

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

1. Call to Order

Clerk Dvoracek called meeting to order at 9:01 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 Clerk

3. Consent Agenda

Clerk Dvoracek presented information on the consent agenda.

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

Motion carried by unanimous voice vote.

A. Approval of Meeting Minutes from April 9, 2024

Motion to approve the minutes as presented.

B. Approval of Ballots

Motion to approve the proof ballots.

C. Appointment of Precinct Election Inspectors

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

D. Public Accuracy Test for the August Primary Election

Motion to accept the results for the Public Accuracy Test for the August 6, 2024, Primary 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 to adopt Resolution Outlining Delegated Duties for the Primary Election to be held Tuesday, August 6, 2024.

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 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 9th day of July 2024 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Dvoracek, Lavander

Nays: None

Absent: Howard

Motion carried.

4. Public Comment

5. Adjourn

Meeting adjourned at 9:04 a.m.

Sarah Dvoracek

Clerk