

Licensed Nursing  
Homes and Assisted  
Living Facilities:  
Absentee Ballot &  
Voter Registration  
Procedures

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# Procedures for Election Officials

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**Information included in this section:**

- Overview of the Program
- Introducing the Program to Facilities
- Organizing as Teams
- Required Training
- Pre-Visit Checklist
- Post-Visit Checklist

## Overview of Program

This program is intended to help all residents of nursing homes and assisted living facilities exercise their right to vote and is required by Chapter 61 of the Laws of Maryland (2006). Election officials, in teams, offer assistance to residents of these facilities with registering to vote, requesting an absentee ballot, and voting an absentee ballot. Completed voter registration and absentee ballot applications are returned for processing, and voted absentee ballots are returned for safekeeping until canvassing.

This manual establishes how a local board must conduct voter registration and absentee voting in nursing home and assisted living facilities. A local board that wishes to deviate from this manual must submit a request explaining how it proposes to conduct voter registration and absentee voting in the facilities and justification for its proposed deviation from the approved guidelines.

While voter registration and absentee voting will generally occur at the same time, this manual separates voter registration and absentee voting into separate chapters. As a result, there is some duplication of information between the two chapters.

Because this program is conducted during the busy election preparation time, it is recommended that each local board hire at least one individual to coordinate this program. This dedicated individual will ensure that each facility is contacted, team members recruited, and visits organized without impacting other election preparation activities.

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## Introducing the Program to Facilities

Except as provided in #7 below, each nursing home and assisted living facility in your jurisdiction must be contacted and encouraged to allow election officials to visit the facility and offer the residents the opportunity to register to vote and vote by absentee ballot.

To introduce the program:

1. Obtain a list of the names, addresses, and telephone numbers of all the facilities in your jurisdiction. The following websites offer lists of facilities by jurisdiction:

- a. The Maryland Health Care Commission's website at <http://mhcc.maryland.gov/consumerinfo/nhguide/search0.htm>;
- b. The Health Facilities Association of Maryland's website at [www.hfam.org](http://www.hfam.org);
- c. Mid-Atlantic LifeSpan's website at [www.manpha.org](http://www.manpha.org).

2. Identify the contact person at each facility. Job titles (i.e., Activity Director, Recreation Director, Social Director) vary by facility.

3. Before a primary election, contact each facility. The communication should:

- a. Introduce the program to the facility;
- b. Explain the services that will be provided and what will occur during the visit;
- c. Include what is expected from the facility before and during the visit;
- d. Identify your office's contact person and information;
- e. Include a list of voters registered at the address of the facility on which to record whether the voter wishes to vote by absentee ballot;
- f. Include a worksheet on which to list the name and date of birth of each individual wishing to register to vote;
- g. Include a statement that any resident who is under a court-ordered guardianship for mental disability should not be included on the worksheet; and
- h. Include a deadline for responding to the memorandum.

A sample memorandum is included in this manual on page 5.2.

4. If the primary and general elections are held more than a few months apart, separate memoranda should be sent for each election.

5. Call each facility that has not responded by the deadline to determine if the facility wants to participate in the program.

## Procedures for Election Officials

6. For facilities that refuse to participate in the program, ask if the facility will permit election officials to deliver voter registration and absentee ballot applications to the facility and pick-up the completed forms on a designated date. A sample letter for these facilities is included in this manual on page 5.7.

- a. Individuals who register to vote this way are subject to the federal identification requirement unless a staff member of the facility is a voter registration volunteer and assisted with the voter registration effort. For these applicants, the source of registration must be "by mail."
- b. If a staff member of the facility is a voter registration volunteer and assisted with the registration effort, the federal identification requirement would not apply. The source of registration for these applicants must be "volunteer."

7. While local boards must *contact* all facilities in the jurisdiction, local boards are not required to *visit* facilities with less than 50 residents. For these facilities, the local board may mail voter registration applications, absentee ballot applications, and absentee ballots to the facility. Remember, individuals registering to vote by mail are subject to the federal identification requirement.

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## Organizing as Teams

Election officials must work in teams of two when they are providing services in facilities. The members of each team must be registered with different political parties or be unaffiliated. The teams may be composed of Board members, election office staff, election judges, or sworn volunteers. Except for election office staff, each team member must attend a training session that includes information on both voter registration and absentee voting.

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## Required Training

Before the visit:

- 1. Train team members on how to complete a voter registration application, absentee ballot application, certificate of assistance,

absentee ballot, and the forms in Chapter 6 of this manual.

2. Instruct team members that:

- a. **Both** team members must be physically present when assisting a resident with an absentee ballot. They are not to coerce anyone into voting. If the voter decides not to vote before or while voting, the team must stop and retrieve the ballot. A partially voted ballot must be spoiled.
- b. A power of attorney does **not** entitle the person holding the power of attorney to register, apply for an absentee ballot, or vote an absentee ballot on behalf of another person. Voting is an individual right and cannot be assigned by a power of attorney.
- c. As long as the individual is not under a court-ordered guardianship for mental disability, he or she can register to vote and apply for and vote an absentee ballot. A doctor's letter or certificate stating that the voter is not mentally competent is **not** sufficient.
- d. Any interested resident must be offered the opportunity to register and vote and provided the assistance necessary to complete the process. You cannot deny forms or assistance to a resident who appears capable of obtaining the forms directly from the election office or who does not need assistance in completing the ballot.

3. If it is not feasible to send all ballot styles to the facility, explain how the team should handle a request for a ballot style that is not available on-site.

4. Using the oath on page 5.4 of this manual, require each volunteer to sign and take the oath. (Board members, election office staff, and election judges should have already taken an oath. If not, the individual must sign and take the oath on page 5.4.)

