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**MEMO**

**TO: Mayor and City Commission**

**FR: Patrick**

**DT: July 13, 2020**

**RE: City Elections - Fall 2020**

Provided is a packet of information on the operation of the City's fall election. I am requesting approval to hire True Ballot to assist the city in conducting the city election, that the city commissioners approve the candidate for nomination letter, financial disclosure statement, 2020 City Election Specifics, and the slate of election judges, poll workers, and helper.

We are confident the city election this fall will result in a record level of participation. We have a national election expert conducting our election. We have experienced election judges overseeing the election and seasoned volunteer leaders serving as our alternate election judges and poll workers. We have our assistant IT Director with county election experience and Larry Seeberger, a retired federal worker having served with the National Security Agency, (NSA) assisting us with day to day communications with the electorate during the election cycle. And Jane has volunteered to use her social media experience to help us ensure this election is promoted, probably like no other in recent memory.

And, the county manager has advised us they will reimburse us for the added costs associated with mailing a ballot to all 8,000 registered city voters. We are hoping to double the election participation rate of four years ago.

## **City of Cambridge City Election Judges and Poll Workers Fall Election 2020**

The City Election is scheduled for Saturday, October 17, 2020 with election run-off date of December 1, 2020. The election site is Chesapeake College's Downtown Campus. The polls will be open from 7:00 a.m. until 7:00 p.m.

The plan is to have three election judges and three alternates who will also serve as poll workers. The city will use the county election pay scale as a guide. We plan to compensate the Head Election Judge \$225 and the other judges and alternates judges/poll workers \$175.

Head Election Judge Jerry Burroughs

Election Judge Portia Ennels

Election Judge Michael Wheatley

Alternate Election Judge and Poll Worker Lynn Stewart

Alternate Election Judge and Poll Worker Barbara Brooks

Alternate Election Judge and Poll Worker Adrian Holmes

City Workers with election assignments:

Tyler Walker

Larry Seeberger

Roslyn Matthews

Volunteer (unpaid) Election Day Worker and Election promoter

Jane Comiskey



TrueBallot, Inc.  
ELECTION SERVICES AND SOLUTIONS  
3 BETHESDA METRO CENTER  
SUITE 700  
BETHESDA, MARYLAND 20814  
(301) 656 9500  
<http://www.trueballot.com>

### Acceptance of Revised Proposal and Agreement

THIS ACCEPTANCE OF REVISED PROPOSAL AND AGREEMENT (this "Agreement") is made and effective this \_\_\_\_ day of \_\_\_\_\_, 2020 by and between The Commissioners of Cambridge, a Maryland municipal corporation (the "City"), and TrueBallot, Inc., a Maryland corporation ("TBI").

#### Recitals

WHEREAS, on September 19, 2019, TBI submitted a proposal to the City to assist the City in conducting its 2020 Municipal Election (the "Proposal") scheduled for October 17, 2020 (the "2020 General Election") and, if necessary, its 2020 Run-Off Election scheduled for December 1, 2020 (the "2020 Run-Off Election"); and

WHEREAS, on July 1, 2020, at the City's request, TBI submitted a revised proposal for the purpose of including voting by mail (the "Revised Proposal"), which is attached hereto and incorporated herein by reference; and

WHEREAS, the City is desirous of engaging TBI to assist the City in conducting the 2020 General Election and, if necessary, the 2020 Run-Off Election in accordance with the provisions of this Acceptance and the Revised Proposal, subject to the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained and set forth herein and the recitals hereto, which are not merely prefatory but are a substantive part of this Agreement, the parties covenant and agree as follows:

## 1. Services

A. TBI shall assist the City in conducting the 2020 General Election and, if necessary, the 2020 Run-Off Election in a fair, secure, accurate and impartial manner as described herein and in the Revised Proposal and in accordance with all applicable laws and regulations, including, but not limited to, the Charter of the City of Cambridge, Maryland (the "Charter") in effect as of March 3, 2020 as well as all election policies and procedures adopted by the City. In the event any provision(s) of this Agreement, inclusive of the Revised Proposal, shall conflict with any such applicable law, regulation and/or policy, such applicable law, regulation or policy shall be deemed to control.

B. TBI shall select or designate the printer or other agency that shall print documents called for under the Revised Proposal, ballots, and envelopes for use with the ScanVote® system.

