



MONTGOMERY VILLAGE FOUNDATION, INC.

10120 APPLE RIDGE ROAD
MONTGOMERY VILLAGE, MARYLAND 20886-1000

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

March 1, 2017

MEMORANDUM

TO: MVF Election Committee

FROM: Mike Conroy, Director of Communications

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 3, 2017 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 3, 2017

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 8, 2016

A regular meeting for the Montgomery Village Foundation Nominating Committee was held at 7:00 p.m. on Thursday, September 8, 2016 at the MVF Administrative Center, Montgomery Village, Maryland.

Members Present

Jim Marsh, Chairperson
Moira LaVeck
Rebecca Smigel

Members Absent

Nancy King
Melanie O'Brien

Others Present

Mike Conroy, Director of Communications
Cynthia Bangali, Recording Secretary

1. Residents' Time

There were no residents present.

2. Chair's Remarks

Mr. Marsh, called the meeting to order at 7:01p.m.

3. Approve Minutes of Previous Meeting

Ms. LaVeck moved to approve the minutes of the March 4, 2016 meeting as presented. The motion was seconded and passed unanimously.

4. Note Election Committee Guidelines

The Committee reviewed the Election Committee Guidelines, noting that there were no changes from the revised version that was approved in 2014.

5. Review Election Process

A. Election and Voting Procedures

The Committee noted the Election and Voting Procedures for 2017.

Ms. LaVeck moved to affirm the Election and Voting Procedures for 2017 as presented. The motion was seconded and passed unanimously.

B. Review Election Information

The Committee noted the 2017 Voting Information for Owners of Private Dwelling Units.

Ms. Smigel moved to affirm the 2017 Voting Information for Owners of Private Dwelling Units as presented. The motion was seconded and passed unanimously.

C. Note Guidelines for Ballot Counting

The Committee noted the Guidelines for Ballot Counting.

D. Demonstration of Validation Process

Mr. Marsh requested clarification on what the validation process included. Mr. Conroy reviewed the protocol and procedures. The Committee did not request a demonstration of the validation process.

6. Review Voting Process

Mr. Marsh inquired about the procedures for the voting process. Mr. Conroy reviewed the process with the Committee and noted certain aspects that are expected in order for a residents vote to be valid such as the importance of their signing the ballot they submit. Mr.

Marsh remarked that it would be helpful for the voting process to be outlined in a document. Mr. Conroy responded that a document could be created. The Committee did not have any recommendations for changing the voting process.

7. Plan Candidates Forum

The Committee reviewed the Candidates Forum attachment. Mr. Conroy reminded the Committee that the revised text reflected feedback after the 2016 Candidates Forum. In addition, he noted that the changes provided guidance to residents to ensure that the questions asked are appropriate and less personal in nature.

The Committee discussed the suggested changes. There was agreement on limiting the amount of time for residents to ask their question as well as the importance of maintaining balance with freedom of speech. The Committee discussed the aspect of having residents write down their questions. Mr. Marsh noted that it may result in issues of being able to read handwriting as well as potential barrier for those for whom English is their second language. There was consensus to strike the first suggested revised text of the 2nd bulleted item and to keep the 3rd bulleted item. In addition, Mr. Marsh requested that “written questions if any” be added to the agenda.

Ms. LaVeck moved to accept the changes as amended to the 2017 Candidates Forum. The motion was seconded and passed unanimously.

8. Discuss Candidates Questions for Village News

The Committee reviewed and discussed the Candidates Questions. There was consensus amongst the committee that they provide opportunity for a candidate to articulate their qualifications as well as vision as a potential Board member.

9. Review Draft MVF Election Calendar 2016-2017

The Committee reviewed the draft MVF Election Calendar 2016-2017. Mr. Conroy noted that he inadvertently reversed the action items for the Election Committee Meeting held September 9, 2016 with those of the Nominating Committee Meeting held September 13, 2016.

Ms. Smigel moved to affirm the amended MVF Election Calendar for the 2016-2017. The motion was seconded and passed unanimously.

10. Confirm next meeting date – March 3, 2017

It was noted that the next meeting date will be held on March 3, 2017.

Adjournment

Ms. Smigel moved to adjourn the meeting at 7:34 pm. The motion was seconded and passed unanimously.

There being no further business, the meeting was adjourned at 7:34 pm.

_____/s/_____
Cynthia Bangali
Recording Secretary

Election Committee

Motion List

September 8, 2016

1. Ms. LaVeck moved to approve the minutes of the March 4, 2016 meeting as presented. The motion was seconded and passed unanimously.
2. Ms. LaVeck moved to affirm the Election and Voting Procedures for 2017 as presented. The motion was seconded and passed unanimously.
3. Ms. Smigel moved to affirm the 2017 Voting Information for Owners of Private Dwelling Units as presented. The motion was seconded and passed unanimously.
4. Ms. LaVeck moved to accept the changes as amended to the 2017 Candidates Forum. The motion was seconded and passed unanimously.
5. Ms. Smigel moved to affirm the amended MVF Election Calendar for the 2016-2017. The motion was seconded and passed unanimously.
6. Ms. Smigel moved to adjourn the meeting at 7:34 pm. The motion was seconded and passed unanimously.

Election Committee

Action List

September 8, 2016

1. Create a document on voting eligibility requirements. – Mr. Conroy
2. Modify the 2017 Candidates Forum agenda to include “written questions if any”. – Mr. Conroy
3. Revise the 2017 Candidates Forum guide with amended changes. – Mr. Conroy
4. Revise the Draft MVF Election Calendar 2016-2017. - Mr. Conroy



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March 2, 2017

MEMORANDUM

TO: MVF Election Committee

FROM: Mike Conroy, Director of Communications

SUBJECT: 2017 MVF Election Ballot Counters

Volunteer ballot counters for the 2017 MVF Board of Directors Election:

MVF Election Committee members:

Moira LaVeck
Melanie O'Brien
Rebecca Smigel
Nancy King – unable to attend

MVF Staff:

Roz Price

Community Volunteers:

Mary Helen Amery
Sharon Levine
Duncan Mullis
Jim Andary

Others present:

Jim Marsh, Election Committee Chair
Mike Conroy, Director of Communications

MC

GUIDELINES FOR BALLOT COUNTING

The following are general procedures for MVF ballot counting on Saturday, March 4, 2017.

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.