



**City of Glenarden Election Board**  
**Wednesday, April 7, 2021**  
**7:00PM Virtual Working Session**

**Agenda**

**NOTE:** *This meeting will be recorded and the Zoom chat feature **will not** be enabled. All questions/comments will be limited to the BoE Board Members and invited guests only. Any comments and questions can be e-mailed to [elections@cityofglenarden.org](mailto:elections@cityofglenarden.org)*

- **Call to Order**
- **Invocation**
- **Roll Call**
- **Motion to Adopt Agenda**
- **New Business**
  - E-mail sent to candidates re Campaign Updates
  - County BOE Election Update
  - Runoff Cost Estimate
  - Elections Budget
  - New Board Member
- **Review of Completed/Upcoming Task Deadlines**
  - Refer to attached Election Board Action Item
    - Review of Election Judge Manual
    - Ballots
    - Poll workers
- **Updates**
  - Review of Polling Location – Covid Set-up & No electioneering set-up (Shannan)
  - Signage (Store Flyers & Yard Signs)
  - Dropbox Update (Bec)
  - Voter Registration List
- **Questions/Comments (Board Members & Invited Participants only)**
- **Closing Comments**
- **Adjournment**

## ELECTION BOARD ACTION ITEMS

- ~~Review Municipal Guide~~ **Completed**
- ~~Update Charter w/charter resolution CR 7078 ward and at large changes.~~
- ~~Review Street Indexing for accuracy regarding resolution CR~~ **Completed. Submitted to Nelea**
- ~~Secure voter registration roll.~~ **COMPLETED**
- ~~Schedule Zoom with Joshua regarding cost and LOE of voting machines~~ **Completed**
- ~~Ongoing negotiations with Electec re Mail-in / In-Person voting~~ **Completed**
- ~~Determine which financial disclosure is required for distribution to council candidates.~~ **Completed**
- ~~February 25, 2021, BoE to begin revising documents to include in candidate packets, newspaper notice, flyers, etc. (Assigned to Team A)~~ **Review Completed**
- ~~March 5, 2021, Election Day Notices~~ **COMPLETED**
- ~~Notice to Newspaper (City Clerk) PG Post newspaper ad to be submitted by early March 2021 announcing the election date of May 3, 2021.~~ **Completed**
- ~~Postcards/notification for the Election day (May 3, 2021) will need to be sent to residents~~
- ~~March 9, 2021~~ Election Board meets to prepare candidacy packages. **COMPLETED**
- ~~March 12, 2021~~ Send Notice of Election to the citizens of Glenarden. **COMPLETED**
- ~~March 14-30, 2021~~ Petition filing period for candidates. **COMPLETED IN PROGRESS**
- ~~\*March 15, 2021~~ "Signs By Tomorrow" Signage\* **COMPLETED**
- ~~March 19, 2021~~ Secure PO Box for mail in ballots **COMPLETED**
- *March 27 – April 3, 2021 - Election Board members post notice in businesses (ask Public Works to assist with City signs on various streets.)*
- ~~March 30, 2021~~ Election Board meets to certify candidates and notify of eligibility. **CLOSED-MEETING**
- ~~April 5, 2021~~ **Secure voter registration roll post with April 3, 2021 cutoff** **COMPLETED**
- *April 21, 2021 - Secure Poll workers - In Progress*
- ~~April 8, 2021~~ Election Board meets to confirm distribution of mail in ballots with Electec **COMPLETE**
  - ~~Provide PO Box mailing address to Electec of inclusion on ballot~~ **COMPLETE**
  - *Lockbox location for received ballots – Discussion with Chief of Police – TBD*
- *April 20, 2021 – Review of Election Judge Manual*
- *April 13 – 28, 2021 - Ballots available for pick-up*
- *April 26, 2021 - Last day for pick up or delivery of ballots to citizens*
- *May 3, 2021 - Deadline for receipt of all mail-in ballots*
- *May 3, 2021 - Election Day 6:00AM to 10:00PM / Polls Open 7:00am – 8:00pm*
- *May 4, 2021 – Preparations start for runoff election, if needed.*
- *May 10, 2021 – Report of Statement of Campaign and Election Contributions and Expenditures*