

## **Announcements & Important Meetings**

### U.S. Election Assistance Commission's (EAC) Advisory Board Meetings

The EAC has three advisory boards - Board of Advisors, Standards Board, and the Local Leadership Council. The Standards Board, of which Nikki Charlson is a member, met on April 18 - 19, and the Board of Advisors, of which Linda Lamone is a member, met on April 25-26. The Standards Board has two individuals - one State and one local - from each state, while the Board of Advisors has 35 members appointed by various organizations. Linda is one of two representatives from the National Association of State Election Directors.

At the Standards Board meeting, the EAC shared the information about the Voluntary Voting System Guidelines and its new program evaluating other election systems, a new platform for advisory boards to share information, research evaluating voter education programs, and election security and mental health of election officials.

At the Board of Advisors meeting, the EAC shared similar information to the information shared at the Standards Board meeting and had panels with congressional staff members, audits, public requests, and a review of the past and future of the National Voter Registration Act (30th anniversary) and Help America Vote Act (20th anniversary).

### Election Directors Meeting

We held an election directors meeting on April 20, 2023. We updated the local boards on various projects, including the new electronic pollbook project, and tasks. A summary of this meeting will be provided with an upcoming *County Bulletin*.

### U.S. Department of Homeland Security's (DHS) FY23 Grant Programs

The DHS FY23 grant program includes - for the first time - mandatory funding for election security projects. Since the Maryland Department of Emergency Management (MDEM) is the lead agency for this grant program and the funding is allocated to local emergency management officials for disbursement to the local boards of elections, we worked with MDEM and the local boards worked with their local emergency management officials to submit proposed projects. We will review proposed local election security projects - mostly, enhancements to improve the security of their facilities - for the statewide application (due on May 18, 2023). MDEM allowed local jurisdictions to "opt out" of their election funding allocation and assigned those "opt out" funds to SBE for use to benefit all local boards. We understand that awards will be announced in July 2023 with the grant performance period starting in September 2023.

### Maryland Association of Election Officials (MAEO) Annual Conference

MAEO's annual conference is scheduled for mid-May. SBE staff will attend the conference and participate in several panels during the conference.

### Clear Ballot Annual User Conference

On the afternoon of April 12, Tracey Hartman participated in the Clear Ballot Third Annual User Conference, which was held virtually. Following with the theme of "Sky's The Limit," the 200-plus attendees participated in panel discussions, breakout sessions, and heard from speakers that highlighted using Clear Ballot's suite of products, and products in the near future, to navigate successfully through an election cycle.

## **Election Reform & Management**

### Election Judge Recruitment and Training

During the 2023 legislative session, HB1200 was passed. This legislation increases compensation for election judges and offers a bonus for returning election judges. This information will be shared with all election judges who served in 2022 by email later this month. The online election judge application was updated to include a question about whether the applicant had served as an election judge before.

The Election Judge Workgroup continues to review and revise the election judge manual and all training materials for the 2024 Presidential elections. We have begun to meet with eSkillz to create the content for the 2024 online judges training program.

### Social Media

We have secured a software solution for concurrent posting to all our social media platforms called Social Pilot.

### Usability Review

We are finalizing a solution for a usability review for the new pollbooks and sample ballot template with the Center of Civic Design.

### Election Forms

In advance of the 2024 elections, as required by a law enacted in 2021, we will again be mailing the Mail-in Ballot Request Form to all eligible voters who haven't already chosen to vote by mail. We are currently updating the form and accompanying instructions with new dates and deadlines and other information and preparing to bid out this mailer.

### 2023 Maryland General Assembly follow up highlights

The 2023 Maryland General Assembly session adjourned at 11:59 pm on April 10. SBE staff are reviewing the final legislation to determine the impact to various computer systems, what new regulations are required or need change and the level of effort by SBE and the local boards to implement the new requirements. While the final list of bills is relatively short, there is significant work and funding required from this legislation. A list of legislation is included in the Board material.

Several items to note: the date of the 2024 Primary Election is now May 14th, the local election offices may begin canvassing mail-in ballots 8 days before the start of early voting and there is now a minimum salary for serving as an election judge along with a bonus for returning judges.

