



Board of Registrars of Voters

Regular Meeting

~ Agenda ~

Melrose City Hall
Melrose, MA 02176
<http://www.cityofmelrose.org>

Kristin Foote
781-979-4116

Tuesday, July 18, 2023

4:00 PM

City Council Chamber

I. Call to Order

Bill Thompson
Brigid Alverson
Francis X. Wright Jr.
Kristin Foote City Clerk

II. Minutes Approval

1. Wednesday, June 21, 2023

III. Public Comment

IV. Agenda

New Business:

- Early Voting Hours Approval
- Press Releases

Updates

Poll Worker Recruitment Updates and Training

Updated List of Candidates

Items not reasonably anticipated at time of posting

V. Adjourn



Board of Registrars of Voters

Regular Meeting

~ Minutes ~

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Kristin Foote
781-979-4116

Wednesday, June 21, 2023

4:00 PM

City Council Chamber

I. Call to Order

Attendee Name	Title	Status	Arrived
Bill Thompson		Present	
Brigid Alverson		Excused	
Francis X. Wright Jr.		Absent	
Kristin Foote	City Clerk	Present	

II. Minutes Approval

Wednesday, March 15, 2023

Wednesday, May 17, 2023

III. Public Comment

Motion To: Public Comment

COMMENTS - Current Meeting:

Motion: Open Public Comment

By: Registrar Thompson Second: Clerk Foote - motion carried.

No one comes forward.

Motion: Close Public Comment

By: Registrar Thompson Second: Clerk Foote - motion carried.

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)

RESULT: PASSED [2 TO 0]
MOVER: Bill Thompson
SECONDER: Kristin Foote, City Clerk
AYES: Bill Thompson, Kristin Foote
ABSENT: Francis X. Wright Jr.
EXCUSED: Brigid Alverson

IV. Agenda

New Business:

- Recruitment

Clerk Foote advises of number of poll workers for Sept 19th preliminary and Nov 7th general and reminds registrars of the BRV's charge to recruit.

- Recent Training
- Voter ed/information - press releases

Tabled Items:

- Emergency Preparedness - Emergency Management Director Alpert provides brief summary of the work in progress with Chair Alverson regarding an emergency relocation plan prior to or day of the election. Finalized version will be forthcoming.

Updates

Status on EV in-person (Elections Office) - BRV recommendation has been put before the Finance committee and we await a date for the legislative matter to be heard. City council has been advised the matter must be before full council at their July 17th meeting (first summer session).

District Policy - School committee has not voted on the District Policy K as of the meeting.

Items not reasonably anticipated at time of posting

Motion To: Suspend the Rules

COMMENTS - Current Meeting:

Motion: Suspend the Rules

By: Clerk Foote, Second: Registrar Thompson - motion carried.

RESULT: PASSED [2 TO 0]
MOVER: Kristin Foote, City Clerk
SECONDER: Bill Thompson
AYES: Bill Thompson, Kristin Foote
ABSENT: Francis X. Wright Jr.
EXCUSED: Brigid Alverson

V. Adjourn

Motion To: Adjourn

COMMENTS - Current Meeting:

Motion: Adjourn

By: Registrar Thompson, Second: Clerk Foote - motion carried

Meeting adjourned at 4:30 p.m.

RESULT: PASSED [2 TO 0]
MOVER: Bill Thompson
SECONDER: Kristin Foote, City Clerk
AYES: Bill Thompson, Kristin Foote
ABSENT: Francis X. Wright Jr.
EXCUSED: Brigid Alverson



Board of Registrars of Voters

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~ Minutes ~

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Kristin Foote
781-979-4116

Wednesday, March 15, 2023

4:00 PM

City Council Chamber

I. Call to Order

Attendee Name	Title	Status	Arrived
Brigid Alverson		Absent	
Francis X. Wright Jr.		Present	
Kristin Foote	City Clerk	Present	
Bill Thompson		Present	

II. Minutes Approval

Wednesday, February 15, 2023

III. Public Comment

Motion To: Public Comment

COMMENTS - Current Meeting:

Motion: Open Public Comment

By: Registrar Wright, Second Registrar Thompson - motion carried.

No one comes forward.

Motion: Close Public Comment

By: Registrar Wright, Second Registrar Thompson - motion carried.

RESULT: PASSED [3 TO 0]
MOVER: Francis X. Wright Jr.
SECONDER: Bill Thompson
AYES: Francis X. Wright Jr., Kristin Foote, Bill Thompson
ABSENT: Brigid Alverson

IV. Agenda

New Registrar welcome

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)

Update to:Census mailing

Registrars updated on 2nd mailing notice being sent to non-responding households. Notices have been processed (folded, stuffed, postage) and are in the mail with the exception of a small section of Ward 6 as we await window envelopes. Elections is prepping for the legally required confirmation card mailing in April to be followed by citywide inactivation of those who did not respond to any of the three notifications. Brainstorming on ways to increase publicity around returning the census - suggestions included attending the Victorian Fair.

Election Equipment

The appropriation and oversight committee unanimously approved the request for funds for high speed equipment and need supplies/furnishings. Awaiting a decision and vote on March 20th.

Election Calendar

The November 7th local election calendar has been published on the website.

Nomination packets

Packets for Mayor, School Committee and City Council (Ward and At-Large) will be created and available as of the first Monday in May (as voted by the Board)

Personnel

Awaiting confirmation of offer to Elections Administrator candidate.

Matters not reasonably anticipated at the time of posting

V. Adjournment

Motion To: Adjourn

COMMENTS - Current Meeting:

Motion: Adjourn

By: Registrar Wright, Second: Registrar Thompson - motion carried.

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)

Meeting adjourned at 4:35 p.m.

RESULT: **PASSED [3 TO 0]**

MOVER: Francis X. Wright Jr.

SECONDER: Bill Thompson

AYES: Francis X. Wright Jr., Kristin Foote, Bill Thompson

ABSENT: Brigid Alverson



Board of Registrars of Voters

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~ Minutes ~

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Kristin Foote
781-979-4116

Wednesday, February 15, 2023

4:00 PM

City Council Chamber

I. Call to Order

Attendee Name	Title	Status	Arrived
Brigid Alverson		Present	
Francis X. Wright Jr.		Present	
Kristin Foote	City Clerk	Present	

II. Minutes Approval

Thursday, December 15, 2022

III. Public Comment

Motion To: Public Comment

COMMENTS - Current Meeting:

Motion: Open Public Comment

By: Registrar Wright, Second: Clerk Foote - motion carried.

No one comes forward.

Motion: Close Public Comment

By: Registrar Wright, Second: Clerk Foote - motion carried.

RESULT: PASSED [UNANIMOUS]
MOVER: Francis X. Wright Jr.
SECONDER: Kristin Foote, City Clerk
AYES: Brigid Alverson, Francis X. Wright Jr., Kristin Foote

IV. Agenda

In-Person Early Voting -Tabled.

Use of registrar facsimile signature stamp - Passed

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)

Election Calendar

Registrar Wright asks for status of request to school committee to add district policy regarding us of poll location. Clerk Foote will contact Chair. Registrars would like a decision to be made before nomination paper release date.

Equipment Update

Discussed the high speed tabulator rental/purchase options to address processing concerns and poll worker burn out. Information sent to Mayor for review and decision. Seeking equipment for local election in November. Spurred request of Registrar Alverson to hold table top exercise drill for power outage/change of location. She will contact Emergency Management Director Alpert to discuss.

Items not reasonably anticipated at the time of posting

Motion To: To allow the use of a facsimile stamp containing Board of Registrars signatures as needed by elections officials

RESULT: PASSED [UNANIMOUS]
MOVER: Francis X. Wright Jr.
SECONDER: Brigid Alverson
AYES: Brigid Alverson, Francis X. Wright Jr., Kristin Foote

Motion To: Lay on the Table

COMMENTS - Current Meeting:

Motion: Table In-Person Early Voting

By: Registrar Wright, Second: Clerk Foote - motion carried.

Review of Votes Act requirement that 50% or greater Registrars must vote to approve in-person early voting. Registrar Wright requests data on early in-person statistics for the last municipal election. Advised there was no allowance for in-person in 2019. Clerk Foote will research and provide figures for the next meeting.

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)

RESULT: PASSED [UNANIMOUS]
MOVER: Francis X. Wright Jr.
SECONDER: Kristin Foote, City Clerk
AYES: Brigid Alverson, Francis X. Wright Jr., Kristin Foote

V. Adjournment

Motion To: Adjourn

COMMENTS - Current Meeting:

Motion: Adjourn

By: Registrar Wright, Second: Clerk Foote - motion carried.

Meeting adjourned at 4:35 p.m.

RESULT: PASSED [UNANIMOUS]
MOVER: Francis X. Wright Jr.
SECONDER: Kristin Foote, City Clerk
AYES: Brigid Alverson, Francis X. Wright Jr., Kristin Foote

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)



Board of Registrars of Voters

Regular Meeting

~ Minutes ~

Melrose City Hall
Melrose, MA 02176

<http://www.cityofmelrose.org>

Kristin Foote
781-979-4116

Thursday, December 15, 2022

12:00 PM

City Council Chamber

I. Call to Order

Attendee Name	Title	Status	Arrived
Brigid Alverson		Present	
Francis X. Wright Jr.		Absent	
Kristin Foote	City Clerk	Present	

II. Minutes Approval

Wednesday, October 19, 2022

Wednesday, November 02, 2022

III. Public Comment

Motion To: Public Comment

COMMENTS - Current Meeting:

Motion: Open Public Comment

By: Registrar Alverson, Second: Clerk Foote - motion carried.

No one comes forward.

Motion: Close Public Comment

By: Registrar Alverson, Second: Clerk Foote - motion carried.

RESULT: PASSED [2 TO 0]
MOVER: Brigid Alverson
SECONDER: Kristin Foote, City Clerk
AYES: Brigid Alverson, Kristin Foote
ABSENT: Francis X. Wright Jr.

IV. Agenda

- Facsimile signature stamp - authorizing city clerk staff to perform actions required by the Board of Registrars, according to 950 CMR 55.02 (12) and G.L. ch 53 §7. and use of facsimile signature stamps for nomination papers and petition papers. (see motion passed)

- Equipment/capital critical needs - discussion of storage needs, lack of fireproof safe space, poll worker unisex vests for election day, vests for BOR/Election staff,
- Consolidated location review
- Review local 2023 municipal calendar - Election day is November 7, 2023 for school committee, city council, mayor
- Return census campaign - working with GIS manager Pitts on kiosk signage and with communications assistant in mayor's office for scaled up messaging around need to return the census "top 10 reasons why...", stay active," some suggestions

Items not reasonably anticipated at the time of posting

Motion To: To authorize use of facsimile signature stamp of Board of Registrars of Voters for petition and nomination papers and as needed.

RESULT: PASSED [2 TO 0]
MOVER: Brigid Alverson
SECONDER: Kristin Foote, City Clerk
AYES: Brigid Alverson, Kristin Foote
ABSENT: Francis X. Wright Jr.

V. Adjournment

Motion To: Adjourn

COMMENTS - Current Meeting:

Motion: Adjourn

By: Registrar Alverson, - motion carried.

Meeting adjourned at 12:50 p.m.

RESULT: PASSED [2 TO 0]
MOVER: Brigid Alverson
AYES: Brigid Alverson, Kristin Foote
ABSENT: Francis X. Wright Jr.

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)



Board of Registrars of Voters

Regular Meeting

~ Minutes ~

Melrose City Hall
Melrose, MA 02176

<http://www.cityofmelrose.org>

Kristin Foote
781-979-4116

Wednesday, October 19, 2022

4:00 PM

City Council Chamber

I. Call to Order

Attendee Name	Title	Status	Arrived
Cynthia A Silveira	Chair	Present	
Brigid Alverson		Present	
Francis X. Wright Jr.		Excused	
Kristin Foote	City Clerk	Present	

II. Minutes Approval

Thursday, September 22, 2022

III. Public Comment

Motion To: Public Comment

COMMENTS - Current Meeting:

Motion: Open Public Comment

By: Registrar Alverson, Second: Clerk Foote - motion carried.

No one comes forward.

Motion: Close Public Comment

By: Registrar Alverson, Second: Clerk Foote - motion carried.

RESULT: PASSED [3 TO 0]
MOVER: Brigid Alverson
SECONDER: Kristin Foote, City Clerk
AYES: Cynthia A Silveira, Brigid Alverson, Kristin Foote
EXCUSED: Francis X. Wright Jr.

IV. Agenda

1- Discussion of matters regarding the General Election - November 8, 2022 -

Clerk Foote reviews the existing options for election materials storage for the state general election and the 22 month retention period as required by state law. Registrar

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)

Alverson asks about upcoming training on inactive voters, challenged ballots and requests copies of state law on poll observers and on photo/video at the polls Clerk Foote proposes November 21st at 1pm for a potential handcount on any FWAB ballots returned timely but after 11/8.2022 and advises Chief Lyle will send the assigned detail officers closer to the election date.

2- Emergency management procedures

Director of Emergency Management Alan Alpert reviews a powerpoint presentation regarding incident planning, ICS federal system and forms and takes questions

Motion To: Suspend the Rules

COMMENTS - Current Meeting:

Motion: Suspend the Rules

By: Registrar Alverson Second: Clerk Foote - motion carried.

RESULT: PASSED [3 TO 0]

MOVER: Kristin Foote, City Clerk

SECONDER: Brigid Alverson

AYES: Cynthia A Silveira, Brigid Alverson, Kristin Foote

EXCUSED: Francis X. Wright Jr.

V. Adjournment

Motion To: Adjourn

COMMENTS - Current Meeting:

Motion: Adjourn

By: Registrar Alverson, Second: Clerk Foote - motion carried.

Meeting adjourned at 5:03 p.m.

RESULT: PASSED [3 TO 0]

MOVER: Brigid Alverson

SECONDER: Kristin Foote, City Clerk

AYES: Cynthia A Silveira, Brigid Alverson, Kristin Foote

EXCUSED: Francis X. Wright Jr.



Board of Registrars of Voters

Regular Meeting

~ Minutes ~

Melrose City Hall
Melrose, MA 02176

<http://www.cityofmelrose.org>

Kristin Foote
781-979-4116

Thursday, September 22, 2022

4:00 PM

City Council Chamber

I. Call to Order

Attendee Name	Title	Status	Arrived
Brigid Alverson	Registrar	Remote	
Cynthia A Silveira	Registrar	Present	
Kristin Foote	City Clerk	Present	

II. Minutes Approval

Thursday, August 25, 2022

III. Public Comment

Motion To: Public Comment

COMMENTS - Current Meeting:

Motion: Open Public Comment

By: Registrar Alverson, Second: Clerk Foote - motion carried.

No one comes forward.

Motion: Close Public Comment

By: Registrar Alverson, Second: Clerk Foote - motion carried.

RESULT: PASSED [UNANIMOUS]
MOVER: Brigid Alverson, Registrar
SECONDER: Kristin Foote, City Clerk
AYES: Brigid Alverson, Cynthia A Silveira, Kristin Foote

IV. Agenda

Primary Review - Brief discussion on cost/purchase of weatherproof banners (2) for increased LFP signage. Also need to beef up PW training re: record book for next state primary and review devices/distractions.

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)

Voter Education - BOR presentation preparation/edits/review discussion. DCC meeting on 9/22 and Rotary on 9/29. RCC has been contacted re:same presentation.

Pollworker Recruitment & Training - Same; fewer workers needed for the general than the primary due to timing. Reminder to date the clerk record book pages

Upcoming General Election - request to review voter parking; see motion. B. Alverson interested in the policies surrounding filming/photographs; firearms & smoking. Discussed staffing for Nov 8th and data dive post election to determine overall costs.

1. Motion To: to approve a police detail on Melrose Street on November 8, 2022

COMMENTS - Current Meeting:

Brief discussion on improving traffic flow on Melrose Street.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Cynthia A Silveira, Registrar
SECONDER:	Brigid Alverson, Registrar
AYES:	Brigid Alverson, Cynthia A Silveira, Kristin Foote

V. Adjournment

Motion To: Adjourn

COMMENTS - Current Meeting:

Motion: Adjourn

By: Registrar Alverson, Second: Clerk Foote - motion carried.

Meeting adjourned at 4:51 p.m.

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)

RESULT: PASSED [UNANIMOUS]

MOVER: Brigid Alverson, Registrar

SECONDER: Kristin Foote, City Clerk

AYES: Brigid Alverson, Cynthia A Silveira, Kristin Foote



Board of Registrars of Voters

Regular Meeting

~ Minutes ~

Melrose City Hall
Melrose, MA 02176

<http://www.cityofmelrose.org>

Kristin Foote
781-979-4116

Thursday, August 25, 2022

4:00 PM

City Council Chamber

I. Call to Order

Attendee Name	Title	Status	Arrived
Brigid Alverson	Registrar	Present	
Cynthia A Silveira	Registrar	Present	
Kristin Foote	City Clerk	Present	

II. Minutes Approval

Tuesday, August 09, 2022

III. Public Comment

Motion To: Public Comment

COMMENTS - Current Meeting:

Motion: Open Public Comment

By: Registrar Alverson, Second: Registrar Silveira - motion carried.

No one present.

Motion: Close Public Comment

By: Registrar Alverson, Second: Registrar Silveira - motion carried.

RESULT: PASSED [UNANIMOUS]
MOVER: Brigid Alverson, Registrar
SECONDER: Cynthia A Silveira, Registrar
AYES: Brigid Alverson, Cynthia A Silveira, Kristin Foote

IV. Agenda

- Review primary tasks for Registrars - Discussion regarding chain of custody form, the care and custody of the tally sheets/voter roll check-ins books and confirmation of equipment testing. Clerk Foote was asked to reach out to poll worker DeLillo to see if she was interested in continuing as poll worker.

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)

- Tabled matter - Registrar Chair - see motions Questions from Registrars regarding status of open seat. Clerk Foote advised contact Mayor's Office.

Items not reasonably anticipated at the time of posting

1. Motion To: Remove from Table nomination for Registrar Chair

COMMENTS - Current Meeting:

Motion: Remove from the Table

By: Clerk Foote, Second: Registrar Alverson - motion carried.

