting systems are tested. The working groups include three election cycle groups – Pre-Election, Election, and Post-Election – and four constituency groups – Cyber Security, Human Factors (usability and accessibility), Interoperability, and Testing and Certification – to support the efforts of the election cycle groups. Linda is chairing the Post-Election Working Group, and this group will cover all election activities from when the polls close through certification. While the working groups are staffed and supported by the EAC and NIST, the working groups will be generating significant work and documents. The EAC's Standards Board is also working on the Voluntary Voting System Guidelines, and Ms. Charlson serves on the Standards Board's Working Group on the guidelines.

National Federation of the Blind – Maryland Chapter Annual Conference
On November 13th and 14th, the Maryland Chapter of the National Federation of the Blind is hosting its annual conference in Ocean City, Maryland. Rick Urps will be demonstrating the new voting system at the conference, and Ms. Charlson will be speaking about the new voting system and answering questions from attendees.

Board of Public Works – Contract Approvals
On October 7th, SBE presented a contract modification for additional ES&S resource hours for installing the various voting system networks and a new multi-year contract with Expericon for field support for MDVOTERS.   The Board of Public Works approved the contract modification and the new contract.

On November 4th, SBE presented a new contract for temporary staffing support for the upcoming elections. This contract provides additional staff to support the pre-election, election, and post-election activities at the local boards. The base period covers the 2016 elections and the option years extend the contract through the 2020 elections. The Board of Public Works approved this contract.

In response to a question from Mr. McManus, Ms. Charlson explained that the State's funds for the voter outreach initiative are not available, but SBE will submit to the Department of Budget and Management a request for funds for a very small revised proposed budget for voter outreach.

2.   Election Reform and Management
Election Judges' Manual Work Group
The Election Judges' Manual Work Group is putting the finishing touches on the election judges' manual, early voting manual, election day forms, reports, checklists, and training curricula. Several chapters of the manual have been sent to the Office of the Attorney General for review. It is expected that the manual chapters will soon be sent to the local board of elections to add their local modifications.

Communications Work Group
The Communications Work group developed and distributed several documents to assist SBE and the local boards with the new voting system. The documents include a toolkit for promoting the new voting system – including many social media samples and suggestions, instructions and helpful hints for voting system demonstrations, FAQs on the system and surveys to collect feedback on demonstrations. In addition, a media library is being compiled to share each local boards' individually developed flyers, handouts, *etc*. The group continues to explore no cost opportunities to educate the voters and share events on social media.

Same Day Registration and Address Changes
The project team continues to meet every other week to implement same day registration and address changes for the 2016 Primary Election. Over the last couple of weeks, the project team has focused on preparing for next week's pollbook test and finalizing how same day registration and address change data moves from the pollbooks to MVA (for signature retrieval) and MDVOTERS for processing by the local boards. More information about next week's testing is provided later in the Administrator's Report.   Special thanks for the members of the project team for their efforts on this project – Ms. Wagner, Stacey Johnson, Paul Aumayr, Brandon Mulvey, Andrew Johnson, Rick Urps, John Speir, and Peter Thomas.

Voter Services Website
SBE's "voter services website" includes the online voter look-up, online polling place locator, online voter registration, and online ballot delivery system. After many months of preparation, we changed IT platforms for the voter services website. The new platform has enhanced security options and is expected to cost less to maintain than the prior platform. This change required the review and re-write of many scripts and stored procedures and ensuring that database fields

properly transferred and back-up and restoration procedures occurred with the new platform. Special thanks to Kenway Chan, Andrew Johnson, and Kurt Snyder, who led this effort.

3. Voter Registration
<u>Statewide Voter Registration Database (MDVOTERS)</u>
Software release 5.9 was moved into production on October 5th. User Acceptance Testing for release 6.0 will begin next week.

<u>MVA State Stat</u>
Each month, SBE provides information on the number of registrations received by MVA. For September and October 2015, MVA received the following registration activity:

Registration Activity	September 2015	October 2015
New Registrations	13,058	12,333
Address Changes	25,733	27,667
Last Name Changes	2,561	2,825
Political Party Changes	5,146	5,427

<u>Electronic Registration Information Center (ERIC)</u>
Welcome Alabama as the latest state to join ERIC.   This brings the number of member states to 14. Participating states are Colorado, Connecticut, Delaware, District of Columbia, Louisiana, Maryland, Minnesota, Nevada, Oregon, Rhode Island, Utah, Virginia and Washington.   Ms. Wagner reported that two additional states are expected to join by the end of 2015.