## **Voter Registration**

### MDVOTERS

MDVOTERS release 9.1 took place on March 31. The release included 8 new enhancements, and release notes were distributed to the local boards. Work is underway to implement the enhancements requested by the local boards of elections at the productive development session in March.

During the week of April 10, we moved the MDVOTERS and online voter services from the primary data center to the backup data center and ran the systems from the backup data center for several days. At the end of the week, we transitioned back to the primary data center. This test verifies the tasks needed to transition to and capabilities of the backup data center in case we need to do the same in an emergency situation.

### MDVOTERS Audits

Monthly audits of voter registration data continue to verify compliance with federal and State laws governing voter registration. The monthly audits include review of the local boards of elections' processing of Electronic Registration Information Center (ERIC) reports, Department of Health's death records, Administrative Office of the Courts' (AOC) felony records, and the processing of overall voter registration records. Follow up continues to be conducted with the local boards to ensure all corrections are completed and to address any training issues.

### Motor Vehicle Administration (MVA) Transactions

During March, MVA collected the following voter registration transactions:

New Registration - 11,573	Residential Address Changes - 18,734
Last Name Changes - 2,715	Political Party - 4,144

### Current Total Registered Voters

As of April 26, 2023, there were 4,147,222 active voters in Maryland. .

## **Candidacy and Campaign Finance (CCF) Division**

### Campaign Finance

The candidacy filings are scheduled by appointment, and as of April 24, 2023, 10 candidates have filed at SBE.

### Public Financing

On April 19, the CCF Division met with Baltimore City's Legal and Finance Departments about the public financing program. A summary guide and FAQs have been published. The Baltimore City Fair Election Fund Commission is still waiting for the final appointment of commission members to have a quorum for its first meeting.

### Website Activity

In March 2023, the MD Campaign Reporting Information System (MD CRIS) website was visited by 361,674 individuals for an average of 11,666 per day. Additionally, it had 2,328,193 hits. Each viewer looked at an average of approximately 5.81 page views per day. The Business Contribution Disclosure System (BCDS) website had 889,463 hits, with 130,217 visitors with an average of nearly 6.52 page views per day.

### Enforcement

Listed below are the recent enforcement actions from March 2023. The information provided is the name of the committee, the amount of civil penalty paid, and the violation. The total amount collected was \$3,150.

1. Education Not Indoctrination Slate; \$250, Authority line violation.
2. McLaughlin, Patrick For Queen Anne's County Commissioner; \$50, Authority line violation.
3. Ginsburg, Amy Committee to Elect; \$50, Authority line violation.
4. Montgomery, David for Talbot; \$250, Authority line violation.
5. Smith, Noel Friends of; \$250, Authority line violation.
6. Dalton, Sandra K. Candidate; \$100, Cash expenditure greater than \$25.
7. Thomas, Justi Friends of; \$200, Cash expenditure greater than \$25.
8. Bravo-Schwetje, Ysela for BOE; \$200, Cash expenditure greater than \$25.
9. Brooks, Amy for Maryland; \$200, Cash expenditure greater than \$25.
10. McDowell, Clayton (Ewing) Friends of; \$200, Cash expenditure greater than \$25.
11. Wheatley, (Teresa) Terry Dayton Supporters of; \$200, Cash expenditure greater than \$25.
12. Parrott, Neil For Delegate; \$250, Failure to maintain campaign records.

13. Zanotta, Roberto Friends of; \$100, Failure to maintain campaign records.
14. Phillips, Al for Delegate D39; \$100, Failure to maintain campaign records.
15. Nixon, Diane People For; \$500, Failure to maintain campaign records.
16. Davis, Ronnie for Delegate; \$100, Failure to report contributions & expenditures.
17. Wilson, Mike (Michael) for Sheriff; \$250, Failure to report contributions & expenditures.
18. Blakely, Robert Rob Citizens For; \$50, No bank account.
19. Perry, Denise Friends of; \$50, No bank account.
20. Di Pietro II, Anthony J. Free State Citizenry for; \$50, No bank account.
21. Rolle, Mary Committee to Elect; \$50, No bank Account.

