

**LUZERNE COUNTY BOARD OF ELECTIONS AND REGISTRATION**

**AGENDA**

**March 23, 2022 at 5:00 P.M.**

**Council Meeting Room**

**Luzerne County Courthouse**

**200 N. River Street Wilkes-Barre, PA 18701**

**And**

**Video/Teleconference via ZOOM**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**ADOPTION OF AGENDA**

**PUBLIC COMMENT ON AGENDA ITEMS**

This is an opportunity for members of the public to address the Board on matters listed on the agenda. (Limited to 4 minutes & one comment time per person) Please refer to the Board of Elections and Registration Online page of County's Website at <https://www.luzernecounty.org/1282/ABC-Meetings-Online> for information on how to participate in Public Comment via technology.

(See attached Public Comment submitted by Robert Stevens (p. 12)

**APPROVAL OF MEETING MINUTES FROM:** March 9, 2022 (pp. 4-6)

**AGENDA ITEMS - SOLICITOR**

1. Status of Office of District Attorney Election Investigations

**AGENDA ITEMS - BUREAU OF ELECTION**

1. Proposed Wright Township 2022 Primary Ballot Question - Discussion & Board Vote (pp. 7-10)
2. Special Election Polling Places (p. 11) Approval Vote by Board
3. Special Election Mail-in Ballot - Status

4. Special Election Poll Worker Trainings - # of poll workers signed up, # not signed up, # of New Judges of Election, Min. & Maj. Inspectors, Machine Operators & Clerks not signed up & Plan for addressing - Information
5. Special Election Bi-Lingual (English/Spanish) Poll Worker Status for 11 Hazleton City Polls and 2 West Hazleton Polls - Status Update
6. Special Election Logic & Accuracy Testing - Follow Up Information
7. Special Election Ballot Drop Boxes - Locations, Opening & Closing Dates & Times, Signage, Ballot Retrieval & Chain of Custody Process, Public Information for Drop Boxes - Information
8. Special Election- Pre-Canvassing of Mail-in Ballots - Process Overview &, Canvassing of Ballots Process Overview, Process for Judge of Election Bag Collection on Election Night & Flashdrive Collection/Chain of Custody Process
9. The Election Group - Planned Date for Summary Proposal Submission - Status
10. Primary Election - Final Reapportionment Plan for State Legislative Districts, Modified Election Calendar:  
<https://www.pacourts.us/Storage/media/pdfs/20220316/195658-569jadorder3-16-2022.pdf>
11. Poll Watcher Certificates - Overview on Approval & Processing / List of Poll Watcher Names & Precincts for Board Prior to Election Day
12. Special Election - Bureau using any Temporary Workers? If so, do they have SURE access?

#### **AGENDA ITEMS - BOARD OF ELECTIONS & REGISTRATION**

1. Request for Poll Change - Freeland Borough - Information/Discussion/Vote by Board
2. Request for Poll Change - Avoca Borough - Information/Discussion/Vote by Board
3. Board of Elections & Registration Vice-Chair - Nominations & Vote by Board
4. Proposed Pittston City Charter Amendment 2022 Primary Ballot Question- Discussion & Board Vote (pp. 13 & 14)
5. Letter & Survey to Polling Places Regarding Political Signs at Polling Sites (pp. 15 & 16) - Information
6. Poll Worker Qualifications - Elected Official & Government Employee Eligibility - Review of Current Poll Workers-Addition to Poll Worker Interest Form Information/Discussion/Possible Vote (see attached p.17)
7. Primary Election Ballot Drop Boxes & Locations: Information/Discussion & Votes
8. Special Election Mail-in Ballot Notification to Cure - Discussion & Vote (see p. 18)
9. Board Member Special Election Schedule (Pre-Canvassing, Adjudication of mail-in Ballots with Deficiencies and Provisional Ballots, Write-in Adjudication)

## **COMMENT ON NON-AGENDA ITEMS**

This is an opportunity for members of the public to address the Board on matters not listed on the agenda but which must be within the subject matter jurisdiction of the Board. Please refer to the Board of Elections and Registration Online page of County's Website at <https://www.luzernecounty.org/1282/ABC-Meetings-Online> for information on how to participate in Public Comment via technology.

## **MOTION TO ADJOURN**

## **ADJOURNMENT**

LUZERNE COUNTY BOARD OF ELECTIONS

AND REGISTRATIONS MEETING

MINUTES MARCH 9, 2022

CALL TO ORDER 5:02 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

Audrey Serniak here, Patrick Castellani yes virtually, Danny Schramm yes, Denise Williams yes

Denise Williams welcomed Danny Schramm to the Board.

