

Bylaws of The Kalamazoo City Election Commission

Purpose

The Kalamazoo City Election Commission is composed of the City Clerk, City Attorney, and City Assessor. The City Election Commission is responsible for carrying out election related duties as specified in state law.

Section 1 Officers

- 1.1 The Election Commission members shall be the City Attorney, City Assessor, and the City Clerk who acts as the Chairperson.
- 1.2 The members serve by virtue of the office they hold with their terms beginning upon appointment to their positions

Section 2 Duties

- 2.1 Election Commission members are responsible for the following:
 - Establishing precincts, including temporary precinct consolidations for non-State/ Federal elections.
 - Establishing Absent Voter Counting Boards (AVCBs).
 - Assessing voting equipment needs.
 - Performing logic and accuracy testing for voting equipment.
 - Authorizing the printing and provision of ballots for use in City elections.
 - Providing election supplies (including forms and ballot containers).
 - Appointing election inspectors prior to each election, including AVCB members, Receiving Board members, and precinct chair- and assistant chair-persons.
 - Notifying major political parties of the appointment of election inspectors in federal and state elections; and
 - Carrying out other election related duties for their respective jurisdictions.
- 2.2 Election Commission responsibilities handled via an Open Meeting by Election Commission Members:
 - Approving ballots
 - Appointing election inspectors
 - Public Accuracy Test
 - Precinct boundary changes and temporary consolidations
 - Adoption of a resolution outlining delegated duties
- 2.3 Election Commission Duties that may be delegated to the City Clerk or authorized assistant via resolution:
 - Preparing meeting materials for the Election Commission (ballot proofs for approval, list of election inspectors for appointment, etc.)
 - Preparing, printing, and delivering ballots for municipal elections

- Providing candidates and the Secretary of State with proof copies of ballots for municipal elections
- Providing notice to voters in the case of precinct changes/consolidations
- Providing election supplies and ballot containers
- Preliminary logic and accuracy testing
- Notifying major political parties of certified precinct Inspector appointments (federal and state elections only)

Section 3 Meetings

3.1 Regular Meetings

Regular meetings of the Election Commission shall be held at a time and place to be set by the Election Commission. Notice of the dates, times, and places of regular meetings shall be annually published in accordance with the Michigan Open Meetings Act, being Public Act 267 of 1976, as amended.

3.2 Special Meetings

Special meetings of the Election Commission may be called by or at the request of the Chairperson of the Board or any two members. All special meetings shall be preceded by public notice posted at least eighteen (18) hours prior to the meeting in accordance with the Michigan Open Meetings Act, beginning Act 267 of the Public Acts of 1976, as amended.

3.3 Agenda

The City Clerk shall prepare the agendas for all meetings. Any Election Commission member may request an item to be placed on the agenda.

3.4 Notice and Open Meetings

All regular and special meetings of the Election Commission shall be open to the public and held in a place available to the public and be noticed to the public in accordance with the Open Meetings Act (Act 267 of the Public Acts of 1976, as amended)

3.5 Rules of Order

Robert's Rules of Order, Newly Revised, most current edition will govern the conduct of all meetings.

3.6 Public Participation

Members of the public will be given an opportunity to address the Election Commission at each meeting. Each person wishing to speak shall have one opportunity to address the Election Commission and may speak for up to three (3) minutes. Members of the public who are viewing the Public Accuracy Test shall observe from the designated public area. The public area shall be designated by the City Clerk.

Section 4 Amendments

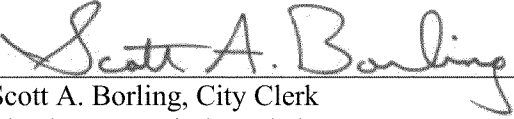
4.1 Amendments

The Election Commission shall have the power to make, alter or amend the bylaws in whole or in part by a 2/3 votes of its members.

4.2 Effective Date

These bylaws shall become effective upon approval by the Election Commission.

Approved: March 30, 2022



Scott A. Borling, City Clerk
Election Commission Chairperson