5. If an election office employee is visiting the facility, the election office employee shall be responsible for delivering and returning supplies and voted absentee ballots. If no election office employee is visiting the facility, designate one team as being responsible for delivering and returning the supplies and voted absentee ballots.

## Pre-Visit Checklist

1. Review the worksheet returned by the facility to determine who is already registered to vote and who needs to be registered to vote.

2. Using the information provided by the facility, prepare voter registration applications for those individuals who wish to vote and are not yet registered to vote and absentee ballot applications for those individuals who wish to vote by absentee ballot.

Remember – with the voter registration application and absentee ballot application available at [www.elections.state.md.us](http://www.elections.state.md.us), you can type the resident's information directly into the form, print it, and take it with you for the resident to complete and sign.

a. On the voter registration application, complete as much of the form as you can with the information provided, but do **not** complete the citizenship, party affiliation, and signature fields.

b. On the absentee ballot application, complete the application except for the signature field.

3. If the resident provides an address in another jurisdiction, the election office staff must notify the other jurisdiction and, if applicable, forward the voter registration application or absentee ballot application to the other jurisdiction. The other jurisdiction's local board will be responsible for sending the voter the absentee ballot. The election office staff must also notify the individual that the information and any application will be forwarded to the other jurisdiction.

4. If the resident is registered to vote and provides a new address within your jurisdiction, issue the absentee ballot for the new address. (This assumes that the resident moved before the close of voter registration.)

5. **Do not** change the voter's address to the address of the facility, unless the voter has requested in writing that his or her address be changed to that of the facility.

6. Record on the Absentee Ballot Log the serial numbers/number of ballots that will be delivered to the facility. A sample log is included in Chapter 6 of this manual.

7. Prepare each teams' supplies with the following items:

- a. Contact person, address and telephone number of the facility to which the team has been assigned;
- b. Letter from LBE stating the names of the team members and the purpose of the visit. A sample letter is provided on page 5.5;
- c. Name tags for each team member;
- d. Copy of the list of voters registered at the facility's address with notations by the facility's contact person indicating who wishes to vote by absentee ballot;
- e. Copy of the worksheet with names of residents who want to register to vote and/or vote by absentee ballot;
- f. Partially completed and blank voter registration applications;
- g. Blank, large print voter registration applications;
- h. Partially completed and blank absentee ballot applications;
- i. Blank, large print absentee ballot applications;
- j. Certificate of Assistance forms;
- k. Absentee ballots for each ballot style<sup>1</sup>;
- l. Absentee envelopes with oath;
- m. Instructions for voting an absentee ballot;
- n. Large print instructions for voting an absentee ballot;
- o. Sample ballots for the appropriate ballot styles;
- p. Secured bag or box for voted absentee ballots (provisional ballot bag is acceptable);
- q. Seal for bag or box after voting is complete; and
- r. General office supplies (i.e., clipboard for each team member, black pens, rubber bands, paper clips, paper, etc).

8. Record the facility information and date of visit on the Absentee Ballot Accounting Form. This form is provided in Chapter 6 of this manual.

9. Confirm the date and time of the scheduled visit. If a quarantine is in effect for the day of the visit, schedule another date and time.

10. Notify other election office staff of the dates and times when teams will be at a facility conducting voter registration and absentee voting. It is very important that the teams get the proper assistance from the election

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<sup>1</sup> If it is not feasible to take all ballot styles to the facility, send the ballots styles for the voters listed on the worksheet and extra ballots for the ballot style for the address of the facility.

## Procedures for Election Officials

office staff while they are at the facilities (i.e., to verify an individual's registration status, obtain the voter's identification number, etc.).

11. Team members should coordinate arrival times. If an election office employee is visiting the facility, the election office employee is responsible for delivering and returning the supplies. If no election office employee is visiting the facility, one team must deliver and return the supplies. Both team members must pick up and return the supplies together and travel in the same vehicle.

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## Post-Visit Checklist

After visiting a facility:

1. Forward any voter registration applications and absentee ballot applications with addresses in other jurisdictions to the appropriate jurisdiction.
2. Review the Absentee Ballot Accounting Form. Verify that the form is complete. The completed form can be used to generate registration and voter totals for each election.
3. Account for all absentee ballots – fully voted, partially voted, spoiled, and unvoted.
4. If it is necessary to remove the absentee ballots, place them in a secure location. You may remove the absentee ballots from the bag or box.
5. Process the voter registration applications, absentee ballot applications, and absentee ballots immediately.
  - a. All new voter registration applications completed in the presence of an election official at the facility should be entered with "In Person" as the "Source of Registration."
  - b. All changes to registration information completed in the presence of an election official at the facility should be entered with "In Person" as the "Source of Change."

## Procedures for Election Officials

- c. See 6(a) and (b) of "Introducing the Program to Facilities" (page 1.4) for processing voter registration applications and changes submitted by facilities not participating in the program.
- 6. Send notices to the families of any deceased voters.
- 7. Send thank you letter to facility. See sample letter on page 5.8.

# General Information

# 2

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**Information included in this section:**

- Overview of the Program
- Pre-Visit Checklist
- General Rules and Information

## Overview of Program

This program is intended to help all residents of nursing homes and assisted living facilities exercise their right to vote. Election officials, in teams, offer assistance to residents of these facilities with registering to vote, requesting an absentee ballot, and voting an absentee ballot. Completed voter registration and absentee ballot applications are returned for processing, and voted absentee ballots are returned for safekeeping until canvassing.

While voter registration and absentee voting will generally occur at the same time, this manual separates voter registration and absentee voting into separate chapters. As a result, there is some duplication of information between the two chapters.

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## Pre-Visit Checklist

1. Verify that you have the following information and supplies:
  - a. Contact person, address and telephone number of the facility to which the team has been assigned;
  - b. Letter from LBE stating the names of the team members and the purpose of the visit. Sample letter is on page 5.5;
  - c. Name tags for each team member;
  - d. Copy of the list of voters registered at the facility's address with notations by the facility's contact person indicating who wishes to vote by absentee ballot;
  - e. Copy of the worksheet with names of residents who want to register to vote and/or vote by absentee ballot;
  - f. Partially completed and blank voter registration applications;
  - g. Blank, large print voter registration applications;
  - h. Partially completed and blank absentee ballot applications;
  - i. Blank, large print absentee ballot applications;
  - j. Certificate of Assistance forms;
  - k. Absentee ballots for each ballot style<sup>1</sup>;

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<sup>1</sup> If it is not feasible to take all ballot styles to the facility, you will have the ballots styles for the voters listed on the worksheet and extra ballots for the ballot style for the address of the facility.

- l. Absentee envelopes with oath;
  - m. Instructions for voting an absentee ballot;
  - n. Large print instructions for voting an absentee ballot;
  - o. Sample ballots for the appropriate ballot styles;
  - p. Secured bag or box for voted absentee ballots (provisional ballot bag is acceptable);
  - q. Seal for bag or box; and
  - r. General office supplies (i.e., clipboard for each team member, black pens, rubber bands, paper clips, paper, etc).
2. Verify that the number of absentee ballots issued matches the number recorded on the Absentee Ballot Log.
3. Verify that the facility information and date of visit on the Absentee Ballot Accounting Form are complete.

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## General Rules and Information

1. You are at the facility simply to facilitate a resident's right to vote.
2. You and your team member must be of different party affiliations or be unaffiliated.
3. You must attend a training session and, unless already sworn in, sign and take an oath.
4. You and fellow team member must **both** be present when assisting a resident with an absentee ballot.
5. Individuals have the right to refuse to register or vote.
6. Voters have a right to privacy. Voters may prefer to vote in their rooms and may request to have team members present. This is their right, and, barring no unusual circumstances, you must accommodate their request. Request that the facility's contact person remain outside the resident's room while you and your team member are assisting the voter.
7. You are prohibited from:
  - a. Insisting that a person must register or vote;

## General Information

- b. Allowing anyone to coerce or attempt to coerce someone into registering or voting; or
  - c. Offering an opinion, suggestion, or any kind of advice on how to vote.
  
- 8. The only assistance you may provide is technical. If asked to provide assistance, you may:
  - a. Read the form the instructions or content of the application form or absentee ballot; and
  - b. Complete the application form or absentee ballot, following the instructions of the voter.

If the voter asks you for whom he or she should vote, you **must** tell the voter that you have no opinion.

9. If you and your fellow team member are responsible for delivering and/or returning supplies and voted absentee ballots to the election office, you must arrive and leave in the same vehicle as your fellow team member.

10. A power of attorney does **not** entitle the person holding the power of attorney to register, apply for an absentee ballot, or vote an absentee ballot on behalf of another person. Voting is an individual right and cannot be assigned by a power of attorney.

11. As long as an individual is not under a court-ordered guardianship for mental disability, he or she can register to vote and apply for and vote an absentee ballot. A doctor's letter or certificate stating that the voter is not mentally competent is **not** sufficient.

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# Voter Registration

3

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**Information included in this section:**

- Pre-Visit Checklist
- Completing an Application
- Post-Visit Checklist

## Completing an Application

1. If the election office staff prepared a voter registration application in advance, ask the applicant to:

- a. Review the application;
- b. Make any corrections;
- c. Complete the remainder of the application (citizenship and party affiliation); and
- d. Sign the application.

2. If the election office staff did not complete a voter registration application in advance, assist the individual who wishes to register to vote. The applicant may complete the application on his or her own, or you may complete the application with the information provided by the applicant.

- a. Verify that **all** information – including Box 4 – is complete. An incomplete application will not be accepted.
  - i. The applicant's driver's license or MVA identification number must be written in Box 4a.
  - ii. If the applicant does not have a driver's license or MVA identification number, at least the last 4 digits of his or her social security number must be written in Box 4a.
  - iii. If the applicant does not have a driver's license, MVA identification card, or social security number, the applicant must check Box 4b.
- b. If the individual was previously registered to vote, complete "Last Voter Registration Information" at the bottom of the application.
- c. If the applicant is unable to sign the application, guide the applicant's pen to make a mark on the signature line, write "as witnessed by," and sign your name.
- e. If the visit is before the close of registration, you may assist the applicant with requesting and voting an absentee ballot. Warn the applicant that the absentee ballot will only be counted if the election office completes the processing of the application.

3. Review the application to make sure that all fields are complete.
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## **Post-Visit Checklist**

1. Give all completed voter registration applications and other supplies to the team returning supplies to the election office.

# Absentee Voting

# 4

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**Information included in this section:**

- Pre-Visit Checklist
- Issuing an Absentee Ballot
- How to Spoil an Absentee Ballot
- Information that Voter Has Died
- Post-Visit Checklist

## Pre-Visit Checklist

1. Count and record on Line A of the Absentee Ballot Accounting Form the number of absentee ballots issued to the team.
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## Issuing an Absentee Ballot

1. You will need the following supplies:
  - a. Absentee ballot application;
  - b. Absentee envelope with oath;
  - c. *Certificate of Assistance*; and
  - d. *Instructions for Absentee Voter*.
2. Check to see if the election office staff prepared an absentee ballot application for the individual.
3. If the election office staff prepared an application, ask the voter to review the application and make any corrections.

