

1 VMA Election Committee Meeting Minutes

2 December 13, 2022

3 Members: Paul Weller; George McAleese; Eric Shaw;

4 7:01: Opening

- 5 • Paul Weller called the meeting to order.

6 7:02: Welcome

- 7 • Paul Weller provided comments on the scope and purpose of the Election Committee,
8 along with summarizing the election plan development process.

9 7:03: Introductions

- 10 • Paul Weller introduced the members of the Election Committee & provided an overview
11 of the agenda.

12 7:04: Election of a Committee Chair

- 13 • Eric nominated George as Chair. George seconded that nomination.
14 ○ **Committee APPROVES George as Chair (Vote 3-0)**

15 7:06: Discussion of Draft Election Plan

- 16 • Paul summarized the Election Plan that was sent to the Council
17 ○ It was pulled together from a number of sources
18 ○ Some changes from last year, and it is a totally mail-in election, but has a ballot
19 drop-box option.
20 ○ Paul described the difficulties because the Committee lacked sufficient members
21 to have a meeting on this plan.
22 • George thanked Paul for the work he did in putting together the plan submitted to the
23 Council.

24 7:10: Discussion of potential changes relating to the election plan, including changes between the
25 2022 and 2023 plans.

- 26 • Vote-by-Mail and Ballot Drop Box Procedures
27 ○ George raised issue of changing language to allow for more flexibility to work
28 with Election Vendor to update Election Day processes if it is possible for
29 residents wishing to vote in-person to have their mailed ballot control numbers
30 voided and a replacement ballot issued at the table to vote.
31 ○ Discussion of possible concerns and benefits of mail-in voting.
32 ○ Discussion of return of Celebration on the Sidewalk.
33 • Paul asked Committee their position on how many members the Committee should have.
34 ○ Resident comment from Jean Sperling relating to Celebration on the Sidewalk.

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- Vote-by-Mail and Ballot Drop Box Procedures
 - George asked for comments on changing language about the vendor “shall mail” replacement ballots to instead say the vendor shall “void existing ballots and shall issue” replacement ballots.
 - George motioned to update language about the vendor “shall mail” replacement ballots to instead say the vendor shall “void existing ballots and shall issue” replacement ballots. Eric seconded that motion.
 - **Committee APPROVES change (Vote 3-0)**
 - Eric raised question relating to interaction between Committee, Village, and the Vendor/Election Service Provider.
 - Nominations Deadline
 - George raised point relating to deadline for nominations and deadline for submission of candidate materials (including conflicts of interest form and candidate statement).
 - Discussion of timeline for allowing candidates to submit nominations materials.
 - Eric raised issue of impact on scheduling of Candidate Forum and printing of packets.
 - George discussed timeline adjustment to allow for starting work on ballot packets and election packets.
 - Eric discussed public access to information relating to submission of materials.
 - Paul raised question on input from the public on the draft plan and preliminary timeline.
 - George described public input process and Council introduction and consideration of draft plan, along with encouraging residents to send comments to Election Committee inbox.
 - Paul described 5 week period for public comment between introduction of draft plan and final vote on election plan at January meeting.
 - Nominations Deadline
 - George motioned to make it a one-week period for declared candidates to submit their supporting candidate materials after the nominations deadline. Paul seconded that motion.
 - **Committee APPROVES change (Vote 3-0)**
 - Establishment of “No Electioneering Zone” on Election Day
 - George thanked Paul for catching that the “No Electioneering Zone” language was not included in the final version of last year’s plan.
 - Discussion of Election Timeline and Key Dates
 - George asked Paul to walk through timeline in his draft and the process used to set dates
 - George walked through timeline and the process used in his draft.
 - Paul described that dates are not set in concrete, but weren’t set in a Committee meeting because we didn’t have a full Committee
 - George summarized the key dates in the draft plan he shared with the Committee.
 - Discussion of the setting of Election Day
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- 77 ▪ Discussion of keeping May 10th as Election Day. Committee approved.
78 ○ Discussion of moving “Call for Nominations” and due dates from a Friday to
79 another day during the week
80 ▪ George pointed out his experience with Fridays presenting minor
81 administrative or communications challenges
82 ▪ Paul pointed out newsletter deadlines during the election season to help
83 inform the timeline.
84 ○ George motioned that we keep May 10th as Election Day and update the plan to
85 make the nominations close deadline whatever Wednesday immediately precedes
86 45 days from Election Day and the nominations open deadline 75 days preceding
87 Election Day. Eric seconds.
88 ▪ **Committee APPROVES change (Vote 3-0)**
89 ● Discussion of Draft Language Relating to Sequence of Events in Election Period.
90 ○ George discussed his proposed language relating to order of key events such as
91 mailing of ballot packets, mailing of election packet, scheduling of Candidate
92 Forum.
93 ○ George discussed his proposed language to get ballot packages to voters shortly
94 after the Forum, along with language changes relating to getting ballots to voters
95 who are not at their mailing address during the election period.
96 ○ George proposed using the draft he circulated to the Committee as the baseline for
97 edits and incorporating the changes voted on and discussed at this meeting to send
98 to the Council.
99 ▪ Paul and Eric approve.
100 ○ George said he would circulate updated draft (with track changes and changes
101 highlighted) to Committee for approval that changes reflect the Committee’s
102 agreements.
103 ○ George motioned that he will take the draft he sent to Committee and use that as
104 the baseline, incorporate changes discussed and approved during this meeting, and
105 then circulate the updated draft for sign-off by Committee before transmitting to
106 the Council. Paul seconds.
107 ▪ **Committee APPROVES steps and actions (Vote 3-0)**
108 ○ Discussion of timeline for adjudicating edits, getting Committee administrative
109 approval, and transmission to Council for sharing.
110 ▪ George expressed hope that changes could be adjudicated by the following
111 day and sent to the Council for inclusion in Council’s next meeting packet.
112 ▪ Paul noted that Council should have first opportunity to see the document.

