

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. <u>MOTION APPROVED</u>

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.

	-		-	
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.

GENERAL ELECTION - ASSIGNMENT – TASK ASSIGNMENT - POLITICAL PARTY AFFILIATION NOVEMBER 7, 2017	SINCT 1 PRECINCT 2 PRECINCT 3	E ATASKLINSPECTORE ATASKINSPECTORE ATASK	R Precinct Chairperson Domesting Domesting R Precinct Chairperson R Precinct	Co-Manage Kimberly Hass R Co-Manage Valerie Getter D Co-Manage Precinct Co-Chairperson D Precinct	D EPB/Ballots Chris McElhone D EPB/Ballots Jami Tibbals R EPB/Ballots	D As Assigned Jann Lifesey (RB) R As Assigned Roy Ketcheson D As Assigned	R As Assigned 1:30 PM - Close D As Assigned David Riggs R As Signed	D As Assigned Rosemary Cloney D As Assigned Janice Randolph D As Assigned	D As Assigned Marilyn Schafer R As Assigned Gail Love (RB) D As Assigned			A V C B 10AM-CLOSE	air) D Peggy Klein D Darla Whitmyer US	Chair)RDaun KetchesonDTeresa HallR2:00 PM - CloseR	RECEIVING BOARD 7:45P.M.	R Jann Lifsey R	D Gail Love D	
SIGNMENT -	F			Co-Manage Precinct		As Assigned	As Assigned	As Assigned	As Assigned						Ш			Receiving Board (RR)
PRECINCT AS	PRECINC	INSPECTOR PAR	Mark Taylor Chairperson	Gary Evans Co-Chairperson	Sarah Houser D	Marlene Ammerman D (RB)	Shirley Wilcox (RB)	Timothy McElhone	Donna Kmiecek				JC Christman (AV Chair)	Wanda Stiles (AV Co-Chair) 4:30 PM - Close		Shirley Wilcox	Marlene Ammerman	