

Q: What is Vote by Mail?

Vote by Mail means that every registered voter in the City of Rockville will receive a ballot by mail.

Q: Why is Rockville using Vote by Mail?

Our goal is to make it easier for everyone to vote by getting the ballots to you rather than having you come to the ballot.

Q: What are the important dates I should know?

Key Election Dates:

September 6 – Candidate Filling Deadline

September 20 – Deadline to register and have a ballot automatically mailed

October 7 – Ballots will be mailed to all registered voters

October 14 – Accessible ballot marking device available at Rockville City Hall

November 5 – Election Day! Vote Center open from 7:00 a.m. until 8:00 p.m.

November 5 – Deadline to return ballots - All ballots must be received at Rockville City Hall by 8 p.m.

Q: Do I need to do anything to make sure I receive a ballot?

- Make sure you are [registered to vote, and your address](#) is current.
- [Verify that your Rockville address](#) is within the corporate limits of the City of Rockville.

Q: When are ballots mailed?

Your ballot is mailed to you on or before October 11. Your ballot packet will include a ballot and a postage-paid return envelope. Follow the instructions that accompany your ballot.

If you are a registered voter and do not receive your ballot by October 18, contact us at 240-314-8286.

Q: How do I return my voted ballot?

After you receive your ballot in the mail, just follow the included instructions to mark and your ballot. To return your ballot, you can either:

- Mail the ballot back using the postage-paid return envelope included with your ballot.
- Drop your completed ballot, sealed in your signed return envelope in the Election Drop Box at Rockville City Hall (located at 111 Maryland Ave.).
- A trusted agent can return your ballot to Rockville City Hall if you are unable to. You will need to complete and sign the authorized agent form and provide it to the individual that will be returning the ballot on your behalf.

Q: My spouse received a postcard, why didn't I?

The City of Rockville sent out postcards to every registered voter in the City of Rockville. If you **did not** receive a postcard, please check to make sure that your address and voter registration is up to date. <https://www.montgomerycountymd.gov/Elections/index2.html>

Registration

Q: What are the eligibility requirements?

To be eligible to vote in a City of Rockville election, a person must be:

- A citizen of the United States.
- At least 18 years old on Election Day (in 2019, Election Day is November 5)
- A resident of the City of Rockville. To find out if you are a resident of the City of Rockville (Not all Rockville addresses are in the City of Rockville) go to www.rockvillemd.gov/elections
- Registered to vote at your City of Rockville address

Q: Do I have to register to vote in Rockville if I'm already registered to vote in statewide elections?

No, if you are registered to vote in the State of Maryland at your City of Rockville address, you are automatically registered to vote in the City of Rockville election. Not sure if your Rockville address is in the City of Rockville? Go to www.rockvillemd.gov/elections

Q: Is it too late to register for this election?

The deadline to register to vote is October 15, 2019. You must be registered by September 20 to have a ballot automatically mailed to you. If you register after September 20, you can submit a request for a ballot to be mailed to you or you can vote in person at the Vote Center at Rockville City Hall on Election Day. If you are not registered by October 15, Same Day Registration will also be available at Rockville City Hall on Election Day.

Q: If I am not registered by Election Day, can I still vote?

Yes. Same Day Registration is available at Rockville City Hall on Election Day. You will need to bring:

- Current, valid photo ID photo identification with your City of Rockville address
Or
- A copy of a current (dated within 3 months of the election) utility bill, bank statement, paycheck, government check or other government document that shows your **name** and **current address**

Q: How do I register?

- You may register:
 - Online at <https://www.montgomerycountymd.gov/Elections/index2.html>
 - [At the City Clerk's Office in Rockville City Hall](#). 111 Maryland Ave, Rockville, MD, 20850
 - [At the Montgomery County Board of Elections](#). 18753 N Frederick Ave #210, Gaithersburg, MD 20879.
- If you register online or at the County Board of Elections, you will automatically be registered to vote in both statewide and City of Rockville elections. If you register at Rockville City Hall, you have the option of registering for both state and City of Rockville elections or city elections only.

Q: How can I find out if my Rockville address is in the City of Rockville?

Go to www.rockvillemd.gov/elections and enter your street address. Or you may call the Vote by Mail Hot Line (240-314-8286) or send an email (with your street address) to elections@rockvillemd.gov.

Important: A Rockville address only means that your mail is delivered by a Rockville post office. **Postal boundaries and city boundaries are not always the same.**

Q: Do I have to affiliate with a political party to vote in the election?

No, City of Rockville elections are non-partisan.

Q: What if I will be out of town?

- If you will be near a mailbox, we can send your ballot to you at an alternative address. Just complete the [alternate address](#) form and send it in by September 20.
- If you are going on vacation, you can take your ballot with you and mail back from anywhere in the US using the paid postage included on the envelope.
- If you are moving within Rockville city limits, you must update your address on your voter registration by Sept. 20. Ballots will not be automatically forwarded to a new address by using a U.S. Postal change of address.

Security

Q: Is the voting system secure:

The voting system being used by the City of Rockville is the same system and equipment used by the State of Maryland for State and Federal Election. Maryland's election systems are secure, have built-in redundancies, and have been subject to security testing.

