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To: Municipal Officials
From: State Board of Elections
Date: October 16, 2026
Subject: Guidelines for Reporting Municipal Election Information

In two bills enacted in 2026, the Maryland General Assembly enhanced information-sharing requirements to better ensure that voters can inform themselves about municipal elections and candidates. This memo summarizes requirements and explains how the State Board of Elections (SBE) will collect and publish municipal election information.

Here are summaries of the two bills and the requirements they create:

[SB 848](#) - effective 6/1/26

Timeline	Required Submissions to SBE
3 months before candidate filing deadline (Regular election)	Qualifications to be a candidate for each office on the ballot
Within 15 days of scheduling (Special election)	Special election date, offices to be voted on, qualifications to be a candidate for those offices
Within 10 business days after candidate filing deadline (Regular or Special)	List of qualified candidates and their party affiliation (if office is partisan); Information about how and where to vote
Within 30 days after election results are certified (Regular or Special)	Vote totals reported by voting method if applicable: in-person early, mail-in, provisional, in-person election day (candidates should be listed with political affiliation)
None mentioned	Regulations for the tabulation of ballots if elections are conducted using ranked-choice voting

[HB 357](#) - effective 10/1/26

Timeline	Required Submissions to SBE
Within 30 days after election results are certified (Regular or Special)	Date of next regular municipal election and each office to be voted on

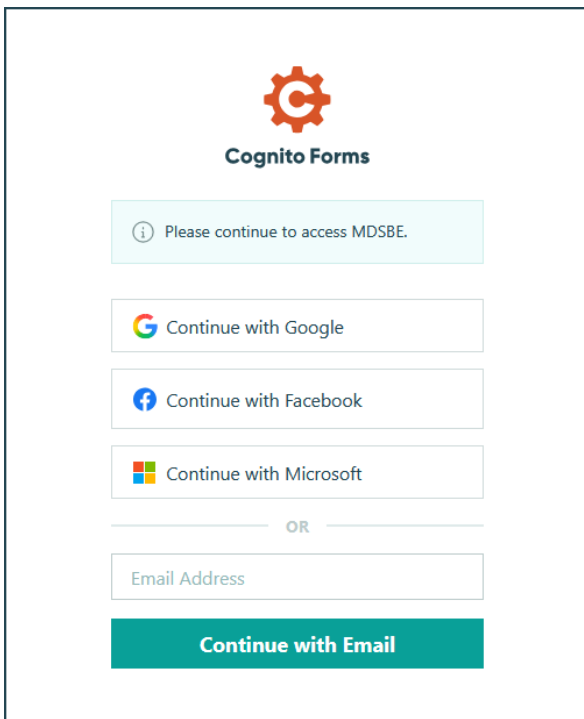
To streamline reporting and ensure that SBE can generate and post information in accessible electronic format as required by State and federal law, we ask municipalities to provide all required information by completing forms at <https://www.cognitoforms.com/mdsbe/home>. Please find detailed instructions below to access and use this portal.

As you report election information, please keep in mind that anything you type into SBE's reporting forms will be posted on SBE's website and become publicly available. This includes the names of and contact information for municipal officials.

HB 357 requires SBE to post on its website a list of municipalities that have not yet reported upcoming regular municipal elections. We have posted a list that uses the Maryland State Archives' information about municipal election cadence, online at <https://msa.maryland.gov/msa/mdmanual/01glance/html/mun.html>, to determine the jurisdictions expected to hold an election in 2026, and to compare that list to reports received to date. If you have any questions or suggested corrections, please contact erin.hustings@maryland.gov.

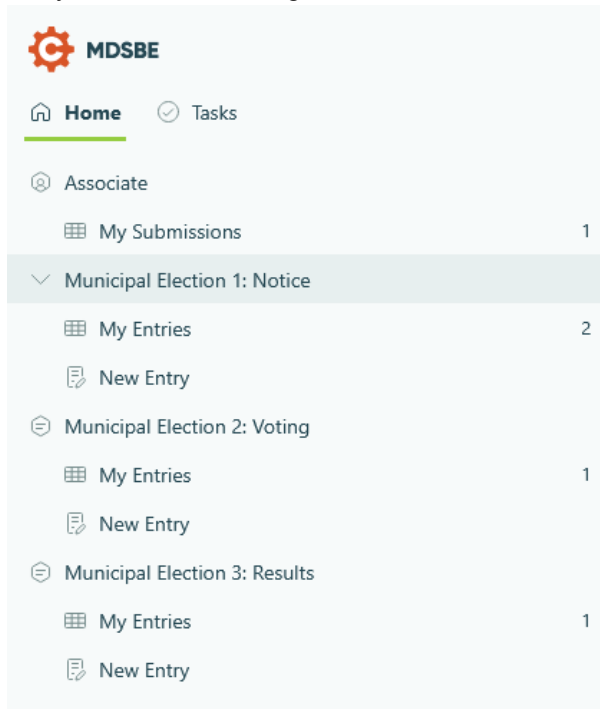
Instructions for Cognito Forms

1. You do not need a password to use our website.
2. SBE has pre-authorized the best-known email address for each municipality in the state to use this system. If your email address is not authorized, please contact erin.hustings@maryland.gov to be added, and provide your name, role, municipality, and contact information.
3. An authorized user will navigate to <https://www.cognitoforms.com/mdsbe/home> and enter their authorized email address on the login page that appears. Cognito Forms will email a code to that address, and the user will retrieve the code from their inbox and enter it into the Cognito Forms website.



The screenshot shows the Cognito Forms login interface. At the top is the Cognito Forms logo, which consists of an orange gear icon with a white 'C' inside, followed by the text 'Cognito Forms'. Below the logo is a light blue message box with an information icon and the text 'Please continue to access MDSBE.' Underneath this are three social login buttons: 'Continue with Google' (with the Google logo), 'Continue with Facebook' (with the Facebook logo), and 'Continue with Microsoft' (with the Microsoft logo). Below these buttons is a horizontal line with the word 'OR' in the center. Under the line is an input field labeled 'Email Address'. At the bottom is a large teal button with the text 'Continue with Email'.

4. After logging in, users will choose the type of report they will submit, and press “New Entry” below the heading.



Report Types

- **Notice:** Provides the date of election or candidacy qualifications
- **Voting:** Information about certified candidates and voting procedures
- **Results:** The final election outcomes

5. After you have completed a form on this site and you see it listed in a “My Entries” section, you have completed your reporting. SBE will receive automated notice that you have submitted new information, and will post that information on its website at: <https://www.elections.maryland.gov/elections/municipal.html>
Municipal election details are grouped by County, and listed alphabetically under each County header.

6. If you have questions about or technical difficulties with Cognito Forms, please contact david.morgan2@maryland.gov.