



# EAST LANSING ELECTION COMMISSION AGENDA

## Election Commission Meeting

10:00 AM - Thursday, May 14, 2020

City Clerk's Office

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<b>1. CALL TO ORDER</b>	
1.1. Approval of the agenda	
1.2. Adoption of two minute time limit for Public Comment	
1.3. Approval of the minutes <a href="#">January 2020 Draft Minutes</a>	2
<b>2. BUSINESS AGENDA</b>	
2.1. Consideration of temporarily relocating the polling location for Precinct 11 (currently located at Burcham Hill Retirement Community) and relocating it to the Hannah Community Center West Gymnasium for the August 4, 2020 State Primary Election. <a href="#">Clerk Memo 5.8.20</a>	3
<b>3. COMMUNICATIONS FROM THE AUDIENCE</b>	
3.1. Call-in: 312-626-6799 or Toll Free: 888-788-0099 Webinar ID: 898 7963 1317	
<b>4. ADJOURNMENT</b>	



# ELECTION COMMISSION

Quality Services for a Quality Community

## MEMBERS

Jennifer Shuster, City Clerk/Chair  
Ruth Beier, Mayor  
Thomas Yeadon, City Attorney

City Council Liaison  
Mayor Ruth Beier

Staff Liaison  
Jennifer Shuster  
(517) 319-6881

City of East Lansing  
CITY CLERK'S OFFICE  
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## DRAFT MINUTES

**January 30, 2020 4:00 p.m.**

Office of the City Clerk

1<sup>st</sup> floor City Hall, 410 Abbot Road

- 1) **CALL TO ORDER** – The meeting was called to order at 4:00 p.m. Present – Beier, Shuster and Yeadon. Others Present – Kathryn Gardner.
- 2) **APPROVAL OF THE AGENDA** - A motion was made by Yeadon and seconded by Beier to approve the agenda. The motion passed.
- 3) **APPROVAL OF THE MINUTES OF THE October 3, 2019 MEETING** --A motion was made by Yeadon and seconded by Beier to approve the minutes of the October 3, 2019 meeting. The motion passed.
- 4) **AUTHORIZE THE APPOINTMENT OF ELECTION INSPECTORS, RECEIVING BOARDS AND ABSENTEE VOTER BOARDS FOR THE MARCH 10, 2020 PRESIDENTIAL PRIMARY ELECTION AND AUTHORIZE THE CITY CLERK TO MAKE MODIFICATIONS AS NEEDED** – A motion was made by Beier and seconded by Yeadon to authorize the appointment of election inspectors, receiving boards and absentee voter boards for the March 10, 2020 Presidential Primary Election and authorize the City Clerk to make modifications as needed. The motion passed.
- 5) **DESIGNATE CITY CLERK TO CONDUCT ACCURACY TESTS OF THE ELECTRONIC VOTING SYSTEM FOR THE MARCH 10, 2020 PRESIDENTIAL PRIMARY ELECTION** – A motion was made by Beier and seconded by Yeadon to designate the City Clerk to conduct accuracy tests of the electronic voting system for the March 10, 2020 Presidential Primary Election. The motion passed.
- 6) **PUBLIC COMMENT** - None
- 7) **ADJOURN** – A motion was made by Beier and seconded by Yeadon to adjourn. The meeting was adjourned at 4:04 p.m.



# CITY CLERK

Quality Services for a Quality Community

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## MEMORANDUM

**TO: East Lansing Election Commission**

**FROM: Jennifer Shuster, City Clerk**

**DATE: May 8, 2020**

**SUBJECT: Recommend temporary relocation of Precinct 11 from Burcham Hills Retirement Community to Hannah Community Center for August 4, 2020 State Primary Election**

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As of today, the State of Michigan Bureau of Elections is directing local clerks to continue preparing for the August 4, 2020 State Primary Election to have all polling locations open. The final date that the City can move a polling place is June 5, 2020 (MCL 168.662).

I have confirmed the current availability of all polling locations for 16 of the 17 precincts in East Lansing. Since the location of Precinct 11, Burcham Hills Retirement Community, has restricted visitor access to its facility, due to Covid-19, I recommend that this precinct be temporarily relocated to the West Gymnasium at Hannah Community Center for the August 4, 2020 State Primary Election only.

The space that the gymnasium has to offer will allow for proper spacing of election equipment and the utmost social distancing on Election Day.

If approved by the Election Commission and the City Council, voters in Precinct 11 would be notified immediately via mail and the Clerk's Office will work to post notifications at physical locations and through the City's website and social media.