

CANVASS BOARD AGENDA

To canvass the October 1, 2013 City of Homer Regular Election

- A. CALL TO ORDER, NOTE THOSE PRESENT FOR THE RECORD
 - A) Oath of Office for Canvass Board
Boardmembers: Margaret Lau and Maryann Lyda
Staff: Melissa Jacobsen, Deputy City Clerk
Renee Krause, 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 BALLOTS
 - A) Question
 - B) Special Needs Voting
 - 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.
- 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 2013.
- 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 REGULAR MEETING OF OCTOBER 14, 2013 BEGINNING AT 6:00 P.M.

Supplies and items needed:

Absentee Ballots and Absentee Registers
Absentee By Mail File and Ballots and Registers
Accu Vote Check List
Agenda

Ballot Accounting Reports
Ballot Tabulation Forms or Accu Vote Unit with Memory Card

calculator
Clerk's Notes

Election Certificate and Resolution

Materials needed for Canvassing:

Oath of Office for Canvass Board
Oaths of Office for Polling Place Workers and Election Central and other Official
Papers/Notebooks

Pens
Precinct Reports

Question Ballots and Question Registers

Receiving Team Log and Delivery Team Receipts
Recorder and Tapes
Regular Voter Registers -

scissors and/or letter openers

Tape recordings will be kept of the Canvass Board Session and retained until such time as the file
of the election is destroyed. Clerk's Office

Time Sheets