113 7:50: Determine Next Steps

- 114 ● George discussed next steps including updates to the Election Plan and sharing with the
115 Council; working with Village Manager on getting information relating to timeline for
116 RFP for Election Service Provider (ESP).

- 117 • Eric discussed desire for reporting back in our public meeting relating to the contract with
118 the ESP and any negotiations or process on RFP items.
119 • Paul discussed that he will review edits sent by George.
120 • George discussed the Committee inbox and said the Committee will aggregate comments
121 received in the Committee inbox are shared with or visible to the Council to help their
122 deliberations.

123 7:54: Resident Comments

- 124 • Peter Kahn commented on the draft Election Plan and the Committee’s procedures.
125 • Larry Wasson commented and offered questions about the timeline of the draft Election
126 Plan and the Committee’s procedures.
127 • Peter Kahn commented on the timeline for the development and implementation of the
128 Election Plan
129 • Marty Langelan commented on the draft Election Plan and the Committee’s procedures
130 and asked questions relating to the draft Election Plan.
131 • Susan Kahn commented on the projected timeline of the election process and procedures
132 relating to the voter roll and election plan.
133 ○ Susan asked about the chat function on the Committee meetings and why it was
134 not available during this meeting.
135 • Elizabeth Goldberg commented on the draft Election Plan and the timeline of the election
136 procedures.
137 ○ She commented on the size of the Committee membership.
138 • Larry Wasson commented on the Committee’s procedures.
139 • Peter Kahn offered a question relating to the draft Election Plan drafting process.
140 • Marty Langelan expressed a question relating to the voter roll procedures and about
141 ballot curing.

142 8:44: Scheduling Next Meeting

- 143 • George proposed a meeting first or second week of January for next meeting.

144 8:45: Additional Resident Comments

- 145 • Peter Kahn asked if residents would review the draft Election Plan prior to
146 submission to the Council and offered comment on the Committee’s procedures.
147 ○ Arthur Alexander provided information relating to the process and timeline
148 for introduction, public comment, and consideration by the Council.

149 8:52: Closing

- 150 • Eric moved to adjourn. Paul seconded.
151 ○ **Committee APPROVES motion to adjourn (Vote 3-0)**