### **Electronic Pollbook**

A team from the pollbook vendor arrived in Maryland and began the setup and configuration of 9,000 tablets on April 24, 2023. Once fully configured and tested, these tablets will be packaged and delivered to local boards for further integration testing this summer. Additional ancillary equipment continues to be ordered and shipped to SBE in preparation for the final packaging and delivery to local boards. SBE has established a Quality Control team at the warehouse to confirm the tablets and ancillary equipment meet all quality metrics as the vendor completes their tasks.

One goal of the pollbook project is to establish an open line of communication and a collaborative dialogue between the local boards and SBE during the final stages of pollbook development, testing and configuration. To that end, we created a local board subcommittee and are holding weekly meetings to review and discuss pollbook project progress and work towards making the transition to the new pollbook as seamless as possible.

Development of the new pollbook solution is scheduled to be ready for statewide integration testing by July 2023.

### **Project Management Office (PMO)**

#### Central Warehouse

The warehouse team continued its work with the electronic pollbook team on the planning, testing and other requirements for the new pollbook equipment. The vendor and the pollbook team will configure and test the equipment tested over the next few months.

Continued to work with the Department of General Services (DGS) on pre-lease tasks required before the negotiating of a new lease agreement with the landlord can begin. There were two DGS walkthroughs of the warehouse facility for items to be addressed with the landlord when discussing the possibility of a new lease. The current lease agreement ends January 2025.

#### Equipment and Supply Inventory

SBE's FY2023 Inventory Audit is in progress with a statewide completion of 94.76%. June 30, 2023, is the last day for completing the inventory audit.

#### Records Inventory

The PMO continued work on several tasks related to the agency's Records Inventory Management to ensure that we meet the State's requirements for managing records and documents. The focus during this period included sending to the local boards a records retention survey with a deadline to respond by April 28, 2023. We will review the survey responses and reach out to the local boards for any points of clarification.

## **Information Security Update**

At the March meeting, we introduced our new Chief Information Security Officer, Patrick Angel. Although Patrick joined SBE with experience supporting local election offices, Patrick is quickly learning about the election systems used in Maryland, the tools we use to protect and monitor them, and assessing our compliance with generally recognized standards for information systems.

We work continuously to secure election systems and data and maintain the strong partnerships we have with various federal and State agencies. Even in non-election years, we meet quarterly with representatives from the FBI, Cybersecurity and Information Security Agency (CISA), Maryland Coordination and Analysis Center, Office of the State Prosecutor, and the Maryland Department of Emergency Management. CISA representatives recently performed physical reviews of several State and local election facilities and identified ways to enhance the security of these facilities.

In 2023, our information security project will continue working on the following initiatives:

- Updating cybersecurity policies to further define requirements specific to our IT operations and development. These policies are compliant with federal NIST 800-53, NIST Cybersecurity Framework, and Department of Information Technology guidelines.
- Defining detailed technical standards based on these policies and industry best practices to help to secure and defend SBE data and systems.
- Implementing training and managed security services to enhance our capabilities to detect and respond to threats to our systems and the election process.
- Using a social media defense and monitoring tool to help us identify and quickly respond to malicious threats via social media such as impersonation of election officials, voting misinformation, registration scams and threats of violence.
- Undergoing cybersecurity audits and assessments to assure compliance with policies and best practices and mitigate any identified issues.
- Conducting regular vulnerability detection to test and improve our cybersecurity posture and evaluating and improving the (technical) risk assessment process.
- Implementing industry-standard tools which help our teams detect and respond to cyber vulnerabilities and attacks quickly and effectively.
- Developing a dashboard to report on key areas of the information security program.

