Chris Swope
Lansing City Clerk

AGENDA

ELECTION COMMISSION MEETING
HYBRID

Tuesday, April 27, 2021, 2:00 P.M.

This meeting will be conducted at the South Washington Office Complex (SWOC), 2500 S. Washington Avenue, Lansing, MI and via Zoom Conferencing by clicking here at:
https://us02web.zoom.us/j/5174834131
The Zoom Code is 517 483 4131

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES April 6, 2021
4. PUBLIC COMMENT
5. PUBLIC TEST OF EQUIPMENT FOR THE MAY 4, 2021 ELECTON
6. NEW BUSINESS
    a. Resolution of the City Election Commission Delegating Election Duties to the City Clerk or an Authorized Assistant
7. ADJOURNMENT

CHRIS SWOPE, CITY CLERK

Chris Swope
Lansing City Clerk

Official Proceedings of the
ELECTION COMMISSION MEETING
April 6, 2021
Via Zoom – Meeting ID 517 483 4131

Meeting was called to order by City Clerk Chris Swope at 10:02 a.m.

Members Present:
Chris Swope, City Clerk
Jim Smiertka, City Attorney (remotely from Lansing, MI)
Sharon Frischman, City Assessor (remotely from Meridian Township, MI)

Others Present:
Robin Stites, Office of the City Clerk
Andrew Thatcher, Office of the City Clerk

Public Comment
There was no public comment.

Moved by City Attorney Smiertka to approve the agenda.
Motion Carried.

Moved by City Attorney Smiertka to approve the minutes of the Election Commission Meeting of February 19, 2021.
Motion Carried.

Moved by City Attorney Smiertka to approve Establishment of AV Counting Board for May 4, 2021 Election.
Motion Carried.

Moved by City Attorney Smiertka to adopt the propsed assignment of Election Inspectors as submitted for the May 4, 2021 Election and authorize the City Clerk to make adjustments as necessary.
Motion Carried.

Adjournment at 10:12 a.m.

CHRIS SWOPE, MMC/MiPMC
CITY CLERK

CITY OF LANSING 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 materials for the City Election Commission; and

WHEREAS, it is the duty of the City Election Commission to prepare, print, and deliver ballots for use in the city; and

WHEREAS, it is the duty of the City Election Commission to provide candidates and the Secretary of State with proof copies of ballots; 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

THEREFORE, BE IT RESOLVED that the outlined duties of the City Election Commission be delegated to the City Clerk or an authorized assistant.