RESULT: PASSED [UNANIMOUS]
MOVER: Kristin Foote, City Clerk
SECONDER: Brigid Alverson, Registrar
AYES: Brigid Alverson, Cynthia A Silveira, Kristin Foote

2. Motion To: appoint Cindy Silveira as Chair of the Board of Registrars of Voters

COMMENTS - Current Meeting:

Registrar nominates self for the Board of Registrars of Voters Chair open seat. Roll call vote is unanimous.

RESULT: PASSED [UNANIMOUS]
MOVER: Cynthia A Silveira, Registrar
SECONDER: Brigid Alverson, Registrar
AYES: Brigid Alverson, Cynthia A Silveira, Kristin Foote

V. Adjournment

Motion To: Adjourn

COMMENTS - Current Meeting:

Motion: Adjourn

By: Registrar Alverson, Second: Registrar Silveria, - motion carried.

Meeting adjourned at 4:38 p.m.

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)



Board of Registrars of Voters

Regular Meeting

~ Minutes ~

Melrose City Hall
Melrose, MA 02176

<http://www.cityofmelrose.org>

Kristin Foote
781-979-4116

Tuesday, August 9, 2022

4:00 PM

City Council Chamber

I. Call to Order

Attendee Name	Title	Status	Arrived
Brigid Alverson	Registrar	Present	
Cynthia A Silveira	Registrar	Absent	
Kristin Foote	City Clerk	Present	

II. Minutes Approval

Tuesday, July 19, 2022

III. Public Comment

Motion To: Public Comment

COMMENTS - Current Meeting:

Motion: Open Public Comment

By: Clerk Foote, Second: Registrar Alverson - motion carried.

No members of the public present.

Motion: Close Public Comment

By: Clerk Foote, Second: Registrar Alverson - motion carried.

RESULT: PASSED [2 TO 0]
MOVER: Kristin Foote, City Clerk
SECONDER: Brigid Alverson, Registrar
AYES: Brigid Alverson, Kristin Foote
ABSENT: Cynthia A Silveira

IV. Agenda

1 - Vote to designate the city council chamber, located in city hall at 562 Main Street, a centrally-located, suitable and convenient early voting site for the state primary on September 6th and state election on November 8th.

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)

2 - Confirmation of officer detail for state primary and state election.

3 - Election of Chair

Motion To: Designate the city council chamber as the early voting site for the 2022 election cycle

COMMENTS - Current Meeting:

Clerk Foote advises the council chamber is a centrally located, suitable and convenient early voting site for registered voters of Melrose. Brief discussion of hours.

RESULT: PASSED [2 TO 0]
MOVER: Brigid Alverson, Registrar
SECONDER: Kristin Foote, City Clerk
AYES: Brigid Alverson, Kristin Foote
ABSENT: Cynthia A Silveira

Motion To: Confirm the police detail for the state primary and state election

COMMENTS - Current Meeting:

Clerk Foote advises the number of police officers needed for the Middle School polling location. Discussion on placement.

RESULT: PASSED [2 TO 0]
MOVER: Kristin Foote, City Clerk
SECONDER: Brigid Alverson, Registrar
AYES: Brigid Alverson, Kristin Foote
ABSENT: Cynthia A Silveira

Motion To: Lay on the Table committee chair election

COMMENTS - Current Meeting:

Motion: Table

By: Clerk Foote; Second, Registrar Alverson - motion carried.

Discussion on waiting for the Registrars to be at full complement in order to elect a chair.

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)

RESULT: PASSED [2 TO 0]
MOVER: Kristin Foote, City Clerk
SECONDER: Brigid Alverson, Registrar
AYES: Brigid Alverson, Kristin Foote
ABSENT: Cynthia A Silveira

V. Adjournment

Motion To: Adjourn

COMMENTS - Current Meeting:

Motion: Adjourn

By: Clerk Foote, Second: Registrar Alverson - motion carried.

Meeting adjourned at 4:07 p.m.

RESULT: PASSED [2 TO 0]
MOVER: Kristin Foote, City Clerk
SECONDER: Brigid Alverson, Registrar
AYES: Brigid Alverson, Kristin Foote
ABSENT: Cynthia A Silveira



Board of Registrars of Voters

Regular Meeting

~ Minutes ~

Melrose City Hall
Melrose, MA 02176

<http://www.cityofmelrose.org>

Kristin Foote
781-979-4116

Tuesday, July 19, 2022

1:45 PM

City Council Chamber

I. Call to Order

Attendee Name	Title	Status	Arrived
Brigid Alverson	Registrar	Present	
Cynthia A Silveira	Registrar	Present	
Kristin Foote	City Clerk	Present	

II. Minutes Approval

1. Tuesday, May 10, 2022
2. Thursday, May 19, 2022
3. Thursday, June 16, 2022

III. Public Comment

Motion To: Public Comment

COMMENTS - Current Meeting:

Clerk Foote moves to open public comment by unanimous consent. No objection.

No one comes forward.

Clerk Foote moves to open public comment by unanimous consent. No objection.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Kristin Foote, City Clerk
AYES:	Brigid Alverson, Cynthia A Silveira, Kristin Foote

IV. Agenda

Discussion Items

Election Advisory (#22-01)

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)

The Registrars are give the advisory for their information and briefly review the legislative changes, specifically the poll worker appointment provisions.

Ballot Testing Schedule

Elections Administrator Tavor advises of the these dates and will be providing same to the Republican City Committee and Democratic City Committee should members wish to observe.

Chain of Custody Best Practices

Clerk Foote is working on a template to provide security surrounding election materials.

9/6 Primary Preparation

Vote by mail applications/postcards are being received in bundles and are being processed by Elections staff. Poll worker training is underway.

BOR Elections

Tabled.

Pollworker training

Schedule give to Registrars

1. Motion To: Motion to table Board of Registrars Election of Officer to later date

RESULT:	PASSED [UNANIMOUS]
MOVER:	Brigid Alverson, Registrar
SECONDER:	Cynthia A Silveira, Registrar
AYES:	Brigid Alverson, Cynthia A Silveira, Kristin Foote

Informational 2023-2

2022 State Primary - September 6, 2022 - Early in-person voting schedule

HISTORY:

07/18/22

City Council

ASSIGN TO COMMITTEE

COMMENTS - Current Meeting:

Registrars provided with dates for informational purposes and assistance during in person as needed.

ATTACHMENTS:

- VOTES Act--Chapter 92 of the Acts of 2022 (PDF)

RESULT: NO ACTION TAKEN

Informational 2023-3

Calling A State Primary - Tuesday, the Sixth Day of September, 2022

HISTORY:

07/18/22

City Council

ASSIGN TO COMMITTEE

COMMENTS - Current Meeting:

Registrars provided for informational purposes.

RESULT: NO ACTION TAKEN

Order 2023-5

Polling location officer detail pursuant to Chapter 92 of the Acts of 2022 also known as the VOTES Act

HISTORY:

07/18/22

City Council

ASSIGNED TO COMMITTEE

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

COMMENTS - Current Meeting:

Discussed new assignment per VOTES Act.

ATTACHMENTS:

- Election Advisory 22-01 Election Law Changes (PDF)
- VOTES Act--Chapter 92 of the Acts of 2022 (PDF)

RESULT: NO ACTION TAKEN

V. Adjournment

Motion To: Adjourn

COMMENTS - Current Meeting:

Motion: Adjourn

By: Registrar Alverson, Second: Clerk Foote - motion carried.

Next Meeting: Tuesday, August 23rd at 1:45 pm

Meeting adjourned at 2:39 p.m.

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)

RESULT: PASSED [UNANIMOUS]
MOVER: Brigid Alverson, Registrar
SECONDER: Kristin Foote, City Clerk
AYES: Brigid Alverson, Cynthia A Silveira, Kristin Foote



ORGANIZATION: Board of Registrars of Voters

MEETING DATE: Tuesday, May 10, 2022

TIME: 12:00 NOON

MEETING LOCATION: City Council Chamber.

Meeting Minutes

Call to Order

Clerk Foote opens the meeting at noon, Registrars Alverson and Silveira present. Also in attendance Daniel Tavor, Elections Administrator.

Public Comment:

Registrar Alverson moves to open public comment; Registrar Silveira seconds. Motion carries. No one is present.

Registrar Alverson moves to close public comment, Clerk Foote seconds. Motion carries.

AGENDA

- Certification of nomination papers by Registrars: *Registrars sign the completed certified nomination papers.*
- ✓ Motion: Clerk Foote moves to approve the use of a stamp facsimile of each Registrars signature to certify nominations and petitions. Registrar Alverson seconds. No objection. Motion passes

ADJOURNMENT

- ✓ Motion: Clerk Foote moves to adjourn at 1pm; Registrar Alverson seconds. No objection. Motion passes. Meeting adjourned.

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)



Board of Registrars of Voters

Regular Meeting

~ Minutes ~

Melrose City Hall
Melrose, MA 02176
<http://www.cityofmelrose.org>

Daniel Tavor
781-979-4125

Thursday, May 19, 2022

2:00 PM

City Council Chamber

I. Call to Order

Attendee Name	Title	Status	Arrived
Brigid A Alverson	Registrar	Present	
Cynthia A Silveira	Registrar	Absent	
Kristin Foote	City Clerk	Present	

II. Minutes Approval

Thursday, May 19, 2022

III. Public Comment

Public Comment

Motion: Open Public Comment

By: Registrar Alverson Second: Clerk Foote - motion

Disability commission member Erin Heyneman addressed Topics of concern – Handicap accessibility to Melrose's new central polling location.

Concern #1 – Handicap access:

- "Where do I vote?" on City Website.
- Google directions to the official poll location address 350 Lynn Fells Pkwy. Vs. entrance location 90 Melrose Street.
- More signage to guide handicap accessibility and handicap parking.

Concern #2 – More Election advertisements.

- Social Media information
- Maybe having the Mayor advertise the election.

Concern #3 – More signage on Main Street and Lynn Fells Pkwy corner.

- Signage like the store Target parking lot in Saugus.

All concerns discussed and collaborated between Ms. Heyneman, Clerk Foote, Registrar Alverson and Election Administrator Tavor

Motion: Close Public Comment

By: Registrar Alverson, Second: Clerk Foote- motion carried.

IV. Agenda

- Early Voting

Election Administrator Tavor provides an update regarding the Early Voting and Vote by Mail Status, at this moment the City is still waiting on confirmation from the State for the approval of Early Voting and Vote by Mail.

- Nomination Papers

Election Administrator Tavor provides an update regarding the arrival of signature stamps that are currently being used to certify nomination and petition papers.

V. Adjournment

Motion To: Adjourn

COMMENTS - Current Meeting:

Motion: Adjourn

By: Registrar Alverson, Second: Clerk Foote - motion

carried. Meeting adjourned at 2:20 p.m.

RESULT: PASSED [UNANIMOUS]
MOVER: Brigid A Alverson
SECONDER: Kristin Foote, City Clerk
AYES: Brigid A Alverson, Kristin Foote

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)



Board of Registrars of Voters

Regular Meeting

~ Minutes ~

Melrose City Hall
Melrose, MA 02176

<http://www.cityofmelrose.org>

Kristin Foote
781-979-4116

Thursday, June 16, 2022

4:00 PM

City Council Chamber

I. Call to Order

Attendee Name	Title	Status	Arrived
Brigid Alverson	Registrar	Absent	
Cynthia A Silveira	Registrar	Present	
Kristin Foote	City Clerk	Present	

II. Minutes Approval

Wednesday, April 27, 2022

III. Public Comment

Motion To: Public Comment

COMMENTS - Current Meeting:

Motion: Open Public Comment

By: Registrar Silveira: Clerk Foote- motion carried.

No one comes forward.

Motion: Close Public Comment

By: Registrar Silveira: Clerk Foote- motion carried.

RESULT: PASSED [2 TO 0]
MOVER: Cynthia A Silveira, Registrar
SECONDER: Kristin Foote, City Clerk
AYES: Cynthia A Silveira, Kristin Foote
ABSENT: Brigid Alverson

IV. Agenda

Voter Reform Act - Clerk Foote provides brief update of the presentation at the Annual City/Town Clerk Conference. SOC chief election official outlined minimal changes: the end time for state deadlines is now 5pm instead of 8pm. The timeframe for voter reg is moved from 20 days to 10 days. A summary memo will be forthcoming from the state once

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Governor Baker signs the legislation.

Election Workers - discussion on the existing holes and brainstormed some avenues to reach other potential workers.

The last item was not anticipated - the open Registrar position will be determined within the next few weeks as a candidate has been presented by the Mayor - Julie Delillo has been presented and her confirmation hearing will be in July.

Items not reasonably anticipated at the time of posting

V. Adjournment

Motion To: Adjourn

COMMENTS - Current Meeting:

Motion: Adjourn

By: Registrar Silveira, Second: Clerk Foote - motion carried.

Meeting adjourned at 4:24 p.m.

RESULT:	PASSED [2 TO 0]
MOVER:	Cynthia A Silveira, Registrar
SECONDER:	Kristin Foote, City Clerk
AYES:	Cynthia A Silveira, Kristin Foote
ABSENT:	Brigid Alverson

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)



Board of Registrars of Voters

Regular Meeting

~ Minutes ~

Melrose City Hall
Melrose, MA 02176

<http://www.cityofmelrose.org>

Kristin Foote
781-979-4116

Wednesday, April 27, 2022

4:00 PM

City Council Chamber

I. Call to Order

Attendee Name	Title	Status	Arrived
Brigid Alverson	Registrar	Present	
Cynthia A Silveira	Registrar	Present	
Kristin Foote	City Clerk	Present	

II. Minutes Approval

Thursday, March 17, 2022

Wednesday, April 13, 2022

III. Public Comment

Motion To: Public Comment

COMMENTS - Current Meeting:

Motion: Open Public Comment

By: Registrar Alverson, Second: Registrar Silveira- motion carried.

No one comes forward.

Motion: Close Public Comment

By: Registrar Silveira, Second: Registrar Alverson - motion carried.

RESULT: PASSED [UNANIMOUS]
MOVER: Brigid Alverson, Registrar
SECONDER: Cynthia A Silveira, Registrar
AYES: Brigid Alverson, Cynthia A Silveira, Kristin Foote

IV. Agenda

- Complete Enrollment Certificate supplied by the SOC Elections Division

Registrars signed the enrollment certificate for local state representative candidate

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- Supply Registrar wet signatures on certified nomination papers

Registrars signed completed certified nomination papers and reviewed 950 CMR 55 Certification of Nomination Papers and Petitions and process for reviews of non-certified signatures; must be in writing and specified as to challenge.

Items not reasonably anticipated at the time of posting

- 1. Motion To:** Reinstitute the check-out voter rolls for the September 6th primary as advised by the Secretary of the Commonwealth's Office

COMMENTS - Current Meeting:

At a recent elections staff meeting with local town and city clerks, a representative from the SOC's office advised best practice is to bring the check-out voter books back for the primary to ensure accurate party for unenrolled voters.

RESULT: PASSED [UNANIMOUS]
MOVER: Kristin Foote, City Clerk
SECONDER: Brigid Alverson, Registrar
AYES: Brigid Alverson, Cynthia A Silveira, Kristin Foote

V. Adjournment

Motion To: Adjourn

COMMENTS - Current Meeting:

Motion: Adjourn

By: Registrar Alverson, Second: Registrar Silveira - motion carried.

Meeting adjourned at 4:33 p.m.

RESULT: PASSED [UNANIMOUS]
MOVER: Brigid Alverson, Registrar
SECONDER: Cynthia A Silveira, Registrar
AYES: Brigid Alverson, Cynthia A Silveira, Kristin Foote



CITY OF MELROSE

In City Council

July 19, 2022

AN ORDER

INFO-2023-2

2022 State Primary - September 6, 2022 - Early in-person voting schedule

Offered by

BE IT ORDERED

Honorable City Council please be advised of the following dates, hours and location of in-person early voting for the September 6th state primary in accordance with the recently enacted Chapter 92 of the Acts of 2022.

In-Person Early Voting Dates for the September 6th state primary will run from Saturday, August 27th (also the voter registration deadline) through Friday, September 2nd

In-Person Early Voting Hours requirements have changed to require weekend hours and to set standard weekday hours. Early voting will be held in the City Council Chamber on the first floor of City Hall at 562 Main Street, Melrose, MA as follows:

- Saturday, August 27 10am - 5pm
- Monday, August 29 - Thursday, September 1 8:30am - 4pm
- Friday, September 2 8:30am - 12:30pm

07/18/22 City Council ASSIGN TO COMMITTEE

RESULT: ASSIGN TO COMMITTEE

07/19/22 Board of Registrars of Voters NO ACTION TAKEN

RESULT: NO ACTION TAKEN

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)

Informational 2023-2

Meeting of July 19, 2022

In the Board of Registrars of Voters
Ordained Roll Call

Passed July 19, 2022

Kristin Foote, Clerk

Christopher Cinella, President
Board of Registrars of Voters

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)

Chapter 92
of the Acts of 2022

T H E C O M M O N W E A L T H O F M A S S A C H U S E T T S

In the One Hundred and Ninety-Second General Court

AN ACT FOSTERING VOTER OPPORTUNITIES, TRUST, EQUITY AND SECURITY.

Whereas, The deferred operation of this act would tend to defeat its purpose, which is to authorize forthwith voter opportunities, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience. _____

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Section 1F of chapter 51 of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by striking out the words "eight o'clock post meridian of the twentieth" and inserting in place thereof the following words:- 5:00 p.m. of the tenth.

SECTION 2. Section 26 of said chapter 51, as so appearing, is hereby amended by striking out, in lines 10 and 11, the words "eight o'clock in the evening" and inserting in place thereof, in each instance, the following words:- 5:00 p.m.

SECTION 3. Said section 26 of said chapter 51, as so appearing, is hereby further amended by striking out, in line 10, the word "twentieth" and inserting in place thereof the following word:- tenth.

