



## **ELECTION COMMISSION MEETING**

Tuesday, October 10, 2017

11:00 AM, First Floor Small Conference Room  
201 West Ash Street, Mason MI

### **AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. NEW BUSINESS**
  - A. Appointment of Election Inspectors – November 7, 2017- Special Election
  - B. Establishment of AV Counting Board – November 7, 2017 – Special Election
  - C. Appointment of Receiving Board Election Inspectors – November 7, 2017 – Special Election
- 5. ADJOURN**

**CITY OF MASON  
ELECTION COMMISSION MEETING  
MINUTES OF OCTOBER 19, 2016**

Cwiertniewicz called the meeting to order at 12:13 p.m. in the training room located at 201 W. Ash Street, Mason, Michigan.

Present: Marlon Brown, Mayor Pro Tem  
Deborah Cwiertniewicz, City Clerk  
Tom Hitch, City Attorney  
Absent: None.

**Approval of Minutes: July 27, 2016**

The July 27, 2016 Minutes were approved as presented.

**PEOPLE FROM THE FLOOR**

None.

MOTION by Hitch, second by Brown,  
to amend the agenda by inserting as Agenda Item No. 5 (B) Resolution No. 2016-01 – A  
Resolution of the Election Commission to Delegate Duties to the City Clerk and Deputy  
Clerks.

MOTION APPROVED

**REGULAR BUSINESS**

**Establish an Absent Voter Counting Board – November 8, 2016 General Election**

MOTION by Hitch, second by Brown,  
to establish an AV Counting Board that will meet at 7:00 a.m. until the completion of the  
precinct canvass for the November 8, 2016 General Election.

MOTION APPROVED

**Appointment of Election Inspectors - November 8, 2016 General Election**

MOTION by Hitch, second by Brown,  
to appoint the election inspectors for November 8, 2016 General Election as presented  
on the attached Election Inspector Assignment.

MOTION APPROVED

**Appointment of Receiving Board Election Inspectors - November 8, 2016 General Election**

MOTION by Hitch, second by Brown,  
to appoint the election inspectors to the Receiving Board for the November 8, 2016  
General Election as presented on the attached Election Inspector Assignment.

MOTION APPROVED

**Resolution No. 2016-01 – A Resolution of the Election Commission to Delegate Duties to the City Clerk and Deputy Clerks**

MOTION by Hitch, second by Brown,  
to consider read and introduced, Resolution No. 2016-01 – A Resolution of the Election  
Commission to Delegate Duties to the City Clerk and Deputy Clerks.

MOTION APPROVED

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2016-01  
A RESOLUTION OF THE ELECTION COMMISSION  
TO DELEGATE DUTIES TO THE CITY CLERK AND DEPUTY CLERKS.**

October 17, 2016

**WHEREAS**, the Mason City Council, at its meeting of October 17, 2016, permitted the Mason Election Commission to delegate, if it so desired, the duties as set forth in Resolution No. 2016-40; and

**WHEREAS**, the Election Commission desires to delegate said duties, reserving the right to return the duties to the Commission whenever it deems fit and to reserve the right to approve appointment of election inspectors and appointment of the receiving board, and to conduct open meetings at a meeting where some of the participants may attend telephonically;

**NOW, THEREFORE, UPON MOTION DULY MADE** by Tom Hitch and seconded by Marlon Brown, the Election Commission hereby delegates the above-listed duties to the City Clerk and/or the deputy clerks, reserving the right to return the duties to the Commission whenever it deems fit; and

**BE IT FURTHER RESOLVED** that the Election Commission reserves the right to approve appointment of election inspectors and appointment of the receiving board, and that such approval or disapproval may be done at an open meeting where some of the participants may attend telephonically and, if so, providing that each of the election commissioners sign the minutes of said meeting; and

**BE IT FURTHER RESOLVED** that this resolution shall apply to all future elections.

RESOLUTION APPROVED

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**CORRESPONDENCE**

None.

**ADJOURNMENT**

The meeting adjourned at 12:16 p.m.

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Deborah J. Cwiertniewicz, City Clerk

# **CITY OF MASON**

## **STAFF AGENDA REPORT TO ELECTION COMMISSION**

**Meeting Date:** October 10, 2017

**Agenda Item: 5. A-C**

### **AGENDA ITEM**

- A. Appointment of Election Inspectors – November 7, 2017- Special Election
- B. Establishment of AV Counting Board – November 7, 2017 – Special Election
- C. Appointment of Receiving Board Election Inspectors – November 7, 2017 – Special Election

### **EXHIBITS**

Election Inspector Appointment, Precinct Assignment, and Party Affiliation for the November 7, 2017 Special Election.

### **STAFF REVIEW**

Sarah J. Jarvis, City Clerk

### **SUMMARY STATEMENT**

In accordance with the Michigan Election Law, the decision to establish an AVCB where not required by law, is made by the local election commission. The commission is responsible for the following:

- Must appoint a minimum of three inspectors to each counting board.
- Provide a suitable place where the counting board will meet to process and count ballots.
- Establish the time that the inspectors must report for duty.

Also, the election commission is responsible to appoint at least three (3) election inspectors to each precinct, as well as two (2) inspectors for each receiving board. It is required that "at least 1 election inspector for each major political party" is appointed. In addition, it is required to politically balance each precinct board "as nearly as possible". There are twenty-seven (27) inspectors hired for the November 7, 2017, Special Election. The names, precinct assignment, and party of each inspector are designated on the Precinct Assignment chart attached.

### **RECOMMENDED ACTION**

Move to establish one (1) AVCB to be located at the Mason Fire Department Training Room sequestered until the completion of the precinct canvass; commencing at 10:00 a.m., closing at 8:00 p.m. Also to appoint twenty-one (21) Election inspectors, six (6) AVCB Election Inspectors, and four (4) of the Election Inspectors appointed to serve on the Receiving Board, in accordance with the attached Precinct Assignment for the November 7, 2017 Special Election.



PRECINCT ASSIGNMENT – TASK ASSIGNMENT - POLITICAL PARTY AFFILIATION  
GENERAL ELECTION  
NOVEMBER 7, 2017

[illegible]