

**THE CITY OF DEXTER
ELECTION COMMISSION MEETING
Thursday, July 28, 2016**

**CITY OFFICE
8123 MAIN, SECOND FLOOR
3:00 P.M.**

A. CALL TO ORDER

B. ROLL CALL: City Clerk Carol Jones, City Council Member Donna Fisher, City Resident Michael Raatz

C. APPROVAL OF MINUTES: APRIL 28, 2016

D. APPROVAL OF AGENDA:

E. NEW BUSINESS- Consideration and Discussion of:

1. Performance of: Public Accuracy Test

F. COMMISSIONER COMMENTS

G. NON-ARRANGED PARTICIPATION

Those addressing the Commission will state their name, and address. This section is limited to 5-minutes per participant or 10-minutes for group representatives.

H. ADJOURNMENT

"This meeting is open to all members of the public under Michigan Open Meetings Act."

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THE CITY OF DEXTER
ELECTION COMMISSION MEETING
THURSDAY, July 7, 2016

A. CALL TO ORDER

The meeting was called to order at 3:03 PM by City Clerk Jones at the City Offices located at 8123 Main Street in Dexter, Michigan.

B. ROLL CALL: City Clerk Carol Jones, City Council Member Donna Fisher, and City Resident Michael Raatz.

C. APPROVAL OF THE MINUTES

Motion Fisher; support Raatz to approve the minutes of the April 28, 2016 meeting as presented.

Unanimous voice vote approval.

D. APPROVAL OF THE AGENDA

Motion Raatz; support Fisher to approve the agenda as presented.

Unanimous voice vote approval.

E. NEW BUSINESS

1. Consideration of: Appointment of Election Inspectors and Precinct Chairpersons

Motion Raatz; support Fisher to appoint Election Inspectors and Precinct Chairpersons as presented.

Precinct #1

Name	Party
Chair - Sarah Katchorek	Dem
Kristen Isaacs	Dem
Dale Klassen	Rep
Joe Brooks	Rep
Patricia Albright	Rep
Hannah Bohn	Dem
Kathrine Snowwhite	Rep

Precinct #2

Name	Party
Chair - Jeanette Brooks	Dem
Patricia Cousins	Dem
Patsy Klassen	Rep
Mark Olexa	Rep
Robert Hoatlin	Rep
Mary-Ellen Miller	Dem
Sherry Thackery	Rep
Owen Wesorick	Dem

Receiving Board

Name	Party
Justin Breyer	Rep
Erin Aiken	Dem

Unanimous voice vote approval.

2. Discussion of: Future Meeting Dates

Motion Raatz; support Fisher to hold an Election Commission meeting on Thursday, July 28, 2016 at 3:00pm for the purposes of holding a public accuracy test for the August 2, 2016 Election.

Unanimous voice vote approval.

F. COMMISSION COMMENTS

The Election Commission discussed items on the ballot and the difference in ballot styles. The Commission also discussed upcoming elections, Washtenaw County millage initiatives, equipment, and the elections budget.

G. NON-ARRANGED PARTICIPATION

None

H. ADJOURNMENT

Motion Fisher; support Raatz to adjourn at 3:38 PM.

Unanimous voice vote approval.

Respectfully submitted,

Justin Breyer
Assistant to the City Manager

Approved for Filing: _____

PRE-ACCURACY AND PUBLIC ACCURACY TEST PROCEDURE

- Is the Ballot Box empty? (This is only applicable if you use a ballot box)
- Unlock the metal plate that locks the ballot entry path and place the metal plate into the storage slot. Make sure that the lock does not block the ballot entry path.
- Unlock the front door of the ballot box and slide the Accu-Vote unit into the ballot box using the metal guide rails. Do not slide the unit all the way to the back.
- Thread the female end of the power cord through the back of the ballot box power cord tube and plug it into the Accu-Vote unit. Plug the male end of the power cord into an AC power outlet.
- Slide the Accu-Vote unit to the back of the ballot box.
- Insert the memory card into the Accu-Vote unit.
- Unlock and remove the printer cover of the Accu-Vote unit.
- Turn the Accu-Vote unit on.
- The following questions will be displayed on the Accu-Vote's LCD. Answer the questions by pressing either the "YES" or "NO" buttons located below the LCD.
 - Q. Test Ballots? "YES"
 - Q. Test Unvoted Ballots? "NO"
 - Q. Test Fully Voted Ballots? "NO"
 - Q. Count Test Ballot Cards? "YES"
 - Q. Print Zero Totals? "YES"
 - Generating Report...
 - Q. Print Long Report?
 - "YES" to print all information
 - "NO" to print only the race information
 - (A Zero Total tape will print - verify that all counters are set to zero, that candidates, vote fors, and office titles match the ballot. Sign the tape where indicated. **DO NOT TEAR OFF THE TAPE.**)
 - Q. Need another copy? "NO"
 - Q. Recirculate Ballots? "NO"
 - Insert ballot to start
 - (The precinct number and the public counter will be displayed on the LCD display)
- Insert the Test Deck ballots until all ballots have been run through the Accu-Vote unit. Verify public counter against the ballots cast - these two numbers should be equal.
- Print Results. Press the "YES" and "NO" buttons at the same time and insert the "ACCU-VOTE/PRECINCT ENDER CARD" into the Accu-Vote unit **while holding the buttons down.**

PRE-ACCURACY AND PUBLIC ACCURACY TEST PROCEDURE

(Continued)

- Q. Print Test Results Report? "YES"
Generating Report...
- Q. Print Long Report?
"YES" to print all information
"NO" to print only the race information
(Test results will print)
- Q. Need Another Copy? "NO"
- Q. Repeat Test? "NO"

- The unit can be turned off after answering the above question. The memory card will automatically be reset to the beginning of Test Mode for future testing.
- Compare the pre-determined results to the printed test results report. The results must match. If they do not, the discrepancy must be found and corrected.

NOTE: Leave all printout tapes during the Public Test attached. **DO NOT DETACH** until the Public Test is completed. Sign the bottom of the tape where indicated and seal in the transfer case with the test deck and pre-determined results.

In your Pre-Accuracy Test, you must test all precincts. However, at your Public Test, a random sampling of precincts can be tested. This number is determined by you. The Public Accuracy Test shall be held not less than five (5) days before the election.

PREPARE FOR ELECTION

TO SET MEMORY CARD TO ELECTION MODE:

- Insert the memory card into the Accu-Vote unit.
- Turn on the Accu-Vote unit.
- The following questions will be displayed on the Accu-Vote's LCD. Answer the questions by pressing either the "YES" or "NO" buttons located below the LCD.
 - Q. Test Ballots? "NO"
 - Q. Send Test Results? "NO"
 - Q. Print Test Totals Report? "NO"
 - Q. Print Audit Report? "NO"
 - Q. Prepare for Election? "YES"
 - Q. Okay to Prepare for Election? "YES"
(Remove Prepared Memory Card)
- Turn off the Accu-Vote unit.

This card is now ready for Election Day. Insert the memory card into the Accu-Vote unit and seal with an aluminum and wire seal. Record the serial number of the seal onto the "PREPARATION CERTIFICATE" in the poll book along with the Accu-Vote's serial number.

