

Minutes

Election Commission City of Aurora, Colorado

Public Listening Line

Dial Access Number 1-408-418-9388
Enter Participant Passcode: 1462379615

**July 21, 2021
6:00 pm**

1. Call to Order

Members Present:
Carolyn Boller
William McCartin
Scott Irvin
Joanna Floribus

Staff Present: Kadee Rodriguez-City Clerk, Patricia Varney-City Clerk Analyst, Dave Lathers-Senior Assistant Attorney

2. Approval of Agenda – JoAnna Floribus motioned to approve agenda, second by Bill McCartin

3. Approval of Minutes – June 16, 2021 – Bill McCartin motioned to approve minutes, second by JoAnna Floribus

4. 2021 Election Update – Time line as to how to obtain petitions will be distributed by weeks end as to how we are going to conduct the nomination process to pick up petitions. The process starts August 4, 2021 and last day to submit is August 24, 2021. IGA's being presented at Council meeting, August 2, 2021 to approve with the County.

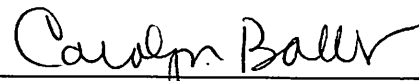
5. Review Election Committee Bylaws & "break tie process" (continued discussion) Options were provided to City Council as to breaking a tie while voting. Council chose not to use the options provided.

6. Protected Document Storage – How can we store certain concepts from meetings, Suggestions were:

- a. Add choice words to a list on our agenda as a form of tracking a particular subject as a form of reference
- b. Combine minutes and agendas into a PDF and select "Control F-find" as a search tool to locate particular items with a link to certain documents
- c. Agenda's and minutes are currently stored in a shared drive in the City Clerk's office but only accessible to City Clerk's office

How can we store certain concepts 1) add choice words to the agenda's? Kadee will work with her team in the City Clerks office and the escribe process as a source of a search functionality. We will look into licenses for escribe through the city. Once reviewed we will have Scott Irvin come into the office to review the escribe process and provide his input.

7. **Interview for the vacancy (left by Jessica)** – Communication will go out to those candidates that the Election Commission interviewed to verify if they want to take part at this time to be part of the Election Commission. Focus is to conduct interview as soon as we confirm who we are moving forward.
8. **Planning Commission Report** – The election commission needs to be prepared in the beginning of next year or as soon as the census numbers come out along with having the County Clerks redefine any/add any precincts, so we are ready to move forward and provide to Council the new boundaries to approve.
9. **Discuss volunteers for the upcoming election** - who we can coordinate with at this time and how the process will work and be managed. Kadee will reach out to County Clerks office to verify what their thoughts may be and provide a plan.
10. **Topics and items for future meetings** – Bill asked what the time frame may be of the County Clerk's office in regard to rearranging precincts so the Election Commission can put in their planning process.
11. **Adjournment** – Next meeting August 18, 2021.



Carolyn Boller, Chair