

## Instructions for Applicants for Nomination for a Republican Seat on the County Board of Elections

**Republican State Central Committee of Anne Arundel County  
December 17, 2018 (Revised January 13, 2019)**

**NOTICE TO APPLICANTS: PLEASE READ THESE INSTRUCTIONS CAREFULLY AND PAY CLOSE ATTENTION TO ALL DEADLINES AND FORMS REQUIRED FOR SUBMISSION TO ENSURE THAT YOUR APPLICATION RECEIVES FULL CONSIDERATION.**

The Maryland Election Law in Section 2-201 provides that each county has a board of elections and that the county central committees of the principal parties each select at least four (4) nominees for each seat on the Board of Elections for final appointment by the Governor and confirmation by the Maryland State Senate. In Anne Arundel County, there are three regular members of the County Board of Elections and two alternate members. For the upcoming term, two of the regular members and one of the alternate members will be Republicans while one regular member and one of the alternates will be Democrats. Under the Maryland Election Law, the Republican State Central Committee of Anne Arundel County (the "RSCCAAC") is charged with selecting nominees to fill the Republican seats on the County Board of Elections. The process is usually initiated in anticipation of a formal request from the Governor to the RSCCAAC for a list containing the names of at least four (4) nominees. .

Members of the County Board of Elections generally serve for a term of four (4) years commencing on July 1 of the calendar year following a gubernatorial general election and ending on or about June 30 of the fourth calendar year thereafter. The terms of the current members of the County Board of Elections are set to expire on or about June 30, 2019. Within the next several months, the newly-elected Governor will request, from the RSCCAAC, a list of nominees for filling the Republican seats of the County Board of Elections during the upcoming term beginning on or about July 1, 2019 and ending on or about June 30, 2023. Appointees nominated by the RSCCAAC and selected by the Governor are subject to confirmation by the Maryland State Senate.

In the near future, the RSCCAAC anticipates receiving a formal request from the newly-elected Governor for a list of nominees to fill the Republican seats on the County Board of Elections. Pursuant to Section 6 of the RSCCAAC's *Standing Policy on Selecting Nominees for the County Board of Elections*, the RSCCAAC has elected to begin the process for selecting nominees now, so that an approved list of nominees will be ready for delivery to the Governor upon receipt of the anticipated formal request.

As County Board of Elections members are subject to strict statutory restrictions on their political involvement and activity, applicants are encouraged to review such restrictions to ensure that their interests are not incompatible with the requirements of this position.



**APPLICANTS ARE STRONGLY ADVISED TO PAY CLOSE ATTENTION TO THE TIMELINE BELOW:**

- November 14, 2018 RSCCAAC elects to initiate process for selection of nominees to the Anne Arundel County Board of Elections in accordance with Section 6 of the RSCCAAC's *Standing Policy on Selecting Nominees for the County Board of Elections*.
- December 17, 2018 RSCCAAC issues a Call for Applications for Nomination to the County Board of Elections and makes application materials available on the AAGOP website.
- January 23, 2019 REVISED DEADLINE for submission of applications to be considered as an RSCCAAC Nominee for a Republican Seat on the County Board of Elections.**

**The RSCCAAC will interview applicants and make its selection of at least four nominees to the County Board of Elections at a meeting on a date to be announced.** The Governor will make the final decision as to which of the nominees will be appointed to the County Board of Elections. The Governor's appointee(s) to the County Board of Elections are subject to confirmation by the Maryland State Senate. Appointees who are selected by the Governor and confirmed by the Maryland State Senate will take office on or about July 1, 2019.

**WHO MAY APPLY FOR NOMINATION TO THE COUNTY BOARD OF ELECTIONS?**

Anyone who is statutorily eligible to serve as a Republican member of the Anne Arundel County Board of Elections may apply. Applicants must be registered Republican voters at the time of application, and must have been registered to vote in Anne Arundel County for at least five (5) years at the time of application. Throughout their term of service, Board of Elections members must maintain eligibility for reappointment.

**HOW SHOULD APPLICATIONS BE SUBMITTED?**

All applicants wishing to be considered for nomination for the County Board of Elections must submit a complete application to the RSCCAAC by January 23, 2019. **Complete applications should preferably be submitted to AAGOP Chairman James Appel via email to [chairman@aagop.org](mailto:chairman@aagop.org).** Application emails should contain with the subject header **"AAGOP BOE Nomination Application."** They may also be mailed to the RSCCAAC at P.O. Box 6494, Annapolis, MD 21401. Applications postmarked by the deadline will be considered to have been timely filed. Applicants will receive confirmation of receipt of their application. Applicants whose applications are not timely submitted will not be considered unless after consideration of all applicants who filed complete and timely applications, there are fewer than four (4) approved nominees for the County Board of Elections.



## **WHAT ARE THE REQUIRED PARTS OF THE COMPLETE APPLICATION?**

A complete application for nomination to the County Board of Elections consists of three required parts (forms are included as appendices with this packet):

1. Completed *Declaration of Intent to Apply for Nomination to the County Board of Elections* (Appendix A)
2. Completed *Applicant Questionnaire for Nomination to the County Board of Elections* (Appendix B)
3. Resume not exceeding two single-sided 8.5" x 11" sheets.

Please note that applications lacking any one of the enumerated items above will be deemed incomplete and returned to the applicant. All completed application materials will become the property of the RSCCAAC and will not be returned. **All application materials and the responses contained therein will be used solely for the purpose of evaluating candidates for nomination as potential Republican members of the County Board of Elections, and for no other purpose.** Application materials and information therein will remain entirely confidential and will not be shared with anyone other than officers and members of the RSCCAAC.

The RSCCAAC, its members, officers, and persons affiliated therewith will assume no liability for any damages incurred by applicants in connection with the process to select nominees to the County Board of Elections including, but not limited, any information in the application materials becoming public.

## **WHAT IF I HAVE ADDITIONAL QUESTIONS?**

Please contact AAGOP Chairman James Appel at [chairman@aagop.org](mailto:chairman@aagop.org).



**Declaration of Intent to Apply for Nomination for a Republican Seat  
on the County Board of Elections**

**Republican State Central Committee of Anne Arundel County  
December 17, 2018**

I, \_\_\_\_\_, residing at \_\_\_\_\_ in  
(Print or type name) (Address)

\_\_\_\_\_, Maryland hereby declare my intent to apply as a nominee of the Republican State Central Committee of Anne Arundel County (hereinafter “RSCCAAC”) to the Governor for a Republican-designated seat or alternate seat on the Board of Elections for Anne Arundel County (hereinafter “County Board of Elections”). By signing this declaration, I certify that I have read the RSCCAAC’s *Policy for Selecting Nominees for the County Board of Elections* and the *Instructions for Applicants for Nomination for a Republican Seat on the County Board of Elections*. I also certify that I meet all of the statutory eligibility requirements to serve as a Republican member of the County Board of Elections. I understand that my application to the RSCCAAC is solely to be considered as a nominee to the Governor, and that the RSCCAAC has no discretion as to whether I am finally appointed to serve on the Anne Arundel County Board of Elections. I further understand that the Governor makes the final appointment from a list of at least four (4) individuals nominated by the RSCCAAC, and that the final appointee is subject to confirmation by the Maryland State Senate. I have reviewed and am familiar with the restrictions on political activity and involvement for members of the County Board of Elections. I understand that if nominated by the RSCCAAC, appointed by the Governor, and confirmed by the Maryland State Senate, I will serve a four-year term commencing on or about July 1, 2019, and ending on or about June 30, 2023.

I also understand that while the RSCCAAC will make all reasonable attempts to keep the information in my application materials confidential among the officers and members of the RSCCAAC, that the RSCCAAC, its members, officers and persons affiliated therewith will not be liable for any damages incurred by myself or any other party in the event of a breach of said confidentiality. In addition, I acknowledge the RSCCAAC, its members, officers, and persons affiliated therewith will not be liable for any other damages incurred by myself or any other party as a result of this application.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date



**Applicant Questionnaire for Nomination for a Republican Seat on  
the County Board of Elections**

**Republican State Central Committee of Anne Arundel County  
December 17, 2018**

**NOTICE TO APPLICANTS: PLEASE ANSWER ALL QUESTIONS IN ACCORDANCE WITH THE INSTRUCTIONS PROVIDED TO ENSURE FULL CONSIDERATION OF YOUR APPLICATION. YOUR RESPONSES WILL BE KEPT CONFIDENTIAL.**

**Please print or type responses.**

**PART I: BASIC INFORMATION**

**Full Name** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Mobile Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**How Long Have You Resided at this Address? (if less than 5 years, please provide previous address)** \_\_\_\_\_

**Legislative District** \_\_\_\_\_ **Councilmanic District** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**PART II: VOTER REGISTRATION INFORMATION**

**Are you registered to vote at your home address? (If no, please provide address of voter registration.)** \_\_\_\_\_

**Date of Voter Registration** \_\_\_\_\_ **Are you a registered Republican?** \_\_\_\_\_

**Have you ever held a different party affiliation? (e.g., if you were previously a Democrat or Independent, please state as such and provide details about when you changed your party affiliation)?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**PART III: WORK INFORMATION**

What is your current occupation? \_\_\_\_\_

Employer (If self-employed, state such) \_\_\_\_\_

Position \_\_\_\_\_

Work Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Work Phone \_\_\_\_\_ How long have you been at this employer? \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Is your employer aware of your application? \_\_\_\_\_

**PART VI: COUNTY BOARD OF ELECTIONS**

What experiences and skills do you possess that would be relevant to your service on the Anne Arundel County Board of Elections? Confine your response to 250 words or less.



**Please summarize your past political involvement and accomplishments. Confine your response to 250 words or less.**

**Why do you wish to serve as a member of the Anne Arundel County Board of Elections? Confine your answer to 250 words or less.**



**PART VII: BACKGROUND QUESTIONS**

Please answer "yes" or "no" to each of the questions below. For any questions to which your answer is "yes", please provide details on a separate sheet.

1. Have you ever been charged with, arrested for, or convicted of any criminal offense excluding minor traffic violations? \_\_\_\_\_
2. Have you ever had a professional or business license suspended or revoked? \_\_\_\_\_
3. Have you ever been a defendant to a civil or administrative proceeding? \_\_\_\_\_
4. Have you ever been delinquent on any financial obligations? \_\_\_\_\_
5. Have you ever filed a petition for personal bankruptcy under Chapters 7, 11 or 13 of the United States Bankruptcy Code? \_\_\_\_\_
6. Have you ever been fired, asked to resign, or resigned knowing you would be fired, from a place of employment for cause? \_\_\_\_\_

**PART IX: CERTIFICATION**

I certify to the Republican State Central Committee of Anne Arundel County that my responses to the questions herein are accurate and truthful to the best of my knowledge. I understand that it is my responsibility to inform the Republican State Central Committee of Anne Arundel County in the event of any occurrences that would change a response in this questionnaire prior to the final selection of nominees to the Governor for the Anne Arundel County Board of Elections.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**NOTE TO APPLICANTS: PLEASE ATTACH A RESUME NOT EXCEEDING TWO SINGLE-SIDED 8.5" x 11" SHEETS OF PAPER.**