# MyMGA Tracking - Tracking Report

Bill/Chapter (Cross/Chapter)	Title	Sponsor	Current Status	Org Committees & Hearings	Opp Committees & Hearings
HB0192 /CH0166 (SB0269/CH0167)	Currency - Campaign Finance Prohibitions - Disclosures by Financial Institutions	Delegate Palakovich Carr	Approved by the Governor - Chapter 166	Ways and Means 1/31/2023 - 1:00 PM	Education, Energy, and the Environment
HB0410 /CH0221	Elections - Polling Place Plan, Prohibited Acts, and 2024 Primary Election Date	Delegate Rosenberg	Approved by the Governor - Chapter 221	Ways and Means 2/14/2023 - 1:00 PM	Education, Energy, and the Environment 3/28/2023 - 1:00 PM
HB0509 /CH0162 (SB0287/CH0163)	State Board of Elections - Municipal Elections - Publication of Results on Website	Delegate Tomlinson	Approved by the Governor - Chapter 162	Ways and Means 2/14/2023 - 1:00 PM	Education, Energy, and the Environment
HB0535 /CH0151 (SB0379/CH0152)	Election Law - Ballot Issuance, Processing, and Reporting Procedures and 2024 Primary Date	Delegate Feldmark	Approved by the Governor - Chapter 151	Ways and Means 2/14/2023 - 1:00 PM	Education, Energy, and the Environment
HB0705 (SB0798)	Declaration of Rights - Right to Reproductive Freedom	Delegate Jones, A.	In the House - Returned Passed	Health and Government Operations 2/21/2023 - 1:00 PM	Finance
HB1200 /CH0157 (SB0925)	Elections - Election Judges - Minimum Compensation	Delegate Jones, D.	Approved by the Governor - Chapter 157	Ways and Means 2/28/2023 - 1:00 PM	Education, Energy, and the Environment
SB0001	Criminal Law - Wearing, Carrying, or Transporting Firearms - Restrictions (Gun Safety Act of 2023)	Senator Waldstreicher	In the Senate - Passed Enrolled	Judicial Proceedings 2/07/2023 - 1:00 PM	Judiciary 3/29/2023 - 1:00 PM
SB0269 /CH0167 (HB0192/CH0166)	Currency - Campaign Finance Prohibitions - Disclosures by Financial Institutions	Senator Rosapepe	Approved by the Governor - Chapter 167	Education, Energy, and the Environment	Ways and Means 3/21/2023 - 1:00 PM
SB0287 /CH0163 (HB0509/CH0162)	State Board of Elections - Municipal Elections - Publication of Results on Website	Senator Gallion	Approved by the Governor - Chapter 163	Education, Energy, and the Environment 2/16/2023 - 1:00 PM	Ways and Means 3/21/2023 - 1:00 PM
SB0379 /CH0152 (HB0535/CH0151)	Election Law - Ballot Issuance, Processing, and Reporting Procedures and 2024 Primary Date	Senator Kagan	Approved by the Governor - Chapter 152	Education, Energy, and the Environment	Ways and Means 3/28/2023 - 1:00 PM
SB0798 (HB0705)	Declaration of Rights - Right to Reproductive Freedom	Senator Ferguson	In the Senate - Returned Passed	Finance 3/01/2023 - 1:00 PM	Health and Government Operations 3/28/2023 - 1:00 PM
SB0863 /CH0153 (HB0899)	State Administrator of Elections - Removal From Office	Senator Kagan	Approved by the Governor - Chapter 153	Education, Energy, and the Environment 2/16/2023 - 1:00 PM	Ways and Means 3/21/2023 - 1:00 PM

## ASSISTANT ATTORNEY GENERAL'S REPORT

May 04, 2023

1. *Gibson, et al. v. Frederick County*, No. 23-1369 (4th Cir.) On July 5, 2022, Lois Ann Gibson and plaintiff-organizations filed suit against Maryland entities seeking injunctive relief. The complaint alleges that 22 jurisdictions in Maryland engaged in a RICO conspiracy with a Chicago non-profit organization to fund election fraud. The suit seeks a preliminary injunction enjoining the destruction of records of the 2020 Presidential Election. Under federal law, the records of the 2020 election were to be retained until September 3, 2022.

On December 16, 2022, the district court granted motions to dismiss as to all defendants and closed the case.

On January 13, 2023, plaintiffs filed a motion to amend or alter the judgment of dismissal under Federal Rule 59(e). The district court denied the motion to amend on March 29, 2023. The plaintiffs thereafter noted an appeal on to the Fourth Circuit on April 1, 2023, where the case is presently pending and awaiting a briefing schedule.

