# 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-Crump

ASSISTANT DIRECTOR
Lesley Waxman

## BOARD OF ELECTION COMMISSIONERS MEETING
## Minutes of January 5, 2022

Commissioner Ward called the meeting to order at 5:30 pm on January 5, 2022 via Zoom.

**Roll Call:**

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

Also, present were Executive Director Tanya Ford-Crump and Assistant Director Lesley Waxman.

### I. PUBLIC COMMENT

Commissioner Ward then opened the meeting up for Public Comment.

There was no public comment.

**Motion:** **To close public comment.**
Moved: Commissioner Ward
Seconded: Commissioner Harris

**Roll Call:**

| | |
|---|---|
| Commissioner Larry Ward | Yes |
| Commissioner Victoria Harris | Yes |
| Commissioner Ethridge King | Yes |
| Commissioner Charles Marquardt | Yes |

**Passed: 4—0**

### II: MINUTES

**Motion:** **To approve the minutes of December 14, 2021.**
Moved: Commissioner Ward
Seconded: Commissioner Harris

**Roll Call:**

| | |
|---|---|
| Commissioner Larry Ward | Yes |
| Commissioner Victoria Harris | Yes |
| Commissioner Ethridge King | Yes |
| Commissioner Charles Marquardt | Yes |

**Passed:** **4—0**

**III: REPORTS**

1. **Executive Director's Report**

   There was no Executive Director's Report as the items she would cover are included in the Assistant Director's Report and she will address items then.

2. **Assistant Director's Report**

   A. January 11, 2022 Special State Election

      1) Vote to eliminate the Check-Out Requirement

         The Commissioners had previously voted to eliminate the Check-Out requirement for the Special Primary on December 14, 2021.

**Motion:** **To eliminate the Check-Out requirement for the Special Election on January 11, 2022.**
Moved: Commissioner Ward
Seconded: Commissioner King

**Roll Call:**

| | |
|---|---|
| Commissioner Larry Ward | Yes |
| Commissioner Victoria Harris | Yes |
| Commissioner Ethridge King | Yes |
| Commissioner Charles Marquardt | Yes |

**Passed:** **4—0**

2) Deadline to request absentee ballot by mail was today at 5pm – 30 requests total including 3 over the counter. Over the counter deadline is January 10th at noon.

3) Drop Box Procedures
   Commissioners and staff discussed procedures for emptying the Drop Box at 51 Inman Street in light of the small number of requests received (see #2 above) and determined that having staff check the box periodically was the preferred course of action.

4) Ballot Packing – Friday, January 7, at 9:30 a.m.

   Commissioner Marquardt will be performing ballot packing at 51 Inman Street on Friday, January 7, 2022.

5) Schedule Election Night and Provisional/Overseas Absentee meetings
   The Election night meeting was scheduled for Tuesday January 11, 2022 at 8:30 pm at the Citywide Senior Center and viewable by Zoom.

The Provisional and Overseas Absentee ballot meeting was scheduled for Friday, January 21, 2022 at 4:30 pm at 51 Inman Street and viewable by Zoom.

In light of the significant increase of COVID cases the Commission and staff discussed limiting the number of people inside the Senior Center on Election night to 3 people, consistent with the Municipal Election and the Special Primary.

B. Request permission to dispose of the ballots and election materials from the 2019 Municipal Election pursuant to MGL Chapter 54A Section 10

**Motion:** **To approve the disposal of the ballots and election materials from the 2019 Municipal Election pursuant to MGL Chapter 54A Section 10.**
Moved: Commissioner Ward
Seconded: Commissioner Harris

**Roll Call:**

| | |
|---|---|
| Commissioner Larry Ward | Yes |
| Commissioner Victoria Harris | Yes |
| Commissioner Ethridge King | Yes |
| Commissioner Charles Marquardt | Yes |

**Passed:** **4—0**

C. Year-end campaign finance reports for School Committee candidates are due on Thursday, January 20. A reminder email was sent to 14 active committees on 1/3/22.

**3. <u>Commissioners' Reports</u>**

Commissioner Marquardt reported:

- He performed Automark Testing with Commissioner Harris on January 5, 2022.

Commissioner Harris reported:

- She participated in a webinar hosted by the University of Minnesota on Election Audits and recommended that Commissioners and staff watch a recording when they have the opportunity.
- She performed Automark testing with Commissioner Marquardt on January 5th.

## IV. ACTION AGENDA

*New Business*

Commissioner Harris is compiling a report based on feedback from wardens and clerks regarding the Municipal Election and what went well along with opportunities for improvement. She will circulate the draft prior to the meeting scheduled for January 21st.

**Motion:** **To adjourn the meeting at 6:08 pm.**
Moved: Commissioner Ward
Seconded: Commissioner Harris

**Roll Call:**

| | |
|---|---|
| Commissioner Larry Ward | Yes |
| Commissioner Victoria Harris | Yes |
| Commissioner Ethridge King | Yes |
| Commissioner Charles Marquardt | Yes |

**Passed:** **4—0**

A True Record

Attested by: _____
Charles Marquardt, Secretary