



BOARD for REGISTRATION of VOTERS

City of Burlington

City Hall, Room 20, 149 Church Street, Burlington, VT 05401

Voice (802) 865-7137

Fax (802) 865-7014

TTY (802) 865-7142

AGENDA
FOR MONTHLY MEETING OF
THE BOARD FOR REGISTRATION OF VOTERS
Tuesday, October 5, 2015
6 pm
Burlington Police Department
1 North Avenue
Community Room

1. Agenda
2. Minutes
3. Public Comments
4. Approval of Applications
5. Clerk's Report
6. Member's Report
7. Review/Re-do Application signing schedule
8. New Business
 - a. Approval of Bylaws
 - b. Review Subcommittee's Training Scripts

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BOARD FOR REGISTRATION OF VOTERS

MEET: Time 6:00 10/6/2015

Where Community Room, Burlington Police Department

Present: Elisabeth Mickenberg, Michelle Lefkowitz, Charles Cashatt, Katherine Miles, Janet Hicks, Kathy Chasan

Also Present: Amy Bovee

Absent: Martha Gile, Helen Rock, Lenore Broughton

Meeting called to order by Chair: Elisabeth @ 6:08 p.m.

Agenda: Motion made by Kathy Chasan to accept Agenda, seconded by Katherine Miles. Motion passed unanimously.

Meeting Length: The board agreed that the length of the meeting would be 1 hour.

Minutes: Motion made by Michelle Lefkowitz to approve the minutes, seconded by Kathy Chasan. Motion passed unanimously.

Public Comments: None

Approval of Applications: Amy Bovee submitted: September: new voter registrations 158, purged 36.

Motion made by Charles Cashatt to accept the numbers, seconded by Kathy Chasan. Motion passed unanimously.

Clerk's Report: Amy Bovee reported that she had sent 8,023 challenge letters out and most were returned undeliverable. She also reported that the new State Voter Registration System which will replace HAVA will be going live later in October. She noted that the system will allow voters to update their information and request absentee ballots online. There will be fewer paper applications and it will reduce the amount of data entry involved in registering voters. She suggested they have a training for Board members before the next election to allow them to familiarize themselves with the system.

Member's Report: Michelle Lefkowitz questioned how much effort they should put into training given that same day voter registration will be taking effect soon. The Board discussed the issue and agreed that they will continue to develop trainings given that there are three elections in the coming year and that many aspects of what they do will remain unchanged even with same day voter registration.

Review Application Signing Schedule

The Board set their application signing schedule for November and December.

Nov 3 – Michelle, Nov 6 – Martha, Nov 10 – Janet, Nov 13 – Kathy C., Nov 17 – Lenore, Nov 20 – Charles, Nov 24 – Helen, Nov 27 – Holiday

Dec 1 – Michelle, Dec 4 – Martha, Dec 8 – Janet, Dec 11 – Kathy, Dec 15 – Lenore, Dec 18 – Charles, Dec 22 – Helen, Dec 25 – Holiday, Dec 29 – Michelle

New Business

- a. Review Bylaws:** The Board read the bylaws aloud. They agreed that this would be the first reading of the bylaws and they would take a final vote on the bylaws at their next meeting.

Motion made by Katherine Miles to approve the first reading of the bylaws, second by Michelle Lefkowitz. Motion passed unanimously.

- b. Subcommittee Report:** The subcommittee agreed to meet before the next full Board meeting.

- c. Discussion of skills required for Board Members:** The Board discussed the upcoming appointment of a new Board Member and agreed to send a letter to City Council asking them to appoint a Board Member with the necessary skills to serve. The board agreed that the necessary skills are:

- Ability to interact professionally with members of the public
- Basic computer literacy
- Attention to detail
- Stamina to work on election day (12 hour shift)
- Regularly attend Board meetings, work on election day, and participate in voter outreach efforts.

Next Meeting: November 3, 2015 @ Police Station at 6 p.m.

Adjourn: The meeting was adjourned at 7pm.

Respectfully Submitted By:

Amy Bovee

B.R.V. Staff