SECTION 4. Said chapter 51 is hereby further amended by striking out section 28, as so appearing, and inserting in place thereof the following section:-

Section 28. Registrars shall hold a continuous session from 9:00 a.m. until 5:00 p.m. on the last day for registration established under section 26; provided, however, that a town having less than 1,500 voters may hold a session from 9:00 a.m. until 11:00 a.m. and from 3:00 p.m. until 5:00 p.m.

SECTION 5. Section 33A of said chapter 51, as so appearing, is hereby amended by adding the following sentence:- The state secretary shall make the online portal accessible in English, Spanish, Portuguese, Chinese and such additional languages as the state secretary deems necessary or required by law.

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SECTION 6. Section 42G% of said chapter 51, as so appearing, is hereby amended by inserting after the word "vote", in line 57, the following words:- pursuant to subsection (d) of section 65.

SECTION 7. Said section 42G% of said chapter 51, as so appearing, is hereby further amended by striking out subsection (d) and inserting in place thereof the following subsection:-

(d) In accordance with the memorandum of understanding required by subsection (b), each eligible applicant for services at an automatic voter registration agency who meets the qualifications to register to vote and does not decline to register to vote under subsection (d) of section 65 shall be registered as a voter under said section 65 as of the date the registrars add the person's name and address to the register of voters, pursuant to paragraph (4) of said subsection (d) of said section 65; provided, however, that an applicant who meets the qualifications to register to vote, does not decline to register to vote under said subsection (d) of said section 65 and completes a qualifying transaction with an automatic voter registration agency not less than 10 days before an election shall be entitled to vote in that election. If necessary to comply with federal law, the division of medical assistance and the commonwealth health insurance connector authority may allow an applicant to decline to register to vote at the time of application. Otherwise, all automatic voter registration agencies, including the registry of motor vehicles, shall transmit records of all eligible applicants as provided in subsection (e) and these applicants may decline to register to vote only after receiving notice from the registrars under paragraph (3) of said subsection (d) of said section 65.

SECTION 8. Section 47C of said chapter 51, as so appearing, is hereby amended by adding the following paragraph:-

To the extent feasible, the state secretary shall make the statewide list of registered voters contained in the central registry of voters established in this section available to the local election officers at each polling location.

SECTION 9. Chapter 54 of the General Laws is hereby amended by striking out section 14, as so appearing, and inserting in place thereof the following section:-

Section 14. For any primary or election, if the city or town clerk determines in writing that there is a deficiency in the number of required election officers within the 6 weeks preceding the primary or election, the appointing authority may appoint election officers without regard to

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political party membership, voter status, residence in the city or town or inclusion on a list filed by a political party committee pursuant to sections 11B and 12. If the position of warden, clerk or inspector, or deputy of any such officer, if any, is vacant within the 3 weeks preceding any primary or election, the city or town clerk may fill the vacancy by appointing a competent person willing to serve, without regard to political party membership, voter status, residence in the city or town or inclusion on a list filed by a political party committee pursuant to said sections 11B and 12.

SECTION 10. Said chapter 54 is hereby further amended by striking out section 25B, as so appearing, and inserting in place thereof the following 2 sections:-

Section 25B. (a)(1) The election officers and registrars of every city or town shall allow any registered voter qualified under section 1 of chapter 51 to vote early by mail for any municipal preliminary or election or presidential or state primary or election, including any such special preliminary, primary or election, or any primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; provided, however, that the select board, board of selectmen, town council or city council of each city and town may, after a public hearing and by recorded and public vote not less than 45 days prior to the date of the preliminary or election, opt out of the provisions of this subsection for any regular or special municipal preliminary or municipal election; provided further, that any registered voter qualified under section 1 of chapter 51 shall be allowed to vote early by mail for any municipal preliminary or municipal election held on the same day as any presidential or state primary or election or any primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; and provided further, that this subsection shall not apply to an annual or special town meeting.

(2) Any registered voter wanting to vote early by mail may file with the voter's local election official an application for an early voting ballot for a preliminary, primary or election or for all preliminaries, primaries and elections authorized pursuant to this subsection during the calendar year. Any form of written communication evidencing a desire to have an early voting ballot sent for use for voting at a preliminary, primary or election shall be given the same effect as an application made in the form prescribed by the state secretary. Applications shall be acceptable if they are signed or submitted electronically; provided, however, that any electronic signature

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shall be written in substantially the same manner as a handwritten signature. No application shall be deemed to be seasonably filed unless it is received in the office of the city or town clerk or registrars of voters before 5 p.m. on the fifth business day preceding the preliminary, primary or election.

(3) A family member of a person qualified to vote early by mail may apply in the manner described under paragraph (2) on behalf of such person. Such applicant shall state the applicant's relationship to the early voter, shall sign the application under the pains and penalties of perjury and shall transmit the application to the clerk of the city or town where the early voter is registered.

(4) A voter wishing to apply to vote early by mail in any presidential or state primary or election or any primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress and who needs accommodation by reason of disability and is unable to independently mark a paper ballot may apply for such accommodations in a form and manner prescribed by the state secretary. Accommodations shall include, but not be limited to: (i) clear and accessible electronic instructions for completion, printing and returning of the ballot; (ii) an accessible blank electronic application that can be: (A) completed by the voter electronically; (B) signed with a wet signature, a hand drawn electronic signature or the voter's typewritten name as a signature if the voter is unable to independently insert a hand-drawn signature on the application due to a disability; and (C) submitted electronically, by mail or by delivering it, in person or by a family member, to the office of the appropriate city or town clerk; (iii) an authorized accessible blank electronic ballot that can be filled out electronically, printed and signed; provided, however, that the accessible electronic ballot marking system the voter utilizes to access their blank electronic ballot shall not collect or store any personally identifying information obtained in the process of filling out the ballot; (iv) an accessible electronic affidavit that may be used for certification of an accessible electronic ballot and signed with a wet signature, a hand-drawn electronic signature or the voter's typewritten name as a signature if the voter is unable to independently insert a hand-drawn signature on the ballot due to a disability; (v) an envelope to return the ballot to the voter's town or city clerk with postage guaranteed; and (vi) hole punched markers in place of a wet signature required for certification if an electronic affidavit of certification is not utilized. A voter with accommodations in receipt of a ballot pursuant to this section may complete and return the ballot by: (i)

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submitting it electronically; (ii) delivering it, in person or by a family member, to the office of the appropriate city or town clerk or a secured municipal drop box for the city or town where the voter is registered; or (iii) mailing it to the appropriate city or town clerk; provided, however, that the state secretary shall provide an envelope to allow for returning the ballot pursuant to clause (ii) or (iii).

(5) A voter wishing to apply to vote early by mail in a municipal preliminary or election authorized pursuant to this subsection and who needs accommodation by reason of disability and is unable to independently mark a paper ballot may request an accommodation from their local election official. The request shall be received by the local election official not later than the seventh business day preceding the preliminary or election. Upon receiving such a request from a registered voter by phone or electronically, the local election official shall grant reasonable accommodations to the voter.

(6) The state secretary shall establish, implement and maintain an internet portal on the secretary's website to allow a voter to request an early voting ballot for preliminaries, primaries and elections authorized pursuant to this subsection or an absent voting ballot for primaries and elections authorized pursuant to section 86. The voter shall be able to request that the ballot be mailed to the voter's home address, or a different mailing address as designated by the voter, or provided electronically if the voter is approved to utilize an accessible electronic ballot as an accommodation under paragraph (4). Any request under this paragraph shall not require the voter's wet signature.

(7) (i) Not later than 45 days before any presidential or regular state primary or biennial state election or a primary held pursuant to section 140 to fill a vacancy for senator in congress, the state secretary shall mail to all registered voters who are registered to vote not less than 60 days before such primary or election, at their residential addresses or mailing addresses if different from their residential address listed in the central registry, an application for an early voting ballot for the applicable primary or election and any city or town election held on the same day as such primary or election. The application shall also allow a voter to request an early voting ballot for: (A) the remaining state primary or election in the calendar year; or (B) if applicable, the election held pursuant to section 140 to fill a vacancy for senator in congress. The state secretary need not mail an application to a voter whose previous application for an absent

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voting ballot or early voting ballot for the applicable primary or election has been accepted.

(ii) Each application mailed pursuant to this paragraph shall: (A) be pre-addressed to the city or town clerk with return postage guaranteed; (B) be provided in any language required by the bilingual election requirements of the federal Voting Rights Act, 52 U.S.C. 10503; (C) be in a form prescribed by the state secretary in accordance with state and federal law; (D) include clear instructions for completing and returning the application; and (E) allow a voter to designate the mailing address to which the ballot shall be sent.

(iii) Each application mailed pursuant to this paragraph to a voter in the city of Boston shall include an option, which shall appear prominently on the application, to request a ballot printed in any language available at the voter's polling location pursuant to chapter 166 of the acts of 2014.

(iv) To minimize mailings and costs, the state secretary may seek to include said applications in any other mailings required by this chapter or otherwise issued to such registered voters at such time; provided, however, that such a mailing shall clearly indicate that applications to vote early by mail are contained therein and that any voter who previously returned an accepted application for an absent voting ballot or early voting ballot in the calendar year need not return an additional application for the applicable primary or election.

(v) The applications required pursuant to this paragraph shall be made available on the website of: (A) the state secretary; and (B) each city and town.

(8) The election officers and registrars of every city or town shall include an application for an early voting ballot with the acknowledgment notice sent to any person registering to vote or changing their voter registration address; provided, however, that the application shall be in the form prescribed by the state secretary pursuant to paragraph (7).

(9) Upon receipt of an early voting application, the election officers shall verify the voter's information and, if confirmed, shall record the voter as "EV" on the voting list. If the election officers find that the person signing the application is not a duly registered voter or the family member of a voter, they shall send the voter written notice to that effect and shall preserve the application during the time fixed by law for the preservation of ballots cast in the coming election, after which time the application shall be destroyed.

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(10) Early voting ballots authorized pursuant to this section shall be mailed by the appropriate local election officials as soon as such materials are available. The mailing of an early voting ballot shall include: (i) instructions for early voting; (ii) instructions for completing the ballot; (iii) an inner envelope where the ballot shall be placed after voting that contains an affidavit of compliance to be filled out by the voter and notice of the penalties under section 26 of chapter 56; and (iv) an outer envelope that is pre-addressed to the local election official with postage guaranteed. To the extent feasible, the state secretary shall include on the outer envelope a system that generates a postmark for determining the date upon which the envelope was mailed.

(11) Early voting ballots authorized pursuant to this section shall be provided to the voter in the language required pursuant to clauses (ii) and (iii) of paragraph (7).

(12) The provisions of section 81 relative to spoiled ballots shall apply to early voting ballots under this section; provided, however, that a request for a substitute ballot from a voter who has received a ballot by mail shall not be valid unless it is accompanied by the spoiled ballot and received in the office of the city or town clerk or the registrars before 5 p.m. on the fifth day preceding the election for which such substitute voting ballot is requested.

(13) An early voting ballot received by mail may be returned by the voter or a family member by: (i) delivering it in person to the office of the appropriate city or town clerk; (ii) delivering it to an early voting location for the appropriate city or town during the early voting in-person hours; (iii) dropping it in a secured municipal drop box for the city or town where the voter is registered; or (iv) mailing it to the appropriate city or town clerk.

All early voting ballots submitted by mail, delivered in person to the office of the city or town clerk, returned to a secured municipal drop box for the city or town where the voter is registered or returned electronically pursuant to the accommodations granted to a voter by reason of disability under paragraph (4) shall be received by the city or town clerk before the hour fixed for closing the polls on the day of a preliminary, primary or election; provided, however, that an early voting ballot mailed on or before the day of a biennial state election shall be accepted until 5 p.m. on the third day after the election and shall be processed in accordance with section 95. A postmark, if legible, shall be evidence of the time of mailing.

(14) Upon receipt of a completed early voting ballot, the local election official shall open the outer mailing envelope and examine the inner secrecy envelope without opening it, compare the signature thereon with the signature on the application therefor, except if a family member signed the application or the voter received assistance in signing the application or the envelope, and examine the affidavit on each such envelope. If the affidavit has been improperly executed or does not sufficiently indicate that the ballot was marked and mailed or delivered as required by this section, the local election official shall mark across the face thereof "Rejected as defective" and shall notify the voter and send the voter a new ballot. If the early voting ballot is accepted, the local election official shall record the date and secure the ballot in its envelope until processing in accordance with law.

(b) (1) The local election officers and registrars of every city or town shall allow any registered voter qualified under section 1 of chapter 51 to vote early in person for any: (i) presidential or state primary or biennial state election or primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; and (ii) city or town election held on the same day as a primary or election enumerated in clause (i). Any voter wishing to vote early in person in such primaries or elections may do so at the time, manner and location prescribed in this section.

(2) Early voting in person shall be conducted:

(i) from the seventeenth day through the fourth day, inclusive, preceding a biennial state election and any city or town election held on the same day as a biennial state election; and

(ii) from the tenth day through the fourth day, inclusive, preceding any: (A) presidential or state primary or primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; and (B) city or town election held on the same day as a primary or election enumerated in subclause (A).

(3) Early voting in person shall be conducted on weekend dates during the early voting period as follows: (i) for municipalities with less than 5,000 registered voters, for not less than 4 hours each weekend, with at least 1 day per weekend, for not less than 2 hours on a weekend day in which voting is conducted; (ii) for municipalities with not less than 5,000 registered voters but less than 25,000 registered voters, for not less than 6 hours each weekend, with at least 1 day per weekend, for not less than 3 hours on a weekend day in which voting is conducted; (iii) for municipalities

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with not less than 25,000 registered voters but less than 40,000 registered voters, for not less than 4 hours each weekend day; (iv) for municipalities with not less than 40,000 registered voters but less than 75,000 registered voters, for not less than 6 hours each weekend day; and (v) for municipalities with not less than 75,000 registered voters, for not less than 8 hours each weekend day. For each other day during the early voting period, early voting in-person shall be conducted as follows: (i) for municipalities with less than 5,000 registered voters the city council of a city or board of selectmen or select board of a town may, at a public meeting held not less than 20 days before the first day of the early voting period, vote to provide early voting hours of not less than 25 per cent of the usual business hours of the town clerk; (ii) for municipalities with more than 5,000 registered voters but less than 40,000 registered voters: (A) for the fifteenth day to the eleventh day, inclusive, preceding a biennial state election, the city council of a city or board of selectmen or select board of a town may, at a public meeting held not less than 20 days before the first day of the early voting period, vote to provide early voting hours of not less than 50 per cent of the usual business hours of the city or town clerk; and (B) for the eighth day to the fourth day, inclusive, during the usual business hours of each city or town clerk; and (iii) for municipalities with more than 40,000 registered voters, during the usual business hours of the city or town clerk. A city or town may, in its discretion, provide for additional early voting hours beyond the hours required by this paragraph.

(4) Each city and town shall establish an early voting site that shall include the local election office for the city or town; provided, however, that if the city or town determines that the office is unavailable or unsuitable for early voting, the registrars of each city or town shall identify and provide for an alternative public building that is centrally-located, suitable and convenient within the city or town as an early voting site; and provided further, that when designating early voting sites, a city or town shall consider, to the extent feasible, diverse geographic locations and whether such sites would have an impact on access to the polls on the basis of race, national origin, disability, income or age. A city or town may also provide for additional early voting sites at the discretion of the registrars for that city or town. Each early voting site shall be accessible to persons with disabilities in accordance with state and federal law.

(5) The designation of an early voting site shall be made not less than 14 days prior to the beginning of the early voting period established in this

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section. Not less than 5 business days prior to the beginning of the early voting period and at least once during the early voting period, the registrars for each city and town shall publish notice of the location of the early voting sites as well as the applicable dates and hours. Such notice shall be conspicuously posted: (i) in the office of the city or town clerk and on the principal official bulletin board of each city or town; (ii) on any other public building considered necessary; (iii) on the city or town's website; and (iv) on the website of the state secretary.

(6) Prior to the beginning of in-person early voting, the local election officials for each city and town shall prepare a list for the early voting sites, containing the names and residences of all persons qualified to vote at each voting site as the names and residences appear upon the annual register, and shall reasonably transmit the applicable list to the local election officers at each early voting site designated by the registrars.

(7) A voter seeking to vote in person at an early voting site shall provide their name and address to the local election officer who shall, upon finding the voter's name and address upon the list, repeat it loudly and clearly, mark the list and provide the voter with an early voting ballot and an envelope containing an affidavit, which shall include a notice of penalties under section 26 of chapter 56. The registrar or presiding election officer at the early voting site shall cause to be placed on the voting list opposite the name of a qualified voter who participates in early voting, the letters "EV" designating an early voter.

(8) Upon marking their early voting ballot, enclosing it in the secrecy envelope and executing the affidavit, the voter shall return the ballot envelope to a local election officer at the early voting site who shall review the envelope to ensure the affidavit has been signed by the voter. After a ballot envelope has been accepted, it shall be securely stored at the early voting site until such time as it is transported to the office of the local election official, but not later than the close of early voting for that day.

(c)(1) The select board, board of selectmen, town council or city council of each city and town may vote to authorize early in-person voting for any other city or town preliminary or election not included in subsection (b). Such vote may only be taken after a request from not less than 50 percent of the registrars of the city or town recommending in-person early voting; provided, however, that such vote shall occur not less than 5 business days prior to the proposed beginning of early voting.

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(2) As part of the vote to allow early in-person voting under this subsection, a city or town shall set the early voting period to begin not sooner than 17 days before the preliminary or election and end not later than 2 business days preceding the preliminary or election.

(3) Early voting under this subsection shall be conducted during the usual business hours of the city or town clerk unless different hours are set as part of the vote to allow early in-person voting, including any weekend hours.

(4) The city or town clerk shall establish an early voting site for early in-person voting under this subsection that is centrally-located, suitable and in a convenient public building. Notice of the early voting location, dates and hours shall be posted not less than 48 weekday hours before the early voting period begins.

(5) A voter voting early in person under this subsection shall be provided with a ballot and an envelope where the ballot is placed after voting that contains an affidavit of compliance to be filled out by the voter. A voter voting early in person shall complete an affidavit under the regulations promulgated by the state secretary for the administration of early voting, as applicable, which shall include a notice of penalties under section 26 of chapter 56.