ERIC regularly provides member states with four reports. These reports include cross-state matches (e.g., voters who appear registered in more than one state), in-state matches (e.g., voters with more than one address in the same state), in-state duplicate matches (e.g., voters who appear registered more than once in the same state), and death records from the Social Security Administration. Maryland typically processes these every other month.

In ERIC's September report, SBE downloaded and reviewed 38,441 records and distributed to the local boards 19,140 records for processing. As a result of this file, the local boards touched 14,389 records, including sending 14,389 confirmation mailings and correcting 367 records.

Since ERIC started in 2013, SBE has downloaded 518,979 records and distributed 292,260 records for processing. This information has generated 204,706 confirmation mailings and led to 9,162 records being corrected.

<u>Local Board Visits</u>
Ms. Wagner was scheduled to meet with the members of the Wicomico County Board of Elections on November 18th, but the meeting has been postponed due to next week's pollbook testing. A meeting with the Carroll County Board members will be arranged in January 2016.

4. Candidacy and Campaign Finance (CCF) Division
<u>Candidacy</u>
As of November 5, 2015, 72 candidates have filed at SBE for the 2016 Presidential Election.

Campaign Finance
On November 30th, the Contribution Disclosure Statement is due for persons doing public business and/or employing a lobbyist. The entity must disclose cumulative contributions of $500 or more to a single candidate or officeholder in the reporting period.   The CCF Division has over 560 persons registered in the system. In response to a question, Mr. DeMarinis explained that the threshold to file with the State Ethics Commission is different than the filing requirements for SBE.

In October, the CCF Division sent a mass email and postcards to the businesses registered with the Secretary of State's office to inform them that they may potentially need to register and file reports at SBE. The registration and reporting requirements managed by the Office of Secretary of State are different from the requirements managed by SBE; the criteria to file with the Office of the Secretary of State are different than the threshold to file with SBE. The Division received a good response from the mailing.

On November 12th, Mr. DeMarinis and William Colquhoun, attorney at the State Ethics Commission, held a seminar on the requirements and filing instructions for persons doing public business and/or employing a lobbyist.

On October 13th and 27th, Mr. DeMarinis held an online training on MD CRIS. The training focused on data entry, returned contributions, filing the report and updating the registration page is conducted one to two times a month. Additionally, on October 21st, Mr. DeMarinis held a training for the Democratic Central Committees at their request.

Enforcement
The CCF Division is currently auditing non-candidates loans. Any non-candidate loan received in the 2010 Election Cycle (1/1/2007-12/31/2010) by a political committee that has not been repaid in full has been converted into a contribution. Currently, CCF has referred to the Office of State Prosecutor Lorenzo Construction for its unpaid loan to the Committee to Gerron Levi and Laura A. Wilkinson for her unpaid loan to Mark Spradley Committee for Maryland. The potential violations related to exceeding campaign contribution limits.

On November 20th, Mr. DeMarinis will go to District Court on failure to file matters against Catherine Vaeth, Vernon Holmes, Stephen Sheppard, and Duane Davis.

5.   **Project Management Office (PMO)**
New Voting System Replacement Project (NVSR)
Voting System Solution

Overall
SBE welcomes to the NVSR Team three new project resources. Sadoniya Whitaker is the new Project Administrator, and Brett Mitchell is the new Business Analyst and is replacing Caitlin Whately. John Clark, who is very familiar with SBE, is back onboard as the Functional Project Manager replacing Pete Pollinger who left for another job opportunity.

SBE continues to conduct the weekly Monday morning GoToWebinars with the LBE Election Directors and Deputy Election Directors to provide status updates and next steps on the NVSR and related projects. SBE continues to meet weekly to discuss project risks and issues and identify strategies to mitigate and resolve risks and issues and when appropriate, assign action items.

SBE recently started a collaborative working exercise with the newly assigned Department of Information Technology (DoIT) Project Control Analyst, the DoIT Oversight Manager for SBE, and the Department of Budget and Management's (DBM) budget analyst assigned to SBE. The purpose of this exercise is to streamline and improve the efficiency of the project's budget and financial reporting process.

