

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

**1. Call to Order**

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

**2. Roll Call**

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

Members Absent: Scott Howard, City Attorney

Staff Present: Ginny Schulz, Deputy City Clerk

**3. Consent Agenda**

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

Yeas: Dvoracek, Lavender

Nays: None

Absent: Howard

Motion carried.

**A. Approval of Minutes**

Motion to approve the minutes as presented.

**B. Approval of Ballots**

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

**C. Appointment of Precinct Election Inspectors**

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

**D. Public Accuracy Test for the Presidential Primary Election**

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's Lavender's designer to assist with administration of the public accuracy test.

**E. Adoption of Resolution Outlining Delegated Duties**

Motion by Dvoracek, seconded by Lavender to adopt Resolution 2024-01-01 Outlining Delegated Duties for the Presidential Primary Election to be held Tuesday, February 27, 2024.

**CITY OF CHARLEVOIX ELECTION COMMISSION**  
**RESOLUTION 2024-01-01 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 30<sup>th</sup> day of January 2024 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Dvoracek, Lavender

Nays: None

Absent: Howard

**Motion carried.**

#### **4. Public Comment**

#### **5. Adjourn**

Meeting adjourned at 9:03 a.m.