**Note:** If the election office staff prepared an absentee ballot packet for the voter, do **not** give the packet to anyone other than the voter for whom it was prepared.

4. If the election office staff did not prepare an application for the individual:
  - a. Call the election office and ask for the following information:
    - i. Verification that the person is registered to vote;
    - ii. Voter identification number;
    - iii. Address;
    - iv. District and precinct; and
    - v. Ballot style.
  - b. Write the following information on the application:
    - i. Address at which the individual is registered to vote;
    - ii. Voter identification number;
    - iii. District and precinct;
    - iv. Name or number of facility; and
    - v. Ballot style.

5. Verify that the address provided by the election office is the address at which the voter wishes to be registered. If not, write the voter's new address on the application.
6. Write the voter's name and the date on the oath on the return envelope.
7. If the election office states that the voter is an "inactive" voter, the election office will give you the voter's address, district and precinct as it is currently listed.

  - a. If the voter confirms that the address on file is correct, issue the ballot for that address.
  - b. If the voter provides a different address within your jurisdiction, issue the ballot for the new address.
  - c. If you do not have the appropriate ballot style, notify the voter that his or her absentee ballot will be mailed.
  - d. If the voter provides an address in another jurisdiction, inform the voter that the ballot will have to be issued by the election office in the other jurisdiction. The election office will forward the application to the other jurisdiction.
8. If the election office states that the voter is registered to vote in another jurisdiction:

  - a. Provide the voter with an absentee ballot application.
  - b. If necessary, assist the voter with completing the application.
  - c. Inform the voter that the absentee ballot application will be forwarded to the appropriate jurisdiction and that jurisdiction will mail the voter the absentee ballot.
9. Check to see if there is an absentee ballot envelope for the voter. If there is, give the voter the envelope. If there is not an envelope, issue the ballot for the address on the application.

**Note:** If the voter provided a new address on the application, give the voter the ballot style for his or her new address.

**Note:** If you do not have the proper ballot style for the voter, notify the voter that his or her absentee ballot will be mailed.

10. Record that an absentee ballot was issued. If the voter decides not

## Absentee Voting

to vote, record that the absentee ballot was refused.

11. Verify that the return mailing label has the correct district and precinct number or write the district and precinct number on the return envelope.

12. Ask voter to sign the absentee ballot application and the oath on the absentee ballot envelope. If the voter cannot sign his or her name, guide the voter's pen to make a mark on the signature line, write "as witnessed by," and sign your name.

13. Refer to pages 2.3 and 2.4 for information on what kind of assistance you can provide a voter.

14. If you assisted a voter with completing the absentee ballot, complete the *Certificate of Assistance* form. Include the name or number of the facility in the upper right corner. This form **must** be completed with the voter present.

15. Once the ballot has been voted, either deposit or ask the voter to deposit the voted ballot in the designated bag or box.

16. If the voter wants you to leave the ballot:

- a. Make note of the voter's name and that the ballot was left with the voter; and
- b. Provide the voter with the absentee ballot, instructions, *Certificate of Assistance*, and absentee ballot envelope with oath.

17. Review the list of voters registered at the facility's address. Verify that all voters who previously indicated an interest in voting an absentee ballot: (1) have voted; (2) have requested that the absentee ballot be left with the voter; (3) will have their absentee ballots mailed; or (4) are not able to vote and a reason is recorded on the list.

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## How to Spoil a Ballot

If you or the voter make a mistake while voting a ballot:

- a. Complete every oval for every candidate and ballot question;
- b. Write "SPOILED" on all pages of the ballot and set aside; and
- c. Record that an absentee ballot was spoiled.

A voter may not receive more than 2 replacement ballots.

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## Information that a Resident Has Died

If the contact person at the facility advises you that a resident whose name is on the worksheet has died, please record this information. The election office will follow up with the voter's family.

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## Post-Visit Checklist

1. Complete the Absentee Ballot Accounting Form. The accounting must include:

- a. Number of ballots at beginning of visit (Line A);
- b. Number of ballot voted during the visit (Line B);
- c. Number of ballots you left with voters (Line C);
- d. Number of spoiled ballots (Line D);
- e. Number of unused ballots (Line E);
- f. Number of declined absentee ballots; and
- g. Number of residents who appeared on the facility's initial list but have left, died, or are otherwise unavailable.

3. Give all completed absentee ballot applications, ballots (voted, spoiled, and unvoted), and other supplies to the person(s) returning supplies to the election office. If an election office employee is at the facility, the election office employee must return the supplies to the election office. If no election office employee is at the facility, the designated team must return the supplies to the election office.

# Sample Letters & Memos

# 5

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**Information included in this section:**

- Program Introduction
- Scheduling for Pre-Primary Visit
- Oath or Affirmation
- Letter Introducing Team Members & Purpose
- Scheduling for Pre-General Visit
- Non-Participating Facilities – Voter Registration Applications & Absentee Ballots
- Thank you Letter

## MEMORANDUM

**Date:** May 2008

**To:** Nursing Homes and Assisted Living Facilities in  
Montgomery County

**Attention:** Activity Director or Administrator

**From:** Rae Wu, Nursing Home Coordinator  
Montgomery County Board of Elections  
Phone: 240-777-8592 Fax: 240-777-8560

**Subject:** Absentee Voting in the upcoming Special Election

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There will be Special General Election to fill a vacancy in the United States Congress representing Maryland Congressional District 04. The Special General Election will be held on June 17th, 2008. We would like to offer voting assistance to the residents of your facility, as we do during each election cycle. The program, offers assistance from election officials to residents with registering to vote, requesting an absentee ballot, and voting an absentee ballot. For this program to be successful, we need your help!