Mock Election
SBE and the 24 local boards completed the mock election exercise that took place between October 14th and October 26th. After the mock election, SBE, the local boards, and contractor participants completed a "Lessons Learned" survey. The results of the survey and other items were presented to the local boards and discussed during a GoToWebinar session on October 30th. During this Lessons Learned session, we discussed and identified next steps for the issues discovered during the mock election.

Conducting the mock election was rated "important" to "extremely important" as reported by over 90% of the individuals responding to the survey. While not all of the functions that were initially planned to be part of the mock election were tested, there was still the opportunity for SBE and the local boards to use the equipment and follow many processes and procedures of a simulated election. An overview of the mock election, including survey highlights will be provided in the board meeting folder.

Training
The local boards have now all been trained on Electionware, the backbone software application for the new voting system. The knowledge they gained from this training was used during the mock election.

Testing and Equipment Deliveries
User Acceptance Testing (UAT) for all the voting system equipment was completed, and a majority of the new equipment and supplies are now at most of the local boards. UAT testing will be conducted for any new equipment that is delivered to the State and any equipment that ES&S repaired and returned to the State.

There are several other equipment and supply items that are being delivered to SBE and the local boards. The items include carts, precinct voting booths (standard and ADA), and the blue ballot transfer bins. Quality measures are in place to identify, document, and correct issues found with the equipment and supplies. SBE and ES&S continue to work together to resolve issues found with equipment, software, and network configurations.

Transportation
SBE continues its work with the transportation vendor on the logistics and estimated costs for transporting equipment for early voting and election day and trying to standardize what and how the equipment is transported.

Budget and Over the Target
SBE's PMO is currently working on submitting an Information Technology Project Request (ITPR) update for the New Voting System Replacement project and a new request for the Agency Election Management System. The ITPRs are an annual submission requirement for the Department of Information Technology (DoIT) for existing and new projects.

Other

SBE submitted to the Insurance Division of the Treasurer's Office its annual insurance report for information technology equipment and facilities.

Keith Ross was an evaluator for the statewide Call Center master contract procurement. This DoIT procurement is expected to go before the Board of Public Works for approval in December. SBE is one of the State agencies that have previously used the services of the State-contracted call center. The State's current master contract for call center services is scheduled to end on December 31, 2015.

6.   Voting Systems

Electronic Pollbooks

SBE has received and has been testing the latest version of the software incorporating changes to facilitate same day registration, same day address changes, and issuing ballot activation cards for provisional voters that cannot be scanned by the precinct scanning unit during early voting. SBE has tested the software and it will be provided to the local boards for installation and testing on a limited number of pollbooks next week.

This testing with the local boards will ensure that we are testing a sufficient volume of the various registration and address change scenarios. It will also allow for the local boards to become comfortable with the updated software and the new processes and documents, including same day registration, same day address changes, and issuing ballot activation cards to provisional voters. An overview of the pollbook testing will be provided in the meeting folder.

SBE is configuring its new EPIC server. This server is used to create databases for all pollbooks used in the State and replaces a previous server being retired due to its age.

Municipal Elections

The new voting system was successfully used in the Rockville City election on November 3rd, including an early voting period on October 24th – 25th at City Hall. Over 6,300 voters – approximately 15% turnout – used the system. Many SBE staff, including all the regional managers, and local board staff members from around the State observed the election. No major issues with the new system were reported. The City of College Park also successfully used the new voting system for its November 6th municipal election. In response to a question, Ms. Charlson reported that time and motion studies were completed during the Rockville election. Ms. Lamone reported that there will be analysis of the spoiled ballots from that election.

Voting System Documentation

Following the mock election, the team solicited feedback on the processes and procedures documented in the *Conducting the Election Guide*. The regional managers gathered and reviewed comments from all the local boards. Comments were also provided by the NVSR team and SBE staff members. Working with a Netorian technical writer, the team is now updating the *Conducting the Election Guide* and other documentation.

7.   Information Technology

Firewall Software Update

SBE's firewall appliances which are used to protect SBE's internal computer network were recently updated. These devices make use of an operating system called the Cisco Adaptive Security Appliance (ASA) software. Cisco's software updates were applied to the appliances to mitigate certain vulnerabilities.

Oracle Database Patch Application
SBE recently applied this quarter's Oracle Critical Patch Update patches. SBE's Electrack and Ballot applications are presently hosted in Oracle databases and Oracle Corporation strongly recommends that customers apply "Critical Patch Update fixes" as soon as possible after they are released. These patches seal security holes that could be used for data theft.