(d) The registrars shall prepare lists of all voters casting ballots during the early voting period pursuant to this section and update the voter list in a manner prescribed by the state secretary. Once an early voting ballot is cast, the voter shall not vote again.

(e) The early voting ballot of any voter who was eligible to vote at the time the ballot was cast shall not be invalid solely because the voter became ineligible to vote by reason of death after casting the ballot. For purposes of this subsection, the term "cast" shall mean that the voter has: (i) deposited the early voting ballot in the mail for ballots mailed; (ii) returned the early voting ballot to the appropriate local election official either by hand or by depositing it in a secured municipal drop box, where available, for the city or town where the voter is registered; (iii) completed voting in person at an early voting location; or (iv) submitted a ballot electronically pursuant to the accommodations granted to a voter by reason of disability under paragraph (4) of subsection (a).

(f) Sections 37 and 38 of chapter 53 shall apply to unenrolled voters and voters enrolled in political designations voting early in primaries. The registrar or presiding election official at the early voting site shall cause

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the name of the party of the ballot being voted to be recorded on the voting list. Once the party selection has been recorded on the voting list, a voter shall not request or vote on the ballot of another party.

(g) Not less than 30 days prior to each presidential primary, state primary, state election, and primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress, the state secretary shall deliver to each city and town, in quantities as the state secretary determines necessary, the following papers: (i) official early voting ballots similar to the official ballot to be used at the election; provided, however, that a sufficient quantity of such ballots are printed in the languages necessary to accommodate the selection of a bilingual ballot by voters pursuant to clauses (ii) and (iii) of paragraph (7) of subsection (a); (ii) envelopes of sufficient size to contain the ballots specified in clause (i) bearing on their reverse the voter's affidavit; (iii) return envelopes, pre-addressed to the local election official with postage guaranteed, for any ballot requested for voting by mail; and (iv) instructions for voting by mail to be sent to each voter who requests to cast a ballot by mail. The voting period for early voting by mail shall begin as soon as all necessary early voting materials have been received by the local election official pursuant to this subsection.

(h) Any early voting ballot cast pursuant to this section may be opened and deposited into a tabulator in advance of the date of the preliminary, primary or election in accordance with regulations promulgated by the state secretary; provided, however, that municipalities that do not have a tabulator may open and deposit early voting ballots into a ballot box; provided further, that such ballots shall be kept secured, locked and unexamined and that no results shall be determined or announced until after the time polls close on the date of the preliminary, primary or election; and provided further, that notice of the date, time and location of any such opening or depositing shall be posted not less than 2 business days in advance of the opening or depositing; and provided further, that the opening or depositing shall be open to the public. Disclosing any such result before such time shall be punished as a violation of section 14 of chapter 56.

All envelopes referred to in this section shall be retained with the ballots cast at the preliminary, primary or election and shall be preserved and destroyed in the manner provided by law for the retention, preservation or destruction of official ballots.

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(i) The state secretary shall promulgate regulations to implement this section including, but not limited to, a process for establishing additional early voting sites and a process for applying for, receiving, separating, compiling, recording and securing early ballots and advance depositing.

(j) Section 72 shall not apply to this section; provided, however, that a city or town, at the discretion of its election officers and registrars, may detail a sufficient number of police officers or constables for each early voting site at the expense of the city or town to preserve order, protect local election officers and supervisors from any interference with their duties and aid in enforcing the laws relating to elections.

(k) Not later than 45 days after each presidential primary, regular state primary, biennial state election and primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress, the state secretary shall submit a report to the house and senate committees on ways and means and the joint committee on election laws on the costs to implement subsection (a) of this section. The report shall include, but not be limited to: (i) the number of ballot applications with postage guaranteed mailed to voters; (ii) where available, the number of ballot applications with postage guaranteed returned requesting a ballot; (iii) the total number of ballots cast by mail; (iv) total cost and amounts paid for using federal funds; and (v) where available, the number of ballot applications that were returned as undeliverable and a description of the reasons why each application was returned, including, but not limited to, a change of address or the intended recipient being deceased.

Section 25C. (a) For the purposes of this section, the following words shall have the following meanings:

"Applicable statewide election", a presidential or regular state primary or biennial state election or a primary or election held pursuant to section 140 to fill a vacancy for senator in congress.

"Facility", a correctional facility, house of correction, jail or department of youth services.

(b) The officer in charge of a facility shall develop and publish policies and procedures that govern the facilitation of voting and voter registration for eligible voters in the facility; provided, however, that the policies and procedures shall include, but not be limited to:

(i) the distribution of voter education and election information provided by the state secretary, including, but not limited to: (A) the display of posters in prominent locations visible to individuals who are

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incarcerated at the facility; and (B) the dissemination of written notices about voting rights and procedures to all individuals who are incarcerated at the facility and who may be eligible to vote;

(ii) for any preliminary, primary or election, assisting an individual who is incarcerated at the facility and who may be eligible to vote in registering as a voter and in applying for an early voting by mail or absent voting ballot, including as a specially qualified voter; provided, however, that such assistance shall include, but not be limited to: (A) distributing forms prepared by the state secretary for those purposes, including ballot applications or voter registration forms; (B) providing an individual with access to a writing implement sufficient to properly complete the registration and application forms; (C) providing records that may serve as proof of residence for the purpose of voter registration or that provide a voter with their last known address, such as intake forms, arrest records or other forms in the possession of the facility; (D) providing voter information packets generated by the state secretary and, where possible, by nonpartisan community groups, nonpartisan volunteers or other nonpartisan stakeholders; and (E) facilitating the timely return of an application for an eligible voter to be permitted to vote early by mail;

(iii) facilitating the expeditious and timely receipt and return of an early voting by mail or absent voting ballot by an eligible individual who is incarcerated at the facility, including, but not limited to, by: (A) providing access to a writing implement sufficient to properly complete the ballots; (B) establishing locations where voters may complete ballots and other paperwork in private, where feasible; and (C) facilitating the mailing of completed mail ballots as soon as practicable; provided, however, that an employee, contractor, agent, official or representative of the department of correction shall not open or inspect any completed mail ballot unless it is to investigate reasonable suspicion of a prohibited activity;

(iv) providing means of tracking: (A) complaints by an individual who is incarcerated at the facility related to voting or registration; (B) numbers of individuals who are incarcerated who sought to vote; and (C) the outcome of their requests; and

(v) policies for collaboration with local election officials, civic engagement community groups and other stakeholders.

(c) The officer in charge of a facility shall:

(i) not later than 45 days before an applicable statewide election, display or distribute any informational posters or packets provided by the

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)

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state secretary pursuant to subsection (d) or, if received after such date, immediately upon receipt; provided, however, that the distribution and announcements of such information shall be continued through the conclusion of such election;

(ii) not later than 14 days before an applicable statewide election, file a written report with the state secretary, in a form prescribed by the state secretary, that details the actions taken under this section; provided, however, that the report shall be a public record; and

(iii) appoint a subordinate officer at the facility to supervise the actions required by this section.

(d) Not later than 90 days before an applicable statewide election, the state secretary shall: (i) create and distribute to sheriffs and superintendents of facilities voter information signs and information for display and distribution in facilities; and (ii) distribute to local election officials information on: (A) the qualifications and rights of eligible incarcerated voters; (B) how to process a voter registration or ballot application from an eligible incarcerated voter; (C) current law pertaining to those rights and processes; and (D) the presumed residence for voting purposes of an eligible incarcerated voter and instances in which an eligible incarcerated voter can maintain the facility in which they are confined as their address for voting purposes.

(e)(1) Prior to the expiration of the term for a person who is incarcerated in a correctional facility, the officer in charge of the facility shall provide, in writing, a document prepared by the state secretary explaining: (i) the voting rights of a person who is incarcerated in a correctional facility upon discharge from a correctional facility; and (ii) instructions for the person to register to vote following discharge from the facility. The officer in charge of the facility shall provide the person with a voter registration form with a postage guaranteed envelope, and assistance, if requested, to complete such form.

(2) The state secretary shall prepare and transmit the document required pursuant to paragraph (1) to the local election officials for each city and town.

(f)(1) For each applicable statewide election, following the close of registration pursuant to section 26 of chapter 51 but not later than the day of the election, the officer in charge of a facility, except for the department of youth services, shall transmit to the state secretary: (i) a list containing information about persons who are newly incarcerated in the

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correctional facility due to a felony conviction since the time of last reporting under this section; (ii) a list containing information about persons who were incarcerated in the correctional facility due to a felony conviction but were discharged since the time of last reporting under this section; and (iii) a list containing information about persons in the facility who are detained pre-trial or convicted of a misdemeanor.

(2) The lists required by paragraph (1) shall include, for each person listed: (i) name; (ii) date of birth; (iii) last 4 digits of social security number or driver's license number, if available; (iv) address on-file, including street, city or town and state; and (v) the name and address of the facility where the person is detained.

(g) The state secretary shall submit a report to the joint committee on election laws not later than 6 months following each applicable statewide election, including anonymized, aggregated data on the number of: (i) eligible incarcerated voters at the time of the election in each municipality; and (ii) incarcerated voters who requested an early voting by mail or absent voting ballot and the outcome of that request in each municipality, including the reasons for rejection, if applicable. The state secretary may coordinate with local election officials and officers in charge of facilities to aggregate such data, where available. The submitted report shall be a public record, but other materials generated for the purpose of the state secretary's compilation of the report shall not be public records.

(h) Not later than 30 days before any municipal, state or presidential election, each city or town clerk shall post on the city or town's website and report to the state secretary any measures undertaken to facilitate voting for eligible incarcerated voters.

SECTION 11. Section 65 of said chapter 54, as so appearing, is hereby amended by adding the following paragraph:-

This section shall apply to early voting locations under section 25B while voting is being conducted.

SECTION 12. Said chapter 54 is hereby further amended by striking out section 67, as so appearing, and inserting in place thereof the following section:-

Section 67. One voting list shall be delivered to the ballot clerks and another may be delivered to the officer in charge of the ballot box; provided, however, that the city or town clerk may opt to use only 1 voting list at the check in. When a ballot is delivered to a voter, the voter's name shall be checked on the voting list and, except where the city or town clerk

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has opted to not use a check-out list, it shall be checked on the second voting list when the voter deposits the ballot. Where a check-out list is used, the officer in charge of the ballot box and the officer in charge of the voting list shall either: (i) be of different political parties; or (ii) not be of the same political party if the election officers have been appointed pursuant to section 14 without regard to political party membership. No person shall vote if the person's name is not on the voting list, nor until the local election officer shall check the person's name thereon, unless the person presents a certificate from the registrars of the city or town as provided by section 51 or section 59 of chapter 51 or unless the person is voting by provisional ballot under section 76C. A city or town may vote to use electronic poll books rather than paper voting lists in accordance with section 33I.

SECTION 13. Said chapter 54 is hereby further amended by striking out section 72, as so appearing, and inserting in place thereof the following section:-

Section 72. The select board, board of selectmen, town council or city council of each city and town, in consultation with its election officers and registrars, shall detail a sufficient number of police officers or constables for each building that contains the polling place for 1 or more precincts at every election therein to preserve order and to protect the election officers and supervisors from any interference with their duties and to aid in enforcing the laws relating to elections.

SECTION 14. Said chapter 54 is hereby further amended by striking out section 83, as so appearing, and inserting in place thereof the following section:-

Section 83. In a precinct at which a check-out table is used, a voter, after marking the voter's ballot, shall give the voter's name, and, if requested, residence, to an officer in charge of the ballot box, who shall distinctly announce the voter's name and, if requested, residence. If the name is found on the voting list by the local election officer, the local election officer shall distinctly repeat the name and check it on the voting list. The voter may then deposit the ballot in the ballot box. No ballot without the official endorsement, except as provided in section 61, shall be deposited in the ballot box. A city or town clerk may opt to eliminate the use of a voting list at the check-out table but shall maintain an officer in charge of the ballot box.

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SECTION 15. Subsection (d) of section 87 of said chapter 54, as so appearing, is hereby amended by adding the following paragraph:-

To the extent feasible, the state secretary shall include on the envelopes required pursuant to this subsection a system that generates a postmark for determining the date upon which the envelope was mailed.

SECTION 16. Section 89 of said chapter 54, as so appearing, is hereby amended by striking out the second sentence and inserting in place thereof the following sentence:- No application for an absent voting ballot to be sent by mail shall be deemed to be seasonably filed unless it is received in the office of the city or town clerk or registrars before 5 p.m. on or before the fifth business day preceding the election for which the ballot is being requested.

SECTION 17. Section 91B of said chapter 54, as so appearing, is hereby amended by inserting after the word "prepaid", in line 5, the following words:- and with return postage guaranteed.

SECTION 18. Said chapter 54 is hereby further amended by striking out section 91C, as so appearing, and inserting in place thereof the following section:-

Section 91C. (a) For the purposes of this section, "voter" shall mean an individual voting pursuant to the federal Uniformed and Overseas Citizens Absentee Voting Act.

(b) A voter wishing to cast an absentee ballot in any preliminary, primary or election may apply for such ballot in a form and manner prescribed by the state secretary; provided, however, that the secretary shall permit a voter to apply through an electronic application that: (i) includes clear instructions for completing and returning the application; and (ii) can be: (A) completed by the voter electronically; (B) signed with a wet signature or hand-drawn electronic signature; and (C) submitted electronically, by mail or by delivering it to the office of the appropriate city or town clerk. The most recent version of the Federal Post Card Application shall be one such application that shall be accepted by the state secretary pursuant to this section.

(c) An application pursuant to subsection (b) shall permit a voter to request to receive an absentee ballot: (i) by mail, in accordance with section 91B; (ii) by fax; (iii) by email; or (iv) electronically through an electronic system that is approved by the state secretary and allows a voter to receive, mark, verify and cast a ballot electronically; provided, however, that any electronic system approved by the state secretary under this section

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shall: (A) provide an electronic voter affidavit that may be used for certification of an electronic ballot and signed with a wet signature or hand-drawn electronic signature; and (B) not store personal identifying information beyond the time necessary to confirm the identity of the voter.

(d) Upon receipt of a properly executed application for an absentee ballot from a voter, the city or town clerk shall retain the application and, without delay, enter the application in the voter registration information system. The city or town clerk shall expeditiously transmit a ballot or access to an electronic ballot to all voters for whom an application was received in accordance with subsection (c).

(e) The state secretary shall provide clear instructions to voters for returning the marked absentee ballot to the appropriate city or town clerk to be counted; provided, however, that the voter may return the ballot to the city or town clerk: (i) by mail; (ii) by fax; (iii) by email; (iv) electronically through the electronic system approved by the state secretary, subject to the regulations promulgated by the secretary; or (v) by delivering it to the office of the city or town clerk or a secured municipal drop box for the city or town where the voter is registered.

(f) If a request for an absentee ballot is received from a voter 45 or more days before a federal election and the state secretary has determined that the city or town clerk is unwilling or unable to transmit the ballot not less than 45 days before the election, the state secretary may, on behalf of the city or town clerk, after notice to the city or town clerk and in accordance with the voter's choice, electronically transmit or mail the appropriate absentee ballot and instructions to the voter not later than 45 days prior to the federal election. The state secretary shall enter in the voter registration information system the transmission date on which absentee voters were sent ballots by the state secretary pursuant to this subsection.

(g) The state secretary shall promulgate regulations to implement this section.

SECTION 19. Section 92 of said chapter 54, as so appearing, is hereby amended by adding the following subsection:-

(d) The absent voting ballot of any voter who was eligible to vote at the time the ballot was cast shall not be deemed invalid solely because the voter became ineligible to vote by reason of death after casting the ballot. For purposes of this subsection, the term "cast" shall mean that the voter has: (i) deposited the absent voting ballot in the mail for ballots mailed; (ii) returned the absent voting ballot to the appropriate local election

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official either by hand or by depositing it in a secured municipal drop box, where available, for the city or town where the voter is registered; or (iii) returned the absent voting ballot electronically pursuant to section 91C.

SECTION 20. Said chapter 54 is hereby further amended by striking out section 93, as so appearing, and inserting in place thereof the following section:-

Section 93. All absent voting ballots submitted by mail, delivered in person to the office of the city or town clerk, returned to a secured municipal drop box for the city or town where the voter is registered or returned electronically pursuant to section 91C shall be received by the city or town clerk before the hour fixed for closing the polls on the day of a primary or election; provided, however, that an absent voting ballot mailed on or before the day of a biennial state election shall be accepted until 5 p.m. on the third day after the election and shall be processed in accordance with section 95. A postmark, if legible, shall be evidence of the time of mailing.

SECTION 21. Section 95 of said chapter 54, as so appearing, is hereby amended by striking out the first paragraph and inserting in place thereof the following 2 paragraphs:-

Any absent voter ballot cast pursuant to section 86 may be opened and deposited into a tabulator in advance of the date of the primary or election in accordance with regulations promulgated by the state secretary; provided, however, that municipalities that do not have a tabulator may open and deposit early voting ballots into a ballot box; provided further, that such ballots shall be kept secured, locked and unexamined and that no results shall be determined or announced until after the time polls close on the date of the primary or election; and provided further, that notice of the date, time and location of any such opening or depositing shall be posted 2 business days in advance of the opening or depositing; and provided further, that the opening or depositing shall be open to the public. Disclosing any such result before such time shall be punished as a violation of section 14 of chapter 56.

If not advance deposited, the city or town clerk, on the day of the election but not later than 1 hour after the hour for the closing of the polls, shall transmit all envelopes purporting to contain official absent voting ballots received on or before the close of business on the day preceding the day of the election, and that have not been marked "Rejected as Defective" as provided in section 94, to the local election officers in the

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several precincts where the voters whose names appear on such envelopes assert the right to vote or to a central tabulation facility designated in accordance with regulations promulgated by the state secretary. The local election officer in charge of the polling place or central tabulation facility shall immediately, after receipt of any such envelopes, distinctly announce the name and residence of each such voter and check the voter's name on the voting lists referred to in section 60 of chapter 51, on the voter's certificate of supplementary registration attached to such lists as provided in section 51 of said chapter 51 or on the lists of specially qualified voters, if it has not already been so checked. The city or town clerk shall open the envelopes in which the ballot is enclosed in such a manner as not to destroy the affidavit thereon, take the ballot therefrom without opening it or permitting it to be examined and deposit it in the ballot box. All envelopes referred to in this section shall be retained with the ballots cast at the election and shall be preserved and destroyed in the manner provided by law for the retention, preservation or destruction of official ballots.