C. The City shall obtain a post office box with appropriate or required caller service and if required, Business Reply Mail account for voted ballots.

D. TBI shall promptly process or render data printing samples called for under this Agreement.

E. TBI shall ensure that it has at least one backup computer and backup printer for the 2020 General Election and the 2020 Run-Off Election, if necessary, so as to avoid any delays in printing ballots for voters.

## 2. Information/Materials to Be Provided by the City

A. The City shall provide TBI with a preliminary list of those individuals entitled to cast a vote in the no later than 45 days prior to the date of the General Election, or September 3, 2020. The City shall provide TBI with a final list of those individuals entitled to cast a vote by September 30, 2020. All data shall be in an electronic medium capable of being read by, or converted to a format suitable for, a Personal Computer with a word processing program (ASCII, CSV, XLS or similar) and shall include separate columns for first and last name, separate address fields where required and any sub-group to which each such member belongs (e.g. region or local), which may be used as a basis of differentiating or reporting of any ballot.

B. The City shall provide to TBI such graphic or other images that it desires to be printed on the ballot stock in electronic format on or before September 3, 2020.

C. The City shall provide the exact language of each office or issue to be decided by the subject ballot, names of candidates for each office and special instructions no earlier than 30 days prior to the date of the 2020 General Election, or September 18, 2020. Such language shall be in an electronic medium capable of being read by, or converted to a format suitable for, a Personal Computer with a word processing program (ASCII, CSV, XLS or similar).

D. The City shall promptly provide any other information or assistance as may reasonably be necessary for TBI to carry out the purposes of this Agreement. The City shall review and advise TBI with regard to any proposed printing within 48 hours of submission to the City.

E. Delays in review and approval of materials may result in delays in mailing of at least equivalent length.

F. If the 2020 Run-Off Election is necessary, the City shall promptly notify TBI and provide any information or assistance as may reasonably be necessary for TBI to assist the City in conducting the 2020 Run-Off Election.

### 3. Costs

A. Costs displayed in the Revised Proposal are estimates only. Such costs will be billed to/paid by the City without markup. All out of pocket costs shall be borne by the City and will be supported by adequate documentation. Incidental and out of pocket costs will be supported by adequate documentation.

B. The City shall reimburse TBI for all out-of-pocket expenses within 10 days of request by TBI when accompanied by invoice or other evidence of such expense. Past due amounts shall bear interest at the rate described in invoices submitted therewith or 12% per annum, whichever is greater.

C. The City shall pay for the services provided hereunder within 10 days of invoice or request by TBI.

#### 4. Miscellaneous

A. TBI shall indemnify, defend and hold the City and its officials, officers, agents, servants and employees harmless from and against any and all liabilities, judgments, settlements, losses, costs or charges of any kind (including attorney's fees) as a result of any claim, demand, action or suit arising from, relating to or as a consequence of any negligent act or omission by TBI and its agents, servants and employees under this Agreement. It is agreed that TBI shall have no obligation to indemnify the City or its officials, officers, agents, servants and employees harmless with respect to any claim, demand, action or suit arising from, relating to or as a consequence of any negligent claim or omission by the City. This subsection shall survive the expiration of this Agreement as set forth in subsection (F) below.

B. TBI shall procure and maintain for the duration of this Agreement, at its sole cost and expense, insurance against claims which may arise from or in connection with the performance of the scope of work of this Agreement by TBI and its agents, servants and employees in a form and amount acceptable to the City's insurance company, Local Government Insurance Trust. Such insurance shall name the City as an additional insured.

C. This Agreement shall be deemed made in Maryland and shall be interpreted under the law of the state of Maryland.

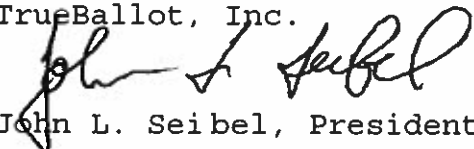
D. This document constitutes the entire agreement of the parties and shall not be amended except in writing and signed by both parties.

E. This Agreement shall not be assigned except on the written agreement of both parties.

F. This Agreement shall remain in effect until the official certification of the 2020 General Election results and, if necessary, the 2020 Run-Off Election results by the City Manager.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and sealed, on the day and year first above written.

TrueBallot, Inc.

