



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
ELECTION COMMISSION  
October 10, 2023 – 5:00 pm  
Meridian Municipal Building  
Administrative Conference Room

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1. Call Meeting to Order
2. Approval of Minutes
  - A. October 28, 2022 Regular Meeting Minutes
3. Communications
  - A. Notice of Election Commission Meeting
4. New Business - Recommendation to the Township Board for the Early Voting Plan including Early Voting Site
5. Other Business
6. Public Remarks
7. Adjournment

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The Election Commission Meeting for Tuesday, October 10 at 5 pm will be inside the Administrative Conference Room on the first floor at the Meridian Township Municipal Building located at 5151 Marsh Rd., Okemos, MI. 48864.

All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained from the Chair. Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Clerk at 517.853.4324 or [guthrie@meridian.mi.us](mailto:guthrie@meridian.mi.us).



2.A

**ELECTION COMMISSION  
PROPOSED MINUTES  
October 28th, 2022**

**PROPOSED MOTION:**

- (1) Move to approve and ratify the minutes of the Regular Meeting of October 28th, 2022 as submitted.**

**ALTERNATE MOTION:**

- (1) Move to approve and ratify the minutes of the Regular Meetings of October 28th, 2022, with the following amendment(s):[insert amendments]**

CHARTER TOWNSHIP OF MERIDIAN  
ELECTION COMMISSION MEETING **-DRAFT -**  
5151 Marsh Road, Okemos MI 48864-1198  
517-853-4300, Regular Meeting  
FRIDAY, OCTOBER 28, 2022 **4:00 pm.**

PRESENT: Clerk Guthrie, Trustees Sundland, Wisinski

ABSENT: None

STAFF: Zac Lemaster, Deputy Clerk

1. CALL MEETING TO ORDER

Clerk Guthrie called the meeting to order at 4:00 pm.

2. Approval of Minutes

- A. July 7, 2022
- B. July 22, 2022

**Commissioner Wisinski moved to approve and ratify the minutes of the October 16, 2022 Election Commission Meeting, as submitted. Seconded by Commissioner Sundland**

VOICE VOTE: Motion carried 3-0.

3. Communications

- A. Notice of Public Accuracy Testing
- B. Notice of Election

Hearing no objections, items of communication were accepted for filing.

4. Conducting of the Public Accuracy Testing

Deputy Clerk Lemaster reviewed the process of the public accuracy testing and completed the public accuracy test.

5. OTHER BUSINESS - NONE

6. PUBLIC REMARKS – NONE

7. ADJOURNMENT

**Commissioner Wisinski moved to adjourn. Seconded by Commissioner Sundland**

VOICE VOTE: Motion carried 3-0.

**Clerk Guthrie adjourned the meeting at 5:33 pm.**



**CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY**  
**LEGAL AD NOTICE: ELECTION COMMISSION MEETING**  
**TUESDAY, OCTOBER 10, 2023 – 5:00 PM**

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CHARTER TOWNSHIP OF MERIDIAN  
LEGAL NOTICE  
ELECTION COMMISSION MEETING  
TUESDAY, OCTOBER 10, 2023

Notice is hereby given that the Meridian Township Election Commission will conduct a regular meeting on Tuesday October 10, 2023, at 5:00 pm, in the Administrative Conference Room, Meridian Municipal Building, 5151 Marsh Road, Okemos, MI, to make a recommendation to the Board the plan for Early Voting and the Early Voting site, in accordance with MCL 168.720f (4), which requires that the Early Voting Coordinator submit the early voting site to the legislative body in accordance with Section 662.

The meeting agenda, packet and/or virtual meeting credentials will be posted on the Township webpage at [www.meridian.mi.us](http://www.meridian.mi.us)

Publish:

Lansing State Journal  
October 5, 2023

Deborah Guthrie  
Township Clerk



**To: Election Commission Members**  
**From: Elections Administrator Emily Gordon**  
**Date: October 6, 2023**  
**Re: Recommendation to the Township Board for 2024 Early Voting Center Plan**

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If conducting an Early Voting site as a single municipality, the local legislative body must approve the Early Voting site according to MCL 168.662(1); in the same manner as polling places in section 168.662.

The Clerk’s Office is recommending that one Early Voting site be located at the Meridian Township Municipal Building to serve all voters for each federal election in 2024.

MCL 168.720f (4) requires that the Early Voting Coordinator submit the early voting site to the legislative body in accordance with Section 662.

WITH THAT SAID, PA 81 of 2023, which authorized these changes to the statute, was not assigned immediate effect by the State Senate (at least not at this time) and so the act will go into effect 91 days after adjournment sine die of the legislature. So while it may be required for future years, it may not be this year. However, we recommend making a recommendation to the Meridian Township Board for the Early Voting site and Early Voting plan in 2024 as a matter of good practice and government transparency.

It is worth pointing out that the local legislative body does approve the budget, so please ensure that that component is covered by your local Council or Board so that the expenditure is authorized in whatever way is typical for your municipality.

A local legislative body may adopt a resolution to conduct early voting for local elections. We also recommend making a recommendation to the Township Board to pass a resolution of support to conduct early voting in Meridian Township in 2024. This plan must be filed with the County Clerk by Monday, October 30, 2023, in accordance with MCL 168.720e.