2. *Johnson v. Hogan*, 8:22-CV-02250-TDC (D. Md.) On September 7, 2022, Thomas P. Johnson filed a complaint challenging the constitutionality of Election Law § 5-706. Mr. Johnson ran during the 2022 Gubernatorial Primary for a seat on the circuit court bench in Montgomery County. He lost that race. Mr. Johnson then sought to file a certificate of candidacy as a write-in candidate for that same office for the general election but was informed by SBE staff that he was ineligible to run pursuant to Election Law § 5-607(b)(2). The law prohibits anyone who has lost a primary election from running in the following general election as a write-in candidate.

The complaint alleges that § 5-706 unconstitutionally prevents Mr. Johnson from campaigning as a write-in candidate. It seeks injunctive relief allowing Mr. Johnson to file a certificate of candidacy as a write-in candidate.

The Office of the Attorney General filed a motion opposing injunctive relief on behalf of Governor Hogan, the sole named defendant, on September 21, 2022. Mr. Johnson filed a response to the OAG opposition on September 23, 2022. The court conducted a hearing on the matter on October 4, 2022. Thereafter, on October 13, 2022, the federal district court issued an order denying Mr. Johnson injunctive relief.

OAG will be filing a motion to dismiss the case outright in the coming weeks. Per local rules, counsel has filed a letter of intent to file a motion to dismiss with the federal court. OAG is awaiting a response from the Court for leave to file its motion.



MARYLAND

**STATE BOARD OF ELECTIONS**

**P.O. BOX 6486, ANNAPOLIS, MD 21401-0486 PHONE (410) 269-2840**

William G. Voelp, Chairman  
Justin Williams, Vice Chairman  
Severn E. S. Miller  
Michael G. Summers  
T. Sky Woodward



Linda H. Lamone  
Administrator  
  
Nikki Charlson  
Deputy Administrator

Proposed Position Description for the  
State Board's consideration at its  
May 4, 2023 meeting.

This posting is not a solicitation or  
invitation for applications.

STATE ADMINISTRATOR OF ELECTIONS  
POSITION DESCRIPTION AND MINIMUM QUALIFICATIONS

May 2, 2023

The State Administrator of Elections is the highest managerial level of directing elections in the State of Maryland. The work of this classification will require travel throughout the State and the country to exchange information regarding the election processes, procedures, policies, equipment and promote continued growth in the field for the benefit of the public interest.

The State Administrator of Elections is appointed by the State Board with the advice and consent of the Senate of Maryland and serves at the pleasure of the State Board. The State Administrator performs all duties and exercises all powers that are assigned by Law to the State Administrator or delegated by the State Board.

The State Administrator serves as the "Chief Election Official" as designated by federal law.

The State Administrator of Elections supervises the Deputy Administrator of Elections at the State Board of Elections. The State Administrator also provides managerial supervision, guidance, and support to all seven divisions of the State Board of Elections: Budget and Finance, Candidacy and Campaign Finance, Election Management, Election Reform, Information Technology and Security, Voter Registration and Petitions, and Voting Systems. The State Administrator of Elections also provides guidance and support to the 24 local election directors in the State.

The State Administrator of Elections receives managerial guidance and supervision from the State Board of Elections.

The State Administrator of Elections will be required to work evenings and weekends during election day, early voting, and other deadlines in the election process.

### **EXAMPLES OF WORK**

Directs, oversees, and maintains the conduct of elections in compliance with federal, State, and local laws, regulations, and statutes in the State of Maryland;

Oversees the state-wide implementation of the new electronic poll books for the 2024 election and a new voting system for the 2026 election;

Oversees and coordinates the day-to-day operations of the State Board of Elections, either directly or through subordinate supervisors, including, but not limited to:

