

**TROUT LAKE TOWNSHIP
ELECTION COMMISSION MEETING
October 15, 2018
AGENDA**

**Election Inspector Appointments
Election Processes**

Present: Kathy English, Election Commission Chairperson
Pam Barrett, Treasurer, Election Commission Member
Helen Fischer, Supervisor, Election Commission Member
Gary Loomis
Loretta Loomis
Jean Beaudoin
Laurey Simpson
Al English (1030)

1. Meeting Called to Order by Kathy English, Election Commission Chairperson, at 1001.
2. Chairperson English presented clarification related to the Clerk's role in the election processes. Discussion ensued.
3. Printer issues discussed related to testing the new printer that came with the new voting equipment and the printer issues experienced during the August election. Options were to test the new printer to see if it will print properly. If not, purchasing a new printer dedicated to Elections was discussed. Chairperson English will test the new printer and assess the purchase of a new printer as well.
4. Printing reports at the close of the Election was discussed. This needs to be completed by the appointed Election Inspectors.
5. The Electronic Poll Book (EPB) process was discussed. Each user needs their own logon resulting in each Election Inspector must log out when they are replaced by another Election Inspector and the new Election Inspector must log in when using the EPB during the Election.
6. Election Day station set up was discussed at length. A plan was set forth.
7. Laurey Simpson brought up that it is the Clerk's responsibility to make the calls to arrange for Election Inspectors for an Election and to designate the Election Inspector Chairperson for each election. Chairperson English will assume this role in the role of Township Clerk.
8. Election Inspector Party designation was discussed as the Chairperson/Township Clerk must send this information to the Party Chairperson within two (2) days of the Election Commission meeting and approvals. Party Designations were determined.
9. Motion made by Chairperson English, seconded by Ms. Fischer, to adjourn the meeting. Motion Approved Unanimously by the Election Commission Members in Attendance. Meeting adjourned at 1053.

Respectfully submitted,

Kathleen A. English
Trout Lake Township Election Commission Chairperson and Clerk.