APPROVAL OF AGENDA

Motion to adopt Audrey Serniak 2nd Patrick Castellani, unanimous

PUBLIC COMMENTS (4 minutes)

Alyssa Fusaro, Luzerne-Regarding the English/Spanish ballot, don't we have to add all of the other languages to make it fair?

Denise Williams-the bilingual ballot was approved at the last meeting; it was discussed because

Mike Susek clarification on the issue. The reason for the Spanish ballot is the high Spanish/Latino population in Luzerne County. Only one county in Pennsylvania is required to have ballots in two languages. That is Philadelphia with ballots in Spanish and Chinese (Mandarin?).

MINUTES

Motion to approve Patrick Castellani 2nd Audrey Serniak, unanimous

SOLICITOR'S REPORT

Paula Radick reported that the DA's investigation into the 2021 primary is ongoing.

BUREAU OF ELECTIONS REPORT

Special Election-Mike Susek said that the AOPC would provide a certified Spanish translation of the ballot; the ballot is almost ready for printing; the voter list should be transmitted tomorrow (SURE system not designed for a special election); L&A testing will be done; the audio will also be in Spanish. The drop boxes should go in March 21st; the pull date should be up to the Bureau as long as adequately advertised; retrieval by the deputies.

Campaign Finance-Mike Susek thought all of the campaign finance reports had been posted but some are still in intake due to the work on the special election. They can be made available if needed.

The Election Group report-no update.

Primary Election-The Bureau is receiving local petitions for Democratic committee positions.

There will be certified translations for local ballot questions. The local petitions do not have to be notarized but there is a separate affidavit that needs to be filled out. That form is available at the Bureau.

Write in Candidates-The information for write in candidates is now on the website and Bureau employees are aware of the process.

#### BOARD OF ELECTIONS REPORT

Political Signs at Polling Places-Patrick Castellani will send out a cover letter and the polling place experience questionnaire to the Board for review and suggestions and then get it to the Bureau for printing.

Paula Radick will work with Patrick Castellani to set up a meeting with the party chairs to discuss these issues. Denise Williams and Patrick Castellani will attend.

#### PUBLIC COMMENTS (4 minutes)

Alyssa Fusaro-She is excited to serve as soon as she can.

Claudia Glennan, Salem Township-Thanked Ms. Fusaro for volunteering but has concerns because she holds a position in Teddy Daniels' campaign. This is a conflict of interest. When Denise Williams became chair, Walter Griffith claimed her work with the non-partisan Fair Districts was a conflict and she resigned that position. Ms. Fusaro should either resign from the campaign or from the Board.

Alyssa Fusaro responded by reading her letter of resignation from Teddy Daniels' campaign which was effective immediately. (See attached to agenda – next page)

#### MOTION TO ADJOURN

Patrick Castellani 2nd Audrey Serniak, unanimous

#### NEXT MEETING

March 23, 2022 at 5 PM

ADJOURNED 5:40 PM

March 9, 2022

Teddy Daniels

Teddy Daniels Campaign

1841 The Hideout

Lake Ariel, PA 18436

Dear Teddy,

For the past several years I have, like many of us, fought to bring integrity and faith back to our election process. I truly believe that in order to do this we each need to play a role in changing certain practices. Because of this belief, I applied for a position on the Luzerne County Board of Elections. I have been trying to secure this position on the board for almost 2 years. Last night I was finally appointed to the board by Luzerne County Council.

As you may be aware, this appointment creates an ethical conflict when it comes to my employment in your campaign. Though my position with the Board of Elections is unpaid, I feel a sense of urgency and moral obligation with regard to the upcoming election and the people of Luzerne County.

Please accept this as my Official Letter of Resignation effective immediately. Best of luck and many well wishes in the upcoming election.

