



Agenda
City of Charlevoix Election Commission Meeting
Tuesday, March 3, 2026 - 8:30 AM
City Hall

- 1. Call to Order**
- 2. Roll Call**
- 3. Consent Agenda**
 - A. Approval of Ballots

 - B. Appointment of Precinct Election Inspectors

 - C. Public Accuracy Test for the Special Election

 - D. Adoption of Resolution Outlining Delegated Duties
- 4. Public Comment**
- 5. Approval of Minutes**
 - A. *Motion to approve the minutes as allowed by Robert's Rules of Order.*
- 6. 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 Ballots

Date: March 3, 2026

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. Ballot proofs were not available at the time of this meeting.

Recommendation:

Attachments:

None

Charlevoix Election Commission

Consent Agenda

Title: Appointment of Precinct Election Inspectors

Date: March 3, 2026

Presented By:

Background:

The work schedule will be provided at the meeting.

Recommendation:

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

Attachments:

None

Charlevoix Election Commission

Consent Agenda

Title: Public Accuracy Test for the Special Election

Date: March 3, 2026

Presented By:

Background:

Recommendation:

Motion to accept the results of the Public Accuracy Test for the May 5, 2026 Special Election.

Motion to appoint Deputy Clerk Schulz 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: March 3, 2026

Presented By:

Background:

Recommendation:

Motion to adopt Resolution Outlining Delegated Duties for the Special Election to be held Tuesday, May 5, 2026.

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 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 3rd day of March 2026 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

Charlevoix Election Commission

Approval of Minutes

Title: *Motion to approve the minutes as allowed by Robert's Rules of Order.*

Date: March 3, 2026

Presented By:

Background:

Recommendation:

Attachments:

None