SECTION 22. Section 100 of said chapter 54 is hereby repealed.

SECTION 23. Not later than July 1, 2022, the state secretary shall enter into the agreement with the Electronic Registration Information Center, Inc. as required by section 47C of chapter 51 of the General Laws.

SECTION 24. Not later than 30 days after the effective date of this act, the state secretary shall conduct a public awareness campaign to inform voters in the commonwealth of the provisions of this act, including, but not limited to, measures to promote public awareness of: (i) expanded early voting options; (ii) the requirements and procedures for early voting by mail, including, but not limited to, information related to the ability of a voter who requests but does not return an early voting by mail ballot to vote in person on election day; (iii) the availability of accommodations for voters with disabilities; (iv) the availability of assistance under section 79 of chapter 54 of the General Laws for voters who have limited English proficiency; and (v) information explaining that the processing of mail ballots and the tabulating of the results of the election may extend a few days past the day of the election. The public awareness campaign shall: (i) be linguistically diverse and culturally competent; (ii) be provided in multiple formats for viewing and include, but not be limited to, outreach through digital and social media; and (iii) ensure specific outreach is conducted for groups and communities that have historically underused mail voting and early voting.

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SECTION 25. The electronic instructions and accommodations prescribed by the state secretary pursuant to paragraph (4) of subsection (a) of section 25B of chapter 54 of the General Laws, as inserted by section 10, shall comply with requirements contained in Title II of the federal Americans with Disabilities Act and shall conform, to the extent feasible and required under law, with the Web Content Accessibility Guidelines 2.1 Level AA and best practices from the National Institute of Standards and Technology.

SECTION 26. Sections 1 to 4, inclusive, shall take effect 30 days after the effective date of this act.

SECTION 27. Not later than 30 days after the effective date of this act, the state secretary shall implement the internet portal required by paragraph (6) of subsection (a) of section 25B of chapter 54 of the General Laws, as inserted by section 10.

SECTION 28. Section 18 shall take effect on December 1, 2022. The state secretary shall promulgate regulations necessary to implement section 91C of chapter 54 of the General Laws, as inserted by section 18, not later than January 1, 2023.

SECTION 29. Sections 6 and 7 shall take effect on January 1, 2023.

SECTION 30. Section 25C of chapter 54 of the General Laws, as inserted by section 10, shall take effect on January 1, 2023.

House of Representatives, June 16, 2022.

Preamble adopted,

Kate H—, Speaker.

In Senate, June 16, 2022.

Preamble adopted,

W. U. Brown, President.

House of Representatives, June 16, 2022.

Bill passed to be enacted,

Kate H—, Speaker.

In Senate, June 16, 2022.

Bill passed to be enacted,

W. U. Brown, President.

June 22, 2022.

Approved,
at *2* o'clock and *55* minutes, *P*. M.

Charles D. Baker
Governor.



CITY OF MELROSE

In City Council

July 19, 2022

AN ORDER

INFO-2023-3

Calling A State Primary - Tuesday, the Sixth Day of September, 2022

Offered by

BE IT ORDERED

Calling A State Primary
Tuesday, the Sixth day of September, 2022

In accordance with Massachusetts General Laws, Chapter 54, as amended, the City Clerk is hereby authorized and directed to notify and to warn such of the inhabitants of the City of Melrose as are qualified to vote in Primaries to assemble at the polling place as designated herein, on **TUESDAY, the SIXTH DAY of SEPTEMBER, 2022 from 7:00 a.m. to 8:00 p.m.**, then and there to cast their votes in the State Primary for the candidates of political parties for the following offices:

GOVERNOR.	For This Commonwealth
LIEUTENANT GOVERNOR.	For This Commonwealth
ATTORNEY GENERAL.	For This Commonwealth
SECRETARY OF STATE.	For This Commonwealth
TREASURER.	For This Commonwealth
AUDITOR.	For This Commonwealth
REPRESENTATIVE IN CONGRESS.	Fifth District
COUNCILLOR.	Sixth District
SENATOR IN GENERAL COURT.	Fifth Middlesex District
REPRESENTATIVE IN GENERAL COURT.	32 nd Middlesex District
DISTRICT ATTORNEY.	Northern District
SHERIFF.	Middlesex County

WARD/PRECINCT

POLLING PLACE LOCATION

1	1	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
1	2	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
2	1	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
2	2	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
3	1	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
3	2	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
4	1	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
4	2	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
5	1	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
5	2	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.

6	1	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
6	2	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
7	1	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.
7	2	Melrose Veteran's Memorial Gymnasium	Entrance on Melrose St.

The polls shall be opened at seven o'clock a.m. and shall be closed at eight o'clock p.m.

07/18/22 City Council ASSIGN TO COMMITTEE

RESULT:	ASSIGN TO COMMITTEE
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07/19/22 Board of Registrars of Voters NO ACTION TAKEN

RESULT:	NO ACTION TAKEN
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In the Board of Registrars of Voters
Ordained Roll Call

Passed July 19, 2022

Kristin Foote, Clerk

Christopher Cinella, President
Board of Registrars of Voters

Paul Brodeur, Mayor



CITY OF MELROSE

In City Council

July 19, 2022

AN ORDER

ORDER-2023-5

Polling location officer detail pursuant to Chapter 92 of the Acts of 2022 also known as the VOTES Act

Offered by

BE IT ORDERED

Be it ordered, that, the Melrose City Council, in accordance with Section 13 of Chapter 92 of the Acts of 2022, and, after consultation with the Board of Registrars, shall detail six police officers for the polling place to preserve order and to protect the election officers and supervisors from any interference with their duties and to aid in enforcing the laws relating to elections for the state Primary on Tuesday, September 6, 2022 and the state Election on Tuesday, November 8, 2022.

FINANCIAL IMPACT:

<<Enter Financial Impact Here>>

07/18/22 City Council

ASSIGNED TO COMMITTEE

RESULT: ASSIGNED TO COMMITTEE

07/19/22 Board of Registrars of Voters

NO ACTION TAKEN

RESULT: NO ACTION TAKEN

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)

Order 2023-5

Meeting of July 19, 2022

In the Board of Registrars of Voters
Ordained Roll Call

Passed July 19, 2022

Kristin Foote, Clerk

Christopher Cinella, President
Board of Registrars of Voters

Paul Brodeur, Mayor

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)



The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth
Elections Division

Election Advisory #22-01

Changes to State Election Laws

June 23, 2022

The purpose of this Advisory is to familiarize local election officials with changes to state election laws that will impact the 2022 State Primaries and State Election, as well as upcoming local elections.

This Advisory includes a first-glance summary of changes that will directly affect how you, as a local election official, will carry out your duties. Additional information and specifics will be provided in the coming weeks and months, as different aspects of the new law go into effect and as new regulations are promulgated.

The VOTES Act

On June 22, 2022, an election reform law titled “The VOTES Act” was signed into law. Among other things, the VOTES Act makes several of the temporary changes from the pandemic permanent, so many of these policies and procedures will be familiar to those of you administering elections in 2020. The new law also makes the absentee voting process and early voting by mail processes consistent.

Voter Registration Deadlines

Beginning July 22, 2022, the voter registration deadline for all elections and town meetings will be 10 calendar days before the date of the meeting or election.

Local election officials will still be required to hold in-person registration sessions on the last day to register to vote, which for any Tuesday election will now be a Saturday, but the registration session will end at 5 p.m. instead of 8 p.m.

For cities and towns with more than 1,500 voters, the registration session must be held from 9 a.m. until 5 p.m. For towns with fewer than 1,500 voters, the registration session must be held from 9 a.m. until 11 a.m. and from 3 p.m. until 5 p.m.

Poll Worker Appointments

Effectively immediately, there is additional flexibility for the appointment of poll workers.

If, six weeks before an election, it is determined that there are not enough election officers appointed, the appointing authority (board of selectmen, city council, board of election commissioners) may appoint poll workers without regard to political party affiliation, voter registration status, residence, or inclusion on a list from a local party committee.

If, three weeks before an election, there are still not enough poll workers appointed, the clerk will be able to fill vacancies by appointing any competent person, without regard to party, residence, or a list from a local party committee.

Further, you now have the option to eliminate the use of a check-out table if you choose to do so. If you do not use a check-out table, however, you must still have a poll worker stationed at the ballot box.

If poll workers are appointed without regard to party affiliation, the inspectors at the check-in table (and check-out, if used) cannot be of the same political party. If poll workers are appointed from lists from the parties, the inspectors must be of different political parties.

Police Officer Assignments

Effective immediately, the law regarding assignment of police officers at polling places is amended to require the board of selectmen, town council, or city council to assign police officers and constables to polling places. Previously, this was the responsibility of the chief of police.

Since this change is taking effect before the primaries, you will need to communicate with your selectmen or council to make sure they detail officers at a summer meeting before September.

Vote by Mail

Effective immediately, early voting by mail must be available for all state elections, state primaries, and presidential primaries.

Early voting by mail is also required for all local elections and preliminaries, unless the city or town opts out. In order to opt out of Vote by Mail for a local election, the selectmen, city council, or town council must hold a public hearing and public roll call vote to NOT allow Vote by Mail no later than 45 days before the date of the election. Cities and towns cannot opt out of Vote by Mail for a local election if the election is happening on the same day as a state election, state primary, or presidential primary.

Applications

As in 2020, the Elections Division will be mailing Vote by Mail applications at least 45 days before every regular state primary, state election, and presidential primary. The applications will be sent to everyone registered to vote by the 60th day before the election who has not

already applied for a ballot. The applications will be pre-addressed to the local election office and postage pre-paid.

Unlike previous years, family members are now allowed to request an early Vote by Mail ballot on a voter's behalf, as they currently can with absentee ballots. Similarly, family members are now permitted to return an early Vote by Mail ballot for the voter as well.

Applications to Vote by Mail must be posted every city and town website, as well as on the Secretary of the Commonwealth's website.

Any form of written communication requesting a ballot is sufficient. Applications may be signed electronically, as long as the signature is written in substantially the same manner as a hand-written signature.

Effective immediately, you are required to include Vote by Mail applications with all acknowledgement notices sent to any new voter or anyone who has changed their address. Note that unlike 2020, these applications must be sent all year round, and not only to voters who register or move after the statewide application mailing has been sent.

Online Portals

The Elections Division will also be required to establish an online ballot request portal for voters to use to request their ballots online. The law states that a wet signature cannot be required for this portal. Additional information on the portal will be provided after the Secretary's Information Technology Division is able to examine the requirements in the law.

A portal for UOCAVA voters to request their ballots and submit ballots electronically will also be required, though that part of the law does not go into effect this year. More information on that will be provided after the 2022 elections.

Application Deadlines

The deadline to receive a request for any ballot (early or absentee) to be mailed is now 5 business days before the election. A business day is any weekday that is not a legal holiday, so this will typically fall one week before Election Day.

For the September 6th State Primary, because Labor Day is not a business day, the deadline for you to receive vote by mail applications is 5 p.m. Monday, August 29th.

For the November 8th State Election, the deadline for you to receive vote by mail applications is 5 p.m. Tuesday, November 1st.

No ballots can be mailed to any voter whose application has not been received by 5 p.m. on the 5th business day before the election. Remember, however, that in-person early voting is still available until the Friday before the election for applicable elections and in-person absentee voting is still available until noon on the day before the election (if that day isn't a holiday).

Additionally, voters admitted to a health care facility after 12pm on the 7th day before the election can request a hand-delivered absentee ballot up until the close of polls.

Accessible Vote by Mail

Effective immediately, voters who have a disability which prevents them from being able to independently mark a paper ballot are allowed to request a reasonable accommodation. Additional information on accessible voting by mail will be forthcoming.

Ballot Envelopes

Return ballot envelopes (AV-8s) for state primaries, state elections, and presidential primaries are now pre-addressed and postage pre-paid.

This means that any AV-8 return ballot envelopes provided by this office need to be printed specifically for your community. It will be very important for you to be aware of your inventory and provide as much notice as possible to the Elections Division if you are running low.

Ballot Return

For most elections, all ballots will still have to be returned by close of polls on Election Day. Beginning with the 2022 State Election, ballots will be able to arrive up to 3 days after Election Day for biennial state elections only. This means that ballots mailed from inside the country can be counted if they are postmarked by Election Day and received by 5 p.m. on the Friday after Election Day. Again, this is only for biennial state elections, which are the November federal elections held in even-numbered years.

This year, because the Friday after the election is a holiday, the deadline for ballots to be received is 5 p.m. on Saturday, November 12th. We realize this deadline creates logistical issues and we are in the process of exploring our options. More information will be provided as soon as we have it.

Ballots returned by hand, to a drop box, or electronically still need to be received by your office by close of polls on Election Day for all elections.

Ballot Processing

Similar to 2020, you now have the option of advance removing ballots from their envelopes and advance depositing ballots into the tabulator or ballot box ahead of Election Day. All ballot removal and depositing before Election Day will still need to happen in public sessions. The Elections Division will be issuing regulations, likely similar to those used in 2020, on advance processing and more information will be provided when that happens.

Deceased Voters

Since ballots will begin to be processed before Election Day, the law prohibiting counting the ballot of anyone who dies before Election Day has been repealed. A voter's ballot can be counted as long as the voter was alive when it was cast, which means as of the postmark date or when it was hand-delivered or deposited into a drop box.

In-Person Early Voting

In-person early voting must now be offered for all regular state primaries, state elections, and presidential primaries. It must also be offered for special elections and primaries to fill vacancies for U.S. Senate or Congress. In-person early voting must also be held for any municipal elections being held on the same day as one of the above listed elections.

In-Person Early Voting Dates

In-person early voting for biennial state elections must be held from the 17th day through the 4th day before the election. In 2022, the early voting period for the November 8th State Election will begin on Saturday, October 22nd and end on Friday, November 4th.

Early voting for state and presidential primaries will begin on the 10th day before the primary and end on the 4th day before the primary. Early voting for the September 6th State Primary will begin on Saturday, August 27th (the same day as the voter registration deadline) and end on Friday, September 2nd.

In-Person Early Voting Hours

The requirements for early voting hours have changed to require weekend hours and set standards for weekday hours. Please note that these are minimum hours and you can always increase the in-person early voting hours.

On weekends, the number of hours you must be open depends on the number of registered voters in your community. The required minimum hours for weekends are:

Number of Voters	Required Weekend Early Voting Hours
0 - 4,999	At least 1 day per weekend At least 2 hours each day you are open At least 4 hours total each weekend
5,000 – 24,999	At least 1 day per weekend At least 3 hours per day you are open At least 6 hours total each weekend
25,000 – 39,999	At least 4 hours each weekend day
40,000 – 74,999	At least 6 hours each weekend day
75,000+	At least 8 hours each weekend day

For weekdays, the required minimum early voting hours will vary depending on the size of your community and at what point it is during the in-person early voting period. By default, the early voting hours are during your regular business hours; however, your city council, board of selectmen, or town council may have the option to limit early voting hours on certain days, if your community is small enough.

The required weekday early voting hours are:

Number of Voters	Required Weekday Early Voting Hours
0 - 4,999	At least 25% of regular business hours
5,000 – 39,999	Primary: Regular business hours State Election: Week 1: at least 50% of regular business hours Week 2: Regular business hours
40,000+	During your regular business hours

In order to limit your early voting hours, your board of selectmen, city council, or town council will need to vote to do so at a public meeting held no later than 20 days before early voting begins. For the November 8, 2022 State Election, the deadline to take that vote is Sunday, October 2, 2022.

Early Voting Locations

Minor changes have been made to the law regarding the designation of early voting sites. As has been the case previously, your local election office is the default early voting site in your community. If your office is determined to be unsuitable or inaccessible, the registrars must vote to hold early voting in a different location. You can also designate additional early voting locations, which must also be accessible.

When assigning early voting sites, your city or town must now consider, to the extent feasible, diverse geographic locations and whether the sites would have an impact on access to the polls on the basis of race, national origin, disability, income, or age. Unlike the assignment of polling places in 2020, no written report on the impact of the early voting locations is required.

Your early voting sites must be designated no later than 2 weeks before early voting begins.

Notice Requirements

You will also need to publish notice of the locations and schedule for early voting at least 5 business days before early voting begins and at least once during the early voting period.

Notice must be posted: in your office or on the city/town bulletin board; in any other public building considered necessary; on the city/town's website; and on the Secretary's website. Remember, you need to enter your hours and locations into VRIS (or notify the Elections Division by email, if that VRIS screen is locked) for them to be posted on our website.

The deadlines for early voting posting for 2022 are:

State Primary

Designate Early Voting sites & schedule: Saturday, August 13, 2022

Post 1st Notice: Monday, August 22, 2022

Post 2nd Notice: August 27 – September 2

State Election

Designate Early Voting sites & schedule: Saturday, October 8, 2022

Post 1st Notice: Monday, October 17, 2022

Post 2nd Notice: October 22 – November 4

Local Elections

For local elections, cities and towns may choose to have in-person early voting. To opt-in to early voting for local elections, at least two registrars need to recommend it, and the board of selectmen, town council, or city council must then vote to authorize in-person early voting.

The vote to opt-in to early voting must take place no later than 5 days before early voting would begin, and must include the early voting schedule. Early voting can begin no earlier than the 17th day before the election or preliminary and can end no later than 2 business days before the election. Early voting for local elections default to your usual business hours, unless the vote specifies otherwise.

Sites for early voting for local elections will be designated by the clerk. The location(s) and early voting schedule must be posted no less than 48 weekday hours before early voting begins.

150 Foot Rule

Beginning with early voting for the September 6th State Primary, the 150 foot rule prohibiting campaigning around polling places will be extended to early voting sites as well. This means that there shall be no campaigning for or against a candidate or question on the ballot for that election within 150 feet of the entrance to the early voting site during voting hours. Signature gathering of any kind will also be prohibited during the voting hours.