Sincerely,

Alyssa A. Fusaro

# Elliott Greenleaf

A Professional Corporation

Elliott Greenleaf & Dean  
15 Public Square - Suite 310  
Wilkes-Barre, Pennsylvania 18701  
Phone: (570) 371-5290 • Fax: (570) 371-5550  
www.elliottgreenleaf.com

JOHN G. DEAN  
EMAIL: [JGD@ELLIOTTGREENLEAF.COM](mailto:JGD@ELLIOTTGREENLEAF.COM)

March 16, 2022

VIA EMAIL (Paula.Radick@luzernecounty.org)

Paula L. Radick, Esquire  
Assistant Solicitor  
Luzerne County Office of Law  
200 North River Street  
Wilkes-Barre, PA 18711-1001

**Re: Wright Township**

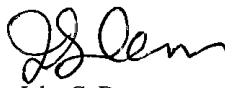
Dear Paula:

The following is the proposed plain English version of the ballot question I forwarded you under separate cover for Wright Township:

Wright Township is asking whether the voters will agree to allow Wright Township to raise taxes by 0.3 mils which tax increase would be given to the Wright Township Volunteer Fire Company only for use to purchase and maintain firefighting equipment.

If you need anything else from me, please let me know. Thank you for your courtesies.

Very truly yours,



John G. Dean

JGD/ap  
cc: Pam Heard (via email)  
Romilda Crocamo (via email)

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JOHN G. DEAN  
EMAIL: [JGD@ELLIOTTGREENLEAF.COM](mailto:JGD@ELLIOTTGREENLEAF.COM)

March 16, 2022

VIA EMAIL(Paula.Radick@luzernecounty.org)

Paula L. Radick, Esquire  
Assistant Solicitor  
Luzerne County Office of Law  
200 N. River St.  
Wilkes-Barre, PA 18711-1001

**Re: Wright Township**

Dear Paula:

As discussed, enclosed please find the executed resolution for Wright Township which includes the ballot question for the May primary. Please let me know if there is anything else required from Wright Township to get this matter placed on the ballot. If you have any questions, please do not hesitate to contact me.

Very truly yours,

  
John G. Dean

JGD/ap  
Enclosure  
cc: Pam Heard (via email)(w/enc.)  
Romilda Crocamo (via email)(w/enc.)



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JOHN G. DEAN  
EMAIL: [JGD@ELLIOTTGREENLEAF.COM](mailto:JGD@ELLIOTTGREENLEAF.COM)

March 16, 2022

VIA EMAIL([Paula.Radick@luzernecounty.org](mailto:Paula.Radick@luzernecounty.org))

Paula L. Radick, Esquire  
Assistant Solicitor  
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200 N. River St.  
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Very truly yours,



John G. Dean

JGD/ap  
Enclosure  
cc: Pam Heard (via email)(w/enc.)  
Romilda Crocamo (via email)(w/enc.)

**WRIGHT TOWNSHIP  
RESOLUTION # \_\_\_ OF 2022**

**WHEREAS**, Wright Township (the "Township") is desirous of submitting to its electors whether the Township should raise its taxes dedicated to the purchase and maintenance of fire apparatus; and

**WHEREAS**, in order to fund the purchase and maintenance of said fire apparatus, the Township is desirous of increasing its annual taxes by posing the question to the electors of the Township at the upcoming primary election scheduled to be held on Tuesday, May 17, 2022; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Supervisors of the Township are hereby authorized to prepare and submit the necessary paperwork to the Luzerne County Bureau of Elections to ensure that the following question is placed on the ballot for the May 17, 2022 primary election:

Shall Wright Township increase its annual real estate tax  
by 0.3 mills dedicated to the purchase and maintenance of  
fire apparatus?

**FURTHER**, that if the electors approve the increase in taxes, the Supervisors of the Township are hereby authorized to execute any and all agreements related to the implementation of same.