  
John L. Seibel, President

Date: January 28, 2020

The Commissioners of Cambridge

\_\_\_\_\_  
By: Victoria Jackson-Stanley, Mayor

Attest:

\_\_\_\_\_  
Patrick Comiskey, City Manager

Date:

Approved as to form

\_\_\_\_\_  
Patrick W. Thomas, Esq., Assistant City Attorney



# City of Cambridge

410 Academy Street  
Cambridge, Maryland 21613

Patrick Comiskey  
City Manager

Candidate for Nomination for \_\_\_\_\_

State of Maryland, Dorchester County, to wit:

I, \_\_\_\_\_ being first sworn, hereby declare and affirm

under the penalties of perjury, that I reside at \_\_\_\_\_ in the City of Cambridge, County of Dorchester, State of Maryland, and that the aforesaid address is my principal and legal residence, and has been my principal and legal residence continuously

since \_\_\_\_\_, and I am a qualified voter therein; that I am a candidate for

the office of \_\_\_\_\_ to be voted upon at the election to be held on the 17<sup>th</sup> day of October, 2020. I further certify and affirm, under the penalties of perjury, that (a) I am at least twenty-five (25) years of age (or will attain the age of twenty-five (25) years prior to the date of the election), (b) that I have been a bona fide resident of the City of Cambridge for one (1) year prior to the date of the election, and (c) that I have continuously been a bona fide resident of

Ward No. \_\_\_\_\_ for at least six (6) months prior to the date of the election; and I hereby request my name be placed upon the official ballot for election for such office.

I hereby acknowledge, confirm and agree, that in addition to any other penalties which may be applicable, any person who knowingly misrepresents his/her legal residency, and/or who knowingly makes a false statement in writing regarding his/her residency as a qualification for election, shall be guilty of perjury and shall be disqualified to hold the public office for which he/she has filed.

Signed \_\_\_\_\_

*Print name exactly how you would like it to appear on the ballot:*

\_\_\_\_\_

*Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020.*

Signed \_\_\_\_\_

*Notary Public*

*My Commission expires \_\_\_\_\_*



Accompanying the Statement of Candidacy shall be:

1. Documentation of the candidate's principal residence within the ward for which he or she is a candidate for election, at least six (6) months prior to the election date, and as of the date of filing of the statement of candidacy, including:
  - a. Maryland voter's registration;
  - b. Current driver's license or Identification Card issued by the Motor Vehicle Administration of Maryland;
  - c. Real property tax receipt, or a copy of a lease agreement for the residence, or an affidavit from the property owner or lessor confirming, under oath, that the property is the principal residence of the candidate; and
  - d. Two of the following (with any personal or financial information and social security numbers redacted): bank statement, utility bill, W-2 form, and/or a Form 1099 issued by the Internal Revenue Service;
2. A completed and notarized Cambridge Ethics Commission Form 3-11 – Financial Disclosure Statement for Elected Officials & Candidates; and
3. A filing fee in the amount of \$50 for candidates for Mayor and \$25 for candidates for Commissioner. Checks shall be made payable to "The Commissioners of Cambridge."

The Statement of Candidacy and the foregoing documentation and payment must be filed with the City Manager. A duplicate copy of the completed Form 3-11 must also be filed with the Cambridge Ethics Commission. Pursuant to § 2-14(5)(c)(2)(d) of the City Code, the City Manager shall not accept a Statement of Candidacy unless Form 3-11 has been properly completed and filed.

***THIS PACKET MUST BE COMPLETED AND RETURNED TO THE CITY MANAGER AT CITY HALL, 410 ACADEMY STREET, CAMBRIDGE, MARYLAND 21613, NO LATER THAN SEPTEMBER 2, 2020 AT 4:00 P.M. EST***

#### **NOTICE REGARDING POLITICAL SIGNAGE**

Campaign signage shall comply with the general signage provisions set forth in § 6.5 of the City's Unified Development Code. In general, campaign signs are not allowed inside road rights-of-way, on sidewalks, or obstructing sidewalks or City streets. No campaign signs are allowed on City, County, State, or federal property. All candidates must limit the size of campaign signs to City zoning requirements when placed inside the City limits. Campaign signs may be placed on private property if the property owner agrees. Campaign signs may be placed at any time and should be removed within two calendar days of the election's conclusion.

No campaigning may be performed, nor election signs placed, inside or within 100 feet of the back entrance or front entrance of the building where the elections are held.

