CITY OF BROWN CITY
ELECTION COMMISSION

4205 Main Street, Post Office Box 99, Brown City, Michigan 48416-0099

Phone (810) 346-2325   Fax (810) 346-3802

Mayor
Christine Lee

Councilmembers:
Patricia Jacobson
Dan Loutzenhiser
Ross McIvor
Julie Miller
Eugene Navock
William Walters

City Clerk:
Kelly Pavel

Election
Commission:
Kelly Pavel
David Van Cura
Kathleen
    Loutzenhiser

City Treasurer:
Carol Walters

City Manager:
Clint Holmes

Police Chief:
Ron Smith

DPW Foreman:
Phil Bartle

Administrative
Assistant:
David Van Cura

Resolution **12-01**

A RESOLUTION BY THE CITY OF BROWN CITY ELECTION COMMISSION TO ESTABLISH A RECEIVING BOARD

WHEREAS, A Receiving Board is an independent board established to ensure the recountability of election precincts; and,

WHEREAS, The City of Brown City Election Commission must establish the Receiving Board by resolution and appoint the Receiving Board inspectors; and said members must be qualified election inspectors and the board must have an equal number of Receiving Board inspectors from each major political party; and,

WHEREAS, The responsibilities of those appointed as Receiving Board inspectors shall include that they, under oath, receive the sealed ballot container, the Poll Book and the Statement of Votes from each precinct after the polls close. Two election inspectors (one from each major political party) shall deliver those items properly sealed to the Receiving Board inspectors after their closing duties have been completed. Election inspectors must remain present until Receiving Board inspectors have completed the verification.

WHEREAS, When the Receiving Board inspectors receive these materials, they are charged with the responsibility to verify that:
   , the Poll Book and/or Statement of Votes are not sealed into the ballot container; and,
   , the ballot container is properly sealed and the seal number is accurately recorded; and,
   , the number of names entered in the Poll Book balances with the number of ballots counted; and,

WHEREAS, After verifying these items, the Receiving Board inspectors put the Poll Book and Statement of Votes back into the appropriate envelopes and reseal with a red paper seal, initialing and dating the seal; and,

WHEREAS, Receiving Board members are responsible for taking appropriate corrective action if a discrepancy is discovered; and,

WHEREAS, Receiving Board inspectors may be utilized to print the final reports of the precinct and assist the election inspectors in completing the Poll Book and Statement of Votes. The Receiving Board inspectors would print the List of Voters, Ballot Summary and the Remarks Reports from the encrypted flash drive.

City Election Commission Resolution 12-01

Now, Therefore the City of Brown City Election Commission Resolves: To establish a Receiving Board for this and all future elections that will consist of two or more election inspectors, with an equal number from major political parties; and be charged with those responsibilities required by MCL 168.679a (as amended); and shall appoint or reappoint Receiving Board inspectors as may be necessary.

The foregoing Resolution was offered on October 22, 2012, by Commissionmember David Van Cura, and seconded by Commissionmember Kathleen Loutzenhiser. There followed a Roll Call Vote with two (2) Commissionmembers present:

CM Pavel-absent, CM Loutzenhiser-yes, CM Van Cura-yes.

Yeas:	2	Abstaining:	0
Nays:	0	Absent:	1

A QUORUM BEING PRESENT – MOTION DECLARED CARRIED.

I, Kelly J. Pavel, City Clerk of the City of Brown City, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Election Commission of the City of Brown City, County of Sanilac, State of Michigan at a regular meeting held on October 22, 2012, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

_____
Kelly J. Pavel
City Clerk
City of Brown City
Sanilac County, Michigan

City Election Commission Resolution 12-01