**WRIGHT TOWNSHIP  
BOARD OF SUPERVISORS**

*Ronald Zampetti*  
Chairman

**ATTEST:**

*Ronda O'Leary*  
Secretary

## Luzerne County April 5, 2022 Special Election Polling Places

# Precinct ID Polling Location Address City, State, Zip

- 1 Black Creek Township Black Creek United Methodist Church 158 Golfcourse Road Sugarloaf, PA 18246
- 2 Butler Township District 01 Butler Township Community Center (Gymnasium) 411 West Butler Drive Drums, PA 18222
- 3 Butler Township District 02 Butler Township Municipal Building (Supervisor Meeting Room)  
83 Corporate Drive Drums, PA 18222
- 4 Butler Township District 03 Butler Township Municipal Building (Garage-Rear) 83 Corporate Drive Drums, PA 18222
- 5 Butler Township District 04 Butler Township Municipal Building (Garage-Rear) 83 Corporate Drive Drums, PA 18222
- 6 Butler Township District 05 Butler Township Community Center (Community Room) 411 West Butler Drive Drums, PA 18222
- 7 Conyngham Borough Conyngham Borough Building 215 Main Street Conyngham, PA 18219
- 8 Conyngham Township Conyngham Township Municipal Building 10 Pond Hill Road Mocanaqua, PA 18655
- 9 Dorrance Township Dorrance Township Municipal Building 7844 Blue Ridge Trail Mountain Top, PA 18707
- 10 Hazle Township District 01 Harwood Fire House 874 Old Street Hazle Township, PA 18202
- 11 Hazleton City Ward 01 Lackawanna College 2 East Broad Street Hazleton, PA 18201
- 12 Hazleton City Ward 02 Lackawanna College 2 East Broad Street Hazleton, PA 18201
- 13 Hazleton City Ward 03 Hazleton Southside Fire Station 525 East Broad Street Hazleton, PA 18201
- 14 Hazleton City Ward 04 Hazleton Southside Fire Station 525 East Broad Street Hazleton, PA 18201
- 15 Hazleton City Ward 05 Terrace Plaza 601 South Poplar Street Hazleton, PA 18201
- 16 Hazleton City Ward 06 Old 14th Ward Fire Company 546 East Diamond Avenue Hazleton, PA 18201
- 17 Hazleton City Ward 07 Most Precious Blood Church 131 East Fourth Street Hazleton, PA 18201
- 18 Hazleton City Ward 08 Hazleton City Hall 40 North Church Street Hazleton, PA 18201
- 19 Hazleton City Ward 09 Our Lady of Grace Church 750 North Vine Street Hazleton, PA 18201
- 20 Hazleton City Ward 10 Hazleton City Hall 40 North Church Street Hazleton, PA 18201
- 21 Hazleton City Ward 11 Our Lady of Grace Church 750 North Vine Street Hazleton, PA 18201
- 22 Hollenback Township Hollenback Township Municipal Building 660 East County Road Wapwallopen, PA 18660
- 23 Huntington Township Huntington Valley Volunteer Fire Department 1013 State Route 239 Shickshinny, PA 18655
- 24 Nescopeck Borough Nescopeck Youth Center 501 Raber Avenue Nescopeck, PA 18635
- 25 Nescopeck Township Nescopeck Township Municipal Building 429 Berwick Hazleton Highway Nescopeck, PA 18635
- 26 New Columbus Borough Huntington Valley Volunteer Fire Department 1013 State Route 239 Shickshinny, PA 18655
- 27 Salem Township District 01 Berwick Assembly of God Church 801 East Fifth Street Berwick, PA 18603
- 28 Salem Township District 02 Berwick Assembly of God Church 801 East Fifth Street Berwick, PA 18603
- 29 Shickshinny Borough Shickshinny Borough Building 35 West Union Street Shickshinny, PA 18655
- 30 Sugarloaf Township District 01 Sugarloaf Volunteer Fire Company 95 West County Road Sugarloaf, PA 18249
- 31 Sugarloaf Township District 02 Sugarloaf Volunteer Fire Company 95 West County Road Sugarloaf, PA 18249
- 32 Sugarloaf Township District 03 Sugarloaf Township Municipal Building 154 Main Street Sybertsville, PA 18251
- 33 Union Township Sylvania Masonic Hall 249 Trailing Pine Road Shickshinny, PA 18655

3/18/2022

LuzerneCounty Board of Elections

I am writing in order to express my opinion on the issue of Drop Boxes for upcoming elections. I was distressed to read that the most recent appointment to the Board has expressed opposition to the continued use of Drop Boxes.

I am a retired Government and Economics teacher having taught for 30 years at Hazleton High School, and then Hazleton Area High School. Throughout my career I taught my students, who were typically Seniors, that they had a civic responsibility to vote. In my opinion there is no more important element in a Democratic society than participation through the vote.

I firmly believe that the key to a functional democracy is full citizen participation in the election process. It is, thus incumbent on those who are charged with the responsibility of setting election standards to do all in their power to provide a system which makes participation as easy and accessible as possible. Our Democracy is at its best with full participation. Every effort should be made to make voting more accessible, not less. There are simply no valid arguments to limit voter access via the use of mail in and drop box voting. I reiterate, the higher the rate of participation, the more reflective those elected are of the will of the people. It makes sense. If you survey 100 people on a subject it will not result in as representative a result than if you survey 1,000, or 5,000. Bottom line, the larger the sample, the more reflective the result of the opinion of the population.