Enclosed is a list of residents who participated in the 2008 Primary Election. We ask that you make any additions or deletions and that you return the list to our office by **May 23rd, 2008**. For additional residents who wish to vote, please write their **full names and dates of birth** on the enclosed worksheet. **It is important to note that any resident who is under a court-ordered guardianship for mental disability is not eligible to register or vote in Maryland.**

Please mail or fax, to my attention at 240-777-8560, your completed worksheet by **May 23rd, 2008**. When we receive the completed worksheet, we will prepare a voter registration application for each resident who is not registered to vote in Maryland and an absentee ballot application for each resident listed on the worksheet. The documents will be delivered to your facility for signatures and completion. Arrangements will be made for pick-up of all completed documents prior to our visit.

We will schedule a date and time for delivery of ballots to participating voters. Because the time between when the absentee ballots are available and voter registration applications can be processed is rather short, we would appreciate your flexibility in arranging a date.

Election office employees or a bipartisan team will deliver all ballots to the residents and return the voted ballots to the election office. We ask that a staff person from the facility escort the election officials through the facility when we visit your facility.

Thank you in advance for your cooperation in this very worthwhile effort. If you have any questions, please contact Rae Wu at 240-777-8592.

Enclosure

## Sample Memorandum: Program Introduction

# MEMORANDUM

**Date:** [Insert Date]

**To:** All Nursing Homes and Assisted Living Facilities in [County/City]

**Attention:** [Name of Social, Activity, or Recreation Director]

**From:** [LBE Contact & Title]  
[County/City] Board of Elections

**Subject:** Voter Registration and Absentee Voting

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As we do each election year, we would like to facilitate voting for the residents of your facility. Under this program, which is required by Maryland law, election officials offer residents assistance with registering to vote, requesting an absentee ballot, and voting an absentee ballot. For this program to be successful, we need your help!

First, we request that you ask the residents of the facility if they are interested in registering to vote and voting by absentee ballot. Enclosed is a list of individuals who are registered to vote at the facility's address. Please mark those registered voters who wish to vote by absentee ballot in the upcoming election. For those residents who are interested but are not listed or not registered to vote, please write their full names and dates of birth on the enclosed worksheet. It is important to note that any resident who is under a court-ordered guardianship for mental disability is **not** eligible to register or vote in Maryland.

By registering to vote in Maryland, the applicant is declaring, under oath, that he or she is a resident of Maryland. Such a declaration could adversely affect benefits received from another jurisdiction. Please be careful about offering the opportunity to register to residents who are receiving benefits from another state. It is possible that these individuals are entitled to vote by absentee ballot in the jurisdiction that sends them their benefits.

Please fax to my attention at [fax number] the completed worksheet by [deadline]. When we receive the completed worksheet, we will prepare a voter registration application for each resident who is not registered to vote in Maryland and an absentee ballot application for each resident listed on the worksheet.

Second, we would like to arrange a date and time for us to visit the facility and finish the registration and voting process with the residents. We generally wait until we have received the absentee ballots before visiting a facility and will contact you when we have received the ballots. Because the time between when the absentee ballots are available and voter registration applications can be processed is rather short, we would appreciate your flexibility in arranging a date.

Third, on the day of the visit, we request your assistance with identifying the residents who would like to register and/or vote. If possible, it would be helpful to assemble the interested residents in a central location. Of course, we will be happy to accommodate other residents who did not previously indicate an interest in registering to vote or voting by absentee ballot or residents who are unable to come to the central location.

Because of the sensitive nature of the electoral process and the necessity to maintain ballot secrecy, please do not allow anyone but the designated individuals to be involved in this process. Election office employees or a bipartisan team will deliver all ballots to the residents and return them to the election office. We ask that a staff person from the facility escort the election officials through the facility.

Thank you in advance for your cooperation in this very worthwhile effort. If you have any questions, please contact [contact name] at [telephone number].

Enclosures (list of registered voters at facility's address & worksheet)

## Sample Memorandum – Scheduling for Pre-Primary Visit

# MEMORANDUM

**Date:** [Insert Date]  
**To:** All Nursing Homes and Assisted Living Facilities in [County/City]  
**Attention:** [Name of Social, Activity, or Recreation Director]  
**From:** [LBE Contact & Title]  
[County/City] Board of Elections  
**Subject:** Scheduling

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Thank you for assisting the residents of the facility as they exercise their right to vote. We have received the lists of residents that are interested in registering to vote and voting by absentee ballot and are now ready to schedule our visit.

We are available to visit the facility and assist the residents with registering and voting by absentee ballot on the following dates and times:

- 1.
- 2.
- 3.

Please let me know which date best suits your schedule and the schedule of the residents.

On the day of the visit, please assemble the interested residents in a central location at the designated time so that the voting process can take place in a timely manner. One or more bipartisan teams from the election office will issue the absentee ballots. The teams will also assist anyone who is bedridden or otherwise disabled and wishes to exercise his or her right to vote. You or your designee will be asked to accompany any teams that are assisting individuals in their rooms.

An election office employee or a bipartisan team will deliver all ballots to the residents and return them to the election office. Please do not allow any volunteers to assist in this process.

We appreciate your cooperation. If you have any questions concerning this visit, please call me at [telephone number].

**Oath or Affirmation for Voter Registration and Absentee Ballot Facilitator**

Each volunteer or election official that has not already taken an oath or affirmation must sign and take this oath or affirmation.

