



CITY OF CAMBRIDGE

BOARD OF ELECTION COMMISSIONERS

51 Inman Street, Cambridge, Massachusetts 02139-1732 • Telephone 617-349-4361 • TTY: 617-492-0235
Fax: 617-349-4366 • Email: Elections2@cambridgema.gov • Website: www.cambridgema.gov/election

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 January 10, 2024

The meeting was called to order at 5:30 PM on January 10, 2024 by the Chair, Commissioner Harris. 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 Larry Ward: Present
Commissioner Charles Marquardt: Present
Commissioner Ethridge King: Present

I. PUBLIC COMMENT

No public comments were made.

Motion: Close Public Comment

Moved by Commissioner Harris

Seconded by Commissioner Marquardt

Roll Call:

Commissioner Victoria Harris: Yea
Commissioner Larry Ward: Yea
Commissioner Charles Marquardt: Yea
Commissioner Ethridge King: Yea

Passed 4-0

II: MINUTES

Motion: To approve the Minutes of December 20, 2023 with corrections.

Moved by Commissioner Harris

Seconded by Commissioner Marquardt

Roll Call:

Commissioner Victoria Harris: Yea
Commissioner Larry Ward: Yea
Commissioner Charles Marquardt: Yea
Commissioner Ethridge King: Yea

Passed 4—0

III: REPORTS

1. Executive Director's Report

No report given.

2. Assistant Director's Report

I. Poll Worker Recruitment:

- Assistant Director Waxman inquired about the need for more workers.
- Commissioner King and Commissioner Marquardt expressed the need for additional workers, considering the potential for last-minute sick calls.
- Commissioner Harris proposed seeking the City Manager's permission to use city workers as backup Poll Workers if needed, citing a similar practice in a LA county.

II. Training Recommendations for March 5, 2024 Presidential Primary:

- Hire extra staff initially, allowing for drop-offs if needed.
- Set a deadline for online training completion by Friday, March 1.
- Aim for online training to start the week of February 12, with in-person training on February 17 if the Senior Center is available.
- Commissioners to receive attendance sheets for follow-up.
- Commissioners to send reminders on February 19 and check Scytl reports on February 26.
- Manuals mailed on February 20 to those who didn't attend in-person training.
- Final poll worker list due by March 1.

III. Sub-Precinct Training and Discussion:

- In-person versus online training for sub-precincts, the Board agreed sub-precinct training should be in-person.
- The Commissioners will encourage new workers to attend in-person training with the flexibility for online training.
- Commissioner Harris suggested new hires after March 1, 2024, complete online training by 5 pm on March 4.
- The Board will schedule the sub-precinct training at the next meeting.

IV. Commissioners Reports:

- Commissioner King raised concerns about the secretary writing the content of public comments in the Minutes. A valid workflow suggestion was initially brought up by John Hawkinson during the December 6, 2023 meeting. Subsequently, in the December 20, 2023 meeting, Mr. Hawkinson gave a public comment and requested that the content of recommendation be noted in the Minutes. Following this, at the January 10, 2024 meeting, Commissioner King suggested that Mr. Hawkinson submit his suggestion in writing for it to be added to the record. Both Commissioner Marquardt and Commissioner Ward expressed their agreement.
- Commissioner Harris volunteered to take the initiative to contact the PIO office to explore the possibility of including election-related updates in the city's information portal.
- Commissioners Harris and Marquardt are working on a letter to Dr. Greer to confirm using the schools on September 3, 2024.

V. ACTION AGENDA:

Old Business

Municipal Election:

- Commissioners Harris requested the commissioner to send her the Municipal Election review comments to her for compilation and discussion at the next meeting.

March 5, 2024 Presidential Primary:

- Commissioner Marquardt asked who in the office should he coordinate DCHF voting with.
- Commissioner Marquardt inquired if Secretary of State (SOC) mailed out the vote by mail ballot postcards.
- Commissioner Harris asked the Executive Director about advance ballot processing. The matter is under consideration.
- Assistant Director Waxman stated that the ballot drop-boxes will open on Saturday, February 10, 2024.
- Commissioner King reported that the dropbox lock at Baldwin School is faulty.

Budget and Planning:

- Commissioner Harris proposed that all the old voting booths be replaced.
- Commissioner Harris inquired about building a portal for High School students to sign up for Poll work.
- Commissioner Harris suggested the Board consider a "I Voted" sticker contest related to rank choice voting.

New Business:

No new business discussed.

Next meeting scheduled for Wednesday, January 24, 2024, via Zoom.

Motion: To adjourn the meeting at 6:47 PM.

Moved: Commissioner Harris

Seconded: Commissioner Ward

Roll Call:

Commissioner Victoria Harris: Yea

Commissioner Larry Ward: Yea

Commissioner Charles Marquardt: Yea

Commissioner Ethridge King: Yea

Passed: 4—0

A True Record

Attested by: Ethridge King
Ethridge A. King, Secretary