



MONTGOMERY VILLAGE FOUNDATION, INC.

10120 APPLE RIDGE ROAD
MONTGOMERY VILLAGE, MARYLAND 20886-1000

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

March 17, 2021

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 19, 2021 at 7 p.m. via teleconference. Connection instructions are included in the packet.

Most of the materials for the meeting will be shared 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 19, 2021

7 p.m.

Video Conference Call

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 procedures for virtual ballot count/determine committee participation schedule (Attachment 2)
7. Review Candidate Video Interviews
8. Adjourn

How to connect to the Montgomery Village Foundation Election Committee meeting Friday, March 19, 2021 | 7:00 p.m.

In light of the COVID-19 health emergency, the Montgomery Village Foundation (MVF) Election Committee is holding a virtual meeting on Friday, March 19. This meeting will discuss regular business to validate ballots for the 2021 MVF Board of Directors election and include a portion for Residents Time. Please follow the instructions below to participate in the meeting; this will be a video conference call in order to view ballots in question.

To access the meeting

By computer or tablet

- Navigate to <https://join.freeconferencecall.com/mconroy60>
- Use your device audio
- You can activate video if you would like

By Phone (audio only)

- Dial: **425-436-6364**
- Access Code: **468503#**

Please note that due to high call volumes, you may get a busy signal when trying to connect. Please hang up and try again.

If you are unable to connect after several attempts, text the words **"CALL ME"** to the dial in number (**425-436-6364**). When you are called back, you will need to enter the access code. You can also text the word **"HELP"** to the dial in number to receive alternate numbers to call in with.

Alternatively, you can download the **freeconferencecall.com** app and use it to connect on your phone over wifi, bypassing the need to use a phone carrier. Simply click **"New"** and enter the dial in number and access code in the appropriate boxes.

Rules for meeting

- Election Committee members will have the ability to talk during the meeting (microphones on).
- All other participants will be muted (microphones off) and be able to listen to/watch the business meeting.
- Residents Time will be offered at the beginning of the meeting. Please limit your comments to 3 minutes:
 - Residents who cannot make the meeting can submit questions in advance via the website: <https://montgomeryvillage.com/eform/submit/residents-time-question>
 - A **Question and Answer session** will be available for residents in the meeting to participate
 - When the session starts, residents can enter the queue by pressing ***6**
 - Residents will be prompted when it is their turn to speak (microphone automatically unmuted)
 - Microphone will be automatically muted after time is up (3 minute maximum, per regular Residents Time rules)
- The meeting will be recorded for purposes of accurately recording minutes.

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

September 10, 2020

A meeting of the Montgomery Village Foundation Election Committee was held at 7:00 p.m. on Wednesday, September 10, 2020, via conference call due to the COVID-19 health emergency.

Members Present

Moira LaVeck
Rebecca Smigel

Members Absent

Pamela Bort, Chairman
Nancy King
Melanie O'Brien

Others Present

Mike Conroy, MVF Assistant Executive Vice President

1. Residents' Time

There were no residents present.

2. Chair's Remarks

Mr. Conroy called the meeting to order at 7:07 p.m. He thanked the committee members for their flexibility in meeting virtually.

3. Approve minutes of previous meeting

Ms. LaVeck moved to approve the minutes of the June 3, 2020 meeting as amended. The motion was seconded and passed unanimously.

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 2021, noting that only the dates were changed.

Ms. LaVeck moved to affirm the Election and Voting Procedures for 2021 as presented. The motion was seconded and passed unanimously.

B. Review Election Information

The Committee noted the 2021 Voting Information for Owners of Private Dwelling Units, noting that only the dates were changed.

Ms. Smigel moved to affirm the Voting Information for Owners of Private Dwelling Units for 2021 as presented. The motion was seconded and passed unanimously.

C. Note Guidelines for Ballot Counting

The Committee noted the Guidelines for Ballot Counting, noting that only the dates were changed. Mr. Conroy noted that in the event the committee could not meet in person, the virtual process would work, based on previous meetings held that way. Language was added to make sure the process was able to continue in the event in-person was not possible.

Ms. LaVeck 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' Video

Mr. Conroy noted the video interview process implemented last year was successful and proved more convenient for the candidates. The same process would be used again this year, and accommodations could be made to facilitate social distancing guidelines if necessary.

