

## **AGENDA for the VMA Election Committee Meeting, 8 pm, October 4, 2023**

- 8:00 Call to order by Katie Howard, Council liaison to the Committee.  
Election of the Committee chair, vice-chair, and secretary.
- 8:05 Review of the Committee's main duties and timetable:
- Set the dates for election day and the other 2024 election components, at this meeting.
  - Review the election rules and procedures, and be ready to submit the proposed 2024 election ordinance to the Council before the December 2023 Council meeting.
  - Provide the official election info packet for the voters, the election notices, and other communications.
  - Update and verify the VMA voter roll by early April 2024, and hold the forum in late April.
  - Approve the ballot packet in April before the mail-vote service provider sends it to the voters.
  - Conduct a fair, accurate, independent election and certify the voting results in May 2024.
- 8:10 Review and confirm the Committee's ethics guidelines.
- 8:15 Decide the format for the Committee meetings this year. Set the schedule for the next two Committee meetings. Set up the Committee email, and confirm who will do the OMA certificate class.
- 8:20 Residents' comments, questions, and suggestions.
- 8:30 **ACTION ITEMS** to decide at this meeting:
1. Schedule the dates for the 2024 election?  
Election day, nomination period, candidate filing date, election forum, and the date for the vote-counting.
  2. Keep the 2023 rules and procedures as the basis for the 2024 election ordinance?
  3. Make this a long-term, standard ordinance, so future Committees can just decide the election dates and then carry out the regular procedures instead of having to do a new ordinance every year?
  4. Consolidate all the election procedures in one place, in the overall ordinance?  
Five separate election documents: the 2023 rules and procedures ordinance, the vote-counting procedure, the voter roll verification procedure, the procedures for the mail-vote contractor, and the forum procedure.
  5. Recommend that the Council authorize hiring a short-term contractor to help us verify the voter roll this year?  
The Committee is responsible for the accuracy of the voter roll, and the verification this year will be a bigger job than usual because the Council adopted a new definition of "qualified voters."
- 9:00 Residents' comments, questions, and suggestions.
- 9:10 Committee task assignments.
- 9:15 Adjourn.