8.   Online Ballot Marking Tool – Proposed State Certification Plan
In response to the State Board's request, Ms. Charlson presented a proposed plan for certifying the online ballot marking tool. The proposed plan requires a security test of the online ballot marking tool by a qualified security expert and security audit of the online ballot marking tool from the 2014 Primary and General Elections and includes a proposed procurement process and schedule for certification before the 2016 Primary Election.

Mr. Hogan made a motion to approve the proposed plan for State certification of the online ballot marking tool, and Ms. Mack seconded the motion. The motion passed unanimously.

ASSISTANT ATTORNEY GENERAL'S REPORT
Mr. Darsie provided the following report.

1. The Office of the Attorney General participated in hearings in *Lamone v. NFB* in the 4th Circuit Court of Appeals and *Shapiro v. McManus* in the U.S. Supreme Court.

2. John Hall, a member of the Talbot County Board of Elections, filed a lawsuit challenging SBE's decision to deny his petition for declaratory ruling on SBE's minimum staffing policy and a second lawsuit in the Talbot County Circuit Court seeking declaratory judgment on the same policy.

APPROVAL OF FINAL REGULATIONS – CAMPAIGN FINANCE
Mr. DeMarinis presented for final adoption proposed changes to COMAR 33.14.02. This proposed change establishes a deadline for a candidate using public financing in a primary election to certify that the candidate has raised the seed money. This regulation was published in the August 8, 2014, edition of the *Maryland Register*, and no public comments were received.

In response to a question from Ms. Howells, Mr. DeMarinis explained the difference between the deadline to certify that a candidate intend to request public financing and the deadline to certify that a candidate has raised the seed money. To clarify the use of "certify" for different deadlines, Mr. DeMarinis will present at the next meeting suggested form revisions.

Mr. Hogan made a motion to adopt the regulations as final, and Ms. Howells seconded the motion. The motion passed unanimously.

APPROVAL OF PROPOSED REGULATIONS – PROPOSED CHANGES TO 33.10
Ms. Charlson presented proposed regulations to 33.09.06.03 and a new chapter in 33.10. These proposed changes and new regulations related to the implementation of the new paper-based voting system. These proposed changes were submitted by SBE staff members and local board members of the working group assigned to review and propose regulations.

Voting System – Certification and General Requirements (33.09.06.03)
This change moves the criteria for determining voting equipment allocation from the specific system regulations to the general system requirements. Since these factors apply regardless of the voting

system used in the State, it is more appropriate to be in 33.09. No substantive changes were made to the text, but terms were updated to reflect the new voting system.

Voting System – System Requirements & Procedures – EVS Voting Solution (33.10)
This new chapter includes voting system specific regulations for the new system.   Most of the proposed changes are technical in nature but are updated to reflect the terminology used with the new voting system and how elections are conducted with this system.

- *.01 Definitions*: Defines terms used in this new chapter and are generally updates to terms defined with the legacy voting system.
- *.02 System Description:* Provides a high level explanation of the various components of the voting system – the DS200 precinct tabulator, the ExpressVote ballot marking device, DS850 high-speed tabulator, ElectionWare (the central database), Election Reporting Manager, and ballot box. All of these components are part of the certified voting system.
- *.03 System Specifications – In General*: Provide requirements for privacy, auditability, memory devices, making ballot selections, counters, and making software and logic changes.
- *.04 System Specifications – DS200 Precinct Tabulator:* Requires that the tabulator automatically produce total reports and authorizes its use as a precinct based tabulator and a central count tabulator.
- *.05 System Specifications – ExpressVote Unit*: Summarizes the unit's capacity, general design goals, and the requirements for an audio ballot.
- *.06 System Specifications – DS850 High-Speed Tabulator*: Authorizes its use as a central count tabulator.
- *.07 System Specifications – Ballot Box*: Defines requirements for the ballot box attached to the DS200 precinct tabulator.
- *.08 System Specifications – Voting Booth*: Establishes the requirements for voting booths during early voting and on election day and the accessibility requirements.
- *.09 System Management*: Establishes management control over the system, terms for repairs, and municipal elections.
- *.10 Voting Options*: Defines how the voting system handles overvoted ballots.
- *.11 Voting Equipment –Distribution*: Establishes quantities of voting equipment for each voting location.
- *.12 Registering and Recording Votes*: Establishes how votes on recorded on the memory device.
- *.13 Ballot Totaling and Reporting:* Defines what the voting system must total and report.
- *.14 Preelection Testing – In General*: Requires the local boards to conduct a preelection test of all components of the voting system that will be used in an election and defines certain requirements for the test.
- *.15 Preelection Testing – When and How Conducted*: Provides additional detail related to the preelection testing.
- *.16 Preelection Testing – Public Demonstration*: Requires the local boards to conduct a public demonstration of the preelection testing, how to provide notice of the public demonstration, and when the demonstration must be conducted.
- *.17 Ballots – In General*: Defines ballot format and requires a ballot stub for each ballot.
- *.18 Ballots – Accounting*: Requires the election judges to account for ballots.
- *.19 Opening the Polls*: Establishes when election judges ready the voting equipment and specific content for the election judges' manual.
- *.20 Voting Assistance – In General*: Requires the local boards to provide a demonstration ballot and instructions at voting locations.