I, \_\_\_\_\_, a registered voter residing in the State of Maryland,

(PLEASE PRINT)

under the penalty of perjury, do swear (or affirm) that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and Laws thereof; and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of Voter Registration and Absentee Ballot Facilitator for the State of Maryland, according to the Constitution and Laws of this State.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Witness:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## Sample Letter – Introducing Team Members and Purpose of Visit

Date

[Name of Social, Activity, or Recreation Director]  
[Name of Facility]  
[Address]  
[City, State & Zip]

Dear [Name]:

Thank you for assisting the residents of your facility as they exercise their right to vote. As we previously discussed, we will be offering residents assistance with registering to vote and requesting or voting an absentee ballot.

The following individuals will be providing assistance to the residents today.

1. [put an asterisk by the name of the “team leader(s)”]
- 2.
- 3.
- 4.

The team leader is the individual(s) with an asterisk next to his or her name. All questions should be directed to this individual. All team members will be wearing name tags during their visit.

During our visit today, we would appreciate assistance in identifying the residents who would like to register and vote. We would prefer if the interested residents are assembled in a central location. Of course, we will be happy to accommodate residents who are unable to come to the central location and those residents who did not previously indicate an interest in registering to vote or voting by absentee ballot. We ask that you or your designee accompany team members that are assisting residents in their rooms.

Because of the sensitive nature of the electoral process and the necessity to maintain ballot secrecy, please do not allow anyone but the designated individuals to be involved in this process. An election office employee or a bipartisan team will be responsible for delivering all ballots to the residents and returning them to the election office.

Again, thank you for your assistance and cooperation with this effort. If you have any questions during or after this visit, please contact [contact name] at [telephone number].

Sincerely yours,

## Sample Memorandum – Scheduling for Pre-General Visit

# MEMORANDUM

**Date:** [Insert Date]

**To:** All Nursing Homes and Assisted Living Facilities in [County/City]

**Attention:** [Name of Social, Activity, or Recreation Director]

**From:** [LBE Contact & Title]  
[County/City] Board of Elections

**Subject:** Absentee Voting for General Election

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Prior to our last visit to the facility, we received a list of residents who wished to vote by absentee ballot in the Primary Election. With the General Election approaching, we would like to confirm that these residents wish to vote by absentee ballot in the General Election.

Enclosed is the list of residents who previously requested absentee ballot(s) for the upcoming General Election. Please review the list and confirm that these residents would like to vote by absentee ballot. If the resident has moved, has decided not to vote in the General Election, or otherwise will not require a ballot, please delete the name of the resident.

If there are other residents who would like to register to vote and vote by absentee ballot in the upcoming General Election, please write their names and dates of birth on the enclosed worksheet. We will prepare a voter registration application and an absentee ballot application and will provide the necessary assistance when we return to the facility before the General Election. Please return the worksheet to the Board of Elections by [deadline].

Again, we would like to remind you that registering to vote in Maryland is a declaration of residency. Any resident who is receiving benefits from another State could be adversely affected by such a declaration. Under no circumstances do we wish that to happen.

As we did before the Primary Election, we would like to arrange a time to visit the facility and facilitate residents with voter registration and absentee voting. We are available to visit to the following dates and time:

- 1.
- 2.
- 3.

Please let me know which date best suits your schedule and the schedule of the residents.

On the day of the visit, please assemble the interested residents in a central location at the designated time so that the voting process can take place in a timely manner. One or more bipartisan teams from the election office will issue the ballots. The teams will also assist anyone who is bedridden or otherwise disabled and wishes to exercise his or her right to vote.

An election office employee or a bipartisan team will deliver all ballots to the residents and return them to the election office. Please do not allow any volunteers to assist in this process. We will ask that you or your designee accompany team members that are assisting residents in their rooms.

Thank you again for your support of this program. If you have any questions, please call me at [telephone number].

## Sample Memorandum – Absentee Ballot and Voter Registration Applications

**Note: This memo is only to be used for those facilities that elect not to participate in the program.**

### MEMORANDUM

**Date:** [Insert Date]  
**To:** All Nursing Homes and Assisted Living Facilities in [County/City]  
**Attention:** [Name of Social, Activity, or Recreation Director]  
**From:** [LBE Contact & Title]  
[County/City] Board of Elections  
**Subject:** Absentee Ballot Applications

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As we discussed, enclosed are voter registration applications for those residents who are not already registered to vote and absentee ballot applications for those residents who wish to vote by absentee ballot.

It is important to note that any resident who is under a court-ordered guardianship for mental disability is not eligible to register or vote in Maryland. Also, by registering to vote in Maryland, the applicant is declaring, under oath, that he or she is resident of Maryland. Such a declaration could adversely affect benefits received from another State. Please be careful about offering the opportunity to register to residents who are receiving benefits from another State. It is possible that these individuals are entitled to vote by absentee ballot in the jurisdiction that sends them their benefits.

As you distribute the voter registration applications and absentee ballot applications to the residents, please instruct the residents to complete the applications using a **pen**, not a pencil, and complete the **entire** application and sign it.

If you require additional voter registration applications or absentee ballot applications, please contact me, and I will deliver additional applications. You may also visit [www.elections.state.md.us](http://www.elections.state.md.us) to print additional applications and instructions.

We will pick up the completed forms on [deadline]. It is important that the all applications be available for pick up on this day to ensure that the applications are processed before the close of voter registration or the deadline for requesting an absentee ballot.

We hope that, for future elections, you will allow election officials to visit the facility and assist residents with this process. During our visit, we can assist residents with completing the appropriate applications, issue them absentee ballots, and return voted absentee ballots to the election office for safekeeping until canvassing. In our experience, applications completed on-site with the resident present are generally more complete and require less follow-up contact. We encourage you to consider participating in this program for future elections.

We appreciate your cooperation. If you have any questions, please call me at [telephone number].

