

City of Charlevoix
Election Commission Meeting Minutes
Tuesday, June 30, 2026 - 9:00 AM
Assessor's Office
210 State St.
Charlevoix, MI 49720

1. Call to Order

Clerk Dvoracek called the meeting to order at 9:00 a.m.

2. Roll Call

Members Present: Sarah Dvoracek, City Clerk; Joe Lavender, City Assessor; Ginny Schulz, Deputy Clerk

Members Absent: Scott Howard, City Attorney

3. Consent Agenda

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

Motion carried by unanimous voice vote.

A. Appointment of Precinct Election Inspectors

Clerk Dvoracek presented the election day schedule to the Election Commission.

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

B. Public Accuracy Test for the Primary Election

Motion to accept the results of the Public Accuracy Test for the August 4, 2026, Primary Election.

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

C. Adoption of Resolution Outlining Delegated Duties

Motion by Dvoracek, seconded by Lavender to adopt Resolution Outlining Delegated Duties for the Primary Election to be held Tuesday, August 4, 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 30th day of June 2026 A.D.

The resolution was adopted by the following yea and nay vote:

Yeas: Dvoracek, Lavender

Nays: None

Absent: Howard

Motion carried.

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

4. Public Comment

None.

5. Adjourn

The meeting was adjourned at 9:07 a.m.

Sarah J. Dvoracek

City Clerk