

VMA Election Committee Meeting

March 14, 2022

Members: George McAleese; Eric Shaw; Naomi Nairman; Leah Craft; Paul Weller

Village: Andrew Kauders; Village Manager; Katie Howard; Susan Fattig

8:02: George McAleese calls the meeting to order.

8:04: Resident Comments

- Naomi requests resident comments throughout the process.
- Marty Langelan: Disagree with the decision-making relating to the resident comment period and advocate for a resident comment period throughout the agenda and posting of Committee materials in a packet prior to the meeting.
- Jean Sperling: Agree with Marty's position relating to the format. She raised concern about why the meeting was starting at 8 instead of 730.
- Marty Langelan: Asked about the ethics training.
- Elizabeth Goldberg: Asked about the ethics training and the materials.
- Naomi said she requested the materials be posted prior to the meeting.

8:15: Manager Update on Election Process

- Recommendation to Council and Committee is to go with ELECTEC, who has worked with us before.
- In the process of updating the voter roll & will be sent to the Committee showing what has been done and where the changes have happened.
 - Started with last year's voter roll.
 - Data from Constant Contact.
 - Incorporating new residents.
 - Then taking the county voter roll & reviewing to look for people who are not qualified in the Village.
 - Can see why people are "no longer qualified"
 - Identifying questions – have a couple of places that will be coming on the market fairly soon.
- Naomi: How do we use the street captains to double check what you have found & do we

want to publicize the voter roll and in what way?

- o Niles: we send an email or letter to everyone on the roll telling them they are on the roll and asking for questions.
- o George: the roll is available upon request to anyone. Concern about posting it on the website due to privacy concerns.
- o Naomi: With the letter, we can let people know the qualifications for voting (specifically the info about not needing to be a US citizen).
- o George: want to make it prominent in messaging about the qualifications and that they can reach out to the Committee/the Office for information if they have a question.
- o Naomi: Did we learn what went wrong last year?
 - Niles: Most of it had to do with the errors in the different sources we had. Correcting it and improving the processes.
- o Naomi suggests sending the voter roll to the street captains in case there is something they can catch that is hard to do from secondary sources.
- Schedule
 - o By the end of this week, the Committee will have the roll with the identifying information.
 - o Niles: Want to have a deadline of something like April 1 to check at that point. Sending it to the vendor about a week before the ballots would go out. \
 - o George: target as a Committee to get it done April 1st or 2nd and try to get it to the vendor April 4-6.
 - o There was general consensus from Committee members on that timeline.

8:32: Ballot Quality Assurance Process

- Niles: Having electronic tracking on the ballots
- Recommend requesting the vendor update us everyday on how many ballots they receive at their facility.
- George: Communications between vendor and Village Office/Committee.
 - o Niles: Office is handling day to day stuff and making sure Committee is copied on everything.
- Eric: Is there a QA process when we compare lists from before to missing ballots?

- Niles: We haven't really had that issue in the past. Only 1 or 2 who never received a ballot last year. Something we can ask.
- Eric: Whose responsibility is it?
- George: Build it into communications process to notify people of when ballots go out so people know to look out for it and we'll make sure they are getting it.
- Paul: Does vendor keep track of everyone who gets a ballot?
 - Niles: We can track it.
 - Paul: Important to know that everyone got a ballot.
- Naomi: Question about ballots that are deemed confusing or not qualified that the vendor receives? Do we get an immediate report?
 - Niles: People informed us throughout the process.
 - George: The Election Plan says they notify us the night of the 23rd when we have the receipt deadline. Maybe we ask them to flag any systemic issues but not flag individual ballots, lest it violate the plan or present fairness issues.
- Jean Sperling: Not concerned about errors on the incoming ballots. If we haven't perfected return ballots such that there are a lot of errors. Have had plenty of time to make this a perfect process.
- George: We will work through the review of the envelopes and instructions to spot and address issues before they go out.
- Naomi volunteers to take a look at the ballot instructions and cover letter.

