

# Agenda

## City Election Commission

City of Kalamazoo



Wednesday, July 3, 2024

9:00 AM

The Community Room at City Hall - 241 W. South Street

**A. CALL TO ORDER/ROLL CALL**

**B. APPROVAL OF MINUTES**

1. Approval of the minutes from the Election Commission meeting on February 1, 2024. (**Action: Motion to approve**)

**C. DISCUSSION/ACTION ITEMS**

1. Adoption of a RESOLUTION providing for the creation and operation of absent voter counting boards for the City of Kalamazoo and authorizing the pre-processing of absentee ballots for the elections to be held on August 6 and November 5, 2024. (**Action: Motion to adopt**)

**D. PUBLIC COMMENTS**

**E. ADJOURNMENT**

### **ADDITIONAL INFORMATION**

The City Election Commission exists to perform certain administrative duties as required by Michigan Election Law. The actions most frequently taken by the Election Commission include approving the temporary consolidation of voting precincts; appointing election inspectors (poll workers) for each election; and conducting the public accuracy test of the program and voting equipment to be used at each election.

#### Public Participation

Members of the public will be given an opportunity to address the Election Commission at each meeting. Each person wishing to speak shall have one opportunity to address the Election Commission and may speak for up to three (3) minutes. Members of the public who are viewing the Public Accuracy Test shall observe from the designated public area.

# Minutes

## Kalamazoo City Election Commission

### February 1, 2024

A meeting of the Kalamazoo City Election Commission was held on Thursday, February 1, 2024, at 9:14 a.m., at the City of Kalamazoo Records Center, 3001 South Burdick Street.

#### Call to Order/Roll Call

Members Present:

City Clerk Scott Borling  
City Assessor Aaron Powers  
City Attorney Aaron Leal

Members Absent:

None

Staff Present:

Amanda McMillon, Elections Manager  
Rachel Anhalt, Election Assistant  
Keegen Henschel, Election Assistant

#### Approval of Minutes

Commissioner Powers, seconded by Commissioner Leal, moved to approve the minutes from the Election Commission meetings on October 16 and November 2, 2023. With a voice vote the motion passed.

#### Discussion/Action Items

##### Item C-1: Absent Voter Counting Board Resolution

Commissioner Powers, seconded by Commissioner Leal, moved to adopt a RESOLUTION providing for the creation and operation of absent voter counting boards for the City of Kalamazoo for the election to be held on February 27, 2024. With a voice vote the motion passed.

Item C-2: Appointment of Election Inspectors

Commissioner Borling, seconded by Commissioner Powers, moved to approve the list of election inspectors for the City's 27 election day precincts, the absent voter counting board, and the receiving board for the election to be held on February 27, 2024. With a voice vote the motion passed.

Item C-3: Approval of Annual Meeting Schedule

Commissioner Powers, seconded by Commissioner Leal, moved to approve the Election Commission's annual meeting schedule. With a voice vote the motion passed.

Item C-4: Public Accuracy Test

The Election Commission conducted a public accuracy test of the tabulators and program to be used during the February 27, 2024 Presidential Primary Election in the City's 27 voting precincts and 1 absent voter counting board. After conducting successful tests on the tabulators to be used in Precincts 3, 16, and 27, the Election Commission certified the results of the accuracy test and sealed the predetermined test results, test decks, and tabulator result tapes in an approved ballot container.

**Public Comments**

When an opportunity was given for public comments, the following people addressed the Election Commission:

Connie Ferguson and Aedin Clements from the League of Women Voters thanked Commissioners for explaining the accuracy test and offered the League's assistance in the upcoming elections.

The meeting adjourned at 10:06 a.m.

Scott A. Borling, Election Commission Chairperson

Approved by the Election Commission on: \_\_\_\_\_

**CITY OF KALAMAZOO ELECTION COMMISSION**

**RESOLUTION**

**A RESOLUTION PROVIDING FOR THE CREATION AND OPERATION OF ABSENT VOTER COUNTING BOARDS FOR THE CITY OF KALAMAZOO FOR THE ELECTIONS TO BE HELD ON AUGUST 6 AND NOVEMBER 5, 2024**

Minutes of a special meeting of the Kalamazoo City Election Commission held on July 3, 2024 at 9:00 a.m. in the Community Room at City Hall, 241 W. South Street.

**PRESENT**, Commissioners:

**ABSENT**, Commissioners:

**Recitals**

1. Section 765a of Michigan Election Law [(MCL 168.765(a))] sets forth the requirements for the creation and operation of absent voter counting boards.
2. Section 765a assigns the following responsibilities to the “board of election commissioners” of a city or township:
  - Establish absent voter counting boards for each election day precinct in the city.
  - Appoint election inspectors to absent voter counting boards not less than 21 days before an election at which absent voter counting boards are to be used.
  - Provide a place for each absent voter counting board to count the absent voter ballots. Such locations shall be designated as “absent voter counting places”.
  - Set the time for the commencement of absent voter ballot processing and tabulation on election day.
  - Authorize that absent voter counting boards be established to process and tabulate absent voter ballots between the hours of 7:00 a.m. and 8:00 p.m. on any of the 8 days before election day, beginning on the second Monday before election day and ending on the Monday immediately before election day. This activity may be referred to as “pre-processing”.
3. The Kalamazoo City Clerk intends to utilize absent voter counting boards to process and tabulate absent voter ballots on election day and to pre-process absent voter ballots during the eight days prior to election day as allowed by Michigan Election Law.

**IT IS RESOLVED**, that the Kalamazoo City Election Commission (The Commission) takes the following actions regarding the creation and operation of absent voter counting boards for the City of Kalamazoo for the elections to be held on August 6 and November 5, 2024:

1. The Commission establishes one absent voter counting board to process and tabulate absent voter ballots for all City of Kalamazoo voting precincts on election day.
2. The Commission designates Kalamazoo City Hall, 241 W. South Street, as the “absent voter counting place” for processing and tabulation of all absent voter ballots, both on election day and during pre-processing.
3. The Commission establishes 10:00 a.m. as the time when the absent voter counting board will commence processing and tabulating absent voter ballots on election day.
4. The Commission authorizes the City Clerk to establish absent voter counting boards to pre-process absent voter ballots, subject to the requirements in Section 765(a)(11) et seq. of Michigan Election Law.

**IT IS FURTHER RESOLVED**, that the Kalamazoo City Election Commission will, by separate action, appoint election inspectors to the absent voter counting boards established and authorized by this resolution.

The above resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

**YES**, Commissioners:

**NO**, Commissioners:

**RESOLUTION DECLARED ADOPTED.**

**CERTIFICATE**

The foregoing is a true and complete copy of a resolution adopted by the Election Commission of the City of Kalamazoo at a special meeting held on July 3, 2024. Public notice was given and the meeting was conducted in full compliance with the Michigan Open Meetings Act (PA 267, 1976). Minutes of the meeting will be available as required by said Act.

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Scott A. Borling, City Clerk  
Election Commission Chairperson