



March 13, 2024

11:00 AM

Philadelphia City Commissioners
11311 Roosevelt Blvd
Philadelphia, PA 19154

- I. Call to order the meeting of Wednesday, March 13, 2024
- II. Public Comment
 - a. In-Person Public Comments
 - b. Report from the Secretary – emailed Public Comment
- III. Old Business
 - a. Report from Directors of Election Administration and Operations
- IV. New Business
 - Motion to adopt satellite election office policies.
 - Polling Place Changes-Charles Stroman
- V. Other Business
- VI. Adjourned to the call of the Chair.

	W d	Di v	OLD POLLING PLACE, Address	PP	NEW POLLING PLACE, Address	PP
1	09	17	CHESTNUT HILL FRIENDS MEETING, 20 E MERMAID LN	FH	CHESTNUT HILL TOWER, 7600 STENTON AVE	FH
2	10	05	PARAGON BANQUET HALL, 6628 LIMEKILN PK	FN	STOREFRONT (7180 OGONTZ AVE)	M N
3	10	08	ROWAN SCHOOL, 6841 N 19TH ST	M L	BUILDING 21 SCHOOL, 6501 LIMEKILN PK	M N
4	10	16	PARAGON BANQUET HALL, 6628 LIMEKILN PK	FN	EXCELSIOR SCHOOL, 2111 EASTBURN RD	FN
5	10	22	PARAGON BANQUET HALL, 6628 LIMEKILN PK	FN	STOREFRONT (7180 OGONTZ AVE)	M N
6	10	23	CONGREGATION TEMPLE BETHEL, 7350 LOWBER AVE	FL	STOREFRONT, 7163 STENTON AVE	M N
7	10	27	PARAGON BANQUET HALL, 6628 LIMEKILN PK	FN	EXCELSIOR SCHOOL, 2111 EASTBURN RD	FN
8	22	04	GERMANTOWN JEWISH CENTER, 400 W ELLET ST (22-04)	AL	EMLLEN ARMS APTS (PHA), 673 EMLLEN ST	FN

Philadelphia Office of City Commissioners Satellite Election Office (SEO)¹ Policies²

These policies are for the general guidance of Board of Elections (BOE) staff in Philadelphia's Satellite Election Offices. These policies will be adjusted and updated as needed.

What Can a Philadelphian Do at an SEO?³

- Register to vote
- Update voter registration
- Apply for mail-in or absentee ballot
- Complete mail-in or absentee ballot
- Return completed mail-in or absentee ballot
- Obtain replacement ballots, declaration envelopes/labels, and secrecy envelopes

Recording

- No recording (video, photo, audio) is allowed in Satellite Election Offices. Media are not permitted in Satellite Election Offices when they are open and serving visitors.

Sign-in

- Individuals who are not receiving services from a Satellite Election Office are not permitted inside for other purposes, unless they are accompanying and assisting an individual receiving services.
- Individuals receiving services should fill out the sign-in sheet when they arrive at the SEO, and will be served in the order in which they signed in.

Bathroom Use

- Bathroom use is limited to BOE staff, visitors, and guests of visitors. Visitors who are not respectful of the bathroom facilities may be asked to leave.

Campaign-Related Activity

- SEOs are established for the provision of the above-listed services. Individuals, candidates, and organizations are not permitted to distribute campaign-related literature or otherwise advocate for a specific candidate or issue in a SEO, as doing so may deter Philadelphians from using SEO services.
- Philadelphians who are using the services of the Satellite Election Offices are permitted to wear campaign and candidate-related clothing and accessories while actively using services, and may possess sample ballots, etc. However, no one is permitted to engage in campaign-related conversations or hand out campaign materials in an SEO.

End-of-Day Closing

- The SEO should begin serving the last visitor 30 minutes before the stated closing time to allow staff time to clean up and prepare for the next day. If a line of visitors forms at the end of the day, SEO staff will assess the time required to serve all visitors and inform visitors of their ability to receive services by the end of the day.
- Satellite Election Office hours may vary by election cycle and proximity to an upcoming election and will be communicated on the Office of City Commissioners' website in advance.

¹ These policies also apply to the provision of the services outlined below when provided in the Satellite Election Office at City Hall (Room 140).

² These policies were approved by the Philadelphia Office of City Commissioners on [DATE].

³ This list of services is not exhaustive and may include additional election-related services. All services with pre-Election Day deadlines, such as registering to vote and applying for an absentee or mail-in ballot, will be provided in accordance with timelines set by the Election Code.