**Cambridge Ethics Commission**  
**Financial Disclosure Statement**  
**Elected Officials & Candidates**

For the Reporting Period January 1, 20\_\_ to December 31, 20\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Mailing Address (work or home) \_\_\_\_\_

City, Town, or Post Office, State and ZIP Code \_\_\_\_\_

Home Phone or Cell Phone (Optional) \_\_\_\_\_

Office Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Elective Office that you hold or are seeking: \_\_\_\_\_

This statement of \_\_ pages, including this cover sheet, lists all interests and related matters required to be disclosed pursuant to § 2-14 (Ethics Code) of the Code of the City of Cambridge (the "Ethics Code") for the calendar year 20\_\_. The statement consists of this cover sheet, together with Schedules A - H, fronts and backs of each page. **The statement must be clearly and completely filled out before it will be accepted.** Failure to file or failure to file a fully completed statement constitutes a violation of the Ethics Code and Title 5 (Maryland Public Ethics), Subtitle 6 (Financial Disclosure) of the Annotated Code of Maryland. Use **additional paper as necessary.**

**Return this completed statement with attachments to the Cambridge Ethics Commission c/o the City Attorney, 410 Academy Street, Cambridge, Maryland 21613.**

I do solemnly swear or affirm under the penalties of perjury that the contents of the foregoing complaint, including any attachments thereto, are complete, true, and correct to the best of my knowledge, information, and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_, to wit:

I HEREBY CERTIFY, that on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared \_\_\_\_\_, known to me (or satisfactorily proven) to be the individual whose name is subscribed to the foregoing Statement, and acknowledged that such individual executed the same for the purposes therein contained, and in my presence signed and sealed the same.

IN WITNESS WHEREOF, I hereunto set my hand and Official Seal

\_\_\_\_\_  
Notary Public

My Commission Expires:

## SCHEDULE A: REAL PROPERTY INTERESTS

1. **During the Reporting Period**, did you or any entity (corporation, partnership, etc.) in which you have an interest hold an interest in any real property, including rental interests, located in or out of Maryland? Yes \_\_\_ No \_\_\_

**If “yes”, complete a Schedule A for each property interest. (Make copies of this schedule for each property owned.) If “no”, go to schedule B.**

2. List the street address (or mailing address or legal description), city, state, and zip code for this property.

3. Describe the uses of this property, including residential, commercial, agricultural, industrial, undeveloped land, etc.

4. This property is owned by me alone or by me and my spouse. Yes \_\_\_ No \_\_\_

5. If you alone or you and your spouse are not holder(s) of the interest:

(a) State the percentage of the interest held by you; and

(b) State the names of all other persons holding an interest in this property.

6. List conditions or encumbrances (mortgages, liens, contacts, options, etc.) affecting your interest in this property, and the name of the person that holds each encumbrance (mortgage companies, lenders, creditors, etc.).

7. State the date this property interest was acquired by you. \_\_\_\_\_  
Month and Year

8. State the manner in which this property interest was acquired (purchase, gift, will, etc.).

9. State the name of the person from whom this property interest was acquired.

10. State the amount of money or the nature and value of any other consideration given for this property interest. If it was acquired other than by purchase (e.g., gift or will), state the fair market value of the property interest at the time acquired.

11. If all or part of any property interest was transferred by you **during the period** covered by this statement:

(a) Describe the interest transferred;

(b) State the nature and the amount of consideration received in exchange for the interest; and

(c) State the name of the person to whom the interest was transferred:

**SCHEDULE B: INTERESTS IN CORPORATIONS, PARTNERSHIPS, AND MUTUAL FUNDS**

1. **During the Reporting Period**, did you have an interest in any corporation, partnership, limited partnership, limited liability company, or mutual fund, including shares of stock? Yes \_\_\_  
No \_\_\_

**If “yes”, complete a Schedule B for the interests you had. (Make copies of this schedule if sufficient space is not available.) If “no”, go to schedule B.**

2. List the number of shares of stock held in any publicly traded corporation.

3. Provide the name and address of the principal office of any corporation, partnership, limited partnership, or limited liability company that is not publicly traded in which you have an interest.

(a) Provide the nature and amount of the interest held for each of the above, including any conditions and encumbrances on the interest.