8:51: Voter Roll Procedures

- George: The process was developed following consultation with the Village Manager and Village Attorney. Wanted to have a clear, step-by-step process that can be followed.
 - Provided detail on process for deeming an individual "not qualified", which would allow the Committee to not send them a ballot.
 - Process provides a scaled down version of how the County handles removals from the voter roll – spotting issues, sending email & phone calls & a letter in the mail, looking for responses and evidence, and the Committee voting on issues.
 - Process includes a challenge system that has clear steps for challenging inclusion/exclusion, including different deadlines to allow time to investigate and exclusion challenges.

- Naomi: Question about the certification form
 - George: The form is for signing on May 10th, when we finalize the roll. The Committee votes on the voter roll to go to the vendor in April.
 - Having signed form finalizing the roll in May allows for record-keeping relating to
- Paul is the backup to George to sign the form.
- **Paul motions to approve the Voter Roll process to send to the Council, along with the draft certification form. Naomi seconds. Vote is 5-0.**

9:06 Communications – Ballot Guidance and Instructions

- We have the instructions from last year and will want a version of that for the packet/website/ballots, and a version for the emails.
- Naomi will take a look at the old files and update them to share with the Committee.

9:07 Communications – Candidate Announcement

- We'll need some language pulled together to be ready for the candidate announcements.
- Paul volunteers to put together the draft language for the candidate announcement/website.

9:11 Forum Scheduling and Preparations

- Email language relating to the forum and scheduling will need to be developed. .
- Eric volunteers to help review and consolidate the questions.
- Scheduling: Targeting the week of April 4-11
- Moderating: Multiple members of the Committee moderating.

Naomi: Question about what happens if we don't have enough candidates.

- George: Nothing in the election plan changes if we don't have enough.
- Ethics question about Election Committee members involvement in the process.

Candidate Statements and COI Forms

- Review of the COI forms – just checking for completeness, not for anything.
- George will review forms and circulate to Committee to review and flag any issues.
- Naomi will be at the office though 6 on Friday.

- Niles will date stamp anything as it comes in so we have a record.
- Ethics Committee has requested to look at the COI forms for the candidates as they come in – would be for data collection and getting information relating to future issues.
- **Eric motions to share the COI forms with the Ethics Committee. George seconds. Motion passes 5-0.**
- Katie Howard: More of a proactive move, rather than reactive. Its about data collection.

9:42: Resident Comments

- Jeffrey Goldberg asked a series of questions for Niles relating to details of the election vendor.
- Elizabeth Goldberg offered a question about ballot guidance and a suggestion that the Committee explore options relating to printing instructions in prominent places on the envelopes to help remind people of requirements for the envelope returns and filling out the affidavit.
- Marty Langelan asked a series of questions relating to technical details of the election, including printing of names and addresses on envelopes, rotational placement of candidate names, tracking of envelopes, changes to the Election Plan and timing, scenarios relating to missed deadlines, questions for the Forum, publicizing of the resident option to watch the vote counting, and the electioneering section of the plan.
 - ACTION ITEM: The Committee will follow up on word count requirements relating to the candidate statements.
- Susan Fattig: Thanks to Committee for doing a thorough job on this. Especially appreciative to thoughtful approach to the Forum. She expressed her support for the Committee’s past and planned approach to edit or refine questions to avoid any questions that are geared only at one candidate or intended to attack or malign an individual candidate.
- Ms. Langelan expressed her opposition to the Committee modifying questions from the residents.
- Katie Howard: Electioneering language – believe that was changed due to the mail-in election process. For the statements, requirements were required to be 1 page 12 point font.
- Andrew Kauders: Election Plan this year allows for approximately 700 words, allowing for more flexibility.
 - Provided a response relating to the hypothetical about the missed deadline.

10:12 Closing.

- **Naomi motions. Paul seconds. Vote is 5-0.**