

Agenda

City Election Commission

City of Kalamazoo



Thursday, October 9, 2025

9:00 AM

City Records Center - 3001 South Burdick Street

A. CALL TO ORDER/ROLL CALL

B. APPROVAL OF MINUTES

1. Approval of the minutes from the Election Commission meeting on August 28, 2025. (**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 for the election to be held on November 4, 2025. (**Action: Motion to adopt**)
2. Appointment of individuals to boards of election inspectors for the City's 19 election day precincts, the absent voting counting board, and the receiving board for the election to be held on November 4, 2025. (**Action: Motion to approve the Roster of Election Workers**)
3. Public Accuracy Test for the Election to be Held on November 5, 2024

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

August 28, 2025

A meeting of the Kalamazoo City Election Commission was held on Thursday, August 28, 2025, at 9:00 a.m. in the Community Room at City Hall, 241 W. South Street.

Roll Call

Members Present:

City Clerk Scott Borling
City Assessor Aaron Powers

Members Absent:

City Attorney Aaron Leal

Others Present:

Deputy City Clerk Shelby Moss
Elections Manager Amanda McMillon

Approval of Minutes

Commissioner Powers, seconded by Commissioner Borling, moved to approve the minutes from the Election Commission meeting on April 10, 2025. With a voice vote, the motion passed.

Discussion/Action Items

Commissioner Borling and Commissioner Powers reviewed the proof ballots for the Municipal Election on November 4, 2025.

Commissioner Powers, seconded by Commissioner Borling, moved to approve the proof ballots for the City's 19 voting precincts for the election to be held on November 4, 2025. With a voice vote, the motion passed.

Public Comments

Next, an opportunity was given for public comments, but no comments were offered.

The meeting adjourned at 9:04 a.m.

Respectfully submitted,

Scott A. Borling
Election Commission Chairperson

Approved by the Election Commission on: _____

DRAFT

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 ELECTION TO BE HELD ON NOVEMBER 4, 2025

Minutes of a regular meeting of the Kalamazoo City Election Commission held on Thursday, October 9, 2025 at 9:00 a.m. at the City of Kalamazoo Records Center, 3001 N. Burdick 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.

RESOLVED, that the Kalamazoo City Election Commission takes the following actions regarding the creation and operation of absent voter counting boards for the City of Kalamazoo for the election to be held on November 4, 2025:

1. Establishes one absent voter counting board to process and tabulate absent voter ballots for all City of Kalamazoo voting precincts on election day.
2. 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. 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. 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 October 9, 2025. 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.

Scott A. Borling, City Clerk
Election Commission Chairperson