



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 February 21, 2024

Via Zoom

The meeting was called to order at 5 PM on February 21, 2024, by the Chair, Commissioner Harris. Present were the Chair, Commissioner Victoria Harris, Commissioner Larry Ward, Commissioner Charles Marquardt, Executive Director Tanya Ford, and Assistant Director Lesley Waxman. Commissioner King joined the meeting at 5:09 PM.

Roll Call:

Commissioner Victoria Harris: Present
Commissioner Larry Ward: Present
Commissioner Charles Marquardt: Present

I. PUBLIC COMMENT

None given.

Motion: Close Public Comment

Moved by Commissioner Harris
Seconded by Commissioner Ward

Roll Call:

Commissioner Victoria Harris: Yea
Commissioner Larry Ward: Yea
Commissioner Charles Marquardt: Yea

Passed 3—0

II: MINUTES

Motion: To approve the Minutes of February 14, 2024, with corrections.

Moved by Commissioner Harris
Seconded by Commissioner Ward

Roll Call:

Commissioner Victoria Harris: Yea
Commissioner Larry Ward: Yea
Commissioner Charles Marquardt: Yea

Passed 3—0

III: REPORTS

1. Executive Director's Report

No report given.

2. Assistant Director's Report

No report given.

3. Commissioners Reports:

- Commissioner Marquardt inquired about the status of the test deck. Assistant Director Waxman reported that progress is being made and the high-speed scanner will be tested tomorrow, February 22.
- Commissioner Marquardt announced that he and Commissioner King will conduct Automark testing on Thursday, February 22.
- Commissioner Harris mentioned receiving an inquiry from a group at MIT concerning voter engagement. She responded that she would be open to a meeting after March 5.
- Commissioner Harris also announced that she will be providing DHCF voter assistance at Neville Place on Wednesday, February 28, at 10:30 AM. Commissioner Ward offered to assist Commissioner Harris—she will let him know at a later date.
- Commissioner Marquardt reported that all four Commissioners conducted in-person training on Saturday, February 17.
- Commissioner Harris will do an in-person Warden/Clerk training on February 22 at 1:30 PM, followed by an Inspector training on the same day at 3:45 PM, both to be held at 51 Inman Street, in the second-floor conference room.
- Executive Director Ford reminded the Commissioners to submit their lists of EV workers.

IV. ACTION AGENDA:

Old Business

Early Voting:

- Commissioner Marquardt inquired about the current count of Early Voting (EV) and Absentee Voting (AV) ballots received by the office. The Assistant Director reported that, as of February 20, the office has received a total of 1,799 ballots out of the 10,247 that were requested.

Poll Worker Staffing:

- Commissioner Harris announced that she has between 11 to 13 applicants prepared to serve as poll workers on Election Day. She inquired if her fellow Commissioners needed additional staff. This prompted a detailed discussion among the Commissioners, focusing on whether additional workers were necessary. The consensus was that the need for more workers would largely depend on whether current workers successfully complete their required training and paperwork

Election Night Staffing:

- Assistant Director Waxman stated the office needs three staff members to assist with election night reconciliation activities.

Sub-precinct Training:

- Assistant Director Waxman asked the Commissioners whether they had notified their respective Sub-Precinct Wardens and Clerks about the upcoming training sessions. Emphasis was placed on the importance of ensuring that all Wardens and Clerks attend this training to be adequately prepared for their roles.
- The Assistant Director will share the training slides with the Commissioners prior to training.
- Commissioner Marquardt raised a question regarding the ballot styles for his sub-precincts. In response, Assistant Director Waxman provided clarification that the following sub-precincts share the same ballot styles:
 - W1 – P2 and W1 – P2A
 - W2 – P3 and W2 – P3A
 - W11 – P1 and W11 – P1A
- This information led to a broader discussion among the Board members concerning the logistics and operational aspects of the sub-precinct training.

Ward 10 Committee Write-in Stickers

- Commissioner King inquired about the receipt of write-in stickers from the Ward 10 Committee. Assistant Director Waxman confirmed that, to date, no such materials had been received from the Ward Committees.

Training Manual

- Commissioner Harris inquired about the status of the distribution of hard copies of the training manual. After some deliberation, it was collectively agreed that distributing an electronic version of the training manual would be sufficient for the interim. However, it was noted that hard copies would be made available on election day.

New Business:

- No new business.

The next two meetings are scheduled for March 5, 2024, at 9:30 PM (in-person)—and the Provisional Ballot review meeting is March 6, 2024, at 3:30 PM (in-person).

Motion: To adjourn the meeting at 5:49 PM.

Moved: Commissioner Harris
Seconded: Commissioner Ward

Roll Call:

Commissioner Victoria Harris: Yea
Commissioner Larry Ward: Yea
Commissioner Charles Marquardt: Yea
Commissioner Ethridge King: Yea

Passed: 4—0

A True Record

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