

City of Charlevoix
Election Commission Meeting Minutes
Tuesday, September 26, 2023 - 9:00 AM
City Hall

1. Call to Order

Clerk Dvoracek called the meeting to order at 9:00 a.m.

2. Roll Call

Members Present: Sarah Dvoracek, City Clerk; Joe Lavender, City Assessor

Members Absent: Scott Howard, City Attorney

3. New Business

A. Approval of Minutes

Sarah Dvoracek, City Clerk

Motion by Dvoracek, seconded by Lavender to approve the minutes as presented.

Motion carried by unanimous voice vote.

B. Approval of Ballots

Sarah Dvoracek, City Clerk

Motion by Dvoracek, seconded by Lavender to approve the proof ballots for Wards 1, 2, and 3.

Motion carried by unanimous voice vote.

C. Appointment of Precinct Election Inspectors

Sarah Dvoracek, City Clerk

Motion by Dvoracek, seconded by Lavender to approve the appointment of precinct election inspectors as presented.

Motion carried by unanimous voice vote.

D. Public Accuracy Test for the General Election

Sarah Dvoracek, City Clerk

Motion by Dvoracek, seconded by Lavender to accept the results for the Public Accuracy Test for the November 7, 2023 Election.

Motion carried by unanimous voice vote.

Motion by Dvoracek, seconded by Lavender to appoint Deputy Clerk Schulz as City Assessor Lavender's designee to assist with administration of the public accuracy test.

Motion carried by unanimous voice vote.

E. Adoption of Resolution Outlining Delegated Duties

Sarah Dvoracek, City Clerk

Motion by Dvoracek, seconded by Lavender to adopt Resolution Outlining Delegated Duties for the November 7, 2023 State General Election.

CITY OF CHARLEVOIX ELECTION COMMISSION

RESOLUTION OF THE CITY ELECTION COMMISSION DELEGATING ELECTION DUTIES TO THE CITY CLERK OR AN AUTHORIZED ASSISTANT

WHEREAS, it is the duty of the City Election Commission to prepare meeting minutes for the City Election Commission; and

WHEREAS, it is the duty of the City Election Commission to prepare, print, and deliver ballots for use in the City; and

WHEREAS, it is the duty of the City Election Commission to provide candidates and the Secretary of State with proof copies of ballots; and

WHEREAS, it is the duty of the City Election Commission to provide notice to voters in case of precinct changes or consolidations; and

WHEREAS, it is the duty of the City Election Commission to provide election supplies and ballot containers; and

WHEREAS, it is the duty of the City Election Commission to perform preliminary logic and accuracy testing; and

WHEREAS, it is the duty of the City Election Commission to notify major political parties of certified precinct inspector appointments (federal and state elections only); and

WHEREAS, the City Election Commission may delegate these duties to the City Clerk or an authorized assistant; and

NOW THEREFORE BE IT RESOLVED that the outlined duties of the City Election Commission be delegated to the City Clerk or an authorized assistant.

RESOLVED this 26th day of September A.D.

Resolution was adopted by the following ye and nay vote:

Yeas: Dvoracek, Lavender

Nays: None

Absent: Howard

Motion carried.

4. Public Comment

5. Adjourn

Clerk Dvoracek adjourned the meeting at 9:04 a.m.

Sarah J. Dvoracek City Clerk