4. With respect to any interest transferred, in whole or in part, at any time during the reporting period or the transfer of any assets of any corporation, partnership, etc. identified in B(3) above, provide a description of the interest and/or assets transferred, the nature and amount of the consideration received for the interest and/or assets, and, if known, the identity of the person to whom the interest and/or assets were transferred.

5. With respect to any interests and/or assets acquired during the reporting period, provide:

(a) The date when, the manner in which, and the identity of the person (if known) from whom the interest/asset was acquired; and

(b) The nature and amount of the consideration given in exchange for the interest/asset, or, if acquired other than by purchase, the fair market value of the interest/asset at the time acquired.

(c) You may satisfy the requirement to report the amount of the interest held under B(5)(b) above by reporting, instead of a dollar amount:

1. For any equity interest in a corporation, the number of shares held, and, unless the corporation's stock is publicly traded, the percentage of equity interest held; or

2. For an equity interest in a partnership, the percentage of equity interest held.

6. Provide a list of all Mutual Fund Companies in which you hold shares.

**SCHEDULE C: OFFICES, DIRECTORSHIPS, AND EMPLOYMENT IN BUSINESS ENTITIES**

1. **During the Reporting Period**, did you or a qualified relative hold any office, directorship, employment, or other financial interest in any entity doing business with the City that was not disclosed in any other schedule of this statement? Yes \_\_\_ No \_\_\_

**If “yes”, complete a Schedule C for yourself and, if applicable, for any qualified relative. For a qualified relative, please state how you are related to him or her (spouse, parent, in-law, etc.) If “no”, go to Schedule D.**

2. State your name or the name of the qualified relative holding any office, directorship, employment, or other financial interest in any entity that did business with the City.

3. State the name of the principal office of the entity.

4. State the title of the office, directorship, or salaried employment and the date it commenced.

5. State your financial interest in the business entity.

6. State the name of each City agency, board, or commission with which the business entity is involved and the nature of the business that the entity does with the City.



**SCHEDULE D: DEBTS OWED TO BUSINESS ENTITIES DOING BUSINESS WITH  
THE CITY**

1. **During the Reporting Period**, did you or a member of your immediate family owe any debt, except for retail credit accounts, to any person or business entity that does business with the City of which business you may reasonably be expected to know? Disclose the debts incurred by your spouse or dependent children only if you were involved in the transaction giving rise to the debt or if you are, or could become, liable for the debt. Yes \_\_\_ No \_\_\_

**If “yes”, complete a Schedule D for each debt. If “no”, go to Schedule E.**

2. State the name of the person or business entity to whom each debt was owed.
3. State the date each debt was incurred.
4. State the name of the person who incurred each debt and that person’s relationship to you.
5. State the amount of the debt owed as of the end of the applicable period of this statement.
6. State the terms for payment of the debt, including the rate of interest, if any.
7. State whether the principal was increased or decreased during the year and by what amount.
8. Describe the security, if any, given for the debt.

## SCHEDULE E: EMPLOYMENT BY THE CITY

1. **During the Reporting Period**, were any of your qualified relatives employed by the City in any capacity, including membership on boards and commissions whether or not compensated?  
Yes \_\_\_ No \_\_\_

**If “yes”, complete a Schedule E for each person. If “no”, go to Schedule F.**

2. State the name of the qualified relative employed by the City and that person’s relationship to you, the position held, and the name of the City agency, board, commission, or other entity where the person was employed.

A. Name of Qualified Relative: \_\_\_\_\_

Relationship: \_\_\_\_\_

Position Held: \_\_\_\_\_

Agency/Board/Commission: \_\_\_\_\_

B. Name of Qualified Relative: \_\_\_\_\_

Relationship: \_\_\_\_\_

Position Held: \_\_\_\_\_

Agency/Board/Commission: \_\_\_\_\_

C. Name of Qualified Relative: \_\_\_\_\_

Relationship: \_\_\_\_\_

Position Held: \_\_\_\_\_

Agency/Board/Commission: \_\_\_\_\_

D. Name of Qualified Relative: \_\_\_\_\_

Relationship: \_\_\_\_\_

Position Held: \_\_\_\_\_

Agency/Board/Commission: \_\_\_\_\_

**SCHEDULE F: GENERAL INCOME SOURCES**

1. **During the Reporting Period**, did you or a member of your immediate family earn or receive income or compensation from any employer or business entity? Yes \_\_\_ No \_\_\_

**If “yes”, complete Schedule F for each debt. If “no”, go to Schedule G.**

2. State the name of each person with a source of income or compensation and that person’s relationship to you and the name and address of the person or entity from whom the income was received.

A. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name of Employer or Entity: \_\_\_\_\_

Address of Employer or Entity: \_\_\_\_\_

B. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name of Employer or Entity: \_\_\_\_\_

Address of Employer or Entity: \_\_\_\_\_

C. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name of Employer or Entity: \_\_\_\_\_

Address of Employer or Entity: \_\_\_\_\_

D. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name of Employer or Entity: \_\_\_\_\_

Address of Employer or Entity: \_\_\_\_\_

## **SCHEDULE G: GIFTS AND HONORARIA**

1. **During the Reporting Period**, did you receive, either directly or indirectly, from (or on behalf of) any person or business entity **that is doing business with the City**: (a) any individual gift worth \$20 or more; or (b) a series of gifts totaling \$100 or more from any one person? Note: do not include political contributions or gifts received from your spouse, parents, children, sibling, or spouse of your sibling. Yes \_\_\_ No \_\_\_

**If “yes”, complete Item 2 of this Schedule for each gift. If “no”, go to Item 3 of this Schedule.**

2. (a) Describe each gift (including cash):
- (b) State the retail value of each gift:
- (c) State the name of the person from whom, or on whose behalf, the gift was received:
- (d) State the name of any other person receiving a gift, if it was given to that person at your request:
3. Did you receive any honoraria for speaking at, participating in, or attending a meeting or other function, or for writing an article that has been or is intended to be published?  
Yes \_\_\_ No \_\_\_

**If “yes”, complete this Item. If “no”, go to Schedule H.**

- (a) Describe the service performed for each honorarium:
- (b) State the type of each honorarium received and the value of the honorarium (including cash):
- (c) State the name of the person from whom, or on whose behalf, each honorarium was received:

## **SCHEDULE H: OTHER INTERESTS AND INFORMATION**

List any additional interests or information not listed on any other Schedule that you choose to disclose.

# 2020 City Election Specifics

## 1. Registering to Run for Office

A citizen seeking elected office must meet the eligibility requirements identified in the City Charter. The citizen must also sign a sworn Statement of Candidacy, pay the appropriate fee, and submit the required documents, including a Financial Disclosure Statement and proof of residency. Any prospective candidate who does not meet or complete the requirements or submit all the documentation will be deemed ineligible to run for office and will not be placed on the City election ballot. The City will begin accepting candidates for the October 17, 2020 election at 9:00 a.m. on July 20, 2020 and continue to accept candidates until 4:00 p.m. on September 2, 2020.

Any City resident may review the submitted documentation from a candidate for office. If a City resident disputes the eligibility of a candidate for office, then he/she must complete an election complaint form and submit it to the City Manager, who is the Supervisor of Elections, no later than September 17, 2020. The Supervisor of Elections will have the election judges review the submitted documentation and make a recommendation of eligibility or any need for document clarification. If the Supervisor of Elections determines the candidate is not eligible to run for the office sought, the candidate will be notified in writing, along with an explanation of the reason. The letter will be sent to the candidate's residence by certified mail, return receipt requested, or registered mail, and first-class mail. The letter shall be deemed delivered three days after the date the letter is mailed, unless otherwise evidenced by the receipt. The candidate will have three business days from the date the letter is delivered to appeal the decision; otherwise, the candidate's name will be removed from the ballot.

In order to appeal the decision, the candidate must complete an official appeal form and submit the form to the Supervisor of Elections by 4:00 p.m. on the third business day following the delivery date of the letter. In the event of an appeal, the City Attorney's office will designate an attorney to review the appeal and make a final determination. The final determination will be sent to both the candidate and the Supervisor of Elections and will not be subject to further appeal.

## 2. Electioneering Restrictions and Requirements

Campaign signage shall comply with the general signage provisions set forth in § 6.5 of the City's Unified Development Code. In general, campaign signs are not allowed inside road rights-of-way, on sidewalks, or obstructing sidewalks or City streets. No campaign signs are allowed on City, County, State, or federal property. All candidates must limit the size of campaign signs to City zoning requirements when placed inside the City limits. Campaign signs may be placed on private property if the property owner agrees. All campaign signs should be removed within two calendar days of the election's conclusion.

