



CITY OF MADISON HEIGHTS

CITY HALL - EXECUTIVE CONFERENCE ROOM, 300 W. 13 MILE RD.

ELECTION COMMISSION MEETING - PUBLIC ACCURACY TEST AGENDA

OCTOBER 02, 2024 AT 8:00 AM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Election Commission Meeting Minutes of July 15, 2024

MEETING OPEN TO THE PUBLIC

REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

- [2.](#) Appointment of City Clerk and Deputy City Clerk as Commission Delegate for the November 5, 2024 Election
- [3.](#) Authorization of Early Tabulation of Absentee Ballots
- [4.](#) Approval of Election Inspectors
- [5.](#) Public Accuracy Test

ADJOURNMENT

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: clerks@madison-heights.org at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

Election Commission Meeting
Madison Heights, Michigan
July 15, 2024

An Election Commission Meeting was held on Monday, July 15, 2024 at 2:08 PM at City Hall
- Executive Conference Room, 300 W. 13 Mile Rd.

PRESENT

Commissioner Sean Fleming
Commissioner Larry Sherman
Commissioner Cheryl Rottmann

EC-24-5. Election Commission Meeting Minutes of January 30, 2024.

Motion to approve the Election Commission Meeting Minutes of January 30, 2024, as printed.

Motion made by Commissioner Fleming, Seconded by Commissioner Sherman.

Voting Yea: Commissioner Fleming, Commissioner Sherman, Commissioner Rottmann

Motion carried.

MEETING OPEN TO THE PUBLIC:

Pat Shields, resident, asked if both political parties are present at the opening of the polls and the initiating of the voting equipment. Commissioner Rottmann answered yes, both a Republican and Democrat are Co-Chairs of each precinct and are responsible for the opening/closing of the polls and equipment.

EC-24-6. Appointment of City Clerk and Deputy City Clerk as Commission Delegate for the August 6, 2024 Election.

Motion to appoint City Clerk Cheryl Rottmann and Deputy Clerk Phommady Boucher to serve as the Commission's Designees for the August 6, 2024 election, to appoint alternate election inspectors in an emergency situation, appoint student inspectors, perform any duties as deemed necessary including conducting pre-processing and early tabulation of absentee ballots by the absentee counting board and, to conduct the Preliminary Testing in accordance with State law.

Motion made by Commissioner Sherman, Seconded by Commissioner Fleming.

Voting Yea: Commissioner Fleming, Commissioner Sherman, Commissioner Rottmann

Motion carried.

EC-24-7. Establishment of Absentee Voter Counting Board and Authorization of Early Tabulation of Absentee Ballots.

Motion to establish an Absentee Voter Counting Board for the August 6, 2024 Election and November 5, 2024 Election, and further, authorize the processing and tabulation of absentee ballots between the hours of 7 a.m. and 8 p.m. on any of the 8 days before the August 6, 2024 Election Day, beginning on July 29, 2024 and ending August 5, 2024, as provided for under MCL 168.765(11).

Motion made by Commissioner Sherman, Seconded by Commissioner Fleming.

Voting Yea: Commissioner Fleming, Commissioner Sherman, Commissioner Rottmann

Motion carried.

EC-24-8. Approval of Election Workers for August 6, 2024.

Motion to approve the Election Workers for August 6, 2024 Election as presented.

Motion made by Commissioner Fleming, Seconded by Commissioner Sherman.

Voting Yea: Commissioner Fleming, Commissioner Sherman, Commissioner Rottmann

Motion carried.

EC-24-9. Public Accuracy Test for August 6, 2024.

Motion affirming the Public Accuracy Test was held in accordance with MCL 168.778(6) for the August 6, 2024 Election and that the Accuracy Board hereby certifies that notice of this test was published 48 hours prior to the conduct of the test; the container holding the testing materials was sealed with seal number 158928 and Precinct 1 was tested at the Public Accuracy Test using the prepared test deck and that the results agree with the predetermined results of the test deck; and the test deck, predetermined results and results of the Public Accuracy Test were secured following the test under the seal number 158929.

Motion made by Commissioner Sherman, Seconded by Commissioner Fleming.

Voting Yea: Commissioner Fleming, Commissioner Sherman, Commissioner Rottmann

Motion carried.

ADJOURNMENT:

Having no further business, City Clerk Rottmann adjourned the meeting at 2:53 p.m.

Memorandum

To: Election Commission
From: Cheryl E. Rottmann, City Clerk
Date: 08/19/24
Re: Election Commission Designee

The State of Michigan's Bureau of Elections and the Oakland County Election Division recommends that the Election Commission formerly adopt a motion giving the City Clerk the authorization to, on behalf of the Election Commission, conduct all necessary duties pertaining to the election, including preliminary testing of the ballots and appointment of emergency Election Inspectors. I would also like to request that the Deputy Clerk be included in this authorization. As such, I would request that the following motion be made at the Election Commission meeting of October 2, 2024:

Motion by , seconded by , to appoint City Clerk Cheryl Rottmann and Deputy Clerk Phommady Boucher to serve as the Commission's Designees for the November 5, 2024 election to appoint alternate election inspectors in an emergency situation, appoint student inspectors, perform any duties as deemed necessary including conducting early processing and tabulation of absentee ballots by the absentee counting board inspectors and, to conduct the Preliminary Testing in accordance with State law.

Please let me know if you have any questions.

Memorandum

To: Election Commission
From: Cheryl E. Rottmann, City Clerk
Date: 07-09-24
Re: Early Processing and Tabulation of Absentee Ballots

At the July 15, 2024 Election Commission meeting, per MCL 168.765(a)(1), the Election Commission established an Absentee Voter Counting Board for the City of Madison Heights for the November 5, 2024 Election.

In addition, MCL 168.765(11) states the Election Commission, as provided under section 764d, may authorize that Absent Voter Counting Boards be established under subsection (1) to process and tabulate absent voter ballots between the hours of 7 a.m. and 8 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.

As such, I respectfully request the following motion:

Motion to authorize the processing and tabulation of absent ballots between the hours of 7 a.m. and 8 p.m. on any of the 8 days before Election Day, beginning on October 28, 2024 and ending November 4, 2024. as provided for under MCL 168.765 (11).

Please let me know if you have any questions.

Memorandum

To: Election Commission
From: Cheryl E. Rottmann, City Clerk
Date: 9/27/24
Re: Precinct Workers

I am in the process of finalizing the Precinct Inspector list for the Election Commission. I am still waiting for a few people to call back and confirm their appointments. I will present a list to the Election Commission at the meeting for review and authorization.

EC-24-. Public Accuracy Testing

Sample motion wording:

Motion by , seconded by, affirming the Public Accuracy Test was held in accordance with MCL 168.778(6) for the November 5, 2024 Election and that the Accuracy Board hereby certifies that notice of this test was published 48 hours prior to the conduct of the test; the container holding the testing materials was sealed with seal number 158989 and Precinct 6 was tested at the Public Accuracy Test using the prepared test deck and that the results agree with the predetermined results of the test deck; and the test deck, predetermined results and results of the Public Accuracy Test were secured following the test under the seal number 158981.