



# CITY OF CAMBRIDGE

## BOARD OF ELECTION COMMISSIONERS

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### COMMISSIONERS

Ethridge A. King, Jr.  
Larry W. Ward  
Charles J. Marquardt  
Thomas J. Stohlman Jr.

### EXECUTIVE DIRECTOR

Tanya L. Ford

### ASSISTANT DIRECTOR

Lesley Waxman

## **BOARD OF ELECTION COMMISSIONERS MEETING**

### **Minutes of December 11, 2024**

The meeting was called to order at 5:31 PM on December 11, 2024, via Zoom, Present were Commissioner King, Commissioner Marquardt, Commissioner Stohlman, Executive Director Tanya Ford, and Assistant Director Lesley Waxman.

#### **Roll Call:**

Commissioner King	Present
Commissioner Marquardt	Present
Commissioner Stohlman	Present

#### **I. PUBLIC COMMENT**

None received.

#### **Motion: To close Public Comment**

Moved by Commissioner King

Seconded by Commissioner Marquardt

#### **Roll Call:**

Commissioner King	Yes
Commissioner Marquardt	Yes
Commissioner Stohlman	Yes

Passed 3-0.

#### **II: MINUTES**

None considered.

#### **III. Reports**

##### **1. Executive Director's Report**

- See "Process of Hiring Election Workers" under new business.

##### **2. Assistant Director's Report**

- Eight people have not yet submitted their 2024 Statements of Financial Interest. Commissioner Marquardt will send a final notice to the remaining participants with copies to their immediate supervisors. A hearing will be scheduled at the next meeting for remaining delinquents.
- Election office is still compiling data from the November election and will be finished in time for an election review at the January Election Commissioner meeting. Special focus will be on affirmations of Inactive Voters and Census compliance.

### 3. Commissioners' Reports

- Commissioner Marquardt reported that he, Commissioner King, Ms. Waxman, and Ms. Ford attended a Zoom meeting on the Charter Review Meeting. Commissioner Stohlman requested that all Commissioners be notified of such meetings, so they can observe the proceedings. One Election Commission related change would be fractional versus STR ballot counting for proportional representation. Mr. Stohlman asked for an outline of the statutory time requirements for Charter changes, when they become available.

### IV. Action Agenda

#### Old Business

#### November 5<sup>th</sup> Election Review

- See Assistant Director's report for additional information.
- Mr. Stohlman to prepare a list of his election review concerns for the next meeting.

#### New Business

#### PR Vacancy Recount

- Commissioner King will offer in-person discussion of the procedure for a PR Vacancy Recount to constituent who requested it, as she is not in attendance at this meeting.

#### Election Worker Hiring

- There was a discussion of the hiring and management of Election Workers. Mr. Stohlman asked if the Election Office had a preferred format for Election Worker information. The Election office uses Microsoft Access as its database. Election worker nicknames and up-to-date work locations are a challenge.
- Mr. Stohlman asked if he could contact Raecia Catchings in the Personnel Office to simplify the paperwork requirements and was told he could.
- Ms. Ford presented a report on the deadlines for Election Workers and emphasized that no Election Worker should be allowed to work on Election Day unless they have accurately submitted their HR paperwork and been approved by the Election Office. Ms. Ford suggested a HR paperwork session for all new hires before each election.

Next meeting January 22, 2025 at 5:30 pm via Zoom.

Motion: To adjourn the meeting at 6:23 PM.

Moved by Commissioner Stohlman

Seconded by Commissioner King

#### Roll Call:

Commissioner King	Yes
Commissioner Marquardt	Yes
Commissioner Stohlman	Yes

Passed 3-0.

A True Record

Attested by:

  
Tom Stohlman, Acting Secretary