

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 19th
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

Ballot Distribution

- 1) By May 19, 2020, the Town will mail a ballot, inner "Ballot Privacy Envelope," voter affidavit and "Outer Return Envelope" to each voter registered with Montgomery County or the Town.
- 2) Outer Return 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 complete, sign and enclose in the Outer Return 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 placed in the issued inner Ballot Privacy Envelope, sealed, and returned together with the voter affidavit in the 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 issue a new ballot. 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 for that voter will be voided.

#### Minimal interaction

- 1) Candidates are encouraged to practice responsible social distancing in campaigning. Use of flyer drop-offs, 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 relative or 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 Outer Return Envelopes containing their ballot and affidavit into the drop-box up to 9pm on June 1.
- 2) The drop-box will provide contact-free voting.

#### Mail-in option

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

#### Vote Count / Ballot Handling

- 1) The Supervisors of Elections will ensure a proper ballot and affidavit are returned and will conduct the vote count on June 1, 2020, and on June 2, 2020 if needed.
- 2) Ballot Return Envelopes will be picked up daily from the drop-box and kept in a locked location.
- 3) The Town will not accept copies of ballots or ballot envelopes.
- 4) The Supervisors of Elections will verify that the:
  - a) Outer Return Envelope was received by 9pm on June 1, 2020
  - b) Outer Return Envelope is unopened when received
  - c) Affidavit signatures are verified to registered voter list
  - d) Control number on Outer Return 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 Return Envelope and place all inner Ballot Privacy Envelopes aside – if no inner envelope is used place physical ballots aside (face down) to be counted.
- 7) Open all Ballot Privacy 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 Supervisors of Elections will be the sole adjudicators of the ballots.

11) Once the election results are known, the Supervisors of Elections will notify candidates and residents of the results consistent with typical practices.

Other Safety Measures

1) The Town Manager and Board of Supervisors of Elections 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.