



CITY OF CAMBRIDGE

BOARD OF ELECTION COMMISSIONERS

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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 December 20, 2023

The meeting was called to order at 5:30 PM on December 20, 2023, at 51 Inman Street, by the Vice Chair, Commissioner Ward. Present were the Vice Chair, Commissioner Larry Ward, Commissioner Charles Marquardt, Commissioner Ethridge King, Executive Director Tanya Ford, and Assistant Director Lesley Waxman. Commissioner Harris was not in attendance.

I. PUBLIC COMMENT

Mr. John Hawkinson made a public comment
Mr. Gary Mello made a public comment

Motion: **Close Public Comment**
Moved: Commissioner Ward
Seconded: Commissioner Marquardt

Ward: Yea
Marquardt: Yea
King: Yea

Passed: 3—0

II. MINUTES

Review the Minutes of December 6, 2023

Motion: **Approve the minutes of December 6, 2023, with corrections.**
Moved: Commissioner Ward
Seconded: Commissioner Marquardt

Ward: Yea
Marquardt: Yea
King: Yea

Passed: 3—0

III. REPORTS

Executive Director's Report

- Executive Director Ford started the meeting by asking the Commissioners to sign City Council and School Committee Election Certificates. Notably, Commissioner Harris had already signed the certificates in anticipation of her absence.
- The Executive Director inquired about missing paperwork and sought status updates from the Commissioners on the matter.
- The Executive Director referenced Commissioner Harris's request for a combination of in-person and online training. Executive Director Ford highlighted concerns about Poll Workers not completing online training prior to working at the polls, and she feels perhaps in-person might yield a better attendance participation rate.
- The Commissioners collectively agreed to maintain both in-person and online training options.
- A discussion ensued regarding setting a deadline for completing training in order to work the election.
- Commissioner Ward suggested a one-week deadline after online training availability, while Commissioner King proposed a deadline of 6 PM the day before an election.
- The Board decided to postpone finalizing a timeline until the next meeting, to gain Commissioner Harris's input.
- Executive Director Ford raised concerns about some Poll Workers not taking both one-hour lunch breaks.
- A thorough discussion followed, during which Executive Director Ford clarified state law mandates a 30-minute break for every six hours of work.
- Commissioner King sought clarification on whether the minimum required break time is one hour (two 30-minute breaks).
- The Board agreed to revisit the discussion at the next meeting for further consideration.
- Commissioner King proposed discussing what went well during the recent elections, which will be addressed in the next meeting.

Assistant Director's Report

- Assistant Director Waxman informed the Board of a request for a Pre-Voter Registration Table at CRLS Youth Equity Summit, on January 24 at 3 PM. Commissioners Ward and Marquardt volunteered to staff the table.
- Assistant Director Waxman reported that Harvard University, Gund Hall (Ward 7-Precinct3), will not be available for the September 3, 2024, State primary. Related concerns were raised about the schools as the September 5, 2024, Primary coincides with the first day of school.
- Assistant Director Waxman reported that there are 20 different ballot styles for the upcoming Presidential Primary on March 5, 2024.
- Commissioners were reminded to use the emailed spreadsheet to confirm the availability of workers for upcoming March 5, 2024, Primary.

Commissioner Ward gave the following reports on behalf of Commissioner Harris who was not in attendance:

- 3 George Street #2 was identified as an invalid address.
- Commissioners Harris and Marquardt are collaborating on a draft letter for Dr. Greer concerning the use of schools on September 5.
- Commissioner Harris is working on scheduling a debriefing session with students who worked on Election Day.
- Commissioner Harris requested the addition of new voting booths to the budget.

IV. ACTION AGENDA

Old Business

No Old Business (some issues were covered under reports)

New Business

No New Business

Next meeting is January 10, 2024, at 5:30 PM via Zoom

The meeting adjourned at 6:42 PM.

A True Record

Attested by: *Ethridge King*
Ethridge A. King, Secretary