

**City of Charlevoix**  
**Election Commission Meeting Minutes**  
**Tuesday, October 4, 2022 - 9:00 AM**  
City Hall, Assessor's Office

**1. Call to Order**

Clerk Dvoracek called the meeting to order at 9:02 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 Ballots**

Sarah Dvoracek, City Clerk

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

**Motion carried by unanimous voice vote.**

**B. Appointment of Precinct Election Inspectors**

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

**Motion carried by unanimous voice vote.**

**C. Public Accuracy Test for the General Election**

Sarah Dvoracek, City Clerk

Motion by Lavender, seconded by Dvoracek to accept the results for the Public Accuracy Test for the November 8, 2022 Election.

**Motion carried by unanimous voice vote.**

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

**Motion carried by unanimous voice vote.**

**D. Precinct Changes/Consolidations**

None.

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

Sarah Dvoracek, City Clerk

Motion by Dvoracek, seconded by Lavender to adopt Resolution Outlining Delegated Duties of the November 8, 2022 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 4th day of October 2022 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Dvoracek, Lavender

Nays: None

Absent: Howard

**Motion carried.**

**4. Public Comment**

None.

**5. Adjournment**

Clerk Dvoracek adjourned the meeting at 9:09 a.m.

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Sarah J. Dvoracek, City Clerk