

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

1. Call to Order

Clerk Dvoracek called the meeting to order at 8:30 a.m.

2. Roll Call

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

Members Absent: Scott Howard, City Attorney

Deputy City Clerk: Ginny Schluz

3. Consent Agenda

Clerk Dvoracek presented the items on the consent agenda.

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

Motion carried by unanimous voice vote.

A. Inspection of Ballots

Proof ballots were not available as of the date of this meeting.

B. Appointment of Precinct Election Inspectors

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

C. Public Accuracy Test for the Special Election

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 the administration of the public accuracy test.

D. Adoption of Resolution Outlining Delegated Duties

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

**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: Dvoracek, Lavender

Nays: None

Absent: Howard

Motion carried.

4. Public Comment

5. Approval of Minutes

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

Motion by Dvoracek, seconded by Lavender to approve the minutes as allowed by Robert's Rules of Order.

Motion carried.

6. Adjourn

Clerk Dvoracek adjourned the meeting at 8:33 a.m.

Sarah J. Dvoracek

City Clerk