I urge the members of the Board to do the right thing. Restricting or in any way making it more difficult to vote is anti democracy. Making voting easier, not more difficult is the right thing to do. No one running for elected office should be afraid to have people vote. Nor should those charged with the election process use their position to suppress the vote in any way.

Please support mail voting and the use of drop boxes for all future elections.

Respectfully,

Bob Stevens

Retired Teacher

### **AMENDMENT 1**

Should Article 2 Section 11 (§ 2.11) Meetings of the Home Rule Charter of the City of Pittston be amended to eliminate the requirement to hold all regular meetings at or after 6:00PM?

Explanation of Ballot Question #1: If this question is approved by a majority of those voting, regular Council meetings will no longer be required to be held at or after 6:00PM.

If approved, this amendment shall take effect upon the certification of the May 17, 2022 Primary Election results.

### **AMENDMENT 2**

Should Article 8 Treasurer/Tax Collector of the Home Rule Charter of the City of Pittston be amended to change from an elected to an appointed position at the expiration of the current term on December 31, 2023 (or sooner if a vacancy) and add a section Department Director, modify Qualifications and Powers and Duties to correspond with the appointed position?

Explanation of Ballot Question #2: If this question is approved by a majority of those voting, the position will cease to exist as an elected position at the expiration of the current term (or sooner if a vacancy) and shall become an appointed position, to be hired as a Department Director in accordance with the City's Home Rule Charter, Administrative Code and policies. The position's qualifications and powers and duties shall be adjusted to correspond with a position held by a City employee.

If approved, this amendment shall take effect upon the certification of the May 17, 2022 Primary Election results.

### **AMENDMENT 3**

Should Article 10 Section 2 Subsections C & D (§10.02C & D) Independent Auditor of the Home Rule Charter of the City of Pittston be amended to change the reporting of the annual audit to Council & Mayor from March to September annually?

Explanation of Ballot Question #3: If this question is approved by a majority of those voting, the annual audit, as prepared by the Independent Auditor, shall be presented to Council and the Mayor by the first meeting in September instead of as currently required in March.

If approved, this amendment shall take effect upon the certification of the May 17, 2022 Primary Election results.

#### **AMENDMENT 4**

Should Article 11 Section 2 (§11.02) Budget of the Home Rule Charter of the City of Pittston be amended to change the due date of the Annual Budget from October 31 to November 10?

Explanation of Ballot Question #4: If this question is approved by a majority of those voting, the City Administrator shall be required to present the proposed annual budget to City Council by no later than November 10 annually instead of as currently required by October 31.

If approved, this amendment shall take effect upon the certification of the May 17, 2022 Primary Election results.

**Board of Elections & Registration**

Denise Williams, Chair Patrick Castellani  
Alyssa Fusaro  
Daniel Schramm  
Audrey Serniak, Secretary

Paula L. Radick, Esq.  
Solicitor to the Board of Elections

**Election Polling Sites:****Bureau of Elections**

Angela Gavlick  
Interim Division Head of Administrative Services

Michael Susek, MA, MPA Director of Elections

Sarah Knoell  
Deputy Director of Elections

**Luzerne County Board of Elections and Registration**

The Board of Elections and Registration wants to be proactive when issues are brought to our attention. That being said, it was brought to the Board's attention that polling signage, and clean up post-election may be an issue at some polling sites.

We ask that all host site organizations participate in a short questionnaire. Your responses will assist the Board in determining the extent of where and to what degree polling sites are having issues with signage removal or clean up post-election. Please feel free to share ideas on how we can improve the process. Basically, this survey is "how did we do and how can we improve".

Also, please provide an email address to facilitate in moving toward an online version. We request that all questionnaires be returned on or before June 30, 2022 to:

Bureau of Elections  
Survey Response  
20 N Pennsylvania Avenue  
Wilkes-Barre PA 18701  
or via email to [polling.survey@luzernecounty.org](mailto:polling.survey@luzernecounty.org)

Sincerely,

Denise Williams, Chair Audrey Serniak, Secretary Patrick Castellani  
Daniel Schramm

Alyssa Fusaro enc.

