

EASTHAM BOARD OF REGISTRARS
Eastham Town Hall, 2500 State Highway, Eastham, MA
Monday, March 13, 2023 10:00AM

MINUTES

Board of Registrars:

Lisa Radke (R)	Term to expire 2023 2026
Colleen O’Duffy-Johnston (D)	Term to expire 2024
Suzanne Requa-Trautz (U)	Term to expire 2025
Cindy Nicholson, Town Clerk	elected

Assistant Registrar:

Linda Sassi, Asst. Town Clerk	Term to expire 2023
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Attendance: Colleen O’Duffy-Johnston, Lisa Radke, Susanne Requa-Trautz, Cindy Nicholson and Linda Sassi

Meeting called to order at 10:00AM by Cindy Nicholson

- 1.) Responsibilities of registrars were reviewed (handout submitted with agenda).
 - a. Lisa Radke’s term is up this year, and she accepted the responsibility of being a registrar board member for another three years, term to expire 2026.
 - b. Discussed a possible “Register to Vote” day to be held off the town hall premises. With the availability to register to vote online as well as the RMV registering every license applicant, it was deemed unnecessary.
- 2.) Sometimes the need arises to use their signature stamp on nomination papers and/or petitions to perform all actions required by the Board of Registrars, according to 950 CMR 55.02 (12) and MGL ch 53, §7 was discussed.

The authorization of the use of their facsimile signature stamps for nomination papers and petition papers was approved by all.

- 3.) Election dates and important dates were reviewed as shown below.

ANNUAL TOWN MEETING – MAY 6, 2023 (Postponed from May 2, 2023)

Nauset Regional HS – Football Field, 10:00AM

Last day to register to vote – Friday, April 21, 2023

ANNUAL TOWN ELECTION – MAY 16, 2023

Eastham Town Hall - 8:00AM-8:00PM

Last day to register to vote - Friday, April 21, 2023

- a. Nomination papers are still being submitted and certification will be needed
- b. The Vote-by-Mail postcard applications previously received this year needs to be entered into VRIS for the May election.
 - i. Review ballots that were returned undeliverable from the January election before adding.
 - ii. Discussed the problems of VRIS when the voter did not reflect their mailing PO address on card – the system automatically defaults to their property address.
- c. The second census will be run by the end of March and office assistance will be needed.

Meeting adjourned at 10:35AM.

Submitted,
Cindy Nicholson, Town Clerk

BOARD OF REGISTRAR

Every city and town must have a board of registrars or election commission whose responsibilities include registering voters, making local listings of residents, certifying nomination papers and petitions, processing absent voter applications, and administering election recounts.

The board of registrars is comprised of four members: three members appointed by the select board, and the town clerk acting as an ex officio member.

The other three members are appointed by the select board from lists submitted by town committees of the two leading political parties.

- Before making appointments to the board of registrars, the selectmen or appointing authority must solicit lists of qualified individuals from the two leading political parties.
- Registrars have overlapping terms. One member of the board of registrars shall be appointed each February or March for a three-year term beginning on April 1st of that same year. The clerk automatically becomes a member of the board when sworn in as town clerk.

The board must always contain, as nearly as possible, representatives of the two leading political parties as defined in section 1 of chapter 50 of the General Laws (Democrats and Republicans) and can contain no more than two members of each of those parties. G.L. c. 51, § 18.

The party enrollment of the clerk affects the membership of the board, but the town clerk need not be enrolled in a political party. If the election or appointment of a clerk would cause more than two members to be from the same party, the appointed member of the registrars with the shortest term left to serve and enrolled in the same party as the clerk would be removed by the select board (after written complaint, notice and hearing) and a new member would be appointed from a different party than that of the clerk.

Registrars and assistant registrars must meet the following qualifications:

- A registrar must be a registered voter of the town where appointed, unless regularly employed by the registrars. G.L. c. 51, § 25.
- A registrar must hold no other office in the city or town in which he or she is a registrar, either by election or by direct appointment by the mayor, selectmen, or city/town manager. Nor may a registrar hold any office by election or appointment under the government of the United States or of the Commonwealth, except in towns with less than 2,000 residents. G.L. c. 51, § 25.
- A registrar must subscribe an oath to faithfully perform the duties of a registrar.

Registrars should not:

- Serve as election workers. If a registrar has served as an election worker, that registrar should recuse himself or herself from any recount in that election. It should be kept in mind that in such a case, the appointing authority should temporarily fill any vacancy in the board, so as to maintain the representation of the political parties for the recount. It is sound practice to avoid conflicts of interest such as those which might occur if a person were both an election officer and a registrar,
- Registrars cannot serve as chairman, treasurer, or other principal officer of any political committee.

RESPONSIBLE FOR:

- 1) Registration
 - a. Processing registration applications/updating State computer
- 2) Census
 - a. Local Lists: Updating returned census forms into the State computer
- 3) Nomination and Petition papers received
 - a. Accepting the documents
 - b. Certifying the Signatures
- 4) Absentee Ballots
 - a. Certify the signature on the application is legitimate
 - b. Certify the signature on the cast ballot envelope matches
- 5) Permanently Disabled Voters
 - a. send completed applications out annually
- 6) Recounts

The board of registrars is charged with the responsibility for presiding over recounts. The basic steps in the conduct of a recount are printed below:

- a. Examine the petition and statement attached to the petition and certify the names of qualified voters on the recount petitions.
- b. Arrange for the recount without unnecessary delay, but not before the deadline for filing recount petitions has passed. For any office or question on the state primary or state election ballot, except a state-wide office, the registrars must set the date for not more than 6 days after the last day for filing a recount petition for a primary and not more than 10 days after the last day for filing a recount petition for an election.
- c. Give each candidate for the office to be recounted at least 3 days written notice of the time and place of the recount.
- d. Appoint recount workers.
- e. Administer all recounts and supervise the actual recount in person.
- f. Make rulings on whether protested ballots should be counted.
- g. Certify the result of the recount. Decisions of the board of registrars are subject to court review if a complaint is filed in Superior Court.