Ms. Smigel moved to approve the candidate video interview guidelines and questions as presented. 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 said that the same questions have been asked for many years, and the Nominating Committee had recommended changes to the language. The proposed changes convey the same meaning and are broad enough to give candidates ample opportunity to express their positions and ideas. The MVF Board would be reviewing the proposed changes at their September 24 meeting.

9. Review draft MVF Election Calendar 2020-2021

The Committee reviewed the draft MVF Election Calendar for 2020-2021. Mr. Conroy noted the *Village News* is proposed to go quarterly in 2021 and the calendar reflects that, with the only change being publication of the results in May.

Ms. LaVeck moved to approve the MVF Election Calendar for 2020-2021 as presented. The motion was seconded and passed unanimously.

10. Confirm next meeting date - March 19, 2021

It was noted that the next meeting will be held Friday, March 19, 2021.

11. Adjournment

Ms. Smigel moved to adjourn the meeting at 7:28 p.m. The motion was seconded and passed unanimously.

There being no further business, the meeting was adjourned at 7:28 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.

_____/s/_____
Mike Conroy
Recording Secretary

Approved

**Montgomery Village Foundation
Election Committee
Motion List
September 10, 2020**

1. Ms. LaVeck moved to approve the minutes of the June 3, 2020 meeting as amended. The motion was seconded and passed unanimously.
2. Ms. LaVeck moved to affirm the Election and Voting Procedures for 2021 as presented. The motion was seconded and passed unanimously.
3. Ms. Smigel moved to affirm the Voting Information for Owners of Private Dwelling Units for 2021 as presented. The motion was seconded and passed unanimously.
4. Ms. LaVeck moved to approve the Guidelines for Ballot Counting as presented. The motion was seconded and passed unanimously.
5. Ms. Smigel moved to approve the candidate video interview guidelines and questions as presented. The motion was seconded and passed unanimously.
6. Ms. LaVeck moved to approve the MVF Election Calendar for 2020-2021 as presented. The motion was seconded and passed unanimously.
7. Ms. Smigel moved to adjourn the meeting at 7:28 p.m. The motion was seconded and passed unanimously.



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MEMORANDUM

TO: MVF Election Committee

FROM: Mike Conroy, Assistant EVP

SUBJECT: Virtual Ballot Counting Process

Just as we did in June 2020 for the 2020 MVF Election, the 2021 ballot count will be held virtually, as we are still under COVID-19 restrictions. The below procedures worked well in 2020 and will be used again in 2021.

The quick outline of the process is:

Virtual Election Committee meeting to validate ballots (March 19)

Virtual Ballot Counting held at 9 a.m. on Saturday, March 20

- Use video conference call to broadcast count
- Election Committee members participate to verify accuracy
- Meeting open for public to watch, but not comment
- Ballots will be retrieved, opened and counted on video
- Mike Conroy & Kristen Marrs will count using computers spaced at least 6 feet apart and equipped with video conferencing software
- Daniel Anderson (Election Committee Chair) will be on site to provide guidance and verify accuracy
- Tabulation will be public via screen share
- Ballot will be read aloud and entered
- Election results will be announced by Election Chair following the counting and candidates notified

MC/

GUIDELINES FOR BALLOT COUNTING

The following are general procedures for a virtual MVF ballot counting due to the COVID-19 health emergency.

All Election Committee members and approved ballot counters will connect via a video conference call Saturday, March 20, 2021.

Ballot counting will be conducted virtually through the video capabilities of the conference call system. Election Committee members will have access to observe process and speak to MVF staff via the video conference call. Members, candidates and the press are welcome to observe ballot counting via the video call, but will not be able speak.

All proceedings will be done live on the video call, which will be recorded.

PROCEDURES

OPENING OF MAILERS

1. Ballot envelopes will be recovered from secure location and opened by MVF staff and Election Committee Chair before the ballot counting begins.
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.
3. Contents, other than MVF ballots, will be set aside for proper disposition.
4. Ballots shall be distributed to the ballot counters by the Election Committee Chairperson.

COUNTING OF BALLOTS

1. Ballots shall be counted using two computers at least 6 feet apart and connected to the video conferencing system.
2. Prior to ballot counting, an election results report shall be generated to verify that the system is empty.
3. Counters will read the ballot aloud and enter vote into the database while Election Committee members verify the vote via the video conference call.
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 Chairperson. 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. Counters will enter ballots simultaneously and periodically switch shared screen for committee members to verify both sets and to ensure fairness and accuracy of counting.
8. After each batch of ballots is counted, the ballots shall be collected and secured by the Election Committee Chairperson.

BALLOT TALLY

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