

# ***ELECTION SERVICES***



## **PROVIDED BY THE LEAGUE OF WOMEN VOTERS OF MONTGOMERY COUNTY**

The League of Women Voters is a nonpartisan organization of men and women that encourages the informed and active participation of people in government, and also influences public policy through education and advocacy. Our goal is to empower everyone to shape better communities

**The League of Women Voters of  
Montgomery County  
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The League contracts with Home Owner Associations, municipalities, and professional societies to assist them in running fair, efficient and accurate elections. Our services are provided by volunteers and the fees we charge are used to fund the operation of the League and its projects.

### ***WHY SHOULD YOU HIRE THE LEAGUE TO ASSIST WITH YOUR ELECTION?***

- ✓ The League is a respected non-profit organization that has been an independent monitor of elections for over 20 years.
- ✓ We have experience and expertise in many facets of the election process.
- ✓ We are a neutral party with no vested interest in the outcome of the elections we monitor.
- ✓ Running a good election can be a time consuming, labor intensive process. Hiring the League of Women Voters takes away the stress from your association.
- ✓ Our clients are very loyal and come back to us election year after election year.

### ***HOW MUCH DOES THE LEAGUE OF WOMEN VOTERS CHARGE FOR THEIR SERVICES?***

Our rates vary depending on:

- The scope of the work we are contracted to do.
- The number of hours we will work.
- The number of likely voters.
- The complexity of issues we will be resolving.

Our fees over the past year have ranged from \$200 for providing consultation on the balloting process to \$5,000 for advice and support before the election, staffing an all day high turn-out election, counting the ballots, and writing a final report. Additional fees may be charged for handling all facets of proxy or absentee voting.

The range of services that we provide and our expectations for the groups we work with is described below. Each contract is negotiated to meet the specific needs of the association we are serving.

**The League of Women Voters of Montgomery County, MD, Inc. (LWVMC) will:**

- conduct and certify the election using as election judges only LWVMC members who do not belong to the organization or reside within the jurisdiction that is sponsoring the election
- maintain familiarity with the Maryland and Montgomery County codes, the bylaws of the organization, and any other requirements governing an election
- work with the organization to ensure the accuracy and security of the election
- ensure the security of the ballot boxes during the election and until the votes are tabulated
- provide workers to conduct elections on Election Day or at Annual Meetings
- provide a report, including evaluation and recommendations for improving the efficiency and security of future elections (if needed)

**If desired, the League will contract to perform the following functions:**

- review information and election materials mailed to organization members
- provide workers to process absentee ballots and/or proxies
- establish procedures whereby owners may submit proxies for quorum purposes and/or absentee ballots as required

- maintain an address or post office box to which proxies or absentee ballots can be mailed
- design the physical layout for conducting the election
- sign in voters on register of owners who are voting in person and providing for retrieval of previously filed proxies or absentee ballots
- certify that the required quorum is present, either by proxy or in person, to conduct business at the meeting (if appropriate)
- design any forms needed to conduct and certify the election
- tabulate and verify the votes cast (if votes are based on a weighted system that is calculated using a computer program, the League will monitor the data input)
- certify the final and official results of the balloting
- return of any election materials requested by the organization after the election
- provide secure storage of executed election materials until any and all challenges are resolved.
- Print/provide forms to be used for the election
- prepare and mail the required notices of the meeting and/or election to all voters
- provide ballots and ballot boxes for use in the election
- provide signage to identify registration stations at the election

- consult on revision of bylaws and/or election procedures

**The League of Women Voters of Montgomery County, MD, Inc. expects the organization to:**

- provide LWVMC with an up-to-date copy of the bylaws and other relevant documents
- consult with a legal authority retained by the organization on any questions of interpretation of bylaws, Maryland and Montgomery County codes, and other legal documents governing the election or poll
- provide LWVMC with a description of election procedures and forms to be used in the election or poll
- work with LWVMC to ensure the clarity and accuracy of information to be sent to voters to notify them of the meeting and/or election
- provide LWVMC with a description of the required number and terms of persons to be elected and any questions that may be on the ballot
- monitor, to assure that all campaigning is done in a manner consistent with Maryland law and/or the rules of the organization
- provide LWVMC with a complete and accurate list of all potential voters and identifying any circumstance that would make a voter ineligible