No campaigning may be performed, nor election signs placed, inside or within 100 feet of the back entrance or front entrance of the building where the elections are held.

Anyone wanting to file a complaint regarding any violation of these rules or policies may complete and submit to the Supervisor of Elections an official complaint form. The Supervisor of Elections will choose a panel of three election judges to review the complaint. The election judges may recommend to the Supervisor of Elections a course of action depending on the incident and any prior incidents in the campaign. If it is determined that an action is necessary, the action could be a letter of clarification, a letter of reprimand, or even a fine to the candidate as allowable under the City Code. Any actions taken are open to public review and copying. Complaints regarding the general signage provisions set forth in § 6.5 of the City's Unified Development Code shall be referred to the City Planner.

### **3. Eligibility to Vote**

The City will accept, as the final list for registered voters, the list provided from the County, to include only those registered prior to 4:00 p.m. on Monday, September 28, 2020. If the Supervisor of Elections chooses to send out a ballot to each registered voter, the ballots will be mailed out sometime in September. Citizens registering in August and September who do not receive a mailed ballot will need to request a ballot following the Absentee Voting process or may choose to vote in person on election day.

### **4. Absentee Voting**

Registered voters may request an absentee ballot if they choose to vote early. A registered voter may vote early through the absentee voting process even if (s)he is going to be in town on election day. In order to request an absentee ballot, the voter must either call the election volunteer or staff member designated by the Supervisor of Elections on the City's website ([www.choosecambridge.com](http://www.choosecambridge.com)) or on the City's Facebook page or stop by City Hall and speak with the designated election volunteer or staff member. In order to obtain an absentee ballot, a voter or his/her duly qualified agent must submit a fully completed absentee ballot request form verifying the voter's full name, date of birth, address, and telephone number. If the Supervisor of Elections chooses to mail out a ballot to every registered voter, the voter should utilize that ballot and only request one if they do not receive their ballot or their mailed ballot is lost, destroyed, or spoiled.

Requests for absentee ballots shall be made Monday through Friday between the hours of 8:30 a.m. and 4:00 p.m., except on City holidays. Absentee ballot requests for the October 17, 2020 general election will be accepted beginning September 2, 2020, and absentee ballot requests for the December 1, 2020 runoff election, if necessary, will be accepted beginning October 19, 2020. The voter need not have planned to be out of town on the date of the election to vote absentee. No voter will be provided more than one absentee ballot unless the Supervisor of Elections has reasonable grounds to believe that the absentee ballot previously provided has been lost, destroyed, or spoiled.

Voters who wish to designate an agent to return an absentee ballot application and pick up the voter's absentee ballot, deliver a completed absentee ballot, or assist the voter in casting an absentee ballot or completing an absentee ballot request form by reason of the voter's disability, inability to read or write, or inability to read the ballot may only do so by completing a designation

of agent form provided by the Supervisor of Elections. Requests for designation of agent forms shall be made in the same manner as requests for absentee ballots as set forth above.

An individual must be at least 18 years of age and not a candidate on the ballot in order to qualify as an agent for purposes of returning a voter's absentee ballot application, assigning an address for the ballot to be mailed other than the address of the registered voter, and/or delivering the voter's completed absentee ballot. Additionally, the individual must attest in writing, under penalty of perjury, that he/she is acting as the voter's designated agent and will deliver the absentee ballot to the voter. If the voter requests that his/her agent return the completed absentee ballot, then the individual must also attest in writing, under penalty of perjury, that he/she is returning the absentee ballot as completed by the voter and that he/she has not altered the ballot in any way.

Voters who wish to designate an agent to assist him/her in completing his/her absentee ballot or absentee ballot request form by reason of the voter's disability, inability to read or write, or inability to read the ballot may only do so by completing the designation of agent form described above. An individual may not assist a voter with completing his/her absentee ballot if the individual is a candidate on the ballot, the voter's employer or an agent thereof, or an officer or agent of the voter's union. Additionally, the individual must attest in writing, under penalty of perjury, that he/she was duly authorized by the voter to assist him/her.

An individual may serve as an agent for more than one voter; however, a properly qualified agent will only be mailed one absentee ballot per voter. Under no circumstances will an individual be mailed an absentee ballot without having been properly qualified as an agent as set forth herein.

