

## Duties of the Members of the Local Boards of Elections and Election Directors

### Members of the Local Boards of Elections

The tasks listed below are the key duties of members of the local boards of elections as defined in the Election Law Article of the *Annotated Code of Maryland*. These generally require the personal participation and final decision making of board members, although local board staff will likely assist performing these duties.

The asterisked (\*) duties do not require personal involvement of the board members, as they are delegated to the staff members under the overall policy and general supervision of the board. Board members should, however, be familiar with the processes and who performs them, as board members may need to help if there are staff shortages or other circumstances that prevent staff members from completing the functions. Board members should use reasonable follow-up measures to ensure that the duties are being performed fully and accurately.

<u>Code Section(s)</u>	<u>Duty</u>
2-104(b)(1)	Attend SBE's biennial meeting
2-202(b)(1)	Oversee the conduct of elections
2-202(b)(2)	Appoint an election director to manage office and staff
2-202(b)(4)	Adopt necessary regulations to operate the office; these regulations must be submitted to the State Board for approval
2-202(b)(5); 11-301	Perform the canvass of the election
2-202(b)(5); 11-401	Certify the results of the election
2-202(b)(6)	Establish and modify (if necessary) precinct lines and polling places
2-202(b)(8)	Conduct hearings and render determinations as allowed by law
2-202(b)(9)*	Refer appropriate matters for prosecution and assist with prosecution
2-202(b)(10)*	Maintain and dispose of records according to State and federal law
2-202(b)(11)*	Administer voter registration and absentee voting program
2-205	Appoint or retain counsel
2-302(b)(2)	Be available as needed on election day and during the canvass
2-303(d)*	Provide State Administrator with description new precinct boundaries
3-301(a)*	Determine whether applicant is qualified to be registered voter
3-303(c)*	Process timely name, address, and party affiliation changes
9-214*	Send specimen ballots to registered voters
9-216*	Maintain a system to account for, and maintain control over the ballots
10-203	Appoint election judges based on election director's recommendation
10-207*	Remove an election judge
10-301.1(c)	Designate early voting center(s)
10-301.1(f)*	Inform public about early voting and location of center(s)
10-302*	Deliver to each voting location voting supplies
10-307(a)	Be available as needed on election day
10-307(b)*	Provide way for voting locations to communicate with office
10-311(a)(1)(ii)	Designate voters registered in your county as challengers or watchers
10-312(d)	Determine whether ballot from challenged voter should be accepted
11-302	Canvass absentee ballots
11-303	Canvass provisional ballots
12-106(a)	Perform recounts