- *.21 Voting Assistance – Spoiled Ballots*: Establishes the process for obtaining a replacement ballot and how to void the ballot with the error.
- *.22 Precinct Tabulator – Attendance*: Defines conditions where precinct tabulator is positioned and requires that election judges continuously attend to the precinct tabulator.
- *.23 Voting:* Requires that the election judges' manual include procedures for voting, replacing and storing full ballot transfer bins, and troubleshooting.
- *.24 Closing the Polls – In General*: Requires that the election judges' manual include detailed closing procedures.
- *.25 Return of Materials from Voting Locations*: Requires that the election judges' manual include procedures to return election materials and defines those materials that must be returned election night.
- *.26 Generating Election Results*: Requires that the State Board issue procedures for various post-election day activities.
- *.27 System Security – Permissible Use*: Limits the use of the voting system to elections.
- *.28 System Security – Retention of Election Databases and Artifacts*: Requires the local boards to retain copies of election databases and other election artifacts.
- *.29 System Security – Post-Tabulation Security*: Requires each local board to develop a retention and storage plan for certain election materials.

Voting Systems — System Requirements and Procedures – Model ES-2000
This proposed change merely changes the chapter number.

Ms. Charlson presented Mr. Darsie's edits. Ms. Mack made a motion to adopt the proposed regulations to COMAR 33.09.06.03, 33.10.01, and 33.10.11, and Ms. Howells seconded the motion. The motion passed unanimously.

APPROVAL OF PROPOSED SBE POLICY: CONTINGENCY PLANS
Ms. Charlson presented proposed SBE Policy 2015-01. This proposed policy addresses what happens if all of one type of voting equipment fails to work or be available for use during voting hours. Ms. Charlson reviewed the proposed options if the electronic pollbooks, pollbook network, ballot activation card printer, ballot marking device, or precinct tabulator fails to work as expected.

Ms. Howells made a motion to adopt SBE Policy 2015-01, and Ms. Mack seconded the motion. The motion passed unanimously.

APPROVAL OF CAMPAIGN FINANCE WAIVER REQUESTS
Mr. DeMarinis presented requests from 17 campaign finance committees for waivers of late fees. The committees requesting a waiver of late fees are:

1. Calvert, Kim (Kamelia) for
2. Cox, Paul Friends of
3. Curry, JV (Juanita) Vote For
4. DeLong, Scott Committee to Elect
5. Featheringham, Gary Friends of
6. Frierson, Sharon Friends of
7. Hands, Zach for House of Delegates
8. Lester, Marc Friends of
9. Moore Baker, Ramona Friends of
10. Moorhouse, Leslie C. Friends of
11. Pettit, (James) 4 Delegate
12. Rosendale, Jeremy Friends of
13. Salisbury Career Firefighters Assoc. PAC
14. Stallings, Demetria Sugar Friends of
15. Stifler, Donald for Maryland
16. Williams, Elaine Friends of
17. Wilson, Jack N., Friends of

Mr. Hogan made a motion to adopt the State Administrator's recommendations for the 17 committees requesting waivers of late fees, and Ms. Howells seconded the motion. The motion passed unanimously.