## Sample Letter – Thank you Letter to Participating Facility

[Date]

[Contact Person]  
[Facility Name]  
[Facility Address]

Dear [Contact Person]:

Thank you for your assistance and cooperation with facilitating voting for the residents of your facility. We hope that your facility will continue to participate in this program for future elections.

If you are interested in offering voter registration to your residents throughout the year, I encourage you to become trained as a voter registration volunteer. As a trained voter registration volunteer, you can answer questions about eligibility requirements and assist individuals with registering to vote. If you are interested in becoming a voter registration volunteer, please contact this office.

Thank you again for your participation in this program and supporting the voting rights of the residents of your facility. If you have any comments about this program, please do not hesitate to contact me.

## Ballots Mailed and Due Back

7/20/2006

ID	Organization Name	#ABA Mailed	Mailed Date	Due Date	Ret Date	Ret # ABA	Picked up By
34	Shady Grove Nursing & Rehab Center - CCU	19	06-06	06-27	6/27/2006	17	Michele Gonda 6/27/06
29	Montgomery Village Care & Rehabilitation Center	16	06-06	06-28	6/28/2006	15	Brigitta Mullican 6/28/06
22	Kensington Park Retirement Community	11	06-07	07-10	7/10/2006		Tom Melo 7/10/06
07	Carriage Hill - Bethesda	12	06-07	07-11	7/11/2006	11	Tom Melo 7/11/06
08	Collingswood Nursing & Rehab Center	54	06-08	06-23	6/26/2006	40	Brigitta Mullican 6/26/06
11	Friends House Independent Living	5	06-08	06-23	6/28/2006	5	Bobbie Payne 6/29/06
02	Adventist Healthcare Sligo Creek Nursing & Rehab	23	06-08	06-23	6/29/2006	21	Brigitta Mullican 6/30/06
10	Fox Chase Nursing & Convalescent Center	7	06-08	06-23	7/11/2006	6	Tom Melo 7/11/06
13	HCR Manor Care - Bethesda	15	06-11	06-22	6/29/2006	14	Fabriana Machado-Capobianco 6/29/06
30	National Lutheran Home	20	06-12	06-26	7/6/2006	20	Brigitta Mullican 7/6/06
27	Arcola Health & Rehab Center	21	06-13	06-27	7/11/2006	17	Tom Melo 7/11/06
35	Kingshire Manor Assisted Living Facilities - Shady Grove	19	06-16	06-30	6/27/2006	14	Michele Gonda 6/27/06
17	HCR Manor Care Springhouse of Westwood	14	06-16	06-30	6/29/2006	11	Fabriana Machado-Capobianco 6/29/06
06	Brooke Grove Rehab and Nursing Home	29	06-16	06-30	7/7/2006		Bobbie Payne 7/7/06
37	Asbury Methodist Village - Wilson Health Care Center	24	06-16	07-03	7/10/2006	36	Tom Melo 7/10/06
23	Kensington Nursing & Rehab Center	16	06-21	07-07	7/5/2006	17	
21	Holy Cross Rehabilitation & Nursing Center	8	06-22	07-06	7/6/2006	8	Facility Mailed List of Names
19	Hebrew Home of Greater Washington Smith Kogod Bldg	19	06-22	07-07			
20	Hebrew Home of Greater Washington Wasserman Bldg.	125	06-22	07-07			
09	Forest Glen Skilled Nursing & Rehab Center	20	06-22	07-07	7/14/2006	16	Tom Melov 7/14/06
24	Layhill Center Genesis Elder Care	8	06-23	07-07	7/10/2006	9	Tom Melo 7/10/06
47-AL	Brighton Gardens Assisted Living of Tuckerman Lane	19	06-26	07-07	7/7/2006	19	Nathan Harrison
05	Brighton Gardens of Tuckerman Lane	3	06-28	07-10	7/19/2006		Tom Melo 7/19/2006
15	HCR Manor Care - Potomac	28	06-30	06-23	6/30/2006	29	Delivered by Facility 6/30/06
12	Friends Nursing Home	20	06-7	06-28	6/28/2006	20	Bobbie Payne 6/29/06
31	Potomac Valley Nursing Home	15	07-05	07-18			
38	Woodside Nursing Home Center	17	07-07	07-20			
52-AL	Landow House Assisted Living	19	07-11	07-21			
16	HCR Manor Care - Silver Spring	7	07-11	07-21			
28	Bel Pre Health & Rehab Center	15	07-12	7-25			
32	Randolph Hills Nursing Home	22	07-13	07-24			
26	Bethesda Health & Rehab Center	25	6-22	07-07	7/17/2006	21	Tom Melo 7/17/06
25	Maplewood Park Place	27	6-28	07-12	7/17/2006	26	Tom Melo 7/17/06

# Team Schedule for Primary Absentee Ballot Voting for NH/AL

Prepared by: Brigitta Mullican, 240-777-856

Team Assigned Bag must report the the BOE office at 751

Date:	Time	Teams Assigned	ID	Facility Name	# of Teams
08/09	1:30 p.m.	T-1, T-2 (Bag)	# 12	Friends Nursing Home	2
	2:30 p.m.	T-3 (Bag)	# 07	Carriage Hill - Bethesda	1
	3:00 p.m.	T-6 (Bag)	# 11	Friends House Independent Living	1
08/10	Time	Teams Assigned	ID	Facility Name	# of Teams
	10:30 a.m.	T-2 (Bag)	# 19	Hebrew Home of Greater Washington Smith Kogod Bldg	1
	2:00 p.m.	T-4 (Bag)	# 10	Fox Chase Nursing & Convalescent Center	1
08/11	Time	Teams Assigned	ID	Facility Name	# of Teams
	10:30 a.m.	T-1, T-6 (Bag)	# 09	Forest Glen Skilled Nursing & Rehab Center	2
	10:30 a.m.	T-2, T-3, T-4 (Bag)	# 26	Bethesda Health & Rehab Center	3
08/14	Time	Teams Assigned	ID	Facility Name	# of Teams
	10:00 a.m.	All Teams, T-1 (Bag)	# 20	Hebrew Home of Greater Washington Wasserman Bldg.	8
08/15	Time	Teams Assigned	ID	Facility Name	# of Teams
	11:00 a.m.	T-5, T3 (Bag)	# 31	Potomac Valley Nursing Home	2