Jail-Based Voting

While voters who are incarcerated for a reason other than a felony conviction can already vote by absentee ballot, the new law contains provisions to make voting easier for those who are incarcerated, including adding requirements to correctional facilities to distribute information. Changes to jail-based voting take effect at the beginning of 2023 and more information will be provided after the 2022 elections.

Automatic Voter Registration

Beginning on January 1, 2023, applicants at the RMV will no longer have the option to opt out of automatic voter registration. Instead, the RMV will be required to transmit the names and

addresses of all ***eligible citizen*** applicants to local election officials for voter registration purposes.

Applicants who are automatically registered to vote will now be allowed to decline registration only after receiving the acknowledgment notice you send to them.

Chapter 92
of the Acts of 2022

T H E C O M M O N W E A L T H O F M A S S A C H U S E T T S

In the One Hundred and Ninety-Second General Court

AN ACT FOSTERING VOTER OPPORTUNITIES, TRUST, EQUITY AND SECURITY.

Whereas, The deferred operation of this act would tend to defeat its purpose, which is to authorize forthwith voter opportunities, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience. _____

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Section 1F of chapter 51 of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by striking out the words "eight o'clock post meridian of the twentieth" and inserting in place thereof the following words:- 5:00 p.m. of the tenth.

SECTION 2. Section 26 of said chapter 51, as so appearing, is hereby amended by striking out, in lines 10 and 11, the words "eight o'clock in the evening" and inserting in place thereof, in each instance, the following words:- 5:00 p.m.

SECTION 3. Said section 26 of said chapter 51, as so appearing, is hereby further amended by striking out, in line 10, the word "twentieth" and inserting in place thereof the following word:- tenth.

SECTION 4. Said chapter 51 is hereby further amended by striking out section 28, as so appearing, and inserting in place thereof the following section:-

Section 28. Registrars shall hold a continuous session from 9:00 a.m. until 5:00 p.m. on the last day for registration established under section 26; provided, however, that a town having less than 1,500 voters may hold a session from 9:00 a.m. until 11:00 a.m. and from 3:00 p.m. until 5:00 p.m.

SECTION 5. Section 33A of said chapter 51, as so appearing, is hereby amended by adding the following sentence:- The state secretary shall make the online portal accessible in English, Spanish, Portuguese, Chinese and such additional languages as the state secretary deems necessary or required by law.

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SECTION 6. Section 42G% of said chapter 51, as so appearing, is hereby amended by inserting after the word "vote", in line 57, the following words:- pursuant to subsection (d) of section 65.

SECTION 7. Said section 42G% of said chapter 51, as so appearing, is hereby further amended by striking out subsection (d) and inserting in place thereof the following subsection:-

(d) In accordance with the memorandum of understanding required by subsection (b), each eligible applicant for services at an automatic voter registration agency who meets the qualifications to register to vote and does not decline to register to vote under subsection (d) of section 65 shall be registered as a voter under said section 65 as of the date the registrars add the person's name and address to the register of voters, pursuant to paragraph (4) of said subsection (d) of said section 65; provided, however, that an applicant who meets the qualifications to register to vote, does not decline to register to vote under said subsection (d) of said section 65 and completes a qualifying transaction with an automatic voter registration agency not less than 10 days before an election shall be entitled to vote in that election. If necessary to comply with federal law, the division of medical assistance and the commonwealth health insurance connector authority may allow an applicant to decline to register to vote at the time of application. Otherwise, all automatic voter registration agencies, including the registry of motor vehicles, shall transmit records of all eligible applicants as provided in subsection (e) and these applicants may decline to register to vote only after receiving notice from the registrars under paragraph (3) of said subsection (d) of said section 65.

SECTION 8. Section 47C of said chapter 51, as so appearing, is hereby amended by adding the following paragraph:-

To the extent feasible, the state secretary shall make the statewide list of registered voters contained in the central registry of voters established in this section available to the local election officers at each polling location.

SECTION 9. Chapter 54 of the General Laws is hereby amended by striking out section 14, as so appearing, and inserting in place thereof the following section:-

Section 14. For any primary or election, if the city or town clerk determines in writing that there is a deficiency in the number of required election officers within the 6 weeks preceding the primary or election, the appointing authority may appoint election officers without regard to

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political party membership, voter status, residence in the city or town or inclusion on a list filed by a political party committee pursuant to sections 11B and 12. If the position of warden, clerk or inspector, or deputy of any such officer, if any, is vacant within the 3 weeks preceding any primary or election, the city or town clerk may fill the vacancy by appointing a competent person willing to serve, without regard to political party membership, voter status, residence in the city or town or inclusion on a list filed by a political party committee pursuant to said sections 11B and 12.

SECTION 10. Said chapter 54 is hereby further amended by striking out section 25B, as so appearing, and inserting in place thereof the following 2 sections:-

Section 25B. (a)(1) The election officers and registrars of every city or town shall allow any registered voter qualified under section 1 of chapter 51 to vote early by mail for any municipal preliminary or election or presidential or state primary or election, including any such special preliminary, primary or election, or any primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; provided, however, that the select board, board of selectmen, town council or city council of each city and town may, after a public hearing and by recorded and public vote not less than 45 days prior to the date of the preliminary or election, opt out of the provisions of this subsection for any regular or special municipal preliminary or municipal election; provided further, that any registered voter qualified under section 1 of chapter 51 shall be allowed to vote early by mail for any municipal preliminary or municipal election held on the same day as any presidential or state primary or election or any primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; and provided further, that this subsection shall not apply to an annual or special town meeting.

(2) Any registered voter wanting to vote early by mail may file with the voter's local election official an application for an early voting ballot for a preliminary, primary or election or for all preliminaries, primaries and elections authorized pursuant to this subsection during the calendar year. Any form of written communication evidencing a desire to have an early voting ballot sent for use for voting at a preliminary, primary or election shall be given the same effect as an application made in the form prescribed by the state secretary. Applications shall be acceptable if they are signed or submitted electronically; provided, however, that any electronic signature

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shall be written in substantially the same manner as a handwritten signature. No application shall be deemed to be seasonably filed unless it is received in the office of the city or town clerk or registrars of voters before 5 p.m. on the fifth business day preceding the preliminary, primary or election.

(3) A family member of a person qualified to vote early by mail may apply in the manner described under paragraph (2) on behalf of such person. Such applicant shall state the applicant's relationship to the early voter, shall sign the application under the pains and penalties of perjury and shall transmit the application to the clerk of the city or town where the early voter is registered.

(4) A voter wishing to apply to vote early by mail in any presidential or state primary or election or any primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress and who needs accommodation by reason of disability and is unable to independently mark a paper ballot may apply for such accommodations in a form and manner prescribed by the state secretary. Accommodations shall include, but not be limited to: (i) clear and accessible electronic instructions for completion, printing and returning of the ballot; (ii) an accessible blank electronic application that can be: (A) completed by the voter electronically; (B) signed with a wet signature, a hand drawn electronic signature or the voter's typewritten name as a signature if the voter is unable to independently insert a hand-drawn signature on the application due to a disability; and (C) submitted electronically, by mail or by delivering it, in person or by a family member, to the office of the appropriate city or town clerk; (iii) an authorized accessible blank electronic ballot that can be filled out electronically, printed and signed; provided, however, that the accessible electronic ballot marking system the voter utilizes to access their blank electronic ballot shall not collect or store any personally identifying information obtained in the process of filling out the ballot; (iv) an accessible electronic affidavit that may be used for certification of an accessible electronic ballot and signed with a wet signature, a hand-drawn electronic signature or the voter's typewritten name as a signature if the voter is unable to independently insert a hand-drawn signature on the ballot due to a disability; (v) an envelope to return the ballot to the voter's town or city clerk with postage guaranteed; and (vi) hole punched markers in place of a wet signature required for certification if an electronic affidavit of certification is not utilized. A voter with accommodations in receipt of a ballot pursuant to this section may complete and return the ballot by: (i)

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submitting it electronically; (ii) delivering it, in person or by a family member, to the office of the appropriate city or town clerk or a secured municipal drop box for the city or town where the voter is registered; or (iii) mailing it to the appropriate city or town clerk; provided, however, that the state secretary shall provide an envelope to allow for returning the ballot pursuant to clause (ii) or (iii).

(5) A voter wishing to apply to vote early by mail in a municipal preliminary or election authorized pursuant to this subsection and who needs accommodation by reason of disability and is unable to independently mark a paper ballot may request an accommodation from their local election official. The request shall be received by the local election official not later than the seventh business day preceding the preliminary or election. Upon receiving such a request from a registered voter by phone or electronically, the local election official shall grant reasonable accommodations to the voter.

(6) The state secretary shall establish, implement and maintain an internet portal on the secretary's website to allow a voter to request an early voting ballot for preliminaries, primaries and elections authorized pursuant to this subsection or an absent voting ballot for primaries and elections authorized pursuant to section 86. The voter shall be able to request that the ballot be mailed to the voter's home address, or a different mailing address as designated by the voter, or provided electronically if the voter is approved to utilize an accessible electronic ballot as an accommodation under paragraph (4). Any request under this paragraph shall not require the voter's wet signature.

(7) (i) Not later than 45 days before any presidential or regular state primary or biennial state election or a primary held pursuant to section 140 to fill a vacancy for senator in congress, the state secretary shall mail to all registered voters who are registered to vote not less than 60 days before such primary or election, at their residential addresses or mailing addresses if different from their residential address listed in the central registry, an application for an early voting ballot for the applicable primary or election and any city or town election held on the same day as such primary or election. The application shall also allow a voter to request an early voting ballot for: (A) the remaining state primary or election in the calendar year; or (B) if applicable, the election held pursuant to section 140 to fill a vacancy for senator in congress. The state secretary need not mail an application to a voter whose previous application for an absent

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voting ballot or early voting ballot for the applicable primary or election has been accepted.

(ii) Each application mailed pursuant to this paragraph shall: (A) be pre-addressed to the city or town clerk with return postage guaranteed; (B) be provided in any language required by the bilingual election requirements of the federal Voting Rights Act, 52 U.S.C. 10503; (C) be in a form prescribed by the state secretary in accordance with state and federal law; (D) include clear instructions for completing and returning the application; and (E) allow a voter to designate the mailing address to which the ballot shall be sent.

(iii) Each application mailed pursuant to this paragraph to a voter in the city of Boston shall include an option, which shall appear prominently on the application, to request a ballot printed in any language available at the voter's polling location pursuant to chapter 166 of the acts of 2014.

(iv) To minimize mailings and costs, the state secretary may seek to include said applications in any other mailings required by this chapter or otherwise issued to such registered voters at such time; provided, however, that such a mailing shall clearly indicate that applications to vote early by mail are contained therein and that any voter who previously returned an accepted application for an absent voting ballot or early voting ballot in the calendar year need not return an additional application for the applicable primary or election.

(v) The applications required pursuant to this paragraph shall be made available on the website of: (A) the state secretary; and (B) each city and town.

(8) The election officers and registrars of every city or town shall include an application for an early voting ballot with the acknowledgment notice sent to any person registering to vote or changing their voter registration address; provided, however, that the application shall be in the form prescribed by the state secretary pursuant to paragraph (7).

(9) Upon receipt of an early voting application, the election officers shall verify the voter's information and, if confirmed, shall record the voter as "EV" on the voting list. If the election officers find that the person signing the application is not a duly registered voter or the family member of a voter, they shall send the voter written notice to that effect and shall preserve the application during the time fixed by law for the preservation of ballots cast in the coming election, after which time the application shall be destroyed.

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(10) Early voting ballots authorized pursuant to this section shall be mailed by the appropriate local election officials as soon as such materials are available. The mailing of an early voting ballot shall include: (i) instructions for early voting; (ii) instructions for completing the ballot; (iii) an inner envelope where the ballot shall be placed after voting that contains an affidavit of compliance to be filled out by the voter and notice of the penalties under section 26 of chapter 56; and (iv) an outer envelope that is pre-addressed to the local election official with postage guaranteed. To the extent feasible, the state secretary shall include on the outer envelope a system that generates a postmark for determining the date upon which the envelope was mailed.

(11) Early voting ballots authorized pursuant to this section shall be provided to the voter in the language required pursuant to clauses (ii) and (iii) of paragraph (7).

(12) The provisions of section 81 relative to spoiled ballots shall apply to early voting ballots under this section; provided, however, that a request for a substitute ballot from a voter who has received a ballot by mail shall not be valid unless it is accompanied by the spoiled ballot and received in the office of the city or town clerk or the registrars before 5 p.m. on the fifth day preceding the election for which such substitute voting ballot is requested.

(13) An early voting ballot received by mail may be returned by the voter or a family member by: (i) delivering it in person to the office of the appropriate city or town clerk; (ii) delivering it to an early voting location for the appropriate city or town during the early voting in-person hours; (iii) dropping it in a secured municipal drop box for the city or town where the voter is registered; or (iv) mailing it to the appropriate city or town clerk.

All early voting ballots submitted by mail, delivered in person to the office of the city or town clerk, returned to a secured municipal drop box for the city or town where the voter is registered or returned electronically pursuant to the accommodations granted to a voter by reason of disability under paragraph (4) shall be received by the city or town clerk before the hour fixed for closing the polls on the day of a preliminary, primary or election; provided, however, that an early voting ballot mailed on or before the day of a biennial state election shall be accepted until 5 p.m. on the third day after the election and shall be processed in accordance with section 95. A postmark, if legible, shall be evidence of the time of mailing.

(14) Upon receipt of a completed early voting ballot, the local election official shall open the outer mailing envelope and examine the inner secrecy envelope without opening it, compare the signature thereon with the signature on the application therefor, except if a family member signed the application or the voter received assistance in signing the application or the envelope, and examine the affidavit on each such envelope. If the affidavit has been improperly executed or does not sufficiently indicate that the ballot was marked and mailed or delivered as required by this section, the local election official shall mark across the face thereof "Rejected as defective" and shall notify the voter and send the voter a new ballot. If the early voting ballot is accepted, the local election official shall record the date and secure the ballot in its envelope until processing in accordance with law.

(b) (1) The local election officers and registrars of every city or town shall allow any registered voter qualified under section 1 of chapter 51 to vote early in person for any: (i) presidential or state primary or biennial state election or primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; and (ii) city or town election held on the same day as a primary or election enumerated in clause (i). Any voter wishing to vote early in person in such primaries or elections may do so at the time, manner and location prescribed in this section.

(2) Early voting in person shall be conducted:

(i) from the seventeenth day through the fourth day, inclusive, preceding a biennial state election and any city or town election held on the same day as a biennial state election; and

(ii) from the tenth day through the fourth day, inclusive, preceding any: (A) presidential or state primary or primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; and (B) city or town election held on the same day as a primary or election enumerated in subclause (A).

(3) Early voting in person shall be conducted on weekend dates during the early voting period as follows: (i) for municipalities with less than 5,000 registered voters, for not less than 4 hours each weekend, with at least 1 day per weekend, for not less than 2 hours on a weekend day in which voting is conducted; (ii) for municipalities with not less than 5,000 registered voters but less than 25,000 registered voters, for not less than 6 hours each weekend, with at least 1 day per weekend, for not less than 3 hours on a weekend day in which voting is conducted; (iii) for municipalities

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with not less than 25,000 registered voters but less than 40,000 registered voters, for not less than 4 hours each weekend day; (iv) for municipalities with not less than 40,000 registered voters but less than 75,000 registered voters, for not less than 6 hours each weekend day; and (v) for municipalities with not less than 75,000 registered voters, for not less than 8 hours each weekend day. For each other day during the early voting period, early voting in-person shall be conducted as follows: (i) for municipalities with less than 5,000 registered voters the city council of a city or board of selectmen or select board of a town may, at a public meeting held not less than 20 days before the first day of the early voting period, vote to provide early voting hours of not less than 25 per cent of the usual business hours of the town clerk; (ii) for municipalities with more than 5,000 registered voters but less than 40,000 registered voters: (A) for the fifteenth day to the eleventh day, inclusive, preceding a biennial state election, the city council of a city or board of selectmen or select board of a town may, at a public meeting held not less than 20 days before the first day of the early voting period, vote to provide early voting hours of not less than 50 per cent of the usual business hours of the city or town clerk; and (B) for the eighth day to the fourth day, inclusive, during the usual business hours of each city or town clerk; and (iii) for municipalities with more than 40,000 registered voters, during the usual business hours of the city or town clerk. A city or town may, in its discretion, provide for additional early voting hours beyond the hours required by this paragraph.

(4) Each city and town shall establish an early voting site that shall include the local election office for the city or town; provided, however, that if the city or town determines that the office is unavailable or unsuitable for early voting, the registrars of each city or town shall identify and provide for an alternative public building that is centrally-located, suitable and convenient within the city or town as an early voting site; and provided further, that when designating early voting sites, a city or town shall consider, to the extent feasible, diverse geographic locations and whether such sites would have an impact on access to the polls on the basis of race, national origin, disability, income or age. A city or town may also provide for additional early voting sites at the discretion of the registrars for that city or town. Each early voting site shall be accessible to persons with disabilities in accordance with state and federal law.

(5) The designation of an early voting site shall be made not less than 14 days prior to the beginning of the early voting period established in this

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section. Not less than 5 business days prior to the beginning of the early voting period and at least once during the early voting period, the registrars for each city and town shall publish notice of the location of the early voting sites as well as the applicable dates and hours. Such notice shall be conspicuously posted: (i) in the office of the city or town clerk and on the principal official bulletin board of each city or town; (ii) on any other public building considered necessary; (iii) on the city or town's website; and (iv) on the website of the state secretary.

(6) Prior to the beginning of in-person early voting, the local election officials for each city and town shall prepare a list for the early voting sites, containing the names and residences of all persons qualified to vote at each voting site as the names and residences appear upon the annual register, and shall reasonably transmit the applicable list to the local election officers at each early voting site designated by the registrars.