APPROVAL OF TITLE 14 REQUESTS FOR WAIVERS OF LATE FEES

Mr. DeMarinis presented requests from eleven businesses for waiver of late fees to the Title 14 filing requirements. The businesses requesting a waiver of late fees are:

1. Waverly Construction & Management Co.
2. Maryland Film Industry Coalition
3. Diageo
4. JPMorgan Chase Bank, N.A.
5. Premium Finance of America, Inc
6. Kelly Exchange Services, LLC
7. DISH Network L.L.C.
8. CSAA Insurance Group
9. Single Point Sourcing
10. MWH Americas, Inc
11. HealthCare Access Maryland Inc

Mr. Hogan made a motion to approve the requests from eleven entities to waive the assessed late fees, and Ms. Howells seconded the motion. The motion passed unanimously.

REQUEST FOR CONFIDENTIALITY

Mr. DeMarinis presented two requests for designating two sitting judges' residential addresses and phone numbers as confidential.

Mr. Hogan made a motion to designate this individual's residential address and phone number as confidential, and Ms. Howells seconded the motion. The motion passed unanimously.

REQUEST FOR ADMINISTRATIVE CLOSURE

Mr. DeMarinis presents a request to administratively close Citizens for Blaine Lessard. Mr. Lessard is deceased, and the committee's treasurer cannot be located.

Ms. Howells made a motion to approve the administrative closure of Citizens for Blaine Lessard, and Ms. Mack seconded the motion. The motion passed unanimously.

ANNUAL REVIEW OF SBE BY-LAWS

There was a discussion about the required disclosures for political activities and whether the board members need to disclose attendance at fundraising events and central committee meetings and making donations to entities that file with the State Board of Elections. Ms. Howells also provided some minor corrections.

Ms. Charlson will distribute with the meeting minutes the proposed changes to the by-laws for consideration at the next board meeting. The discussion of the newly added duties to the *Duties of the State Board and State Administrator* was tabled until the next meeting.

APPROVAL OF LBE BY-LAWS

Ms. Charlson presented by-laws from six local boards. She recommended approval of the by-laws for Calvert, Cecil, and Prince George's Counties and request changes to the by-laws submitted by Frederick, Harford, and Worcester Counties. Ms. Charlson made her recommendation to request changes because Frederick County removed a notice provision required by law and authorizes

board members to remove a member for violating his or her fiduciary duties. Harford County's by-laws alter statutory requirements for minimum attendance, and Worchester County removed the quorum requirements for canvassing meetings.

Ms. Mack made a motion to approve the by-laws for Calvert, Cecil, and Prince George's Counties, and Mr. Hogan seconded the motion. The motion passed unanimously.

Ms. Howells made a motion to accept Ms. Charlson's recommendations to request changes and resubmission for Frederick, Harford, and Worcester Counties, and Ms. Mack seconded the motion. The motion passed unanimously.

OLD BUSINESS
There was no old business.

NEW BUSINESS
Ms. Howells asked Ms. Wagner about whether election officials can receive and use information from federal jury commissioners for voter registration purposes. Ms. Wagner explained the process when a local board receives from a Maryland jury commissioner information that a registered voter claimed not to be a U.S. citizen. Mr. Darsie stated that he will review the request and advise whether information received from the federal jury commissioners could be used to cancel a voter's registration.

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS
Mr. McManus reported that he attended an event hosted by the Sitting Judges of Baltimore City Committee, but he did not pay for his ticket. Ms. Howells disclosed that she paid $15 to attend a dinner hosted by the Southern Prince George's County Republican Club and attended but did not contribute to a campaign event for Sam Faddis for Congress.

SCHEDULING OF NEXT MEETING
The next meeting was scheduled for January 21, 2015, at 2:00 pm.

Prior to adjourning the meeting, Mr. Darsie noted that SBE staff had advised him that they wished to report to the Board in an administrative session following the Open Meeting on the implementation of the new voting system contract by ES&S, SBE staff, and the Department of Information Technology. Mr. Darsie explained that when the Board meets to receive a report on the implementation and staging of work under an existing contract, it performs an administrative function. *See* 9 OMCB Opinions 151 (2014). Convening as a body solely to perform an administrative function is not subject to the requirements of the Open Meetings Act and, therefore, consistent with the Act, the Board may meet in a closed administrative session to be briefed on the implementation of the voting system lease contract.

ADJOURNMENT
Mr. McManus adjourned the meeting at 1:10 pm.