

Town of Kensington  
Emergency Plan for Town Election 2020  
Drop-Box Election with Mail-in Option

SUMMARY TIMELINE:

Candidate Nominations	By May 11
Voter Registration	By April 27 (County), May 26 (Town)
Ballots Mailed to Registered Voters	Estimated May ____
Report a Lost Ballot	May 28th
Ballots Due (received in drop-box or by mail)	June 1, 9pm

Voter Registration

1) Qualified persons may register by universal registration with either Montgomery County or the town, or may register only with the town. (Every person who is a citizen of the U.S., at least 18 years of age, has resided within the corporate limits of the Town for thirty days, and is registered in accordance with the provisions of the Town Charter shall be a qualified voter of the Town and shall be entitled to vote at any or all Town elections.)

2) To register to vote with the Town, residents must email the Town Clerk/Treasurer at [susan.engels@tok.md.gov](mailto:susan.engels@tok.md.gov) by May 26, 4:00 pm, and enclose a scanned or photographed copy of a Supplemental Registration Statement, along with supporting identifying information. This form is available at: <https://tok.md.gov/town-government/town-elections/> Alternatively, such form and supporting identifying information may be sent by fax to 301-949-4925, or mailed (and received by May 26th) to

Town of Kensington  
Attn: Town Clerk/Treasurer Susan Engels  
3710 Mitchell St.  
Kensington, MD 20895

Nominations

1) Candidates for mayor or council member may file, prior to May 11, 4 PM a certificate of nomination by email to [susan.engels@tok.md.gov](mailto:susan.engels@tok.md.gov) or by mailing the certificate of nomination to:

Town of Kensington  
Attn: Town Clerk/Treasurer Susan Engels  
3710 Mitchell St.  
Kensington, MD 20895

2) Candidates must fill out a financial disclosure form and send to Town Clerk/Treasurer Susan Engels by email or mail as set out above.

Ballot Distribution

- 1) By May 13[?], 2020, the Town will mail a ballot, inner secrecy envelope and outer return envelope to each voter registered with Montgomery County or the Town.
- 2) Outer ballot envelopes shall contain a control number. Any identifying marks will only be on the outer return envelopes that are read & discarded before the ballots are counted.
- 3) Every voter must sign and enclose in the outer ballot envelope an affidavit attesting to the voter's eligibility. Ballots returned without an affidavit shall not be counted.
- 4) The ballot should have no markings identifying the voter (e.g., name or address on it) – only the marks to indicate votes cast.
- 5) Ballots shall be returned in the issued inner envelope and outer return envelope.
- 6) If an issued ballot is lost or missing, a voter may request by e-mail to susan.engels@tok.md.gov that the Town cancel the previously issued ballot and return envelope and issue a new ballot and return envelope. If a resident does not use email, they may call the Town Office at 301-949-2424. The request must be made no later than May 28, 2020, 12:00 noon. Upon receipt of such request, any previously issued ballot and return envelope for that voter will be voided.

#### Minimal interaction

- 1) Candidates are encouraged to practice responsible social distancing in campaigning. Use of social media, email, and/or telephone is encouraged in lieu of door-to-door interaction.
- 2) Ballot collection (“harvesting”) by candidates or their supporters is discouraged. This practice is coercive and involves unnecessary physical interaction.
- 3) Mobility- or health-sensitive residents who do not want to return their ballots to the drop-box or mail them can seek the assistance of a trusted neighbor if they choose.

#### Drop-box

- 1) The Town will install a drop-box at Town Hall by May 18, 2020 [?]. Residents will be able to deposit their ballots in the drop-box up to 9pm on June 1.
- 2) The drop-box will involve contact-free voting.

#### Mail-in option

- 1) Mailed ballots must be received no later than Election Day, June 1, 2020 for the ballots to be counted.

#### Vote Count / Ballot Handling

- 1) The Election Judges will ensure a proper ballot is enclosed and will conduct the vote count on June 1, 2020, and on June 2, 2020 if needed.
- 2) Ballots will be picked up daily and kept in a locked location.
- 3) The Town will not accept copies of ballots or ballot envelopes.
- 4) Election Judges will verify:
  - a) That the ballot envelope has not been cancelled or spoiled
  - b) Ballot envelope was received by 9pm on June 1, 2020
  - c) Ballot return envelope is unopened
  - d) Affidavit signatures verified to roster
  - e) Control number on ballot envelope matches control number assigned to the voter

- 5) Duplicate Ballots will be verified to ensure that original ballot and envelope were voided.
- 6) Open outer envelope and place all inner ballot envelopes aside – if no inner envelope is used place physical ballots aside (face down) to be counted.
- 7) Open all inner envelopes and place ballots in stacks face down
- 8) Ballots that are marked improperly are set aside for adjudication
- 9) Ballots that contain an overvote shall be counted except for the overvoted office.
- 10) The Election Judges will be the sole adjudicators of the ballots.
- 11) Once the election results are known, the Chief Election Judge will notify candidates and residents of the results consistent with typical practices.

#### Other Safety Measures

- 1) The Town Manager and Chief Election Judge may implement such other measures as are consistent with this Emergency Plan and necessary to assure a safe election and protect the public health, safety, and welfare, or may hire a certified election service provider to carry out these functions