

**MEETING OF THE
PRINCE GEORGE'S COUNTY BOARD OF ELECTIONS
1100 MERCANTILE LANE, SUITE 115A
LARGO, MD 20774
MONDAY, NOVEMBER 6, 2023**

PRESENT: Beatrice P. Tignor, President, Democratic Member
Faye M. Howell, Democratic Member
Terri L. Williams, Democratic Member
Carletta L. Lundy, Substitute Democratic Member
Michael M. Gorman, Substitute Republican Member
LaVerne P. Scott, Substitute Democratic Member
Anita C. Jones, Board Secretary
Michael L. Adams, Board Attorney
Wendy N. Honesty-Bey, Deputy Elections Administrator/
Acting Elections Administrator

ABSENT: Roberta B. Deegan, Vice President, Republican Member
Felecia N. V. Pratt, Democratic Member

This meeting was conducted at the Board of Elections' (BOE) office. Ms. Tignor called the meeting to order at 5:30 p.m., and a quorum was present. Ms. Scott was seated for Ms. Pratt and Mr. Gorman was seated for Ms. Deegan. There were three guests, Daneen Banks, Lee Havis and Glenn Davis.

MINUTES

A motion was made by Mr. Gorman, seconded by Ms. Howell, and duly passed accepting the minutes for the October 2, 2023, regular meeting.

ADMINISTRATOR'S REPORT

Correspondence – The Maryland General Assembly changed the date for the 2024 Presidential Primary Election from April 23, 2024, to May 14, 2024. The Prince George's County Public School System (PGCPS) had scheduled AP and IB testing for the week of May 13, 2024. On November 13, 2023, staff will meet with the PGCPS Suprintendant to discuss specifics to accommodate the Primary Election.

In addition, staff will be coordinating with the PGCPS to get a list of schools that are permanently/temporarily closing and will be unavailable for the 2024 election cycle.

2024 Primary Election Candidate Filing – Candidate filing is open from January 19, 2023, through February 9, 2024. To date no candidates have filed.

Voter Registrations – The Maryland Voter Registration System is updated based on information received from the registrants, ERIC (Electronic Registration Information Center), MVA (Motor Vehicle Administration, NCOA (National Change of address), and other reports.

Early Voting Sites – Currently, we are mandated to have eleven sites. During the last meeting, one Early Voting site (Baden ES) was removed from the list. There was miscommunication as to the requirement for Prince George’s County Council review. Ms. Honesty-Bey recommended that we remove one more site (Lanham VFW) due to the building’s physical issues. A motion was made by Mr. Gorman, seconded by Ms. Williams, and duly passed to remove Lanham VFW as an Early Voting site. This change brings our total sites to eleven.

PERSONNEL –

- Systems Analyst II - conducting interviews
- Administrative Aide IV - reviewing applications
- Elections Administrator - reviewing applications
- Budget Analyst IG - reviewing applications
- Citizen Services Specialist III G - reviewing applications

OLD BUSINESS –

- By-Laws – The By-Laws were adopted at the last meeting. The State Board of Elections (SBE) provided a table: “Assignment of Local Board of Elections’ Duties to Members of the Local Board, the Election Director, and Staff”. The table outlines the primary responsibilities for Board Members and for the Election Director and Staff. A motion was made by Ms. Williams, seconded by Ms. Howell, and duly passed accepting the table of responsibilities and it will be attached to our By-Laws. Please review them so that we can be the most effective.
- Voter Registration. Please return the voter registration items to the office after completion of your event. Ms. Williams reminded everyone to be vigilant about what we say, how we say it, and make sure it is factual.

LEGAL – Mr. Adams plans to provide the names of candidates at the next meeting.

Please be mindful of the Open Meetings Act requirements. At least one certified member at each meeting, quorum requirements (at least five members with at least one from each party), be mindful of text messages, impromptu meetings, etc. Ms. Honesty-Bey will forward the link to get certified.

NEW BUSINESS – Ms. Tignor thanked everyone that was able to attend the Biennial meeting. We hope that you found the agenda and information beneficial. She also noted the following items:

- Respect each panelist and the time allotment for each discussion group/topic.
- If a question applies to only one person, please respect the time allotted for the topic.
- We are not required to agree on each issue; respect each other’s opinions.
- Wear appropriate attire for the event; uniformity is not required.

A motion was made by Ms. Williams, seconded by Ms. Scott, and duly passed to go into Executive Session at 6:10 p.m.

The BOE returned to regular session at 6:45 p.m. The Board Members received and reviewed applications for the Elections Administrator position. Interviews are tentatively scheduled for November 13, 2023, at 5:30 p.m.

Ms. Tignor shared a Maryland Matters Memo regarding an audit of the voter rolls.

NEXT MEETING – The next regular meeting is scheduled for Monday, December 4, 2023, at 5:30 p.m., and it will be held in-person at the Elections Office.

A motion was made by Ms. Williams, seconded by Ms. Tignor, and duly passed to adjourn the meeting at 7:00 p.m.

Beatrice P. Tignor, President

Anita C. Jones, Recording Secretary

Date