

AGENDA for the Election Committee Meeting, 8 pm, October 18, 2023

- 8:00 Call to order. Welcome to all participants.
Residents' comments, questions, and suggestions.
- 8:05 Review the Committee's main duties and timetable:
- Set the dates for election day and the other 2024 election components - *done*.
 - Review the election rules and procedures, and submit the proposed 2024 election ordinance to the Council before the December 2023 Council meeting - *now in progress*.
 - 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 Approve the minutes from the Committee meeting on October 4.
- 8:15 Set up the Committee email. Confirm completion of the OMA certificate class. Set the schedule for the next two Committee meetings. Confirm the format for the Committee meetings this year.
- 8:20 **ACTION ITEMS** at this meeting:
This is a working session to review the 2023 election documents that the Committee is using as the basis for 2024: the rules and procedures ordinance, the voter roll verification procedure, the instructions for the mail-vote contractor, the forum procedure, and the vote-counting procedure. The Committee will mark up the documents to (a) incorporate the new definition of "qualified voter" that the Council adopted in September 2023, (b) make these long-term standard procedures by replacing the 2023 dates with the appropriate generic language, and (c) ensure that the resulting procedural documents are clear and complete. Community input is welcome. The Committee plans to post the mark-ups in the packet for the next Committee meeting on November 1, and hold Committee votes on the updated documents at that meeting.
- 9:00 Discussion re: the details for hiring a short-term contractor to help verify the voter roll this year.
- 9:05 Residents' comments, questions, and suggestions.
- 9:10 Committee task assignments.
- 9:15 Adjourn.

Join Zoom Meeting

<https://us02web.zoom.us/j/89731935548?pwd=ZEloQUd3UWRqMFFVRHNrZm1CZDVhQT09>

Meeting ID: 897 3193 5548

Passcode: 876670