(7) A voter seeking to vote in person at an early voting site shall provide their name and address to the local election officer who shall, upon finding the voter's name and address upon the list, repeat it loudly and clearly, mark the list and provide the voter with an early voting ballot and an envelope containing an affidavit, which shall include a notice of penalties under section 26 of chapter 56. The registrar or presiding election officer at the early voting site shall cause to be placed on the voting list opposite the name of a qualified voter who participates in early voting, the letters "EV" designating an early voter.

(8) Upon marking their early voting ballot, enclosing it in the secrecy envelope and executing the affidavit, the voter shall return the ballot envelope to a local election officer at the early voting site who shall review the envelope to ensure the affidavit has been signed by the voter. After a ballot envelope has been accepted, it shall be securely stored at the early voting site until such time as it is transported to the office of the local election official, but not later than the close of early voting for that day.

(c)(1) The select board, board of selectmen, town council or city council of each city and town may vote to authorize early in-person voting for any other city or town preliminary or election not included in subsection (b). Such vote may only be taken after a request from not less than 50 percent of the registrars of the city or town recommending in-person early voting; provided, however, that such vote shall occur not less than 5 business days prior to the proposed beginning of early voting.

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(2) As part of the vote to allow early in-person voting under this subsection, a city or town shall set the early voting period to begin not sooner than 17 days before the preliminary or election and end not later than 2 business days preceding the preliminary or election.

(3) Early voting under this subsection shall be conducted during the usual business hours of the city or town clerk unless different hours are set as part of the vote to allow early in-person voting, including any weekend hours.

(4) The city or town clerk shall establish an early voting site for early in-person voting under this subsection that is centrally-located, suitable and in a convenient public building. Notice of the early voting location, dates and hours shall be posted not less than 48 weekday hours before the early voting period begins.

(5) A voter voting early in person under this subsection shall be provided with a ballot and an envelope where the ballot is placed after voting that contains an affidavit of compliance to be filled out by the voter. A voter voting early in person shall complete an affidavit under the regulations promulgated by the state secretary for the administration of early voting, as applicable, which shall include a notice of penalties under section 26 of chapter 56.

(d) The registrars shall prepare lists of all voters casting ballots during the early voting period pursuant to this section and update the voter list in a manner prescribed by the state secretary. Once an early voting ballot is cast, the voter shall not vote again.

(e) The early voting ballot of any voter who was eligible to vote at the time the ballot was cast shall not be invalid solely because the voter became ineligible to vote by reason of death after casting the ballot. For purposes of this subsection, the term "cast" shall mean that the voter has: (i) deposited the early voting ballot in the mail for ballots mailed; (ii) returned the early voting ballot to the appropriate local election official either by hand or by depositing it in a secured municipal drop box, where available, for the city or town where the voter is registered; (iii) completed voting in person at an early voting location; or (iv) submitted a ballot electronically pursuant to the accommodations granted to a voter by reason of disability under paragraph (4) of subsection (a).

(f) Sections 37 and 38 of chapter 53 shall apply to unenrolled voters and voters enrolled in political designations voting early in primaries. The registrar or presiding election official at the early voting site shall cause

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the name of the party of the ballot being voted to be recorded on the voting list. Once the party selection has been recorded on the voting list, a voter shall not request or vote on the ballot of another party.

(g) Not less than 30 days prior to each presidential primary, state primary, state election, and primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress, the state secretary shall deliver to each city and town, in quantities as the state secretary determines necessary, the following papers: (i) official early voting ballots similar to the official ballot to be used at the election; provided, however, that a sufficient quantity of such ballots are printed in the languages necessary to accommodate the selection of a bilingual ballot by voters pursuant to clauses (ii) and (iii) of paragraph (7) of subsection (a); (ii) envelopes of sufficient size to contain the ballots specified in clause (i) bearing on their reverse the voter's affidavit; (iii) return envelopes, pre-addressed to the local election official with postage guaranteed, for any ballot requested for voting by mail; and (iv) instructions for voting by mail to be sent to each voter who requests to cast a ballot by mail. The voting period for early voting by mail shall begin as soon as all necessary early voting materials have been received by the local election official pursuant to this subsection.

(h) Any early voting ballot cast pursuant to this section may be opened and deposited into a tabulator in advance of the date of the preliminary, primary or election in accordance with regulations promulgated by the state secretary; provided, however, that municipalities that do not have a tabulator may open and deposit early voting ballots into a ballot box; provided further, that such ballots shall be kept secured, locked and unexamined and that no results shall be determined or announced until after the time polls close on the date of the preliminary, primary or election; and provided further, that notice of the date, time and location of any such opening or depositing shall be posted not less than 2 business days in advance of the opening or depositing; and provided further, that the opening or depositing shall be open to the public. Disclosing any such result before such time shall be punished as a violation of section 14 of chapter 56.

All envelopes referred to in this section shall be retained with the ballots cast at the preliminary, primary or election and shall be preserved and destroyed in the manner provided by law for the retention, preservation or destruction of official ballots.

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(i) The state secretary shall promulgate regulations to implement this section including, but not limited to, a process for establishing additional early voting sites and a process for applying for, receiving, separating, compiling, recording and securing early ballots and advance depositing.

(j) Section 72 shall not apply to this section; provided, however, that a city or town, at the discretion of its election officers and registrars, may detail a sufficient number of police officers or constables for each early voting site at the expense of the city or town to preserve order, protect local election officers and supervisors from any interference with their duties and aid in enforcing the laws relating to elections.

(k) Not later than 45 days after each presidential primary, regular state primary, biennial state election and primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress, the state secretary shall submit a report to the house and senate committees on ways and means and the joint committee on election laws on the costs to implement subsection (a) of this section. The report shall include, but not be limited to: (i) the number of ballot applications with postage guaranteed mailed to voters; (ii) where available, the number of ballot applications with postage guaranteed returned requesting a ballot; (iii) the total number of ballots cast by mail; (iv) total cost and amounts paid for using federal funds; and (v) where available, the number of ballot applications that were returned as undeliverable and a description of the reasons why each application was returned, including, but not limited to, a change of address or the intended recipient being deceased.

Section 25C. (a) For the purposes of this section, the following words shall have the following meanings:

"Applicable statewide election", a presidential or regular state primary or biennial state election or a primary or election held pursuant to section 140 to fill a vacancy for senator in congress.

"Facility", a correctional facility, house of correction, jail or department of youth services.

(b) The officer in charge of a facility shall develop and publish policies and procedures that govern the facilitation of voting and voter registration for eligible voters in the facility; provided, however, that the policies and procedures shall include, but not be limited to:

(i) the distribution of voter education and election information provided by the state secretary, including, but not limited to: (A) the display of posters in prominent locations visible to individuals who are

incarcerated at the facility; and (B) the dissemination of written notices about voting rights and procedures to all individuals who are incarcerated at the facility and who may be eligible to vote;

(ii) for any preliminary, primary or election, assisting an individual who is incarcerated at the facility and who may be eligible to vote in registering as a voter and in applying for an early voting by mail or absent voting ballot, including as a specially qualified voter; provided, however, that such assistance shall include, but not be limited to: (A) distributing forms prepared by the state secretary for those purposes, including ballot applications or voter registration forms; (B) providing an individual with access to a writing implement sufficient to properly complete the registration and application forms; (C) providing records that may serve as proof of residence for the purpose of voter registration or that provide a voter with their last known address, such as intake forms, arrest records or other forms in the possession of the facility; (D) providing voter information packets generated by the state secretary and, where possible, by nonpartisan community groups, nonpartisan volunteers or other nonpartisan stakeholders; and (E) facilitating the timely return of an application for an eligible voter to be permitted to vote early by mail;

(iii) facilitating the expeditious and timely receipt and return of an early voting by mail or absent voting ballot by an eligible individual who is incarcerated at the facility, including, but not limited to, by: (A) providing access to a writing implement sufficient to properly complete the ballots; (B) establishing locations where voters may complete ballots and other paperwork in private, where feasible; and (C) facilitating the mailing of completed mail ballots as soon as practicable; provided, however, that an employee, contractor, agent, official or representative of the department of correction shall not open or inspect any completed mail ballot unless it is to investigate reasonable suspicion of a prohibited activity;

(iv) providing means of tracking: (A) complaints by an individual who is incarcerated at the facility related to voting or registration; (B) numbers of individuals who are incarcerated who sought to vote; and (C) the outcome of their requests; and

(v) policies for collaboration with local election officials, civic engagement community groups and other stakeholders.

(c) The officer in charge of a facility shall:

(i) not later than 45 days before an applicable statewide election, display or distribute any informational posters or packets provided by the

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state secretary pursuant to subsection (d) or, if received after such date, immediately upon receipt; provided, however, that the distribution and announcements of such information shall be continued through the conclusion of such election;

(ii) not later than 14 days before an applicable statewide election, file a written report with the state secretary, in a form prescribed by the state secretary, that details the actions taken under this section; provided, however, that the report shall be a public record; and

(iii) appoint a subordinate officer at the facility to supervise the actions required by this section.

(d) Not later than 90 days before an applicable statewide election, the state secretary shall: (i) create and distribute to sheriffs and superintendents of facilities voter information signs and information for display and distribution in facilities; and (ii) distribute to local election officials information on: (A) the qualifications and rights of eligible incarcerated voters; (B) how to process a voter registration or ballot application from an eligible incarcerated voter; (C) current law pertaining to those rights and processes; and (D) the presumed residence for voting purposes of an eligible incarcerated voter and instances in which an eligible incarcerated voter can maintain the facility in which they are confined as their address for voting purposes.

(e)(1) Prior to the expiration of the term for a person who is incarcerated in a correctional facility, the officer in charge of the facility shall provide, in writing, a document prepared by the state secretary explaining: (i) the voting rights of a person who is incarcerated in a correctional facility upon discharge from a correctional facility; and (ii) instructions for the person to register to vote following discharge from the facility. The officer in charge of the facility shall provide the person with a voter registration form with a postage guaranteed envelope, and assistance, if requested, to complete such form.

(2) The state secretary shall prepare and transmit the document required pursuant to paragraph (1) to the local election officials for each city and town.

(f)(1) For each applicable statewide election, following the close of registration pursuant to section 26 of chapter 51 but not later than the day of the election, the officer in charge of a facility, except for the department of youth services, shall transmit to the state secretary: (i) a list containing information about persons who are newly incarcerated in the

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correctional facility due to a felony conviction since the time of last reporting under this section; (ii) a list containing information about persons who were incarcerated in the correctional facility due to a felony conviction but were discharged since the time of last reporting under this section; and (iii) a list containing information about persons in the facility who are detained pre-trial or convicted of a misdemeanor.

(2) The lists required by paragraph (1) shall include, for each person listed: (i) name; (ii) date of birth; (iii) last 4 digits of social security number or driver's license number, if available; (iv) address on-file, including street, city or town and state; and (v) the name and address of the facility where the person is detained.

(g) The state secretary shall submit a report to the joint committee on election laws not later than 6 months following each applicable statewide election, including anonymized, aggregated data on the number of: (i) eligible incarcerated voters at the time of the election in each municipality; and (ii) incarcerated voters who requested an early voting by mail or absent voting ballot and the outcome of that request in each municipality, including the reasons for rejection, if applicable. The state secretary may coordinate with local election officials and officers in charge of facilities to aggregate such data, where available. The submitted report shall be a public record, but other materials generated for the purpose of the state secretary's compilation of the report shall not be public records.

(h) Not later than 30 days before any municipal, state or presidential election, each city or town clerk shall post on the city or town's website and report to the state secretary any measures undertaken to facilitate voting for eligible incarcerated voters.

SECTION 11. Section 65 of said chapter 54, as so appearing, is hereby amended by adding the following paragraph:-

This section shall apply to early voting locations under section 25B while voting is being conducted.

SECTION 12. Said chapter 54 is hereby further amended by striking out section 67, as so appearing, and inserting in place thereof the following section:-

Section 67. One voting list shall be delivered to the ballot clerks and another may be delivered to the officer in charge of the ballot box; provided, however, that the city or town clerk may opt to use only 1 voting list at the check in. When a ballot is delivered to a voter, the voter's name shall be checked on the voting list and, except where the city or town clerk

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has opted to not use a check-out list, it shall be checked on the second voting list when the voter deposits the ballot. Where a check-out list is used, the officer in charge of the ballot box and the officer in charge of the voting list shall either: (i) be of different political parties; or (ii) not be of the same political party if the election officers have been appointed pursuant to section 14 without regard to political party membership. No person shall vote if the person's name is not on the voting list, nor until the local election officer shall check the person's name thereon, unless the person presents a certificate from the registrars of the city or town as provided by section 51 or section 59 of chapter 51 or unless the person is voting by provisional ballot under section 76C. A city or town may vote to use electronic poll books rather than paper voting lists in accordance with section 33I.

SECTION 13. Said chapter 54 is hereby further amended by striking out section 72, as so appearing, and inserting in place thereof the following section:-

Section 72. The select board, board of selectmen, town council or city council of each city and town, in consultation with its election officers and registrars, shall detail a sufficient number of police officers or constables for each building that contains the polling place for 1 or more precincts at every election therein to preserve order and to protect the election officers and supervisors from any interference with their duties and to aid in enforcing the laws relating to elections.

SECTION 14. Said chapter 54 is hereby further amended by striking out section 83, as so appearing, and inserting in place thereof the following section:-

Section 83. In a precinct at which a check-out table is used, a voter, after marking the voter's ballot, shall give the voter's name, and, if requested, residence, to an officer in charge of the ballot box, who shall distinctly announce the voter's name and, if requested, residence. If the name is found on the voting list by the local election officer, the local election officer shall distinctly repeat the name and check it on the voting list. The voter may then deposit the ballot in the ballot box. No ballot without the official endorsement, except as provided in section 61, shall be deposited in the ballot box. A city or town clerk may opt to eliminate the use of a voting list at the check-out table but shall maintain an officer in charge of the ballot box.

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SECTION 15. Subsection (d) of section 87 of said chapter 54, as so appearing, is hereby amended by adding the following paragraph:-

To the extent feasible, the state secretary shall include on the envelopes required pursuant to this subsection a system that generates a postmark for determining the date upon which the envelope was mailed.

SECTION 16. Section 89 of said chapter 54, as so appearing, is hereby amended by striking out the second sentence and inserting in place thereof the following sentence:- No application for an absent voting ballot to be sent by mail shall be deemed to be seasonably filed unless it is received in the office of the city or town clerk or registrars before 5 p.m. on or before the fifth business day preceding the election for which the ballot is being requested.

SECTION 17. Section 91B of said chapter 54, as so appearing, is hereby amended by inserting after the word "prepaid", in line 5, the following words:- and with return postage guaranteed.

SECTION 18. Said chapter 54 is hereby further amended by striking out section 91C, as so appearing, and inserting in place thereof the following section:-

Section 91C. (a) For the purposes of this section, "voter" shall mean an individual voting pursuant to the federal Uniformed and Overseas Citizens Absentee Voting Act.

(b) A voter wishing to cast an absentee ballot in any preliminary, primary or election may apply for such ballot in a form and manner prescribed by the state secretary; provided, however, that the secretary shall permit a voter to apply through an electronic application that: (i) includes clear instructions for completing and returning the application; and (ii) can be: (A) completed by the voter electronically; (B) signed with a wet signature or hand-drawn electronic signature; and (C) submitted electronically, by mail or by delivering it to the office of the appropriate city or town clerk. The most recent version of the Federal Post Card Application shall be one such application that shall be accepted by the state secretary pursuant to this section.

(c) An application pursuant to subsection (b) shall permit a voter to request to receive an absentee ballot: (i) by mail, in accordance with section 91B; (ii) by fax; (iii) by email; or (iv) electronically through an electronic system that is approved by the state secretary and allows a voter to receive, mark, verify and cast a ballot electronically; provided, however, that any electronic system approved by the state secretary under this section

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shall: (A) provide an electronic voter affidavit that may be used for certification of an electronic ballot and signed with a wet signature or hand-drawn electronic signature; and (B) not store personal identifying information beyond the time necessary to confirm the identity of the voter.

(d) Upon receipt of a properly executed application for an absentee ballot from a voter, the city or town clerk shall retain the application and, without delay, enter the application in the voter registration information system. The city or town clerk shall expeditiously transmit a ballot or access to an electronic ballot to all voters for whom an application was received in accordance with subsection (c).

(e) The state secretary shall provide clear instructions to voters for returning the marked absentee ballot to the appropriate city or town clerk to be counted; provided, however, that the voter may return the ballot to the city or town clerk: (i) by mail; (ii) by fax; (iii) by email; (iv) electronically through the electronic system approved by the state secretary, subject to the regulations promulgated by the secretary; or (v) by delivering it to the office of the city or town clerk or a secured municipal drop box for the city or town where the voter is registered.

(f) If a request for an absentee ballot is received from a voter 45 or more days before a federal election and the state secretary has determined that the city or town clerk is unwilling or unable to transmit the ballot not less than 45 days before the election, the state secretary may, on behalf of the city or town clerk, after notice to the city or town clerk and in accordance with the voter's choice, electronically transmit or mail the appropriate absentee ballot and instructions to the voter not later than 45 days prior to the federal election. The state secretary shall enter in the voter registration information system the transmission date on which absentee voters were sent ballots by the state secretary pursuant to this subsection.

(g) The state secretary shall promulgate regulations to implement this section.

SECTION 19. Section 92 of said chapter 54, as so appearing, is hereby amended by adding the following subsection:-

(d) The absent voting ballot of any voter who was eligible to vote at the time the ballot was cast shall not be deemed invalid solely because the voter became ineligible to vote by reason of death after casting the ballot. For purposes of this subsection, the term "cast" shall mean that the voter has: (i) deposited the absent voting ballot in the mail for ballots mailed; (ii) returned the absent voting ballot to the appropriate local election

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official either by hand or by depositing it in a secured municipal drop box, where available, for the city or town where the voter is registered; or (iii) returned the absent voting ballot electronically pursuant to section 91C.

SECTION 20. Said chapter 54 is hereby further amended by striking out section 93, as so appearing, and inserting in place thereof the following section:-

Section 93. All absent voting ballots submitted by mail, delivered in person to the office of the city or town clerk, returned to a secured municipal drop box for the city or town where the voter is registered or returned electronically pursuant to section 91C shall be received by the city or town clerk before the hour fixed for closing the polls on the day of a primary or election; provided, however, that an absent voting ballot mailed on or before the day of a biennial state election shall be accepted until 5 p.m. on the third day after the election and shall be processed in accordance with section 95. A postmark, if legible, shall be evidence of the time of mailing.

