

# Title 33 STATE BOARD OF ELECTIONS

## Subtitle 11 ABSENTEE BALLOTS

### Chapter 04 Canvass of Ballots — Procedures

Authority: Election Law Article, §§2-102(b)(4), 2-202(b), 9-303, 11-301, 11-302, and 11-304, Annotated Code of Maryland

#### **.05 Return Envelopes — Opening, Reviewing, and Referrals.**

##### A. Batch Distributions.

(1) When directed by the board, the election director shall issue to *an individual assigned by the election director* [each team] a batch of returned ballots.

(2) (text unchanged)

##### B. Verifying Timeliness.

(1) The *individual* [team] shall first verify timeliness by checking the date stamp on the return envelope.

(2) If the date stamp is missing, the *individual* [team] shall check the postmark on the return envelope.

(3) If the postmark is missing or illegible, the *individual* [team] shall check the date the voter signed the oath required by Election Law Article, §9-310, Annotated Code of Maryland.

(4) If a ballot's timeliness cannot be verified, the ballot shall be considered not timely received and the *individual* [team] shall refer the ballot to the board for rejection.

##### C. Signature and Seal.

(1) The *individual* [team] shall verify that:

(a) – (b) (text unchanged)

(2) If the oath is not signed or the return envelope is unsealed, the *individual* [team] shall refer the envelope to the local board.

##### D. The *individual* [team] shall:

(1) – (2) (text unchanged)

E. Removing Ballots. After all the return envelopes in the batch have been opened and placed with the mailing address face down, the *individual* [team] shall remove the ballots from the return envelopes one at a time, taking care that each envelope remains face down.

F. Certificates of Voter Assistance. The *individual* [team] shall remove any certificates of voter assistance and place them in separate stacks.

##### G. Extra Ballots.

(1) The *individual* [team] shall make sure that not more than one ballot is in any return envelope.

(2) If a return envelope contains more than one ballot, the *individual* [team] shall refer the return envelope with all ballots to the local board.

H. Setting Aside Envelopes. After all ballots have been removed from the envelopes in the batch, the *individual* [team] shall set aside the return envelopes.

#### **.07 Ballots — Inspection and Referrals.**

A. Ballot Inspection. The *individual assigned by the election director* [team] then shall inspect each ballot for compliance and tabulating acceptability.

B. Ballots To Be Referred. The *individual* [team] shall refer to the local board any ballot that:

(1) – (3) (text unchanged)

C. Identifying Referrals. The *individual* [team] shall place each ballot referred to the board in a plain envelope, and mark the envelope with:

(1) The *individual* [team] number;

(2) – (3) (text unchanged)

D. Completion of Batch. When the *individual* [a team] has completed a batch, the election director shall:

(1) – (3) (text unchanged)

(4) Issue a new batch to the *individual* [team], unless all ballots already have been removed from their envelopes.