

City of Charlevoix
Election Commission Meeting Minutes
Tuesday, October 1, 2024 - 9:00 AM
City Hall

1. Call to Order

Clerk Dvoracek called 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. Consent Agenda

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

Motion carried by unanimous voice vote.

A. Approval of the Meeting Minutes from July 9, 2024

Motion to approve the minutes as presented.

B. Approval of Ballots

Motion to approve the ballots as presented.

C. Appointment of Precinct Election Inspectors

Motion to approve the appointment of precinct election inspectors.

D. Public Accuracy Test for the November Primary Election

Motion to accept the results for the Public Accuracy Test for the November 5, 2024 State General Election.

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

E. Adoption of Resolution Outlining Delegated Duties

Motion by Lavender, seconded by Dvoracek to adopt Resolution Outlining Delegated Duties for the State General to be held Tuesday, November 5, 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 1st day of October 2024 A.D.

Resolution was adopted by the following ye and nay vote:

Yeas: Dvoracek, Lavender

Nays: None

Absent: Howard

Motion carried.

4. Public Comment

There was no public comment or attendance.

5. Adjourn

The meeting was adjourned at 9:03 a.m.

Sarah J. Dvoracek, City Clerk