



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
ELECTION COMMISSION  
September 6, 2024 – 1:00 pm  
Meridian Municipal Building  
Administrative Conference Room

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1. Call Meeting to Order
2. Approval of Draft Minutes
  - A. July 22, 2024
3. Communications
  - A. Notice of Election Commission Meeting
4. New Business
  - a. Establish the Absent voter counting board
  - b. Set date for Public Accuracy Test
  - c. Designate Clerk to conduct logic and accuracy tests
  - d. Establish the location of the Early Voting center
  - e. Establish a Satellite Location for November 2024 on Michigan State University's Campus
5. Other Business
6. Public Remarks
7. Adjournment



CHARTER TOWNSHIP OF MERIDIAN  
ELECTION COMMISSION MEETING **-DRAFT -**  
5151 Marsh Road, Okemos MI 48864-1198  
517-853-4300, Regular Meeting  
MONDAY, JULY 15, 2024, 4:00 pm.

PRESENT: Clerk Guthrie, Commissioners Sundland, Trezise

ABSENT: None

STAFF: None

1. CALL MEETING TO ORDER

Clerk Guthrie called the meeting to order at 4:03 pm.

2. Approval of Minutes

A. June 3, 2024

**Commissioner Sundland moved to approve the minutes of the June 3, 2024, Election Commission Meeting. Seconded by Commissioner Sundland.**

VOICE VOTE: Motion carried 3-0.

3. Communications

A. Notice of Election Commission Meeting

4. New Business –

- a. Appointment of Inspectors to serve on the Absentee Voter Counting Board, Receiving Board and Pre-Processing; and to appoint Precinct Inspectors to serve; subject to adjustments as necessary by the Clerk

**Commissioner Sundland moved to approve the appointment of Inspectors to serve on the Absent Voter Counting Board, Receiving Board, and Pre-Processing; and to appoint Precinct Inspectors to serve; subject to adjustments as necessary by the Clerk, for the August 6, 2024 Primary Election. Seconded by Commissioner Trezise.**

VOICE VOTE: Motion carried 3-0

5. OTHER BUSINESS – NONE

6. PUBLIC REMARKS – NONE

7. ADJOURNMENT

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

VOICE VOTE: Motion carried 3-0.

**Clerk Guthrie adjourned the meeting at 4:09 pm.**



**To: Election Commission**  
**From: Deborah Guthrie, Clerk**  
**Date: September 6, 2024**  
**Re: Election Commission Action Items**

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The Election Commission is required to approve the establishment of an Absentee Voter Counting Board, to set the date of the Public Accuracy Test, to designate the Clerk to conduct logic and accuracy tests of the electronic voting systems, to establish a satellite location, and establish the Early Voting Center for the November 5, 2024, Primary Election, all subject to adjustments as necessary.

The public accuracy test needs to be scheduled to take place no later than October 21, 2024. I would recommend the test be held on Thursday, October 17, 2024 at 10:00 am.

Jurisdictions with a population of at least 5,000 will be eligible for pre-processing. Pre-processing is allowed to begin on Monday, October 28th, however we will begin the following Monday, November 4th between the times of 7:00 a.m. to 8:00 p.m.

The following motions should be considered:

**"Move to approve the resolution of establishment of an Absentee Voter Counting Board; and to approve the pre-processing of Absentee Ballots on November 4, 2024, for the November 5, 2024 General Election."**

**"Move to Hold the November 5, 2024 General Election Public Accuracy Test on Thursday, October 17, 2024 at 10:00 am, subject to change via the Clerk."**

**"Move to designate the Clerk to conduct logic and accuracy tests of the electronic voting systems for the November 5, 2024 General Election"**

**"Move to establish a Satellite Location for the November 5, 2024 General Election"**

**"Move to Approve the Town Hall Room as the Early voting site for the November 5 2024 Primary Election"**

**RESOLUTION TO APPROVE**

**RESOLUTION ESTABLISHING AN ABSENT VOTER COUNTING BOARD  
FOR THE NOVEMBER 5, 2024 PRIMARY ELECTION**

**RESOLUTION**

At a regular meeting of the Election Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 6th day of Septmeber 2024, at 1:00 p.m., Local Time.

PRESENT:

ABSENT:

**WHEREAS**, the Township Clerk is responsible for conducting elections in the Charter Township of Meridian; and

**WHEREAS**, Subject to section 168.764d, if a city or township decides to use absent voter counting boards, the board of election commissioners of that city or township shall establish an absent voter counting board for each election day precinct in that city or township; and

**WHEREAS**, Subject to section 168.764d, the Board of Election Commissioners shall establish the absent voter counting boards; and,

**NOW THEREFORE, BE IT RESOLVED BY THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN** that the Election Commission authorizes the establishment of an Absent Voter Counting Board for the November 5, 2024 Primary Election.

ADOPTED: YEAS:

NAYS:

RESOLUTION DECLARED ADOPTED

STATE OF MICHIGAN )

) SS

COUNTY OF INGHAM )

I, the undersigned, the duly qualified and acting Clerk of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY RATIFY that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Election Commission on the 6th day of September 2024.

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Deborah Guthrie, Township Clerk