



# CITY OF CAMBRIDGE

## BOARD OF ELECTION COMMISSIONERS

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### COMMISSIONERS

Ethridge A. King, Jr.  
Larry W. Ward  
Charles J. Marquardt  
Victoria A. Harris

EXECUTIVE DIRECTOR  
Tanya L. Ford

ASSISTANT DIRECTOR  
Lesley Waxman

## BOARD OF ELECTION COMMISSIONERS MEETING Minutes of September 13, 2023

**The Chair, Commissioner Harris, called the meeting to order at 5:30 PM on September 13, 2023.** Present were the Chair, Commissioner Victoria Harris, Commissioner Larry Ward, Commissioner Charles Marquardt, Commissioner Ethridge King, Executive Director Tanya Ford, and Assistant Director Lesley Waxman.

### Roll Call:

Commissioner Victoria Harris	Present
Commissioner Charles Marquardt	Present
Commissioner Ethridge King	Present
Commissioner Larry Ward	Present

### I. PUBLIC COMMENT

None given

**Motion: To close Public Comment.**

Moved: Commissioner Harris  
Seconded: Commissioner Marquardt  
Passed: 4—0

### II: MINUTES

**Motion: To approve the minutes of August 30, 2023, with corrections.**

Moved: Commissioner Harris  
Seconded: Commissioner Marquardt  
Passed: 4—0

### III: REPORTS

#### 1. Executive Director's Report

None given.

#### 2. Assistant Director's Report

The four SFI filers that Commissioner Ward contacted turned in their SFIs. Assistant Director Waxman awaits one remaining filer that Commissioner Marquardt will follow up with.

Assistant Director Waxman reported that all the Polling Place confirmation letters are signed for the November 7, 2023, and March 5, 2024 elections.

Assistant Director Waxman asked the Board to review the draft vote-by-mail instructions for any errors or typos.

Commissioner Harris made a suggestion for the vote-by-mail instructions to emphasize in bold letters to voters that they cannot drop their ballots off at the Polling Locations on Election Day.

Assistant Director Waxman reported that the office received 7,862 Early Voting applications to-date.

### **3. Commissioners Reports**

Commissioner Marquardt did not have a report, but rather a question that was posed to him by an official: He wanted to know the date of the Municipal Inauguration since January 1, 2024, falls on a Monday. Executive Director Ford suggested that the Clerk's Office would have that information.

Commissioner Harris reported that she and Commissioner King attended the September 5, 2023, School Committee meeting to support our request to move the schools' professional day from March 18, 2024, to March 5, 2024, to coincide with the Presidential Primary. The request was unanimously approved by the School Committee.

Commissioner Harris reported that she followed up with Alan Gehant at CRLS, to ask him to send out another notice to students about the Poll Worker opportunity on Election Day.

## **IV. ACTION AGENDA**

### **Old Business**

#### **Danehy Park Family Fun Day**

Commissioner Harris noted that having the Election Commission present is a good visibility event for the Commission—and an opportunity to answer questions and register voters.

Executive Director Ford reached out to Matt regarding having an Election Commission table at Danehy Park Family Day, he asked her to send him an email.

Commissioner Ward and Commissioner King will join Commissioner Harris at Danehy Park Fun Day.

#### **Municipal Election**

Assistant Director Waxman emailed the Early Voting, Inspector, and Warden/Clerk training manuals to the Commissioners for review. The Ballot box training manuals will be sent out later tonight.

Assistant Director Waxman asked if the Commissioners checked with their respective Wardens or Clerks to get a sense of who wanted to attend in-person training for the ballot box setup.

Commissioners Marquardt, Harris, and Ward have Wardens and Clerks that are interested in in-person Ballot Box training.

Commissioner Harris suggested that the Ballot Box training be scheduled closer to the election.

Commissioner Marquardt suggested that we schedule one weekday evening and one weekend for the Ballot Box trainings.

Assistant Director Waxman stated that the training scanner will not be turned on, this training would just be more focus on setting up the ballot box. She also stated that there will be no memory card or test ballots to simulate the actual process.

Executive Director Ford stated that ballot box/scanner training is no longer part of LHS' Agreement.

Commissioner Marquardt stated that his workers were more interested in setting up the ballot box, not actually turning on the scanner, or printing the opening and closing tapes, etc.

Commissioner Harris stated that we need to schedule in-person Inspector, and Warden/Clerk trainings.

Commissioner Harris suggested the schedule for in-person Inspector, and Warden/Clerk trainings should be October 24 or 26 at 6 PM.

Assistant Director Waxman suggested the Board write up a couple of questions each for the Poll Working training and submit them by Tuesday, September 19.

### **New Business**

Commissioner Harris shared that the National Voter Registration Day, which is on Tuesday, September 19, should be added to City's social media outlets. Commissioner Harris asked who to contact regarding getting the word out about National Voter Registration Day. Executive Director Ford suggested Commissioner Harris contact Lee and/or Jeremy.

**Next meeting is scheduled for Wednesday, September 27, 2023, at 5:30 PM via Zoom.**

**Motion: To adjourn the meeting at 6:19 PM.**


Moved: Commissioner Harris

Seconded: Commissioner Ward

Passed: 4—0

A True Record

Attested by: \_\_\_\_\_

  
Ethridge A. King, Secretary