

Election Committee Meeting Minutes, February 1, 2024

The 2024 VMA Election Committee held its 9th meeting on 1 February 2024 by Zoom. In attendance: Council liaison Katie Howard. Committee members Marty Langelan, Jen Bergeron, Naomi Naierman, John Sharrow and Paul Weller. Village Manager Michael Silliman. Election Committee Contractor Julian Lamphear also attended. No VMA residents were in attendance.

Committee chair Marty Langelan called the meeting to order at 7:32 pm, with full attendance. Marty summarized the Committee's work thus far, noting that it had held 8 meetings to discuss and approve draft procedures. While the hardest work is now behind the Committee, a number of administrative questions are anticipated in the months ahead.

The Committee voted 4-0 (1 abstention) to adopt the minutes from the December 18 meeting. The next meeting will be held on Monday February 26th at 7:45 pm.

Marty asked Committee members to verify that they can access the Committee's email inbox. Naomi and Paul both affirmed their ability to do so.

The Committee expressed its formal welcome to Julian and thanked the VMA council for approving the request to engage the contractor. The Committee also thanked VMA manager Michael Silliman for his assistance. Julian stated that he intended to send the Committee bi-weekly reports with the first on 9 February and the following on 23 February.

Julian thanked the Committee and summarized his background in working with the public sector for ten years and his interest in supporting local government. In addition, Julian shared his significant background with Microsoft Excel. Julian outlined his plans as follows:

- a. He will start with the voter roll from 2023 and compare that list to the VMA Office List of residents, property records, vital statistics, and the county/state voter roll.
- b. He hopes to confirm his ability to use the ERIC data.
- c. Julian requested Committee members to initial personal confirmations of VMA voters on the voter spreadsheet list.
- d. Julian also shared that VMA is following Federally recommended best practices in its procedures to verify the VMA voting roll.

In the 2024 Voter Roll (final product), Julian plans to list names of voters as well as a matrix of other records where the VMA voters appear (i.e. property records, county roll, etc.) which should allow for a confidence score related to eligibility. Julian also highlighted his intent to make the spreadsheet user-friendly. Marty asked Julian to keep notes on his process so that it can be replicated by future Election Committees in VMA.

Katie Howard welcomed Julian on behalf of the VMA Council and told him he was "making history."

The Committee turned to its next agenda item, which was the 1-page VMA Voter Form, to apply the new "qualified voter" definition. The form was approved in a 5-0 vote by the Committee. The Committee will forward the document to the VMA Council for adoption at the Council's February meeting.

The Committee also voted 5-0 to approve the Appendix for the VMA Council, which was requested by Arthur Alexander, VMA Council chair. Marty planned to send the document to the Council on 2 February.

The Election Committee then reviewed important dates related to the 2024 VMA election. On February 22, the nomination period opens. There will be an article and formal election notice announcing this to the community in the February newsletter. The candidate filing deadline is March 23. The VMA election packet, consisting of the candidate statements as well as the election info, will be mailed on 26 or 27 March by the VMA staff, to be received by the residents ahead of the Candidates Forum in April. The Forum will take place on either April 23 or 24. The Election Committee must approve the VMA voter roll by 7 April. The election service contractor, Electec, will mail the ballot packets the day after the Forum.

Election Day is May 7 and the Committee will have a drop box to collect completed ballot envelopes on 7 May, necessitating two election Committee members supervising it at all times. Electec has expressed the goal of collecting the ballot envelopes on the evening of 7 May, which is the Election Committee's strong preference. Paul and Marty are working with Electec and will keep Michael fully informed, with full transparency.

Marty noted that the Committee can add new voters until 7 May. Michael is putting a list together of people who moved into VMA in the past year as well as known vacant houses. Julian plans to send Michael his list of confirmed residents, and Michael plans to use Julian's list once it is completed. Katie reminded the Committee that street captains can assist the voter verification process as well as ensure that new residents will have access to the VMA Voter Form, to register to vote in the upcoming Village election.

The Committee thanked the chair for her work and leadership.

The meeting was adjourned at 8:14 pm by 5-0 vote.