

**CITY OF NORTON SHORES  
ELECTION COMMISSION  
NORTON SHORES MUNICIPAL BUILDING  
Friday, October 6, 2023**

9:00 a.m.

Agenda

1. Call to Order
2. Minutes
  - a. May 2, 2023 Election Commission
3. New Business
  - a. November 7, 2023 Election
    - i. Approve Ballots
    - ii. Appoint Election Workers
    - iii. Authorize Clerk or Designee to prepare election & conduct testing
    - iv. Absentee Counting Board
4. Adjourn

CITY OF NORTON SHORES  
ELECTION COMMISSION MEETING  
April 10, 2023

A meeting of the Norton Shores Election Commission was called to order on Monday, April 10, 2023 at 10:30 a.m., in the Norton Shores Municipal Building's small conference room.

Present: Commissioners Broge, Larsen and City Clerk Stibitz

Commissioner Broge moved to approve the minutes of the October 14, 2022 Election Commission meeting. The motion was supported by Commissioner Larsen and carried unanimously.


Commissioner Larsen moved to approve the May 2, 2023 Special Election ballots as presented. The motion was supported by Commissioner Broge and carried unanimously.

Commissioner Broge moved to appoint the list of Inspectors to act as poll workers, Absentee Counting Boards and Receiving Boards in the conduct of the May 2, 2023 Special Election and authorize the Clerk or her designee to appoint additional inspectors or reassign inspectors before Election Day as necessary. The motion was supported by Commissioner Larsen and carried unanimously.

Commissioner Larsen moved to appoint the City Clerk or her designee to prepare all necessary election materials for the May 2, 2023 Special Election and authorize the Clerk or her designee to conduct the preliminary and public accuracy testing of all tabulators and voter assist terminals. The motion was supported by Commissioner Broge and carried unanimously.

Commissioner Broge moved to authorize the Norton Shores Absentee Counting Board to begin counting absentee ballots at 9:00 a.m. on May 2, 2023 for the Special Election. The motion was supported by Commissioner Larsen and carried unanimously.

Meeting adjourned at 10:47 a.m.



---

Shelly Stibitz, City Clerk

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the Norton Shores Election Commission approves the November 7, 2023 General Election ballots as presented.

At a meeting of the Norton Shores Election Commission, held at Norton Shores City Hall, 4814 Henry Street, on the 6<sup>th</sup> day of October 2023, the foregoing resolution was moved for adoption by \_\_\_\_\_. The motion was supported by \_\_\_\_\_.

Ayes:

Nays:

Absent:

---

Rachel Pavlich, City Clerk

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the Norton Shores Election Commission appoints the attached list of Inspectors plus alternates to act as poll, Absentee Counting Board and Receiving Board workers in the conduct of the November 7, 2023 General Election; and

BE IT FURTHER RESOLVED that the Norton Shores Election Commission authorizes the Norton Shores City Clerk or her designee to appoint additional inspectors or reassign inspectors before Election Day as necessary.

At a meeting of the Norton Shores Election Commission, held at Norton Shores City Hall, 4814 Henry Street, on the 6<sup>th</sup> day of October 2023, the foregoing resolution was moved for adoption by \_\_\_\_\_. The motion was supported by \_\_\_\_\_.

Ayes:

Nays:

Absent:

Resolution declared adopted.

---

Rachel Pavlich, City Clerk

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the Norton Shores Election Commission appoints the Norton Shores City Clerk or her designee to prepare all necessary election materials for the November 7, 2023 General Election; and

BE IT FURTHER RESOLVED that the Norton Shores Election Commission authorizes the Clerk or her designee to conduct the preliminary and public accuracy testing of all tabulators and voter assist terminals.

At a meeting of the Norton Shores Election Commission, held at Norton Shores City Hall, 4814 Henry Street, on the 6<sup>th</sup> day of October 2023, the foregoing resolution was moved for adoption by \_\_\_\_\_. The motion was supported by \_\_\_\_\_.

Ayes:

Nays:

Absent:

---

Rachel Pavlich, City Clerk

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the Norton Shores Election Commission authorizes the Norton Shores Absentee Counting Board to begin counting absentee ballots at 9:00 a.m. on November 7, 2023 for the General Election.

At a meeting of the Norton Shores Election Commission, held at Norton Shores City Hall, 4814 Henry Street, on the 6<sup>th</sup> day of October 2023, the foregoing resolution was moved for adoption by \_\_\_\_\_. The motion was supported by \_\_\_\_\_.

Ayes:

Nays:

Absent:

---

Rachel Pavlich, City Clerk