- The voter registration program
- The mail-in ballot program, including the approval of the location of ballot boxes
- Provisional ballot program
- Same day registration and address change process
- Redistricting and precinct boundary program
- Candidate filing and campaign finance
- Ballot contracts, preparation, and distribution
- Voting machine evaluation, procurement, maintenance, and contracts
- Pollbook evaluation, procurement, maintenance, and contracts
- Assist and recommend the location of local polling places and early voting centers
- On line suite of voter services
- State Board of Elections website
- Election results reporting and maintenance of prior election results
- Election information technology and security
- Disaster recovery program
- Prescription of all forms to be used in statewide elections
- Election judges uniform State-wide training program
- Agency budget
- Personnel matters including salaries and benefits

- Maintenance of active cooperative relationship with federal, State, and local law enforcement, including the FBE, U.S. Department of Homeland Security, U.S. Department of Justice, Maryland Attorney General, and local State's Attorneys

Supervises the Performance Evaluation Program for State employees and the administration of interviewing and hiring of new staff at the State Board of Elections;

Serves as the Appointing Authority for the State Board of Elections;

Directs the dissemination of information pertaining to election policies, procedures, laws, and regulations to the general public, candidates, and political parties by utilizing social media and managing the State Board of Elections website;

Prepares and coordinates the release of statements to the local, State, and national media, participates in interviews and press conferences;

Prepares, administers, and reviews the annual budget for the State Board of Elections;

Implements and maintains a single, uniform, centralized, Statewide interactive voter registration list;

Manages and administers procurement of services, supplies, and materials for the State Board of Elections and used by the local boards of elections;

Develops and revises policies, procedures and training manuals related to the administration of the State Board of Elections;

Reviews proposed federal, State, and local legislation to determine the impact upon the conduct of elections in Maryland;

Testifies at federal, State, and local legislative hearings to provide relevant information about the election process;

Coordinates services provided by the State Board of Elections to the Local Boards of Election including, but not limited to:

- staffing contract including election support
- printing and publications of ballots and voter information
- data processing support and telecommunications
- public relations support and guidance

Participates in task force committees, conferences and workshops throughout the State and the country in order to exchange information related to the conduct of elections;

Supervises the preparation of operational and statistical reports and records related to the election process;

Keeps abreast of technological advances in election equipment and data tracking systems in order to more effectively and efficiently administer the conduct of elections;

Oversees and supports monthly audits, post-election audits, manual audits, and recounts in the State;

Implements new voting systems and other processes, such as Same Day Registration, as required by the Maryland General Assembly;

Manages insurance policies, warehouse, and security specifications, including the acquisition of new office or warehouse space when needed to store voting equipment and sensitive documents;

Conducts risk assessments and creates operation plans for Election Days, Early Voting, and the daily operations of the State Board of Elections;

Prepares contingency plans, power management plans and disaster recovery plans for daily operations, Election Days and Early Voting in the State;

Manages security systems and coordinates with security services to effectively follow all cybersecurity and physical security rules as set forth by the FBI, the U.S. Department of Homeland Security and State and local law officials;

Must be present and available to represent the State Board of Elections in any judicial proceedings and work closely with the Maryland Attorney General in complex litigation;

Attends, organizes, and facilitates monthly State Board of Elections' meetings;  
Attends, organizes, and facilitates the statewide Biennial Pre-Election Meeting;  
Performs other related duties.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to maintain the integrity and independence of the office and protect the interests of the voters;  
Complete knowledge of federal, State, and local election laws, regulations, statutes, processes, and procedures;

Complete knowledge of policies and procedures applicable to preparing for and conducting elections;

Knowledge of principles of budget management;

Knowledge of principles of contract management;

Knowledge and understanding of project management;

Knowledge of cybersecurity policies as a governmental entity to participate in trainings and seminars that pertain to elections role in the critical infrastructure under the federal Department of Homeland Security;

Knowledge of State procurement process;

Skill in application of federal, State, and local election laws and regulations;

Skill in maintaining workflow despite frequent interruptions and changing priorities;

Ability to analyze and compile statistical data;

Ability to communicate effectively;

Ability to plan, organize and administer elections;

Ability to testify in legislative hearings and judicial proceedings;

Ability to respond to press inquiries from local, State, and national media with written statements and/or by interview;

Ability to supervise the work of others;

Ability to meet time sensitive deadlines and demands;