The City of Rockville is using a paper-based voting system. This means that there is a paper record of every vote cast, and these ballots can be re-tabulated if needed. The voting equipment is **never** connected to the Internet. The network used to generate official election results is **never** connected to the Internet.

Physical access to the network is restricted and limited to election officials - all of whom have had a security background check - and all network transactions are logged.

Q: How does the elections department process my vote by mail ballot securely?

It is essential to the integrity of an election that ballot processing be accurate and transparent, while maintaining your right to a secret ballot. After you return your voted ballot, the secure ballot processing center follows this ballot counting process:

1. The outer return envelope is checked to ensure the oath is signed by the voter named on the envelope.
2. You are credited for voting in that election. This ensures that only one ballot from each voter is counted.
3. The outer return envelope, which identifies you, is then separated from your voted ballot. Your ballot cannot be traced back to you, ensuring the secrecy of your vote.
4. All ballots are inspected to make sure the tabulating machine will be able to read all votes. Tabulation equipment is tested before every election to make sure it is working accurately.

Q: Can I use my own envelope to mail in my ballot?

No. You must use the return envelope we provide with the oath of the vote by mail voter on it. This oath must be signed for the ballot to count.

Q: Will my mail carrier be able to see my signature on the outside of the return envelope?

The return envelope includes a security flap that hides your signature. If you would rather not mail your ballot, you can deliver it to the drop box at Rockville City Hall.

Q: Can all the voters in my household return their ballots in the same envelope?

No. Each ballot must be returned in the proved return envelope and each voter must sign the sworn oath on the envelope. One ballot, one envelope.

Q: Why not just let us vote via computer or Smartphone?

Great question! The answer is one word: **Security**. While a lot of work is being done in this field, a safe, secure, private solution has not been made available at this time.

BALLOT

Q: How will I receive a ballot?

Your ballot will be sent to the residential address listed on your voter registration record unless you have provided a mailing address or completed an [alternative address](#) form. Check to confirm your address is

correct on your voter registration to make sure your ballot gets to you. You must be registered to vote, update your address or submit an [alternative address](#) form by September 20, 2019 to ensure a ballot is mailed to the proper address.

Q: If I'm on vacation or have moved, will my ballot be forwarded?

No, ballots will not be forwarded to your new address if you move or are temporarily away. If you moved, you will need to update your address. If you are temporarily away, complete an alternative address form to have your ballot sent to a different address.

Q: When will I receive my ballot?

Ballots will be mailed on or before October 11, 2019. You should receive your ballot 5-7 days after that. If you do not receive a ballot by Oct. 18, call 240-314-8280.

Q: How do I vote my ballot?

Mark your ballot by filling in the oval(s) next to your choice(s) using black ink.

If you make a mistake or want to change your selection, contact us for a replacement ballot.

Insert your completed ballot in the return envelope. Do not return another voter's ballot in your envelope.

Sign the oath on the outer envelope and seal the envelope

Return your ballot by:

Mailing it back in the return envelope provided.

Placing it in a drop box.

Casting your ballot at the Vote Center at Rockville City Hall on Election Day.

Q: What contests are on my ballot?

The contests are for Mayor and City Council. You may select one candidate for Mayor and up to four (4) candidates for City Council.

Q: What happens if I vote for more than one candidate for mayor?

When more votes for an office are selected than are permitted, the votes will be considered an over vote and no votes will be recorded for that office. In this case, the remainder of your ballot that is valid will be counted. You may only vote for one candidate for mayor and up to four candidates for City Council. The number of candidates you may vote for is clearly indicated on the ballot.

Q: Will my ballot count if I choose not to vote for a certain contest or less than four candidates for City Council?

Yes, it will. You can choose to vote for less than four candidates or skip any offices you don't wish to vote in. All the votes you cast will be counted as long as you don't vote for too many.

Q: Can I vote for someone that is not on the ballot?

Yes. You may write-in the first and last name of person you wish to vote for. Each contest on the ballot has a designated write-in area. Detailed instructions will be provided with your ballot. Make sure there is no other writing on your ballot.

PROCEDURES

Q: Can I vote in-person?

Yes. The Vote Center is open to all Rockville Voters on Election Day, November 5 from 7:00 a.m. to 8:00 p.m at Rockville City Hall.

Q: Can I vote in-person before Election Day?

The Vote Center is available to [voters who need assistance](#) completing their ballot beginning October 7. will be available during regular business hours. Trained election staff and specialized equipment are available to help voters with disabilities cast a private, independent ballot. The accessible equipment is available at Rockville City Hall during normal business hours prior to election day and from 7 a.m. to 8 p.m. on election day.

The Vote Center is open to all Rockville Voters on Election Day, November 5 from 7:00 a.m. to 8:00 p.m.

Q: How do I know whether you received my ballot?

You will be able to track your ballot by visiting our website.

Q: Can someone help me vote my ballot?