Date:	08/22	Teams Assigned	ID	Facility Name	# of Teams
Tuesday	11:00 a.m.	T-6, T-7 (Bag)	# 29	Montgomery Village Care & Rehabilitation Center	2
Date:	08/23	Teams Assigned	ID	Facility Name	# of Teams
Wednesday	1:30 p.m.	T-1, T-2 (Bag)	# 38	Woodside Nursing Home Center	2
Wednesday	10:00 a.m.	T-3, T-4 (Bag)	#2-AI	Landow House Assisted Living	4
Wednesday	10:00 a.m.	T-5, T-6, T-7, T-8 (Ba)	# 37	Asbury Methodist Village - Wilson Health Care Center	

Date:	08/24	Teams Assigned	ID	Facility Name	# of Teams
Thursday	10:30 a.m.	T-1, T-4, T-5 (Bag)	# 06	Brooke Grove Rehab and Nursing Home	3
Thursday	2:00 p.m.	T-3, T-2, T6 (Bag)	#4-AI	Springhouse HCR Manor Care - Bethesda Assisted Living	3
Date:	08/25	Teams Assigned	ID	Facility Name	# of Teams
Friday	1:30 p.m.	T-5 (Bag)	# 21	Holy Cross Rehabilitation & Nursing Center	1
Friday	10:00 a.m.	T-2, T-5 (Bag)	# 30	National Lutheran Home	2
Friday	10:00 a.m.	T-4 (Bag)	# 24	Layhill Center Genesis Elder Care	1
Friday	10:00 a.m.	T-7, T-8, T-1 (Bag)	# 36	Springbrook Nursing & Rehab Center	3

Date:	08/28	Teams Assigned	ID	Facility Name	# of Teams
Monday	10:30 a.m.	T-6 (Bag)	# 05	Brighton Gardens of Tuckerman Lane	1
Monday	10:30 a.m.	T-2, T-8 (Bag)	#7-AI	Brighton Gardens Assisted Living of Tuckerman Lane	2



	# Applications Sent	Mailed Date	Pick-up Date	Returned Date	# Returned
16 HCR Manor Care - Silver Spring	7	07-11	07-21		
17 HCR Manor Care Springhouse of Westwood	14	06-16	06-30	6/29/2006	11
18 HCR Manor Care - Wheaton	14				
19 Hebrew Home of Greater Washington Smith Kogod Bldg	19	06-22	07-07		
20 Hebrew Home of Greater Washington Wasserman Bldg.	125	06-22	07-07		
21 Holy Cross Rehabilitation & Nursing Center	8	06-22	07-06	7/6/2006	8
22 Kensington Park Retirement Community	11	06-07	07-10	7/10/2006	
23 Kensington Nursing & Rehab Center	16	06-21	07-07	7/5/2006	17
24 Layhill Center Genesis Elder Care	8	06-23	07-07	7/10/2006	9
25 Maplewood Park Place	27	6-28	07-12	7/17/2006	26
26 Bethesda Health & Rehab Center	25	6-22	07-07	7/17/2006	21
27 Arcola Health & Rehab Center	21	06-13	06-27	7/11/2006	17
28 Bel Pre Health & Rehab Center	15	07-12	7-25		
29 Montgomery Village Care & Rehabilitation Center	16	06-06	06-28	6/28/2006	15
30 National Lutheran Home	20	06-12	06-26	7/6/2006	20
31 Potomac Valley Nursing Home	15	07-05	07-18		
32 Randolph Hills Nursing Home	22	07-13	07-24		

# Absentee Ballot Applications Mailed to Nursing Homes and AL Facilities

		# Applications Sent	Mailed Date	Pick-up Date	Returned Date	# Returned
01	Adventist Health Care Fairland					
02	Adventist Healthcare Sligo Creek Nursing & Rehab	23	06-08	06-23	6/29/2006	21
03	Althea Woodland [NOT PARTICIPATING in 2006]		NA			
04	Bedford Court by Sunrise - [INDEPENDENT LIVING FACILITY]		NA			
05	Brighton Gardens of Tuckerman Lane	3	06-28	07-10	7/19/2006	
06	Brooke Grove Rehab and Nursing Home	29	06-16	06-30	7/7/2006	
07	Carriage Hill - Bethesda	12	06-07	07-11	7/11/2006	11
08	Collingswood Nursing & Rehab Center	54	06-08	06-23	6/26/2006	40
09	Forest Glen Skilled Nursing & Rehab Center	20	06-22	07-07	7/14/2006	16
10	Fox Chase Nursing & Convalescent Center	7	06-08	06-23	7/11/2006	6
11	Friends House Independent Living	5	06-08	06-23	6/28/2006	5
12	Friends Nursing Home	20	06-7	06-28	6/28/2006	20
13	HCR Manor Care - Bethesda	15	06-11	06-22	6/29/2006	14
14	HCR Manor Care - Chevy Chase	12				
15	HCR Manor Care - Potomac	28	06-30	06-23	6/30/2006	29