Ability to establish and maintain effective working relationships with:

- Local election directors
- Local boards of elections
- Local board attorneys
- Local elected officials
- MAEO- Maryland Association of Election Officials
- Deputy State Administrator and staff at the State Board of Elections
- Maryland General Assembly
- Governor of the State of Maryland
- Secretary of State
- Attorney General's Office
- Maryland Department of Emergency Management
- Maryland State Police
- MCAC- Maryland Coordination and Analysis Center
- Maryland Department of Emergency Management
- Maryland Motor Vehicle Administration
- Maryland Department of Budget and Management
- Maryland Department of General Services
- Maryland Department of Information Technology
- Maryland Department of Aging
- Maryland Division of Corrections in the Department of Public Safety & Correctional Services

- Maryland Department of Planning
- Maryland Department of Disabilities
- Maryland State Ethics Commission
- Maryland Office of the State Prosecutor
- Maryland Office of the Comptroller
- Maryland Office of Legislative Audits
- Maryland Administrative Office of the Courts
- Maryland Board of State Canvassers
- Special interest groups in the State of Maryland such as The League of Women Voters, The National Federation of the Blind, The American Civil Liberties Union, and others
- Electrical and telecommunications companies throughout the State
- The Federal Bureau of Investigation
- U.S. Department of Homeland Security
- CISA- Cybersecurity and Infrastructure Agency
- EI-ISAC- Elections Infrastructure- Information Sharing and Analysis Center
- MS-ISAC- Multi-State Information Sharing and Analysis Center
- EAC- Election Assistance Commission
- FEC- Federal Election Commission
- NIST – National Institute of Standards and Technology
- NASED- National Association of State Election Directors
- NASS- National Association of Secretaries of State
- U. S. Congressional leadership, members, and relevant Committees and staff

## MINIMUM QUALIFICATIONS

Experience: Ten (10) years of experience applying federal, state, and local election laws and regulations applicable to conducting elections from a managerial level, which must have included at least two presidential and two gubernatorial elections, and an additional four years of supervisory or management experience. The additional four year must include managing professional staff.

Notes:

1. Candidates may substitute the possession of a Bachelor's degree from an accredited college or university and six years of supervisory experience or project management experience for the required experience.
2. Candidates may substitute the possession of a Bachelor's degree from an accredited college or university for four of the ten (10) years of required experience applying federal, state, and local election laws and regulations applicable to conducting elections, which must have included at least one presidential and one gubernatorial election.

## PREFERRED QUALIFICATIONS

A graduate degree in law, public policy, public administration, or equivalent field.

Experience administering and complete knowledge of the following election related policies, procedures, laws, and programs.

- UOCAVA- 1986 Uniformed and Overseas Citizens Absentee Voting Act
- MOVE Act – 2009 Military and Overseas Voter Empowerment Act
- NVRA- 1993 National Voter Registration Act
- HAVA- 2002 Help America Vote Act
- ADA- 1990 Americans with Disabilities Act
- 1965 Voting Rights Act, as amended

- ERIC- Electronic Registration Information Center
- Maryland Public Information Act
- Maryland Open Meetings Act
- Maryland Administrative Procedures Act

Experience with developing, writing, and implementing new voting system guidelines at the state or federal level.

Experience with developing, writing and implementing new election regulations at the state level, such as COMAR- Code of Maryland Regulations.

Experience with implementing, maintaining, and controlling large contracts and programs such as pollbooks and voting systems.

Experience acquiring and overseeing the distribution of State or Federal grant funds.

## **LICENSES, REGISTRATIONS AND CERTIFICATIONS**

The State Administrator of Elections may be assigned duties which require travel. These duties will require the possession of a motor vehicle operator's license valid in the State of Maryland.

## **SPECIAL REQUIREMENTS**

1. The State Administrator of Elections is required to be a registered voter in the State of Maryland in accordance with the Election Law Article, Section 2-207 (d), Annotated Code of Maryland.
2. The State Administrator of Elections may not hold or be a candidate for any elective public or political party office or any other office created under the Constitution or laws of this State in accordance with the Election Law Article, Section 2-301(b).