If you have a disability or are unable to read or write, you may have help. You have three options to choose from:

1. Ask a trusted friend or family member for assistance at home.

Anyone can help you except for a person on the following list:

- A candidate on your ballot
- Your employer or anyone who represents your employer
- An officer or representative of your union

The person helping you can:

- Mark the ballot after you tell them who to mark it for
- Sign the oath by printing your name followed by their initials (see instructions)

The person helping you must complete and sign the voter assistance form included with ballot and cannot try to influence your choices. The completed voter assistance form must be included in your return envelope.

2. Seek assistance from trained election staff at Rockville City Hall

Assistance is available at Rockville City Hall during normal business hours - 8:30 a.m.-5 p.m. Monday-Friday beginning on Monday, October 7, 2019 and from 7 a.m. to 8 p.m. on Election Day, November 5, 2019.

3. Use the accessible ballot marking device at the Vote Center at Rockville City Hall

The accessible ballot marking device is available at Rockville City Hall during normal business hours 8:30 a.m.-5 p.m. Monday-Friday beginning on Monday, October 7, 2019 and from 7 a.m. to 8 p.m. on Election Day, November 5, 2019.

Voters have the opportunity to mark their ballots privately and independently using assistive ballot marking devices. These devices have a variety of accessibility options including audio, large font, color contrast, touch screen input and tactile input to assist voters in marking a ballot. The machines print out a scannable, marked ballot which the voter can review, the ballot is then placed in an envelope and dropped in a ballot box with other ballots. Ballots are verified and processed at the secure processing center, like every other ballot returned through the mail or at a drop box. Accessible ballot marking devices are easy to use, and election staff is available to assist voters.

Q: When is the latest I can turn in my completed ballot?

Your ballot must be received at Rockville City Hall no later than 8 p.m. on Election Day. Be sure to mail your ballot ahead of time to account for postal delivery time. To avoid mailing time, you can always submit your ballot at our drop-off locations or vote in-person on election day at Rockville City Hall.

You can track your ballot to make sure the city receives it on time. If you're worried about the city not receiving your ballot on time, you can fill out a provisional ballot at the vote center on election day.

Once submitted, your vote is final.

SPECIAL CIRCUMSTANCES

Q: What if I don't get a ballot in the mail?

If you have not received your ballot by October 18th, 2019, call 240-314-8280 to request a replacement ballot.

Q: What if a friend or another household member doesn't get a ballot in the mail?

If you know someone that you think should receive a ballot, have that person call Rockville City Hall 240-314-8280 to request a replacement ballot.

Q: What if I make a mistake, spill something, or otherwise mess up my ballot?

If your ballot is destroyed, spoiled, lost or you do not receive it, you may obtain a replacement ballot by completing the replacement ballot application and signing the affirmation that the ballot was destroyed, spoiled, lost or not received.

In-person

Bring the completed application to Rockville City Hall during normal business hours and a replacement ballot will be issued at that time.

By Mail

Mail, or email the completed application to the City Clerk's Office and a replacement ballot will be mailed to you. Please **allow adequate time for the request to be received and for the replacement ballot to be mailed back to you**. All ballots, including replacement ballots, must be received at Rockville City Hall by 8 p.m. on Election Day, November 5.

Q: I mailed in my ballot, but as of Election Day morning, you hadn't received it.

You can come to the Vote Center at Rockville City Hall where you will be allowed to vote provisionally. That means, you can complete and submit a ballot that will be counted if the one you mailed does not arrive before 8:00 pm.

Q: What if I change my mind after I mail in my ballot or put it in a drop box?

Once your completed, signed ballot is submitted, it is final. We are unable to issue you another ballot or allow you to make changes to the submitted ballot.

Q: What can I do if I put my ballot in the mail or a drop box and realize that I forgot to sign it?

Contact us at 240-314-8286. We can locate every ballot within the secure counting center.

- If we have received your ballot, we will retrieve your ballot and let you know if it's missing a signature.
- If your ballot has not yet been received and you are out of town, we can send a replacement ballot. If we received your first ballot and it was signed, that ballot will count. If you forgot to sign your first ballot, the second ballot will count.

Provided we have contact information, we will attempt to call voter that forgets to sign the oath on the reply envelope and offer an opportunity to remedy the issue.

Q: What is a provisional ballot? What does it mean to vote provisionally?

A provisional ballot is issued when we are not able to determine a voter's eligibility on the spot and additional research is need. Provisional ballots are issued when a voter Same-Day registers (because the voter has not yet been verified), when our records do not show a Rockville address for the individual or when a voter comes to the Vote Center because the voter does not remember whether they signed the ballot envelope.

We do not want to deny any eligible voter the right to cast a ballot. However, we want to make sure that no eligible voter casts more than one ballot.

Q: Do you count all ballots, even provisional ballots, if the contests are not close enough for the votes to change the outcome?

Yes, Every vote counts! Therefore, we count every vote *provided that all election requirements* are met.

Q: Can I ask a trusted friend or family member to drop off my ballot?

Yes. Your ballot envelopes must be signed and sealed. You will need to complete and sign the authorized agent form and provide it to the individual that will be returning the ballot on your behalf.

Q: Can someone else pick up a replacement ballot for me?

Yes. You may designate someone to be your agent. You will need to complete the agent form and the application for a replacement ballot. You may obtain them from Rockville City Hall.