The volunteer or staff member designated by the Supervisor of Elections will determine if the individual requesting an absentee ballot is eligible to receive an absentee ballot. Additionally, such volunteer or staff member shall determine whether an individual is eligible to serve as a voter's agent. For individuals who are deemed ineligible to receive an absentee ballot or serve as a voter's agent, the designated volunteer or staff member will write the contact information of the denied individual and explain the reason therefor. In the case of an individual deemed ineligible to serve as a voter's agent, both the voter and the denied individual shall be so notified. The individual deemed ineligible to receive an absentee ballot or serve as a voter's agent may request an appeal, in which case the designated volunteer or staff member will note the request for an appeal and turn the request over to the Supervisor of Elections to hear the appeal. The Supervisor of Elections may designate a panel of three election judges to consider the appeal and provide a recommendation prior to making his/her final determination.

Unless a voter properly designates a qualified agent to return his/her completed absentee ballot, the volunteer or staff member designated by the Supervisor of Elections to accept requests for an absentee ballot will e-mail a request to the City's election vendor to have an absentee ballot sent to the registered address of the voter if he/she is determined eligible to receive an absentee ballot. The absentee ballot will be mailed by the City's election vendor to the registered address of the voter. The voter will be responsible for receiving, completing, and mailing in the absentee ballot. All absentee ballots will be kept at the U.S. Post Office at 301 High Street, Cambridge, Maryland until the October 17, 2020 general election or the December 1, 2020 runoff election, if necessary. Any absentee ballot received by the City after the closing of the polls of the general



election or the runoff election, if necessary, will not be counted. It is the voter's responsibility to ensure that the City has received the voter's absentee ballot by the closing of the polls. If a voter who receives an absentee ballot is concerned (s)he will not have time to mail the ballot in. The voter may bring the ballot to the election poll site or vote in person on election day.

On October 17, 2020, volunteers and/or staff members designated by the Supervisor of Elections will pick the absentee ballots up from the Post Office and transport them to the polling place for counting. A representative of any candidate may follow the designated volunteers and/or staff members to the Post Office and back. Any absentee ballots received by the Post Office after the time the Supervisor of Elections' designees pick up the mail Saturday morning will not be counted. Anyone wanting to submit his/her absentee ballot on the date of the election may go to the polling place and deliver his/her ballot in person. Anyone concerned that his/her absentee ballot was mailed in too late may vote in person at the polling place. If the election vendor finds that a voter has voted both by absentee ballot and in person, the absentee ballot will be destroyed and only the in-person ballot will be counted.

## **6. Election Day**

Each voter will be required to verify her/his last name, first name, month and day of birth, and address. Anyone unable to do this for the judges will not be allowed to vote or may be given a challenged ballot.

Voters will only be allowed to vote in the ward identified on the County registration list. If a voter states he/she has moved and the new address is outside the ward identified on the voter registration, he/she may be given a challenged ballot.

Absentee ballots will be accepted at the polling site so long as the individual bringing it is the voter him/herself or his/her duly qualified agent. Absentee ballots will not be accepted if it is submitted by someone other than the voter him/herself or his/her duly qualified agent. Anyone who brings her/his absentee ballot to the polling site will be given the opportunity to vote in person, in which case their absentee ballot will be destroyed.

Any disputes regarding eligibility to vote will be handled by a team of three election judges designated by the Supervisor of Elections. In some cases, a challenged ballot may be issued.

## **7. Challenged Ballots**

Challenged ballots will have a narrative written on the envelope to explain the challenge. A panel of three election judges chosen by the Supervisor of Elections will review each case and determine whether to consider a challenged ballot.

## **8. Voting Offenses**

The City takes voting fraud and other voting and election-related offenses very seriously. Pursuant to § 3-15(b) of the City Charter, any person who bribes, coerces, or intimidates any voter or attempts to do so shall be guilty of a misdemeanor and, on conviction thereof, subject to a fine

of up to \$500 per offense and/or incarcerated for up to three months in jail. Additionally, the Supervisor of Elections reserves the right to refer any suspected election-related offenses to the State's Attorney for Dorchester County and/or the Office of the State Prosecutor. The Supervisor of elections may decide to automatically send designation of agent forms to the state prosecutors office for review when one individual serves as an agent for four or more voters.