



**CITY OF MADISON HEIGHTS**

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

**ELECTION COMMISSION MEETING AGENDA**

**JANUARY 30, 2024 AT 9:00 AM**

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**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES**

- [1.](#) Election Commission Meeting Minutes of October 9, 2023

**MEETING OPEN TO THE PUBLIC**

**NEW BUSINESS**

- [2.](#) Appointment of City Clerk and Deputy City Clerk as Commission Delegate for the February 27, 2024 Election
- [3.](#) Approval of Election Workers for February 27, 2024
- [4.](#) Public Accuracy Test for February 27, 2024

**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](mailto: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  
October 09, 2023

An Election Commission Meeting was held on Monday, October 09, 2023 at 6:00 PM at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

**PRESENT**

Commissioner Larry Sherman  
City Clerk Rottmann

**ABSENT**

Commissioner Mark Bliss

**EC-23-01. Excuse Commissioner.**

Motion to excuse Commissioner Bliss from today's Election Commission meeting due to being out of town on business.

Motion by Sherman, seconded by Rottmann

Yeas: Sherman, Rottmann

Absent: Bliss

Motion carried.

**MEETING OPEN TO THE PUBLIC**

There were no members of the public wishing to speak.

**EC-23-02. Election Commission Minutes of November 10, 2022.**

Motion to approve the Election Commission minutes of November 10, 2022, as printed.

Motion by Sherman, seconded by Rottmann

Yeas: Sherman, Rottmann

Absent: Bliss

Motion carried.

**EC-23-03. Appointment of City Clerk and Deputy City Clerk as Commission Delegate for the November 7, 2023 Election.**

Motion to appoint City Clerk Cheryl Rottmann and Deputy Clerk Phommady Boucher to serve as the Commission's Designees for the November 7, 2023 election to appoint alternate election inspectors in an emergency situation, perform any duties as deemed necessary and, to conduct the Preliminary Testing in accordance with State law.

Motion by Sherman, seconded by Rottmann

Yeas: Sherman, Rottmann

Absent: Bliss

Motion carried.

**EC-23-04. Approval of Election Workers for November 7, 2023.**

Motion to approve the Election Workers for the November 7, 2023 election as presented.

Motion by Sherman, seconded by Rottmann

Yeas: Sherman, Rottmann

Absent: Bliss

Motion carried.

**EC-23-05. Public Accuracy Test for November 7, 2023.**

Motion to affirm the Public Accuracy Test was held in accordance with MCL 168.778(6) for the November 7, 2023 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 121837 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 121838.

Motion by Sherman, seconded by Rottmann

Yeas: Sherman, Rottmann

Absent: Bliss

Motion carried.

**ADJOURNMENT**

Having no further business, City Clerk Rottmann adjourned the meeting at 6:31 p.m.

# Memorandum

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**To:** Election Commission  
**From:** Cheryl E. Rottmann, City Clerk  
**Date:** 01-25-24  
**Re:** Election Commission Designee

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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 January 30, 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 February 27, 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

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**To:** Election Commission  
**From:** Cheryl E. Rottmann, City Clerk  
**Date:** 01-25-24  
**Re:** Precinct Workers

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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 February 27, 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 116055 and Precinct 2 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 116012.