

THE CITY OF DEXTER
ELECTION COMMISSION MEETING
Tuesday, December 9, 2014

CITY OFFICE – 8123 MAIN, SECOND FLOOR
10:00 a.m.

A. CALL TO ORDER

B. ROLL CALL: City Clerk Carol Jones, City Council Member Donna Fisher, City Resident Michael Raatz

C. APPROVAL OF AGENDA:

D. NEW BUSINESS- Consideration and Discussion of:

1. Consideration of: Setting Precinct Boundaries for the City of Dexter

2. Discussion of: Recommendation on Polling Locations

E. COMMISSIONER COMMENTS

F. NON-ARRANGED PARTICIPATION

Those addressing the Commission will state their name, and address. This section is limited to 5-minutes per participant or 10-minutes for group representatives.

G. ADJOURNMENT

“This meeting is open to all members of the public under Michigan Open Meetings Act.”

www.DexterMI.gov

CITY OF DEXTER

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MEMO

To: City of Dexter Election Commission
From: Courtney Nicholls, City Manager
Date: December 5, 2014
Re: Commission Duties

Thank you for agreeing to serve on the City of Dexter Election Commission. The Election Commission is responsible for certain duties related to the election process, including setting the precinct boundaries, appointing election inspectors and certifying the results of the public accuracy test of voting equipment. The language from the City Charter regarding the Commission is provided at the bottom of this memo.

The first responsibility of the Commission is setting the boundaries for the precincts for the City of Dexter. State Law requires that a precinct contain no more than 2,999 registered voters. The City's current voter registration total is 3,004, which means that two precincts will be necessary. Attached is a map that OHM created by downloading the voter registration data into a GIS map. The precinct must be divided by a "clearly observable boundary" such as a road or river. The map shows Inverness as the proposed dividing line, which creates a precinct of 1,287 voters and a precinct of 1,716 voters. If the Commission agrees with this delineation it can approve it; if not, we can request that OHM show additional options and have an additional meeting to consider them.

It is the responsibility of City Council to set the precinct locations. The Commission can choose to make a recommendation if it wishes. Polling places must be located in a publicly owned building or in a building that is owned by a tax exempt organization, such as a church. The Township used the Dexter Senior Center as the precinct for the Village's voters. While investigating the possibility of using it for both of the City's precincts I spoke with Senior Center Director Katie Stirling. She said that it would be possible to cancel the senior nutrition program on election days so that the entire room could be used. The seniors would still be provided a frozen meal for that day. Another option would be to use the Copeland Auditorium. The possible conflict with this option is the use of the auditorium by theater groups. One of the main benefits of using one of these two options is the availability of parking. It is also beneficial to have both precincts in one location because there is a certain piece of voting equipment that has to be provided for each polling location (not each precinct) and for the ease of election administration/answering questions/responding to problems, etc.

More guidance from the State of Michigan on the creation of precincts and the setting of locations is provided for your review.

Charter Language

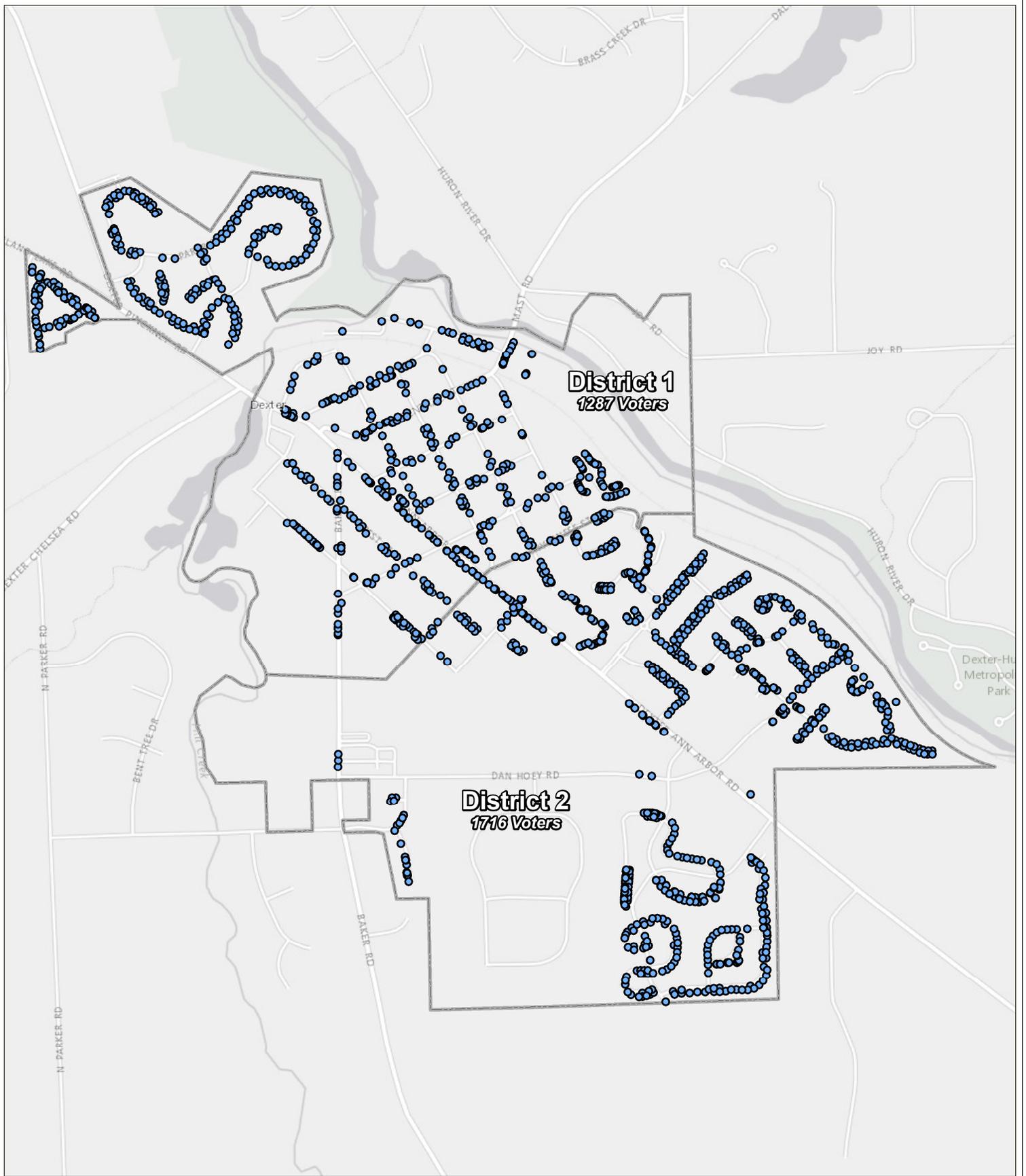
An Election Commission is hereby created consisting of the City Clerk, who shall serve as the Chair, and two members appointed by City Council. The members appointed by City Council shall be one (1) qualified registered city elector and one (1) member of City Council. The City Attorney shall serve as an ex-officio (non-voting) member.

The Election Commission shall be appointed for a term of two (2) years as part of the Council's adoption of the Resolution of Organizational Matters. The qualified registered elector and City Council Member of the Election Commission shall be persons whose names will not appear on the ballot for any elective office during their terms on the Commission. The Council shall determine compensation, if any, of the members of the Election Commission.

Two (2) members of the board shall constitute a quorum.

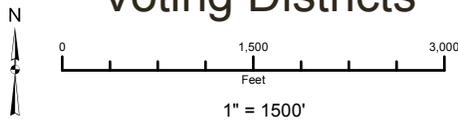
The Commission shall appoint election personnel, including the Board of Election Inspectors for each precinct, and have charge of all activities and duties required of it by statute and this charter relating to the conduct of elections in the city. In any case where election procedure is in doubt, the Election Commission shall prescribe the procedure to be followed.

The compensation of the election personnel, including the Board of Election Inspectors, shall be determined, in advance, by the Council.



- Voters
- ▭ Districts

Village of Dexter Voting Districts



Source: Data provided by Washtenaw County and the Village of Dexter. OHM Advisors does not warrant the accuracy of the data and/or the map. This document is intended to depict the approximate spatial location of the mapped features within the Community and all use is strictly at the user's own risk.

Coordinate System: NAD 1983 StatePlane Michigan South FIPS 2113 Feet Intl

Map Published: November 25, 2014



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CHAPTER 14 ESTABLISHING VOTING PRECINCTS AND POLLING PLACES

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PRECINCT BOUNDARY REQUIREMENTS: Michigan election law stipulates that all precincts “shall be composed as nearly as practicable of compact and contiguous territory and shall have clearly defined and clearly observable boundaries.” A “clearly observable boundary” is defined under the law as follows:

- A named road or street.
- A road or highway that is part of the federal, state primary, or state secondary road system.
- A river, stream, or drainage feature that is 40 feet or more in width.
- A natural or constructed permanent physical feature that is shown on an official county, city, or township map issued by the Department of Transportation or a United States geological survey topographical map.
- An apartment building, a dormitory or other permanent multiple-unit housing structure.

This office has been advised by the Department of Technology, Management and Budget's Office of Shared Solutions that a village or school district boundary line *can be used* to define a precinct boundary line.

PRECINCT SIZE LIMITS AND VOTING STATION MINIMUMS: Each precinct must not contain more than 2,999 active registered voters. At least one voting station must be provided for every 300 registered voters.

The voting station minimum provided above *must be exceeded when and where appropriate*, after careful consideration has been given to the projected turnout, length of the ballot and the number of voters each voting station can handle per hour. If, after the election commission has considered these three factors, it appears that the number of voting stations needed in each precinct to ensure the orderly conduct of the election *exceeds* the minimum requirements, the minimum requirements *must be exceeded as appropriate*; the election commission does *not* have the option of following the minimum voting station requirements after it has been determined that the minimum is inadequate for the election at hand.

APPROVAL OF PRECINCT BOUNDARY ALTERATIONS: In a township, the approval of all precinct boundary alterations must be granted by the local election commission. In a city, the approval of all precinct boundary alterations must be granted by the local election commission or other officials charged with the performance of the duty by the jurisdiction's charter.

NOTICE TO VOTERS – PERMANENT PRECINCT OR DISTRICT CHANGE: An updated Voter Identification Card must be issued to every voter affected by a permanent voting district change or a precinct reassignment.

- Electors placed in a new Congressional, State Senate, State House or County Commissioner District must be issued a corrected Voter Identification Card. (MCL 168.499(3))
- Electors assigned to a new precinct must be issued a corrected Voter Identification Card. (MCL 168.499(3))

TEMPORARY PRECINCT CONSOLIDATIONS

Temporary Precinct Consolidations: In an instance where a city, township, local school district, intermediate school district or community college district is divided into two or more precincts, the precincts may be combined to conduct any election scheduled in the city, township, or school district other than an even-numbered year November general election, an even-numbered year August primary, a special statewide election or a special federal election. A “consolidated” precinct established under the allowance cannot contain more than 5,000 registered voters. (*MCL 168.659 as amended under PA 296 of 2004*)

- The consolidation of precincts must be effected through the adoption of a resolution by the appropriate election commission on the county, city or township level. The resolution must be adopted at least 60 days prior to the election involved. When determining whether to consolidate precincts for an upcoming election, the election commission must consider the complexity of the ballot and the anticipated turnout for the election. (*MCL 168.659 as amended under PA 296 of 2004*)
- If a decision is made to proceed with the consolidation of precincts for an upcoming election, *whole precincts* must be combined; the precincts involved in the consolidation cannot be divided. (*MCL 168.659 as amended under PA 296 of 2004*)
- In an instance where the consolidation of precincts will make it necessary for voters to attend a different polling place location to participate in the election, the election commission must notify the affected voters of the new polling place location established for the election by mail “or other method designed to provide actual notice to the registered electors.” On the day of the election, the election commission must post a notice of the polling place location change at each polling place location eliminated for the election. The notice must provide directions to the new polling place location established for the precinct. (*MCL 168.659 as amended under PA 296 of 2004*)

Obtaining School District Maps: The Department of Technology, Management and Budget’s Office of Shared Solutions (OSS) currently has two school district map series available online. The two school district maps series which are available at the present time can be accessed through the URL’s listed below:

School District (K-12) maps by county:

http://www.michigan.gov/cgi/0,1607,7-158-12540_13084-100538--,00.html

ISD maps showing all constituent K-12 school districts:

http://www.michigan.gov/cgi/0,1607,7-158-12540_13084-29765--,00.html

NOTES:

- These maps all include a “completion” date; most are dated 2008. Refer to your local school district(s) if you need maps reflecting more recent revisions.
- Most standard internet browsers will allow you to view and print sections of the maps with a standard printer. Better results can be obtained through the use of a large format plotter and color printer.
- If you wish to have OSS print any of the available county maps, an online order form is available. The fees involved are printed on the form. The form can be accessed through the following URL:

http://www.michigan.gov/cgi/0,1607,7-158-12540_13937-101045--,00.html

USE OF SCHOOL BASED PRECINCTS

School District Precincts: In an instance where a *county clerk* is responsible for serving as a school district’s “election coordinator,” the county election commission is responsible for establishing the school district’s precincts and polling place locations for special school elections. (MCL 168.301(5) as amended under PA 71 of 2005) In an instance where a *city or township clerk* is responsible for serving as a school district’s “election coordinator,” the city or township’s election commission is responsible for establishing the school district’s precincts (if there is a need to establish separate precinct boundaries for the conduct of the school district’s special elections) and the city or township’s legislative body is responsible for establishing the school district’s polling place locations (if there is a need to establish separate polling place locations for the conduct of the school district’s special elections).

Precinct Size Limit: Precincts established for the conduct of local school district elections, intermediate school district elections and community college district elections cannot contain more than 2,999 registered voters.

Combined School District Election/Local Election: Regardless of the arrangements made by a “election coordinating committee” chaired by a county clerk, the clerk of a city or township that falls in the local school district, intermediate school district or community college district *must* conduct an upcoming regular or special school election *if the city or township is holding a regular or special election at the same time*. In such an instance, the law extends two options for the administration of the combined school district election/local election:

- The clerk may administer the combined school election/local election with the same precincts and polling places established in the jurisdiction for the conduct of state and federal elections. (If the use of such precincts to administer the school election changes any polling place voters routinely attend to participate in the school district's elections, the city or township clerk is responsible for notifying the affected voters of the polling change for the school election.)
- The clerk may administer the combined school election/local election with the precincts and polling places established by the school district's "election coordinating committee" for the conduct of school elections. (This option cannot be selected without the consent of the county clerk who is functioning as the school district's "election coordinator." In addition, this option cannot be selected if it would result in voters having to travel outside of their city or township of residence in order to participate in the election.)

ESTABLISHING POLLING PLACES: The city council or township board is responsible for determining the location of polling places in the jurisdiction. Michigan election law, MCL 168.662, provides the following with respect to the establishment of polling places:

- Whenever possible, a polling place must be located in a publicly owned or controlled facility such as a school building, fire station or police station.
- If it is necessary to establish a polling place in a building other than a publicly owned or controlled facility, the building must be owned or controlled by an organization that is "exempt from federal income tax pursuant to section 501(c) other than 501(c)(4), (5), or (6) of the internal revenue code of 1986...."
- As an exception to the above, a polling place may be established in a "profit or nonprofit residence or facility in which 150 persons or more aged 62 or older reside or at an apartment building or complex in which 150 persons or more reside."
- All polling places must be fully accessible to the elderly and handicapped. If necessary, the use of temporary ramps and signs designating handicap parking spaces may be employed on Election Day to ensure access.

- A polling place may *not* be established in a building that is owned by a business, individual, firm, organization, etc. that has established, directs, controls or financially supports the administration of a Political or Independent Committee registered under the Campaign Finance Act. This prohibition extends to a building owned by a subsidiary of a corporation or the local of a labor organization if the parent corporation or labor organization has established, directs, controls or financially supports the administration of a Political or Independent Committee.
- The same polling place may be used to accommodate up to six precincts if convenient and practicable (each precinct must have its own precinct board.)
- A polling place may not be established, moved or abolished less than 60 days before an election unless the polling place has been “damaged, destroyed, or rendered inaccessible or unusable as a polling place.”

ARRANGING POLLING PLACES: A polling place is composed of a processing/voting area and a public area. When arranging a polling place, consideration must be given to the space needed to establish these two areas, the need for an orderly flow of traffic and the right of voters to cast their ballots in secrecy.

- The processing/voting area of the polling place contains a table and chairs for the election inspectors appointed to work in the precinct. Sufficient room must be available in front of the table for electors who are offering to vote to stand. The election inspectors should be positioned so that they have a clear view of the polling place. The processing/voting area of the polling place also contains the voting stations and ballot boxes needed to serve the precinct. Ballot boxes must be positioned in full view and close to the election inspectors so that they can be monitored at all times. The processing/voting area is reserved for the precinct inspectors engaged in processing voters, the voters applying to vote and in the process of voting, and any challengers qualified to serve in the precinct. No other persons have the authority to be present in the processing/voting area.
- The public area is reserved for voters entering and exiting the polling place and any persons on hand to observe the election who do not have official “challenger” status.
- Some type of barrier must be established so that the processing/voting area of the polling place can be distinguished from the public area of the polling place. In instances where a polling place is

used to accommodate two or more precincts, care must be taken to clearly separate the precinct boards to avoid voter confusion.