SECTION 21. Section 95 of said chapter 54, as so appearing, is hereby amended by striking out the first paragraph and inserting in place thereof the following 2 paragraphs:-

Any absent voter ballot cast pursuant to section 86 may be opened and deposited into a tabulator in advance of the date of the primary or election in accordance with regulations promulgated by the state secretary; provided, however, that municipalities that do not have a tabulator may open and deposit early voting ballots into a ballot box; provided further, that such ballots shall be kept secured, locked and unexamined and that no results shall be determined or announced until after the time polls close on the date of the primary or election; and provided further, that notice of the date, time and location of any such opening or depositing shall be posted 2 business days in advance of the opening or depositing; and provided further, that the opening or depositing shall be open to the public. Disclosing any such result before such time shall be punished as a violation of section 14 of chapter 56.

If not advance deposited, the city or town clerk, on the day of the election but not later than 1 hour after the hour for the closing of the polls, shall transmit all envelopes purporting to contain official absent voting ballots received on or before the close of business on the day preceding the day of the election, and that have not been marked "Rejected as Defective" as provided in section 94, to the local election officers in the

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several precincts where the voters whose names appear on such envelopes assert the right to vote or to a central tabulation facility designated in accordance with regulations promulgated by the state secretary. The local election officer in charge of the polling place or central tabulation facility shall immediately, after receipt of any such envelopes, distinctly announce the name and residence of each such voter and check the voter's name on the voting lists referred to in section 60 of chapter 51, on the voter's certificate of supplementary registration attached to such lists as provided in section 51 of said chapter 51 or on the lists of specially qualified voters, if it has not already been so checked. The city or town clerk shall open the envelopes in which the ballot is enclosed in such a manner as not to destroy the affidavit thereon, take the ballot therefrom without opening it or permitting it to be examined and deposit it in the ballot box. All envelopes referred to in this section shall be retained with the ballots cast at the election and shall be preserved and destroyed in the manner provided by law for the retention, preservation or destruction of official ballots.

SECTION 22. Section 100 of said chapter 54 is hereby repealed.

SECTION 23. Not later than July 1, 2022, the state secretary shall enter into the agreement with the Electronic Registration Information Center, Inc. as required by section 47C of chapter 51 of the General Laws.

SECTION 24. Not later than 30 days after the effective date of this act, the state secretary shall conduct a public awareness campaign to inform voters in the commonwealth of the provisions of this act, including, but not limited to, measures to promote public awareness of: (i) expanded early voting options; (ii) the requirements and procedures for early voting by mail, including, but not limited to, information related to the ability of a voter who requests but does not return an early voting by mail ballot to vote in person on election day; (iii) the availability of accommodations for voters with disabilities; (iv) the availability of assistance under section 79 of chapter 54 of the General Laws for voters who have limited English proficiency; and (v) information explaining that the processing of mail ballots and the tabulating of the results of the election may extend a few days past the day of the election. The public awareness campaign shall: (i) be linguistically diverse and culturally competent; (ii) be provided in multiple formats for viewing and include, but not be limited to, outreach through digital and social media; and (iii) ensure specific outreach is conducted for groups and communities that have historically underused mail voting and early voting.

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SECTION 25. The electronic instructions and accommodations prescribed by the state secretary pursuant to paragraph (4) of subsection (a) of section 25B of chapter 54 of the General Laws, as inserted by section 10, shall comply with requirements contained in Title II of the federal Americans with Disabilities Act and shall conform, to the extent feasible and required under law, with the Web Content Accessibility Guidelines 2.1 Level AA and best practices from the National Institute of Standards and Technology.

SECTION 26. Sections 1 to 4, inclusive, shall take effect 30 days after the effective date of this act.

SECTION 27. Not later than 30 days after the effective date of this act, the state secretary shall implement the internet portal required by paragraph (6) of subsection (a) of section 25B of chapter 54 of the General Laws, as inserted by section 10.

SECTION 28. Section 18 shall take effect on December 1, 2022. The state secretary shall promulgate regulations necessary to implement section 91C of chapter 54 of the General Laws, as inserted by section 18, not later than January 1, 2023.

SECTION 29. Sections 6 and 7 shall take effect on January 1, 2023.

SECTION 30. Section 25C of chapter 54 of the General Laws, as inserted by section 10, shall take effect on January 1, 2023.

House of Representatives, June 16, 2022.

Preamble adopted,

Kate H—, Speaker.

In Senate, June 16, 2022.

Preamble adopted,

W. U. Brown, President.

House of Representatives, June 16, 2022.

Bill passed to be enacted,

Kate H—, Speaker.

In Senate, June 16, 2022.

Bill passed to be enacted,

W. U. Brown, President.

June 22, 2022.

Approved,
at *2* o'clock and *55* minutes, *P*. M.

Charles D. Baker
Governor.



Board of Registrars of Voters

Regular Meeting

~ Minutes ~

Melrose City Hall
Melrose, MA 02176

<http://www.cityofmelrose.org>

Kristin Foote
781-979-4116

Wednesday, November 2, 2022

4:00 PM

City Council Chamber

I. Call to Order

Attendee Name	Title	Status	Arrived
Cynthia A Silveira	Chair	Present	
Brigid Alverson		Present	
Francis X. Wright Jr.		Present	
Kristin Foote	City Clerk	Present	

II. Public Comment

Motion To: Public Comment

COMMENTS - Current Meeting:

Motion: Open Public Comment

By: Registrar Wright, Second: Registrar Alverson - motion carried.

No one comes forward.

Motion: Close Public Comment

By: Registrar Alverson, Second: Registrar Wright - motion carried.

RESULT: PASSED [UNANIMOUS]
MOVER: Francis X. Wright Jr.
SECONDER: Brigid Alverson
AYES: Cynthia A Silveira, Brigid Alverson, Francis X. Wright Jr.,
 Kristin Foote

III. Agenda

Recent complaint filed pursuant to MGL ch 51 section 48

City Solicitor Phillips reviewed the October 24, 2022 complaint filed with the Board of Registrars by Mr. Aufiero pursuant to G.L. c. 51 section 48 and whether or not the complaint has sufficient grounds to move forward under section 48. The reliability of the data is under question as there is no way to see how and when the data was created by the Florida company pulling

from the USPS records. Additionally this was not timely noticed as there is no time to notify approximately 900 individuals listed. There is still the state law available to anyone challenging voter on election day and there are stringent safeguards to prevent removal of voters from roles without following census/confirmation card process of inactivity.

Motion To: Suspend the Rules

COMMENTS - Current Meeting:

Motion: Suspend the Rules

By: Registrar Alverson, Second: Registrar Wright - motion carried.

RESULT: PASSED [UNANIMOUS]
MOVER: Brigid Alverson
SECONDER: Francis X. Wright Jr.
AYES: Cynthia A Silveira, Brigid Alverson, Francis X. Wright Jr.,
 Kristin Foote

Motion To: of insufficient grounds to purge individuals on complainant supplied voter list

RESULT: PASSED [UNANIMOUS]
MOVER: Francis X. Wright Jr.
SECONDER: Cynthia A Silveira, Chair
AYES: Cynthia A Silveira, Brigid Alverson, Francis X. Wright Jr.,
 Kristin Foote

IV. Adjournment

Motion To: Adjourn

COMMENTS - Current Meeting:

Motion: Adjourn

By: Registrar Silveira Second: Registrar Wright - motion carried.

Meeting adjourned at 4:23 p.m.

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)

RESULT: PASSED [UNANIMOUS]
MOVER: Cynthia A Silveira, Chair
SECONDER: Francis X. Wright Jr.
AYES: Cynthia A Silveira, Brigid Alverson, Francis X. Wright Jr.,
Kristin Foote



Board of Registrars of Voters

Regular Meeting

~ Minutes ~

Melrose City Hall
Melrose, MA 02176

<http://www.cityofmelrose.org>

Kristin Foote
781-979-4116

Wednesday, May 17, 2023

4:00 PM

City Council Chamber

I. Call to Order

Attendee Name	Title	Status	Arrived
Bill Thompson		Present	
Brigid Alverson		Present	
Francis X. Wright Jr.		Present	
Kristin Foote	City Clerk	Present	

II. Public Comment

Motion To: Public Comment

COMMENTS - Current Meeting:

Motion: Open Public Comment

By: Registrar Wright, Second: Registrar Thompson - motion carried.

No one comes forward.

Motion: Close Public Comment

By: Registrar Wright, Second: Registrar Thompson - motion carried.

RESULT: PASSED [UNANIMOUS]
MOVER: Francis X. Wright Jr.
SECONDER: Bill Thompson
AYES: Bill Thompson, Brigid Alverson, Francis X. Wright Jr., Kristin Foote

III. Minutes Approval

Wednesday, April 19, 2023

IV. Agenda

NEW BUSINESS

- **Voter Registration Drive - new residents/Victorian Fair and students at Melrose High School**

Registrars discussed a presence at the Fair for increased engagement and voter registration information/registration forms as well as signage/banner "what does inactive mean" education efforts.

- **Election Prep**

Annual maintenance on election equipment has been completed. The technician advised the batteries on each of the 16 tabulators has reached the 6 year end of warranty and will need to be replaced as they are no longer under warranty. Clerk Foote will discuss funding the unanticipated cost with the Audit department and has added a reminder to the 2029 calendar for budgeting purposes. The Automark machines are 16 years old, outdated and need replacing once a product is state certified. These are state supplied machines originally purchased with HAVA funds. Discussion regarding whose attention this needs to be brought to; Registrar Alverson proposed speaking with Kate Lipper-Garabedian and Jason Lewis as a first step and to find out who funds this. The newest assistive technology (Democracy Live) was discussed. Used for voters to who cannot leave their home to vote. Registrar Alverson asks how many use the Automark machines. At least one individual in recent elections.

- **Candidate update**

Election Administrator Rossi updated the BRV on how many local candidates are certified and proposed community engagement supplies for the 2023/2024 election cycle including vests identifying election staff so voters can visual identify who is manning the polls. Discussed creating a flier informing MHS juniors/seniors of a work opportunity, under this warden's supervision, when polls close assisting with lifting/sorting. Clerk Foote and EA Rossi will work with the Superintendent and Principal Merrill regarding recruitment. Registrar Wright wants to ensure the oversight for the students is clear to all. Registrar Alverson asked about the practices of other communities and their experience with the students' work and reliability. Prior to working students will undergo training and will be sworn in as an official poll worker. BRV does not wish to receive updates on new/certified local candidates.

- **Middlesex County Clerk roundtable**

Clerk Foote advised the BRV of her recent Middlesex County Clerk roundtable with state senator and reps. Discussions involved unfunded mandates because of the increased voting accessibility as well as revision of early voting in person. Discussed the public

records law and was informed about the practical impact on municipalities. Informed electeds the PRR law is being used for purposes not originally intended - marketing - and of the extreme time consumption responding to these requests.

- **Budget Hearing (elections)**

Clerk Foote provided an update on the upcoming budget hearing, including requested S&W increases to handle the expected heavy turnout in the 2023-2024 election cycle. She will go before the board on 5/18/23

Tabled Items

Early Voting - Result of previous discussion on whether or not to recommend early in-person - not required for local elections. Registrars unanimously recommended an early in-person schedule as follows for the fall elections:

September 19th

- Wednesday September 6 from 9am - 1pm
- Friday September 8 from 1pm - 5pm
- Tuesday September 12 from 1pm - 5pm

November 7th

- Wednesday October 25 from 9am - 1pm
- Friday October 27 from 1pm - 5pm
- Tuesday October 31 from 1pm - 5pm

District Policy - Gymnasium

Clerk Foote advised School Committee will be voting on district policy prior to their summer recess. Planning for election day traffic pattern is underway. Melrose Street will be one way on election day- impacted addresses/streets will receive notice door-to-door. Highway signage will reflect the traffic flow. Anticipating 3 additional police details to direct flow at intersections Tremont St and Lynn Fells and in and out of the parking lot. Registrar Wright concerned about the direction of the portable stationary spot light in the parking lot - needs to face school instead of parking lot.

Emergency Preparedness - retable

Update

BRV stamp -stamp received from printer.

Items not reasonably anticipated at the time of posting

1. **Motion To:** Have a Board of Registrars of Voters presence at the Victorian Fair for resident engagement and voter registration drive

RESULT: PASSED [UNANIMOUS]
MOVER: Francis X. Wright Jr.
SECONDER: Brigid Alverson
AYES: Bill Thompson, Brigid Alverson, Francis X. Wright Jr., Kristin Foote

2. **Motion To:** Hold emergency preparedness plan in committee

RESULT: PASSED [UNANIMOUS]
MOVER: Brigid Alverson
SECONDER: Bill Thompson
AYES: Bill Thompson, Brigid Alverson, Francis X. Wright Jr., Kristin Foote

3. **Motion To:** To recommend early in-person voting for the fall elections as outlined

RESULT: PASSED [UNANIMOUS]
MOVER: Brigid Alverson
SECONDER: Francis X. Wright Jr.
AYES: Bill Thompson, Brigid Alverson, Francis X. Wright Jr., Kristin Foote

V. Adjournment

Motion To: Adjourn

COMMENTS - Current Meeting:

Motion: Adjourn

By: Registrar Wright, Second: Registrar Thompson - motion carried.

Meeting adjourned at __ p.m.

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)

RESULT: PASSED [UNANIMOUS]

MOVER: Francis X. Wright Jr.

SECONDER: Bill Thompson

AYES: Bill Thompson, Brigid Alverson, Francis X. Wright Jr., Kristin Foote



Board of Registrars of Voters

Regular Meeting

~ Minutes ~

Melrose City Hall
Melrose, MA 02176

<http://www.cityofmelrose.org>

Kristin Foote
781-979-4116

Wednesday, April 19, 2023

4:00 PM

City Council Chamber

I. Call to Order

Attendee Name	Title	Status	Arrived
Bill Thompson		Absent	
Brigid Alverson		Present	
Francis X. Wright Jr.		Absent	
Kristin Foote	City Clerk	Present	

II. Minutes Approval

Motion To: Wednesday, January 25, 2023

RESULT: PASSED [2 TO 0]
MOVER: Brigid Alverson
SECONDER: Kristin Foote, City Clerk
AYES: Brigid Alverson, Kristin Foote
ABSENT: Bill Thompson, Francis X. Wright Jr.

Motion To: Wednesday, March 15th, 2023

RESULT: PASSED [2 TO 0]
MOVER: Brigid Alverson
SECONDER: Kristin Foote, City Clerk
AYES: Brigid Alverson, Kristin Foote
ABSENT: Bill Thompson, Francis X. Wright Jr.

III. Public Comment

Motion To: Public Comment

COMMENTS - Current Meeting:

Motion: Open Public Comment

By: Clerk Foote, Second: Registrar Alverson, motion carried.

No one comes forward.

Minutes Acceptance: Minutes of Jun 21, 2023 4:00 PM (Minutes Approval)

Motion: Close Public Comment

By: Registrar Alverson, Second: Clerk Foote- motion carried.

RESULT: PASSED [2 TO 0]

MOVER: Brigid Alverson

SECONDER: Kristin Foote, City Clerk

AYES: Brigid Alverson, Kristin Foote

ABSENT: Bill Thompson, Francis X. Wright Jr.

IV. Agenda

School Committee District Policy for gymnasium usage and entrances path of travel

- District Usage Policy - Clerk Foote awaiting information after following up with school committee.
- Path of Travel - DPW Director Proakis Ellis invited to provide information and advises DPW is adding an extension sidewalk/curb ramp access along the lawn entrance from Melrose Street to MVMMS gym complex entrance. Contractor will install before September 2023 but will most likely be done during the summer after school is out of session.

Early Voting - Tabled

Emergency Preparedness Plan - Tabled - Registrar Alverson not able to connect with Emergency Management Director while traveling.

Election Equipment status - The high speed tabulator has been ordered and the city clerk has booked a trainer to be onsite during the fall election to assist poll workers. New office equipment for elections staff ordered, received, reconfigured and set up. Additionally, secure bins are set up and labeled. Review of the physical voter registration cards is complete - this six month project is over. Annual maintenance of the polling equipment is upcoming, an appointment has been booked for May will communicate with him.

BOR stamp - ordered and received with all 4 signatures. BA fine with stamp on nomination papers - will revisit when full complement of members in person.

Potential Registered Voter status change/Public Records

- Registered Voter status change - issue resolved, individual moved and registered in another community. Homeowner notified via letter.

- PRR - Brief update; full status tabled until next meeting. The NH DOJ reached out for the voting history of a Melrose registered voter. City Clerk spoke with DOJ. NH will reach out if anything further needed.

Election of a Chair - Clerk nominates Brigid Alverson as Chair - unanimously elected

New Elections Administrator New Election administrator, Honey Rossi introduced as the new elections administrator.

Election Calendar review - Tabled

2nd census notice - 2nd notices have been returned, very few trickling in. Temp staff on hold until needed to assist with election matters. The state mandated confirmation card file was sent for print/mail. Likely hitting households in May.

Motion To: Suspend the Rules

COMMENTS - Current Meeting:

Motion: Suspend the Rules

By: Clerk Foote, Second: Registrar Alverson - motion carried.

RESULT: PASSED [2 TO 0]
MOVER: Kristin Foote, City Clerk
SECONDER: Brigid Alverson
AYES: Brigid Alverson, Kristin Foote
ABSENT: Bill Thompson, Francis X. Wright Jr.

V. Adjournment

Motion To: Adjourn

COMMENTS - Current Meeting:

Motion: Adjourn

By: Chair Alverson, Second: Clerk Foote - motion carried.

Meeting adjourned at 4:45 p.m.

RESULT: PASSED [2 TO 0]
MOVER: Brigid Alverson
SECONDER: Kristin Foote, City Clerk
AYES: Brigid Alverson, Kristin Foote
ABSENT: Bill Thompson, Francis X. Wright Jr.