

Charles Board of Canvassers
201 E. Charles St La Plata, MD 20646

October 15, 2024 - Pre-Mail-in Ballot Canvass

ATTENDEES

Board of Canvassers:

Name	Position	Party
Jacqueline Gray	Chairman	Democrat
Norris Hanes	Secretary	Republican
Melanie Boston-Holland	Member	Democrat
Sharon L. Hancock	Member	Democrat
Norma Jean Gibson	Member	Republican
Karen Selby	Attorney	Democrat

Norris Hanes

LBE Staff:

Name	Position
Tracy A. Dickerson	Election Director II
Mary C. McDougal	Election Deputy Director II
D. Wade Beswick	IT Program Manager II
Alexandria Horn	Election Program Assistant II
Kevin Meador	IT Specialist I
LaVon Brown	Election Program Assistant II

All canvassing teams, duplicating team members, and ballot scanner operating team members in attendance are listed under the Canvass Participants section below.

DECLARATION OF QUORUM PRESENT

The meeting of the Board of Canvassers began at 10:04 a.m. on Tuesday, October 15, 2024 at 201 E Charles St. La Plata, MD 20646. There was a quorum of the Board of Canvassers, and at least one member of the Board of Canvassers who is a registered voter of the principal minority party was present.

CONFIRMATION OF OATH

Lisa Yates, the Clerk of the Court for Charles County, administered and recorded the oath of each member of the Board of Canvassers on October 10, 2024 at 10 a.m.

ANNOUNCEMENT OF OFFICERS

At a meeting on October 10, 2024, the Board of Canvassers elected Jacqueline Gray as Chairman of the Board of Canvassers and Norris Hanes as Secretary.

Charles Board of Canvassers
201 E. Charles St La Plata, MD 20646

October 15, 2024 - Pre-Mail-in Ballot Canvass

PUBLIC NOTICE OF CANVASS

Director Dickerson noted that public notice of the mail-in ballot canvass was provided and that the notice was provided by email to the head of each Local Central Committee, State Central Committee, State Administrator and each board of education candidate on September 19, 2024. Notice was also posted on our web-site as well as our Facebook page.

VERIFICATION OF THE SCANNING UNITS

Director Dickerson presented documents to the Board of Canvassers showing that the ballot scanners being used in the canvass successfully passed Logic and Accuracy Testing on October 9, 2024. Director Dickerson reported that the memory sticks created for this canvass were placed in the ballot scanners and sealed. Director Dickerson provided the Board of Canvassers with the results from the Logic and Accuracy Testing. Director Dickerson noted the Ballot Scanner Serial Numbers and Seal Numbers from the Logic and Accuracy Testing documentation for each ballot scanner being used in the canvass.

Director Dickerson verified that the seals on the ballot scanners were intact and recorded the scanner's serial number and seal number on the Scanning Unit Opening Integrity Report. Director Dickerson noted that the ballot scanner's serial numbers and seal numbers from Logic and Accuracy Testing matched the ballot scanner's serial numbers and seal numbers before the canvass began.

The Board of Canvassers confirmed that the counts on the ballot scanners were zero. Director Dickerson posted one copy of the Zero Report from the ballot scanners on the wall in the room where canvassing occurred. Director Dickerson printed a second copy of the Zero Report, which remained attached to the ballot scanners. The Board of Canvassers signed the Zero Report attached to the ballot scanners. Director Dickerson also confirmed that the ballot boxes were empty.

A copy of the *Scanning Unit Opening Integrity Report* is attached to the minutes.

CANVASSING OF BALLOTS

Overview of Canvass Process

Director Dickerson explained the rules concerning public observation of the canvass. Director Dickerson provided an overview of the canvassing process and noted that the rules were posted in the canvass room. Ballots were distributed to the ballot processing canvassing teams in batches. Each canvassing team reviewed the envelope first to determine whether it was timely received.

For timely received ballots, each canvassing team determined whether the voter signed the oath. After verifying that the oath is signed, each canvassing team opened the envelopes. With

Charles Board of Canvassers
201 E. Charles St La Plata, MD 20646

October 15, 2024 - Pre-Mail-in Ballot Canvass

the envelope face down, each canvassing team removed the ballot, taking care that the envelope stays face down. After removing all of the ballots in the batch, the ballot envelopes were set aside. Each canvassing team reviewed the ballots for compliance and tabulating acceptability.

Web delivered ballots were duplicated by a bi-partisan ballot duplication team and verified for accuracy.

Ballots that were untimely or otherwise not in compliance were placed in a folder, with the canvassing team's number, or other information identifying the canvassing team to which the ballot belonged, and the reasons for the referral written on the envelope. The envelope with the ballots inside was referred to the Board of Canvassers for later review.

Those timely ballots that complied and could be read by the ballot scanner were referred to the Board of Canvassers for acceptance.

The Board of Canvassers ruled on whether to accept or unanimously reject the referred ballots.

Director Dickerson explained the process to provide information to the Board of Canvassers or challenged a decision of the Board.

Canvass Participants

Canvasser	Names of Ballot Processing Canvassing Teams
Team #1	Ruth Culver, Tammy Shoyeb
Team #2	Shawnecia Munson, Mary Lawson
Team #3	Natasha Janga, Tracy Maddingly
Team #4	Lois Bowling, Nancy Svites

Team	Names of Bi-Partisan Duplicating Team Members
Team #1	Michelle Marby, Dana Thelen
Team #2	Stephanie Ramos-Santos, Christine Saoud

Team	Names of Ballot Scanner Operating Team
Team #1	Chris Malloy, Allan Prince
Team #2	Theodore Milligan, Patricia Wade

Canvassing of Ballots

Member Boston-Holland made a motion to accept and approve the opening and tabulation of the ballots. Member Hancock seconded the motion, and the motion passed unanimously.

Updated: 04/10/2024

Charles Board of Canvassers
201 E. Charles St La Plata, MD 20646

October 15, 2024 - Pre-Mail-in Ballot Canvass

Challenges During Canvass

There were no challenges.

Canvass Closing

Shutting Down Scanners

After scanning all accepted mail-in ballots, Director Dickerson verified the total public count matched the number of ballots canvassed, locked the ballot scanners and shut them down without printing results.

A copy of the *Scanning Unit Closing Integrity Report* is attached to the minutes.

DAILY CANVASSING STATISTICS

Mail-In Ballot Canvass Statistics- Day 1	Number of Ballots
Total Ballots Presented	6350
Accepted Ballots	6350
Rejected Ballots (No ballots in envelopes)	0
Ballots held over by the Board of Canvassers (if applicable)	0

RECESS

The canvass recessed at 3:47 p.m. and will reconvene on November 7, 2024 at 10 a.m. Director Dickerson recorded the public count, turned the scanners off, and affixed a seal.