



# THE CITY OF FROSTBURG

## Board of Elections Meeting Minutes

Monday, December 29, 2025 at 6:00 PM

Frostburg Municipal Center Meeting Room 100  
37 S. Broadway, Frostburg, MD 21532

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### 1. Call to Order

Present: Tom Bowling (virtual), Bradley Brandon (virtual), John O'Rorke, & Patrick O'Brien.  
Meeting was called to order at 6:03 PM.

### 2. Old Business

### 3. New Business

Board members introduced themselves and selected a member to act as the chair. John O'Rorke was unanimously selected.

#### A. Review of City Code and Charter Amendments.

ARTICLE VI. Registration, Nomination, and Elections

- [https://library.municode.com/md/frostburg/codes/code\\_of\\_ordinances?nodeId=PTICH\\_ARTVIRENOEL](https://library.municode.com/md/frostburg/codes/code_of_ordinances?nodeId=PTICH_ARTVIRENOEL)

Ord. 2023-04 Elections (See Attached)

Charter Amend. Res. 54 (See Attached)

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Discussion and clarification on process and regulations. Questions about absentee ballot language vs mail in ballots. All Frostburg residents receive a ballot in the mail that may be mailed in or dropped off. There is no need to request an absentee ballot, but replacement ballots may be requested by residents that either did not receive a ballot or lost it.

#### B. Standard Operating Procedures

#### C. 2026 Election Schedule

Motion to approve the 2026 Election Schedule made by Tom Bowling, Seconded by John O'Rorke.

Voting Yea: Tom Bowling, Bradley Brandon, John O'Rorke.

#### D. January Media Release

Motion to approve the January Media Release made by John O'Rorke, Seconded by Tom Bowling.

Voting Yea: Tom Bowling, Bradley Brandon, John O'Rorke.

#### E. Candidate Application Documents for Review

Motion to approve the Candidate Application Documents made by John O'Rorke, Seconded by Tom Bowling.

Voting Yea: Tom Bowling, Bradley Brandon, John O'Rorke.

#### F. Misc. Forms for Review

Forms were for review. Clarification that individuals are encouraged to register to vote with the state of Maryland however, a Frostburg citizen may elect to not register to vote with the

state/county and still be able to vote in the Frostburg election by submitting a Frostburg voter registration form.

#### **4. Discussion Items**

##### **A. Voter Registration Events**

Voter registration events are not required, but the board can elect to host an event to encourage participation in the election.

##### **B. Next Steps**

Discussion about how often the Board needs to meet. No required frequency. Boards decision. Most likely need to meet more often closer to the election.

Question of what barriers or difficulties the board may have had last year for current board members to consider. Discussed the tedious task of canvassing and certifying the election. Additional help was needed. We can prepare for it this year.

Discussion of the best times/days to meet for future meetings. Consensus on 4:30 pm on a day Monday through Thursday. Patrick will send out a Doodle poll to schedule the next meeting day during the last two weeks of January.

Request to review the ethics form that candidates will fill out along with the candidate application documentation. Patrick to include in the next meeting agenda.

#### **5. Adjournment**

The meeting was adjourned at 6:31 PM.