

1 VMA Election Committee Meeting Minutes

2 April 12, 2023

3 Members: George McAleese; Alison Price; Ben Dunford (Eric Shaw not present)

4 7:44: Call To Order

- 5 • George McAleese called the meeting to order.

6 7:45: Resident Comments

- 7 • Marty Langelan provided comments relating to the voter roll procedures. Comments
8 related to language used in the voter roll procedures document, including comments
9 about specificity, compliance, and clarifications about who is taking actions. She asked
10 additional questions about ballot curing and the voter roll.
11 • Larry Wasson provided comments relating to the voter roll procedures, asking about
12 confirmation for people that have been added to the voter roll.

13 7:52: Approval of March 6th Committee minutes

- 14 • Ben moved to accept the draft March 6th, 2023 Committee meeting minutes.
15 ○ Alison seconded.
16 ○ **Motion PASSES (Vote 3-0)**

17 7:52: Vendor Coordination & Scheduling Update

- 18 • The Village Manager provided an update on the election service provider and our work
19 with them.
20 ○ Contract has been signed with ELECTEC.
21 ○ Sample ballots are being prepared for review and initial mailing. The Village
22 Manager shared an image of the current sample test ballot that will be shared with
23 the Committee for official approval.
24 ○ Test ballots will be mailed to the Committee and the Village Manager.
25 ○ Vendor is waiting on election instructions language & is ready to print.
26 ■ Need information on language & on how many ballots to print.
27 ○ Need to determine when the ballots will be mailed.
28 • Discussion of cost for printing and logistical considerations.
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30 7:59: Voter Roll Process & Next Steps

- 31 • George thanked Alison for developing the current version of the voter roll procedures.
32 • The Village Manager provided an update on the current status of the voter roll update.
33 ○ Review of the process & the sources utilized
34 ○ Reminder that we have sent a call out to residents to send us updates.
35 ○ Statement relating to the responsiveness to requests

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- George thanked Michael for his work on executing the plan and for how attentive and responsive he has been with the Committee throughout the process. He also noted that Michael has been cc'ing the Committee on any emails coming in from people relating to their voter roll status and appreciates the quick turn on getting back to people.
 - Next steps will be for the Committee to review the draft updated roll and provide comments; then the Committee will do its initial approval to send the current voter roll to the vendor so they can begin printing ballots and ballot envelopes. The Committee will keep communicating with people about ballot mailings and encouraging them to send updates on voter roll status.
 - Alison thanked Michael for his responsiveness and work. She said she would take resident comments from this meeting under advisement and develop another draft.
 - George thanked the street captain who sent over notes on resident changes on their street.

49 8:08: Ballot Instructions & Ballot Package Discussion

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- Discussion of ballot instructions.
 - George pointed out that they are very similar to last year's instructions.
 - Bolding and underlining in key areas, such as reminder to fill out affidavit.
 - The Village Manager is following up with election vendor about ballot control numbers, since last year, QR codes were used for mailing on ballots. Michael is confirming with Electec about what will or will not be used so we can communicate more effectively.
 - The Village Manager will add the updated ballot instructions and draft package language to the meeting packet and post the updated packet to the Committee page.
 - George motions to accept the draft ballot envelopes.
 - Alison seconds
 - **Motion PASSES (Vote 3-0)**

62 8:14: Candidate Forum Scheduling & Planning

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- The Committee will send out a scheduling email to the candidates to select a date for the candidate forum.
 - Katie Howard noted that the Village Council is meeting on the 20th of the month.
 - Will publicize the date as soon as it is selected so people can plan and send in questions accordingly.
 - Forum logistics planning
 - Moderating
 - Ben liked rotating moderators last year. Alison noted that it sometimes harder to connect with rotating. George noted that group moderating was a little easier than solo moderating.
 - Ben hopes that we have the timing clock on screen.
 - Katie Howard requested that multiple recording devices are used.
 - Use of live questions
 - George noted that the past two years have had sufficient submitted questions. He noted that live questions present challenges.
 - In-person vs. Zoom

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- Alison noted issues with a hybrid approach.
 - Ben expressed support for doing it live if all the candidates can attend, but agrees that everyone should be on the same platform.
 - Submission of anonymous questions
 - George noted that the Election Plan introduced a new requirement for the availability of an anonymous question submission process. Emails to the Committee box are not anonymous, so another approach is needed.
 - George suggested potential use of the wooden lockbox in the Office for anonymous questions.
 - Alison proposed having a deadline but concurs.
 - Ben concurs on use of the box.
 - Alison noted that residents can mail questions to the Village Office.
 - George noted that the Committee will have to be flexible in accommodating questions, but encouraged residents to email questions into the Committee.
 - Ben will take first draft on email to the Village announcing the Forum.
 - Committee will review proposed Forum processes.
 - The Village Manager noted that recording is easier via Zoom and running a hybrid event presents challenges.

99 8:32: Discussion of Candidate Material Review Process

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- George reviewed the process from last year when Committee identifies potential issues in a candidate material.
 - George noted that the process is informal but involves the Committee administratively reviewing any issues raised to determine if it would require a public meeting to discuss mitigation measures or if notifying the candidate about the issue is sufficient.
 - Notification of the issue can be handled administratively.
 - George proposes that the process is to notify candidates if a valid issue has been raised and then to schedule a public meeting if any additional steps need to be discussed.
 - Alison seconds.
 - **Motion PASSES (Vote 3-0)**

110 8:36: Resident Comments

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- Arthur Alexander provided a comment relating to the ballot instructions concerning the “Affidavit” and recommended clarifying the language to specify that it refers to the signature block on the envelope.
 - Marty Langelan provided resident comment relating to the ballot instructions and the affidavit, asking what steps are taken if the signature is provided but no address is filled out.
 - George noted that it is part of the legal guidance from the Counsel.

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- Marty Langelan provided resident comment relating to live questions at the Candidate Forum. She provided additional resident comment asking about tracking on ballot envelopes and candidate name rotation on the ballot envelopes.
 - Andrew Kauders provided resident comment with a question about scheduling the candidate forum.
 - Joel Klicksberg provided resident comment with questions relating to candidate materials, electioneering regulations, and technical/logistical planning for the candidate forum.
 - Marty Langelan provided resident comment relating to candidate materials and steps previously taken by the Committee to address concerns or issues.

129 8:46 Adjournment

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- Ben motions to adjourn.
 - Alison seconds.
 - **Motion PASSES (3-0)**