**ELECTION SURVE**

**Election site:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

**Contact phone #:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Rating scale of 1 to 5:**

- 5 points (Pass)      **Excellent. Much more than acceptable.**
- 4 points (Pass)      **Very good. More than acceptable.**
- 3 points (Pass)      **Good. Average or acceptable.**
- 2 points (Fail)      **Weak. Less than acceptable.**
- 1 point (Fail)      **Removing site unless major improvements are made.**

**Special election:**

Facility site setup: \_\_\_\_\_ Political signage removal: \_\_\_\_\_

Facility site breakdown: \_\_\_\_\_ Post-election cleanliness of site: \_\_\_\_\_

Professionalism/courtesy of election personnel: \_\_\_\_\_ Willingness to host future elections? \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Did you have issues with candidates leaving campaign materials/signs behind post-election? \_\_\_\_\_

\_\_\_\_\_

**Primary election:**

Facility site setup: \_\_\_\_\_ Political signage removal: \_\_\_\_\_

Facility site breakdown: \_\_\_\_\_ Post-election cleanliness of site: \_\_\_\_\_

Professionalism/courtesy of election personnel: \_\_\_\_\_ Willingness to host future elections? \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Did you have issues with candidates leaving campaign materials/signs behind post- election? \_\_\_\_\_

**Please return this survey on or before June 30, 2022.**



**Pennsylvania Statutes Title 25 P.S. Elections & Electoral Districts § 2672.  
Qualifications of election officers**

(a) Except as provided in subsection (b), election officers shall be qualified registered electors of the district in which they are elected or appointed. No person shall be qualified to serve as an election officer who shall hold, or shall within two months have held, any office, appointment or employment in or under the Government of the United States or of this State or of any city or county or poor district, of any municipal board, commission or trust in any city, save only district justices, notaries public and persons in the militia service of the State; nor shall any election officer be eligible to any civil office to be voted for at a primary or election at which he shall serve, except that of an election officer.

**PA Dept. Of State Website ([www.vote.pa.gov](http://www.vote.pa.gov))**

<https://www.vote.pa.gov/Resources/pages/be-a-poll-worker.aspx>

**"Additionally, government officials and government employees are not allowed to serve as poll workers. Exceptions exist for district judges, notaries public, and members of the Pennsylvania National Guard. Likewise, you are generally not allowed to serve if your name appears on the ballot."**

## Ballot Curing

The general objective of ballot curing by election officials and political party leaders is to help voters fix mail-in ballots that would otherwise be disqualified because of technical mistakes in completing them.

### Policy guidelines for Curing Ballots, Luzerne County

#### Objective:

To set a standard operational procedure (SOP) to be followed by the Bureau of Elections (BOE) and the Board of Elections and Registration (BOER) of Luzerne County, whenever the BOER votes to "Cure"

Mail-In Ballots.

#### Process:

13. Prior to the BOER meeting immediately preceding election day, a Democratic member and a Republican member of the BOER will attempt to get a commitment from the respective political party leaders of Luzerne County via phone or email that they will pick up the lists of voter names and addresses from the BOE at specified times on Election Day and attempt to contact those voters their respective party with flawed mail-in ballots.
14. Prior to any election day, regardless if it is a primary, municipal or general election, the BOER will decide via majority vote whether or not mail-in ballots will be cured for the next immediate election.
15. **If the BOER votes not to cure**, no further action is necessary and any mail-in ballot with one or more clear flaws or, is deemed to be flawed after review and agreement by a Republican and Democratic member of the BOER conducting the review shall be canceled.
16. **If the BOER votes to cure**, the following process is recommended:
  - a. The review of flawed the mail in ballots shall be started no earlier than 7:00 AM on Election Day.
  - b. A ballot shall be considered flawed if there is no signature, no date, the deadline date for post mark is out-of-range, if the secrecy envelope is missing (naked ballot), if the secrecy envelope is not sealed, identifying marks on secrecy envelope.
  - c. Two members of the BOER (one Republican and one Democrat) will construct a list of names and addresses of those voters with flawed ballots. The BOER members will contact the party leaders/representatives to notify them of the times and location for pick up of the lists. That list will be provided to the Director of the BOE or his/her representative at 11 AM, 2 PM and 4 PM (times are approximate) on Election Day and copies will be made and left for the party leaders. Party leaders are encouraged to contact the voters with flawed ballots and encourage them to report to their polling location and complete a provisional ballot prior to polls closing and advise them that failure to do so will result in their vote being canceled.
  - d. The lists constructed by the BOER shall be retained by the BOE for the same period as ballots are retained as required by law.

Initial Draft, October 24, 2021

This SOP is subject to change from time to time to meet the changing needs of the voters and the BOE