



Agenda
City of Charlevoix Election Commission Meeting
Tuesday, January 30, 2024 - 9:00 AM
City Hall

- 1. Call to Order**
- 2. Roll Call**
- 3. Consent Agenda**
 - A. Approval of Minutes
 - B. Approval of Ballots
 - C. Appointment of Precinct Election Inspectors
 - D. Public Accuracy Test for the Presidential Primary Election
 - E. Adoption of Resolution Outlining Delegated Duties
- 4. Public Comment**
- 5. Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email clerk@charlevoixmi.gov. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodations requests.

Charlevoix Election Commission

Consent Agenda

Title: Approval of Minutes

Date: January 30, 2024

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. Election Commission Meeting Minutes from 09.01.2023

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 yeas and nays 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

Charlevoix Election Commission

Consent Agenda

Title: Approval of Ballots

Date: January 30, 2024

Presented By:

Background:

Per MCL 168.719, the election commission of each city and township shall perform those duties relative to the preparation, printing, and delivery of ballots as are required by law of the boards of county election commissioners.

Recommendation:

Motion to approve the proof ballots for Wards 1, 2, and 3.

Attachments:

1. Sample Ballots Feb 2024

VOTER: PLEASE DO NOT REMOVE STUB
IF STUB DETACHES, PLEASE RETURN WITH BALLOT

OFFICIAL BALLOT
DEMOCRATIC PARTY BALLOT
Presidential Primary Election
Tuesday, February 27, 2024
Charlevoix County, Michigan
City of Charlevoix, Ward 1, Precinct 18

Partisan Section	
Presidential	
Democratic Party Presidential Primary	
President of the United States Vote for not more than 1	
Dean Phillips	☐
Marianne Williamson	☐
Joseph R. Biden Jr.	☐
Uncommitted	☐
	☐

VOTER: PLEASE DO NOT REMOVE STUB
IF STUB DETACHES, PLEASE RETURN WITH BALLOT

OFFICIAL BALLOT
REPUBLICAN PARTY BALLOT
Presidential Primary Election
Tuesday, February 27, 2024
Charlevoix County, Michigan
City of Charlevoix, Ward 1, Precinct 18

Partisan Section
Presidential
Republican Party Presidential Primary
President of the United States Vote for not more than 1
Ron DeSantis ☐
Nikki Haley ☐
Asa Hutchinson ☐
Vivek Ramaswamy ☐
Donald J. Trump ☐
Ryan L. Binkley ☐
Chris Christie ☐
Uncommitted ☐
☐

VOTER: PLEASE DO NOT REMOVE STUB
IF STUB DETACHES, PLEASE RETURN WITH BALLOT

OFFICIAL BALLOT
DEMOCRATIC PARTY BALLOT
Presidential Primary Election
Tuesday, February 27, 2024
Charlevoix County, Michigan
City of Charlevoix, Ward 2, Precinct 19

Partisan Section
Presidential
Democratic Party Presidential Primary
President of the United States Vote for not more than 1
Marianne Williamson ☐
Joseph R. Biden Jr. ☐
Dean Phillips ☐
Uncommitted ☐
☐

VOTER: PLEASE DO NOT REMOVE STUB
IF STUB DETACHES, PLEASE RETURN WITH BALLOT

OFFICIAL BALLOT
REPUBLICAN PARTY BALLOT
Presidential Primary Election
Tuesday, February 27, 2024
Charlevoix County, Michigan
City of Charlevoix, Ward 2, Precinct 19

Partisan Section
Presidential
Republican Party Presidential Primary
President of the United States Vote for not more than 1
Nikki Haley ☐
Asa Hutchinson ☐
Vivek Ramaswamy ☐
Donald J. Trump ☐
Ryan L. Binkley ☐
Chris Christie ☐
Ron DeSantis ☐
Uncommitted ☐
☐

VOTER: PLEASE DO NOT REMOVE STUB
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OFFICIAL BALLOT
DEMOCRATIC PARTY BALLOT
Presidential Primary Election
Tuesday, February 27, 2024
Charlevoix County, Michigan
City of Charlevoix, Ward 3, Precinct 20

Partisan Section
Presidential
Democratic Party Presidential Primary
President of the United States Vote for not more than 1
Joseph R. Biden Jr. ☐
Dean Phillips ☐
Marianne Williamson ☐
Uncommitted ☐
☐

VOTER: PLEASE DO NOT REMOVE STUB
IF STUB DETACHES, PLEASE RETURN WITH BALLOT

OFFICIAL BALLOT
REPUBLICAN PARTY BALLOT
Presidential Primary Election
Tuesday, February 27, 2024
Charlevoix County, Michigan
City of Charlevoix, Ward 3, Precinct 20

Partisan Section	
Presidential	
Republican Party Presidential Primary	
President of the United States Vote for not more than 1	
Asa Hutchinson	☐
Vivek Ramaswamy	☐
Donald J. Trump	☐
Ryan L. Binkley	☐
Chris Christie	☐
Ron DeSantis	☐
Nikki Haley	☐
Uncommitted	☐
	☐

Charlevoix Election Commission

Consent Agenda

Title: Appointment of Precinct Election Inspectors

Date: January 30, 2024

Presented By:

Background:

Recommendation:

Motion to approve the appointment of precinct election inspectors as presented.

Attachments:

1. Work Schedule 02.27.2024

Charlevoix Election Commission

Consent Agenda

Title: Public Accuracy Test for the Presidential Primary Election

Date: January 30, 2024

Presented By:

Background:

Recommendation:

Motion to accept the results for the Public Accuracy Test for the February 27, 2024 Election.

Motion to appoint Deputy Clerk Schultz as City Assessor Lavender's designee to assist with administration of the public accuracy test.

Attachments:

None

Charlevoix Election Commission

Consent Agenda

Title: Adoption of Resolution Outlining Delegated Duties

Date: January 30, 2024

Presented By:

Background:

Recommendation:

Motion to adopt Resolution Outlining Delegated Duties for the Presidential Primary Election to be held Tuesday, February 27, 2024.

Attachments:

1. Resolution Outlining Delegated Duties

**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 23th day of January 2024 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent: