



ELECTION COMMISSION MEETING
Wednesday, July 8, 2020
Electronic Meeting, 12:00 p.m. (Noon)

The Governor of the State of Michigan, pursuant to the provisions of the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401-.421, and the Emergency Powers of the Governor Act, 1945 PA 302, as amended, MCL 10.31- 33, issued an Executive Order, No. 2020-129, which **authorized remote participation in public meetings. It has been determined by the City of Mason that an electronic meeting is necessary to protect the public health. Public participation is encouraged and procedures facilitating that participation are outlined in supplemental materials attached.**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES (February 14, 2020)**
- 5. UNFINISHED BUSINESS**
None
- 6. NEW BUSINESS**
 - A. Establishment of Absent Voter Counting Board – August 4, 2020 – Primary Election
 - B. Appointment of Election Inspectors – August 4, 2020 – Primary Election
 - C. Appointment of Receiving Board Election Inspectors – August 4, 2020 – Primary Election
- 7. ADJOURNMENT**



ELECTION COMMISSION MEETING ELECTRONIC MEETING INFORMATION

PLEASE TAKE NOTICE that the meeting of the City of Mason City Election Commission scheduled for **July 8, 2020, starting at 12:00 pm (Noon)**, will be conducted virtually (online and/or by phone) due to health concerns surrounding Coronavirus/COVID-19, under the Governor of Michigan's Executive Orders 2020-59, 2020-75, 2020-129.

The City of Mason will be using Zoom to host this meeting. A free account is required to use Zoom. Please take the time to download and set-up Zoom prior to the meeting. Zoom may be accessed here: <https://zoom.us/>

MEETING INFORMATION:

Topic: **Election Commission Meeting**

Time: **July 8, 2020 at 12:00 p.m. (noon)** Eastern Time

Meeting ID: 891 7099 0660

Video Conference Information: **Link to join online: <https://us02web.zoom.us/j/89170990660>**

- You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided above.

Phone Information: **Dial 301.715.8592**

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact Michigan Relay at <https://hamiltonrelay.com/michigan/index.html>.

Resources: More Questions? Please Contact our Customer Service Desk at 517.676.9155.

Electronic Meeting Rules for Public

- All public participants entering the meeting will automatically be muted upon entering.
- All public participants should either turn off or leave off their video camera. Only Ethics Board members will be allowed to have their video cameras on. Your video camera will be turned off for you if you do not turn it off yourself.
- Public comment:
 - Public only will be allowed to address the Commission during Public Comments
 - Public is allowed three (3) minutes to speak.
 - Public must state the name and address slowly and clearly before they start to address the Council.
 - Public comments will be addressed in the following order:
 1. Those provided in writing by 10:00 am on the day of the meeting sent to masonclerk@mason.mi.us will be read aloud by the Chair.
 2. Those requesting to speak during meeting, by providing name, address in by 10:00 am on the day of the meeting sent to masonclerk@mason.mi.us.
 3. Those using the Video Conference Portion (not calling on a telephone) will be asked to use the “Raise Your Hand” Feature in Zoom. The Chair will call on individuals to speak and they will be unmuted at that time.
 4. Participants that are available only by phone, after the Chair requests.
- Inappropriate or disruptive participants will not be allowed or tolerated and will be removed from the meeting.
- Due to the electronic nature of this type of meeting the Chair, at his/her discretion, may adjourn the meeting with or without notice for any reason. Every attempt will be made to remain connected to the meeting, however two examples of abrupt adjournment may be computer connectivity issues or lack of appropriate participation. According to the Attorney General, interrupting a public meeting in Michigan with hate speech or profanity could result in criminal charges under several State statutes relating to Fraudulent Access to a Computer or Network (MCL 752.797) and/or Malicious Use of Electronics Communication (MCL 750.540).

ADDITIONAL ZOOM INSTRUCTIONS FOR PARTICIPANTS:

PHONE INSTRUCTIONS - to join the conference by phone

1. On your phone, dial the teleconferencing number provided above.
2. Enter the **Meeting ID number** (above) when prompted using your touch- tone (DTMF) keypad.

VIDEOCONFERENCE INSTRUCTIONS – to watch and speak, but not to be seen

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided above. The details include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9- digit Meeting ID.

To join the videoconference:

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided above.
2. Enter the **Meeting ID number** when prompted using your touch- tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a **“Raise Hand”** icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.

**CITY OF MASON
ELECTION COMMISSION MEETING
MINUTES OF FEBRUARY 14, 2020**

Jarvis called the meeting to order at 8:05 a.m. in the Sycamore Room – 1st Floor at 201 W. Ash Street, Mason, Michigan.

Present: Mayor Pro-Tem Marlon Brown
Molly Coscarelli, (City Attorney's Appointed Representative)
Sarah Jarvis, City Clerk

Absent: None

APPROVAL OF MINUTES: April 12, 2019

MOTION by Coscarelli, second by Brown,
to approve the April 12, 2019 Minutes as presented.
MOTION APPROVED

PUBLIC COMMENT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Establishment of AV Counting Board – March 10, 2020 – Presidential Primary Election

MOTION by Brown, second by Coscarelli,
to establish an AV Counting Board that will meet at 8:00 a.m. at the Mason Fire Hall until
the completion of the precinct canvass for the March 10, 2020, Presidential Primary
Election.
MOTION APPROVED

Appointment of Election Inspectors – March 10, 2020 – Presidential Primary Election

MOTION by Coscarelli, second by Brown,
to appoint the election inspectors for March 10, 2020 Presidential Primary as presented
on the attached Election Inspector Assignment and authorize the City Clerk to make
assignment adjustments as needed.
MOTION APPROVED

Appointment of Receiving Board Election Inspectors – March 10, 2020 Presidential Primary Election

MOTION by Brown, second by Coscarelli,
to appoint the election inspectors to the Receiving Board for the March, 10, 2020
Presidential Primary Election as presented on the attached Election Inspector
Assignment.
MOTION APPROVED

ADJOURNMENT

The Meeting adjourned at 8:20 a.m.

Sarah J. Jarvis, City Clerk

August 4, 2020 – Primary Election
Election Inspectors

Name	Party Affiliation	Position
Marlene Ammerman	Democratic	Chair
Emily Bartlett	Republican	Inspector/Receiving Board
Jeanine Christman	Democratic	Chair – AVCB
Loriene Coe	Republican	Inspector
Peter Curtis	Democratic	Chair
Garold Evans	Democratic	Inspector
Amanda Fisher	Democratic	Receiving Board
Krista Fuerst	Democratic	Inspector
Micah Fuerst	Democratic	Chair
Valerie Getter	Democratic	Co-Chair
Diane Hall	Republican	Inspector
Theresa Hall	Republican	Inspector
Bernard Holmes	Republican	Inspector/EPB
Marcia Holmes	Republican	Chair
Daun Ketcheson	Democratic	Inspector
Margaret Klein	Democratic	Inspector
Douglas Klein	Democratic	Inspector
Donna Kmiecik	Democratic	Inspector
Paula Krauss	Republican	Inspector
Steven Krauss	Republican	Inspector
Theresa Layman	Republican	Inspector/EPB
Jann Lifsey	Republican	Co-Chair
Christine McElhone	Democratic	Inspector/EPB
Amy Marie Neville	Democratic	Inspector/EPB
Christa Paul	Democratic	Inspector
Kelli Powell	Democratic	Inspector
Janice Randolph	Democratic	Inspector
Cynthia Richey	Democratic	Inspector/EPB
Linda Schepis	Democratic	Inspector
Wanda Stiles	Republican	Co-Chair
Jamie Torok	Democratic	Inspector
Shirley Wilcox	Republican	Inspector

August 4, 2020 – Primary Election
Election Inspectors – City Staff

Name	Party Affiliation	Position
Deborah Stuart	Democratic	Crowd Control/Inspector
Kerry Minshall	Democratic	Crowd Control/Inspector
Shannon Orłowski	Democratic	Inspector/Registration
Kortney Miller	Republican	Inspector/Registration
Lynna Walta	Republican	Inspector/AVCB
Michelle Pietsch	Republican	Chair
Patrick Hicks	Republican	Inspector/Booth Cleaning
Billie O'Berry	Republican	Inspector
Alyssa Hagle	Democratic	Inspector
Jacqueline Johnson	Democratic	Inspector
Elizabeth Hude	Democratic	Inspector
Michael Olson	Democratic	Crowd Control/Inspector
Dana Martin	Republican	Inspector
Jennifer Rapson	Democratic	Inspector