

### **CANVASS BOARD AGENDA**

To canvass the June 13, 2017 City of Homer Special Election

- A. CALL TO ORDER, NOTE THOSE PRESENT FOR THE RECORD
  - A) Oath of Office for Canvass Board  
Boardmembers: Maryann Lyda and Terry Meyer  
Staff: Melissa Jacobsen, City Clerk  
Renee Krause, Deputy City Clerk  
Hayley Smith, Deputy City Clerk  
Note anyone else present for the record.
- B. PRECINCT REPORTS - REVIEW AND ACCEPT
  - A) Accounting for Ballots
  - B) Oaths of Office and Other Official Papers
- C. HOMER ELECTION CENTRAL - REVIEW AND ACCEPT
  - A) Receiving Team Logs and Delivery Team Receipt
  - B) Accuvote Unit Reports
- D. REVIEW & DETERMINATIONS REGARDING QUESTIONED AND SPECIAL NEEDS VOTED BALLOTS
  - A) Questioned Ballots
  - B) Special Needs Ballots
  - C) Recommendation from Clerk's Office regarding eligibility of Questioned voters and whether or not the Questioned voter, voted in any other manner in this election.
- E. REVIEW & DETERMINATIONS REGARDING THE ABSENTEE BALLOTS
  - A) In person absentee
  - B) Absentees by mail
  - C) Recommendation from Clerk's Office regarding eligibility of Absentee voters and whether or not the Questioned voter, voted in any other manner in this election.
- F. OPEN AND COUNT BALLOTS ACCEPTED BY BOARD
  - A) Use the Accuvote Unit to tally all absentee, special needs and questioned ballots approved for counting.
  - B) Hand count ballots received by electronic transmission (email and fax)
- G. COMPLETE CERTIFICATION OF ELECTION
  - A) Be sure to tally total number of voters including all absentee and questioned ballots, may exclude those rejected.
- H. COMMENTS OF THE CANVASS BOARD - FOR THE BETTERMENT OF THE CITY ELECTION PROCESS FOR 2017.
- I. REVIEW THE CITY CLERK'S NOTES, POLLING PLACE CHAIR NOTES, AND SUGGESTIONS, CONCERNS, ETC.
- J. ADJOURNMENT/ CANVASS BOARD SELECTS A PERSON TO GIVE THE REPORT TO THE COUNCIL AT THE SPECIAL MEETING OF JUNE 19, 2017, 2016 BEGINNING AT 4:00 P.M.