



**Board of Supervisors of Elections  
Minutes  
Diamondback Terrapin Conference Room  
Tuesday, September 25, 2018 at 6:00 PM**

**Boardmembers Present:** Chair Lois Neuman, Sabrina Dawson, Graham Johnson, and Stephen Weiner

**City Staff Present :** City Clerk/Director of Council Operations Sara Taylor-Ferrell, City Attorney Debra Daniel, and Sr. Assistant City Attorney Jodi Schulz

**Convene and Welcome**

Chair Neuman convened the meeting at 6:00 PM and welcomed all those present.

**Approval of Minutes**

**Motion:** to approve the minutes of August 9, 2018 as amended.

Moved by Boardmember Johnson, seconded by Boardmember Weiner and approved unanimously.

**Questions to the Board**

Ms. Ferrell presented the Mayor and Council's request from their meeting on September 24 as follows:

- 1) Request for the Board to schedule a follow-up meeting with the Mayor and Council to provide an update on the status of the 2019 election and the Vote by Mail process.

Response: The Board agreed to provide the Mayor and Council with an update. The Board will need to finalize the 2019 election plan before it will have an update. The Board anticipates that it will be ready to provide an update to the Mayor and Council before the end of the year.

- 2) If the City were to hold a special election, would the Board be ready to do so and how would the special election be conducted? Would the special election be conducted as vote by mail or would it be conducted solely using voting equipment on election day?

Response: The Board is confident it will be able to conduct a special election should one be required and that it would most likely be held as vote by mail.

There were two other questions for the Board's review. It was decided to review those at their next meeting.

**Update – 2019 Election Plan**

Chair Neuman discussed preparing the 2019 draft election plan with timeline; dates and contractors for the Board's review and comments at their next meeting.

City Attorney Daniel also brought to the Board's attention draft proposed code and charter

amendments proposed by the Councilmembers for possible review and comment.

### **Campaign Fund Reports**

The Board directed staff to schedule a meeting with the City's IT department to discuss the campaign fund report forms. Ms. Ferrell will email the request to IT along with the approved forms and instructions.

**Motion:** to rename the Campaign Fund Report to Campaign Finance Report.

Moved by Boardmember Johnson, seconded by Boardmember Dawson and approved unanimously.

### **Standard Operating Procedures**

The Board was provided copies of all draft standard operating procedures for review. Boardmember Weiner opened the discussion for review and comment on the following topics:

- Security
- Drop Box Procedures
- Replacement of Ballots

The Board will continue the review and discussion of all the Standard Operating Procedures (SOP's) at their next meeting.

### **Follow-up Action items – 2019 Election**

Staff will prepare an email request for the City's IT department to discuss the Campaign Finance Report and invite them to attend the next meeting.

Boardmember Dawson will schedule time to meet with the City's communication department and will report back to the Board.

### **Old/New Business**

There was no old/new business.

### **Future Meetings**

Thursday, October 11, 2018 - BSE Meeting - (9:00-11:00 a.m.)

Monday, October 15, 2018 - BSE Meeting - (2:00-4:00 p.m.)

Wednesday, November 14, 2018 - BSE Meeting - (9:00-11:00 a.m.)

Monday, November 26, 2018 - BSE Meeting - (9:00-11:00 a.m.)

### **Adjournment**

The meeting adjourned at 8:05 PM.

**Motion:** to adjourn

Moved by Boardmember Johnson, seconded by Boardmember Dawson and approved unanimously.