



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 14, 2024

Via Zoom

The meeting was called to order at 5:31 PM on February 14, 2024, by the Chair, Commissioner Harris. Present were the Chair, Commissioner Victoria Harris, Commissioner Larry Ward, Commissioner Charles Marquardt, Commissioner Ethridge King, Executive Director Tanya Ford, and Assistant Director Lesley Waxman.

Roll Call:

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

I. PUBLIC COMMENT

None given.

Motion: Close Public Comment

Moved by Commissioner Harris

Seconded by Commissioner Marquardt

Roll Call:

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

Passed 4-0

II: MINUTES

Motion: To approve the Minutes of February 7, 2024, with corrections.

Moved by Commissioner Harris

Seconded by Commissioner Marquardt

Roll Call:

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

Commissioner Ethridge King: Yea

Passed 4—0

III: REPORTS

1. Executive Director's Report

- The Executive Director shared the press release concerning the advanced processing of voted ballots. Executive Director Ford requested that the Commissioners provide their availability for overseeing the advanced processing.
- Commissioner Marquardt will prepare a schedule for advanced processing following the meeting.
- Commissioners Marquardt and Ward volunteered to do the ballot packaging on March 1

2. Assistant Director's Report

No report given.

3. Commissioners Reports:

- Commissioner King reported that on February 8, 2024, he provided onsite assistance for ballot requests at Cambridge Homes.
- Commissioner Harris reported that the Democratic City Committee held the Election Commissioner hearing on February 13, 2024.
- Commissioner Marquardt reported that he was scheduled to pick up ballot applications from Sancta Maria, but all activities were canceled due to the expected snow storm that never materialized.

IV. ACTION AGENDA:

Old Business

Early Voting:

- Commissioner Harris mentioned that she plans to get an early start (8 AM) on the first day of Early Voting.

Poll Worker Staffing:

- Commissioner Harris reported receiving ongoing applications of new poll workers, she will distribute the applications to their respective commissioners.
- Commissioner Harris mentioned having an available clerk-level position that she might not need and offered him up to the other Commissioners.
- Commissioner Marquardt expressed a small need for additional workers, a sentiment echoed by Commissioner King, who also confirmed he also need a few more staff members.

Vote-by-mail and absentee ballot request:

- Commissioner Harris inquired about the current number of ballot requests. Assistant Director Waxman responded that due to the Voter Registration Information System (VRIS) being down, real-time numbers were unavailable. However, she reported that as of 7 PM on Monday, there have been 8,850 ballots requested, with 750 already received by the office.

Training:

- Commissioner Harris brought up the in-person training scheduled for February 17, 2024, proposing that the Warden/Clerk training be condensed into 90 minutes, allocating the final 15 minutes for the examination.
- Assistant Director Waxman inquired whether the Commissioners preferred administering the training assessments after each module or collectively at the conclusion.
- Commissioner Ward, with Assistant Director Waxman's concurrence, recommended that the test be given at the end of the training session.
- Commissioner Harris requested that sample ballots, green and yellow cards, and a sample check-in sheet be incorporated into the training materials.
- Commissioner Ward will conduct the Inspector training.
- Commissioners Harris, Marquardt, and King will collaboratively do the Warden/Clerk training

Sub-precinct Training:

- Commissioner Harris raised the topic of sub-precinct training. She proposed organizing two sessions to accommodate various schedules: one on a weekday and another over the weekend. The proposed times are Thursday, February 29, at 6:30 PM, and Saturday, March 2, at 10 AM.

Advance Processing:

- Commissioner Harris inquired about the staffing requirements for advance processing. Executive Director Ford indicated that she would need a minimum of six workers for this task.

Election Night Tallying:

- Executive Director Ford requested additional personnel for tallying purposes, specifying that approximately three individuals will be needed.

Charter Review Committee Report:

- Commissioner Marquardt provided a summary of the City Council's actions concerning the recommendations from the Charter Review Committee.

- Should a policy order be made by the City Council, Executive Director Ford proactively initiated drafting a response to the Charter Review Committee's recommendations.
- The Executive Director proposed sharing her draft with both the Chair and the Secretary for their input prior to submitting it to the City Manager.

New Business:

- No new business

The next two meetings are scheduled for Wednesday, February 21, 2024, at 5 PM (via Zoom), and the February 28, 2024 at 3PM (via Zoom).

Motion: To adjourn the meeting at 6:23 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 A. King, Secretary