



BOARD for REGISTRATION of VOTERS

City of Burlington

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AGENDA
FOR MONTHLY MEETING OF
THE BOARD FOR REGISTRATION OF VOTERS
Tuesday, November 7, 2017
6 pm

Community Room
Police Department

1. Agenda
2. Set Meeting Length
3. Welcome to New Board Members
4. Minutes
5. Public Comments
6. Approval of Applications
7. Clerk's Report
8. Member's Report
9. Review/Re-do Application signing schedule
10. New Business
 - a. Discuss SSN Response
 - b. Discuss Board Rules

*****Please let Amy or Lis know if you will not be attending the meeting*****

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BOARD FOR REGISTRATION OF VOTERS

MEET: Time 6:00 11/7/2017

Where: Community Room, Police Department

Present: Lis Mickenberg, Alex Farrell, Jim Rader, Michelle Lefkowitz, Helen Rock, Katherine Miles, Martha Gile, Charles Cashatt, Weiwei Wang, Sue Adams

Absent: Lenore Broughton

Also Present: Amy Bovee, Assistant City Clerk

Meeting called to order by Chair Lis @ 6:00 p.m.

Agenda: The agenda was adopted as presented.

Meeting Length: The Board agreed that the meeting would end at 7:00pm.

Welcome New Board Members The Board welcomed new members Weiwei Wang and Sue Adams. Amy Bovee also reported that Jake Schumann had resigned from the Board.

Minutes: Motion made by Helen Rock to accept the minutes with an amendment to add Charles Cashatt to the list of absent members and to correct the spelling of Weiwei Wang's name, seconded by Jim Rader. Motion passed unanimously.

Public Comments: None.

Approval of Applications: Amy Bovee submitted: October: new voter registrations 139, purged 47, transferred out of town 105.

Motion made by Michelle Lefkowitz to accept the numbers, seconded by Alex Farrell. Motion passed unanimously.

Clerk's Report: Amy Bovee reported that she has received approximately 50 more responses to the voter challenge letters since the last meeting and expects responses to taper off.

Member's Report: Martha Gile shared a copy of the Driver's License Application that she filled out at the DMV which contains voter registration information. The Board expressed some concerns about the language on the application. They agreed to review the application more closely at the next meeting and potentially draft correspondence to the DMV and Secretary of State's Office with recommendations on how the form could be improved.

The Board also requested that the Clerk's Office review the job description on the City's website to ensure that it is clear that Board members are expected to be present on Election Day.

Review Application Signing Schedule

The Board set the following signing schedule for November and December:

Nov 10 – Holiday, Nov 14 – Martha, Nov 17 – Martha, Nov 21 – Jim, Nov 24 – Holiday, Nov 28 – Charles,
Dec 1 – Weiwei, Dec 5 – Meeting, Dec 8 – Michelle, Dec 12 – Weiwei, Dec 15 – Helen, Dec 19 – Martha,
Dec 22 – Alex, Dec 26 – Holiday, Dec 29 – Lis

New Business

a. Discuss SSN Response

The Board reviewed the draft response to the information the Secretary of State's Office had provided. The Board requested minor revisions to the language and approved sending it to the Secretary of State's Office.

b. Discuss Board Rules

The Board reviewed their draft Rules and Procedures. Charles Cashatt made a motion to approve the first paragraph of the "Membership" section, seconded by Alex Farrell. The motion passed unanimously. Jim Rader made a motion to approve the second and third paragraphs of the "Membership" section. Helen Rock made a motion to approve the "Quorum" section, seconded by Alex Farrell. The motion passed unanimously. Jim Rader made a motion to approve the "Meetings and Minutes" section, seconded by Michelle Lefkowitz. The motion passed unanimously. Helen Rock made a motion to strike the "Procedure" section. The motion passed unanimously. Michelle Lefkowitz made a motion to approve the "Adoption of Rules and Procedures" paragraphs. The motion passed unanimously.

The Board agreed to revisit the "Authority and Responsibilities" section to ensure that the references to the City Charter and Vermont Statutes Annotated are correct. The Board agreed to revisit the "Officers" section to discuss the idea of potentially creating new officers, such as a communications director and a voter outreach coordinator. The Board agreed to revisit the "Warning of Meetings" and "Special Meeting" sections to avoid duplicative language.

Charles Cashatt made a motion to adjourn at 7:00pm, seconded by Michelle Lefkowitz. The motion passed unanimously.

Next Meeting: Tuesday, December 5, 6pm, Community Room, Police Department

Respectfully Submitted By:

Amy Bovee, Assistant City Clerk