



## **Montgomery County Board of Elections Member Duties and Responsibilities**

### **Responsibilities and Duties:**

- Work with both Democratic and Republican Board members to supervise the administration of elections in Montgomery County.
- Attend monthly Board meetings, which usually run about 2-3 hours.
- Assist in determining precinct boundaries and/or polling place locations.
- Help choose and evaluate Early Voting locations.
- Help approve locations of drop boxes for mail-in ballots.
- Visit polling places during Early Voting and on Election Day.
- Attend mail-in ballot canvass meetings to help determine voter intent for mail-in ballots with unclear markings: 30+ meetings in 2022.
- Participate in the State Board of Elections Biennial Meeting and Maryland Association of Election Official (MAEO) meetings as required.
- Possibly serve on Board committees on budget, outreach/communications, or legislation.
- Appear before the County Executive and/or County Council to lobby for resources for the Board of Elections and answer questions about election activities.
- Respond to concerns of elected officials, party officials, and the public.
- Supervise the Election Director, who supervises the staff.
- Oversee the canvassing (counting) of ballots: 20+ days in 2022.

### **Compensation and Restrictions:**

- Annual salary of \$15,000.
- Paid an extra \$75/day for attending in-person mail-in ballot canvass meetings, or \$25/day for attending virtually.
- May not run for office, work for a political candidate or campaign, or use Board position to influence an election.
- No yard signs, bumper stickers, lapel stickers, or public comments supporting or opposing candidates.
- May attend party meetings, but not hold party office.
- Must disclose to the Board political contributions made to candidates whose ballots are being counted by the Board and avoid conflicts of interest.