



Resolution No:	<u>2019-07</u>
Adopted by Town Council:	<u>04/08/2019</u>
Enacted:	<u>04/08/2019</u>
Effective:	<u>04/08/2019</u>

ABSENTEE BALLOTING PROCEDURES
OF THE BOARD OF ELECTION SUPERVISORS (BOARD)

1. Obtaining an *Absentee Ballot*
 - a. The form, *Application for an Absentee Ballot*, will be available at the Town Office or from the Town website.
 - b. The *Application* will be accepted until ten days before a regular Town election.
 - c. A submitted *Application* must include the voter's name, Town residence address, signature, and the address to which the ballot is to be mailed, if different from the Town residence address.
 - d. *Applications* must be returned via the US Postal Service or hand delivered to the Town Clerk, functioning as a deputy to the Board of Supervisors of Elections.
 - e. The Board will verify that the applicant named on the *Application* is a qualified voter in Washington Grove by determining whether they are a registered voter in Montgomery County residing in Washington Grove, using the then current certified Montgomery County voter registration furnished to the Town by the Montgomery County Board of Supervisors of Elections.
 - f. If an applicant for an absentee ballot cannot be verified as a qualified voter, the Board will notify the applicant in an attempt to resolve the issue. Failing that, the absentee ballot will be delivered and, if returned, treated as a provisional ballot.
 - g. If an absentee ballot is delivered and then reported as lost, a second ballot will be provided if time permits. Returned absentee ballots will be monitored closely to ensure that each voter casts only one ballot. This will be accomplished by logging each returned absentee ballot and, on Election Day, noting returned ballots on the precinct register before the polls open.
2. Distribution of an *Absentee Ballot Package* (*see below*).
 - a. An *Absentee Ballot Package* may be mailed to the voter via the US Postal Service
 - b. An *Absentee Ballot Package* may be hand delivered directly to the voter by the Town Clerk or a member of the Board.
 - c. *Absentee Ballot Package* will be available for mail or pick-up beginning on the third Monday of April preceding the regular Town election.
3. Submission of an *Absentee Ballot*
 - a. An *Absentee Ballot* (*see below*) must be returned to a designated member of the Board either via US mail or in person.
 - b. The Deadline for accepting an *Absentee Ballot* by the Board is up to the close of polls on Election Day. Ballots delivered after this will not be accepted or counted.
4. Handling of *Absentee Ballots* by the Board
 - a. A completed *Absentee Ballot* in its sealed #8 envelope will be collected and kept in the Town office, with the Town Clerk functioning as a deputy of the Board. Ballots will be kept in a locked file in the Town office until Election Day.

- b. Before the polls open on Election Day, members of the Board will make a notation on the precinct register to indicate that a voter has returned an *Absentee Ballot*, as determined from the information on the outside of the #8 envelope.
- c. *Ballots* will be opened and recorded only after the polls close *and* the precinct register is checked to ensure that there are no issues with multiple ballots from a single voter. At this point valid absentee ballots will be added to the ballot box and counted with those cast during normal polling hours.

The *Absentee Ballot Package* will consist of:

- 1. The *Ballot*.
- 2. An unsealed #8 privacy envelope having spaces on the outside of the envelope for the voter's name, signature, and address
- 3. An unsealed #9 envelope printed with the Town office address.

Executing the *Absentee Ballot*

- 1. The voter completes the *Ballot*
- 2. The voter seals the *Ballot* in the #8 privacy envelope, and provides their name, address, and signature on the outside of the envelope.
- 3. The voter places the #8 envelope containing their *Ballot* inside the #9 envelope and seals the outer envelope.
- 4. The completed *Ballot Envelope* is delivered by mail to the Town office, or by hand to a certified election clerk, *and must be received by the deadline indicated on the Ballot.*

Approved by Mayor and Town Council

Mayor

Date

ATTEST:

Clerk

Date