**Attachments:**

1. Resolution of Support of Early Voting Site
2. Early Voting Plan

**The following motion has been prepared for the Commission’s consideration:**

**MOVE TO RECOMMEND THE MERIDIAN TOWNSHIP BOARD SUPPORT  
MERIDIAN TOWNSHIP’S EARLY VOTING PLAN AND EARLY VOTING SITE BY  
RESOLUTION AT THE OCTOBER 17, 2023 TOWNSHIP BOARD MEETING.**



**MERIDIAN TOWNSHIP RESOLUTION TO  
SUPPORT THE NEW EARLY VOTING SITE**

**RESOLUTION**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 17th day of October, 2023, at 6:00 p.m. local time.

PRESENT:

ABSENT:

The following Resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

**WHEREAS**, the voters in Michigan on November 8, 2022, approved the passage of Proposal 22-2, which in part, entitles voters the right, once registered, to vote in each statewide and Federal election in person at an early voting site prior to election day, open for nine (9) consecutive days beginning on the second Saturday before the election and ending on the Sunday before the election, for at least eight hours each day; and

**WHEREAS**, the Early Voting Precinct for all Meridian Township registered voters will be held at the Meridian Township Hall, 5151 Marsh Road, Okemos, Michigan 48864 as it meets polling place requirements; and

**WHEREAS**, the Early Voting Precinct for State and Federal Elections will be open for nine (9) consecutive days beginning the second Saturday before election day through the Sunday before election day during the hours of 8:00 a.m. to 5:00 p.m.; and

**WHEREAS**, the Township Clerk is allowed to set additional hours for Early Voting, add additional days of Early Voting, and allow Early Voting for an election that is not a statewide or Federal election, by this resolution; and

**WHEREAS**, all Early voting dates and times will be posted sufficiently forty-five (45) days prior to every election to notify voters; and

**NOW THEREFORE BE IT RESOLVED, THAT** the Meridian Township Board of Trustees approves the establishment of the Meridian Township Early Voting site which will be located at Meridian Township Hall, 5151 Marsh Road, Okemos, Michigan 48864, for the Meridian Township registered voters to cast their vote early.

ADOPTED: YEAS:

NAYS

: STATE OF

MICHIGAN)

) ss:

COUNTY OF  
INGHAM)

I, the undersigned, the duly qualified and acting Clerk for the Charter Township of Meridian, Ingham County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Township Board on the 17<sup>th</sup> day of October, 2023.

\_\_\_\_\_  
Deborah Guthrie, Clerk

Meridian Charter Township

## Early Voting Plan

No later than 120 days before the first statewide or federal election in each even numbered year, the clerk of the municipality is responsible for ensuring an Early Voting Plan is filed with the county clerk of the county in which the municipality is located.

Not less than 45 days before the first early voting day allowed by statute, the clerk will be responsible for providing the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each early voting site operated by the municipality. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

**Plan Coverage:** Single Municipal

### Municipality Information:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Meridian Township	Deborah Guthrie	22	33,092

### Early Voting Information:

	Early voting site #1	Early voting site #2	Early voting site #3
Location of site	5151 Marsh Road (Township Hall)		
Number of Election Workers at site	14		
Is this an EV site for all 9 days of Constitutionally-required early voting? (Y/N)	Yes		
Hours for 9 days of Constitutionally-required early voting	8:00 am - 5:00 pm		
How many (if any) additional days of early voting will be provided at this site?	None		
Hours for any additional days of early voting	None		
Is this site ADA compliant?	Yes		
In selecting this site, did you take into account expected turnout, population density, public	Yes, this is centrally located, with plenty of parking and room for line		

transportation, accessibility, travel time, travel patterns, and any other relevant considerations?	management. There is also a CATA stop on the main road that will have a shelter installed.		
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**Early Voting Equipment Information:**

Early Voting Site #	Number of Tabulators	Number of Early Voting Poll Book Laptops
1	4	4
2		
3		

**Early Voting Site Supervisors: Emily Gordon**

	Supervisor at Early Voting site #1	Supervisor at Early Voting site #2	Supervisor at Early Voting site #3
Early Voting Day 1	Emily Gordon		
Early Voting Day 2	Emily Gordon		
Early Voting Day 3	Emily Gordon		
Early Voting Day 4	Emily Gordon		
Early Voting Day 5	Emily Gordon		
Early Voting Day 6	Emily Gordon		
Early Voting Day 7	Emily Gordon		
Early Voting Day 8	Emily Gordon		
Early Voting Day 9	Emily Gordon		

**Describe the communication strategy for informing electors of their opportunity for early voting:**

Meridian Township has taken an early and pointed approach to communicating changes from Proposal 2022-2 with voters. We will proceed with reaching out to voters via website, enews letters, mail, email, social media and are looking into ways to send mass text messages to voters. We are working with our Communications team on a consistent, timely communications approach.

\_\_\_\_\_  
Printed name of Clerk

\_\_\_\_\_  
Signature of Clerk

\_\_\_\_\_  
Date