



## **Election Commission Meeting Minutes - Draft**

Ryan Reilly, Chair  
James Henderson, Vice Chair  
Judy Crenshaw  
CJ Garbo  
Mike Orendorf

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**Wednesday, March 14, 2018**

**6:00 PM**

**Town Hall  
100 N. Wilcox Street  
Castle Rock, CO 80104**

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**This meeting is open to the public. One or more Council members may also attend this meeting, during which the items listed herein will be discussed**

### **CALL TO ORDER**

Chairman Ryan Reilly called the meeting to order at 6:12 pm.

### **ROLL CALL**

**Present** 5 - Vice Chair James Henderson, Commissioner CJ Garbo, Commissioner Judy Crenshaw, Commissioner Mike Orendorf, and Chair Ryan Reilly  
**Attendance** 1 - Lisa Anderson

### **APPROVAL OF MINUTES**

[TMP 2018-241](#) **Minutes: January 23, 2018 Town Council Meeting**

**Moved by Vice Chair Henderson, seconded by Commissioner Crenshaw, the Minutes be Approved as presented. The motion passed by the following vote:**

**Yes:** 5 - Vice Chair Henderson, Commissioner Garbo, Commissioner Crenshaw, Commissioner Orendorf, and Chair Reilly

### **UPDATES**

Policies and Procedures Manual

Town Clerk Anderson presented the May 15, 2018 Special Election Policies and Procedures. Of note is that the recommendation is to not include stubs on the ballots as there is only one ballot type and it is not required per our Election Code. Commissioner Judy Crenshaw stated that with the addition of signature verification, that this process ensures that the ballot enclosed was voted by the registered voter that received the ballot and signed the affirmation. Consensus was to not include stubs on the ballots.

Commissioner Mike Orendorf felt that replacement ballots should only be issued in person with proper identification in order to eliminate the possibility of someone posing as the elector sending in an application for a different address and voting that ballot. Consensus of the Election Commission was to include this change. This change will be added to the procedure, noted on the Replacement Ballot Application as well as the Replacement Ballot Log.

Action: Town Clerk Anderson will make the proposed changes to the Policies and Procedures and re-send to the Election Commission for their review. A meeting

will be set prior to the March 31, 2018 deadline to approve the Policies and Procedures for final discussion and approval.

#### Update on Redistricting Process

Town Clerk Anderson stated that the GIS department was not yet ready to demonstrate a solution for the redistricting process. They have been researching different options and will present it to the Election Commission in April.

Chairman Reilly asked if they could be sent an updated map with the Precinct and District populations. Town Clerk Anderson will have that available.

#### Election Commission Terms

Election Attorney Kathleen Kelly and Town Clerk Anderson stated that there will be a Resolution going to the April 3, 2018 Town Council meeting asking to extend the two expiring terms for Commissioners Henderson and Orendorf. The Resolution is requesting the terms ending on May 31, 2018 be extended to December 31, 2018 in order to provide consistency in the redistricting process that will occur during that timeframe. Additionally, it was discovered that when regular elections were moved to November in even numbered years, it now conflicts with the appointments and terms for the Election Commission. The Charter currently states that the Election Commission members will be appointed at the organizational meeting following the regular election for three-year staggered terms which corresponded with the annual interview and appointment process for all Boards and Commissions that occur in May. Now that elections are in November, this no longer corresponds and also would not allow the needed annual appointments in order to maintain three-year staggered terms. Staff is recommending a Charter Amendment for the November 2018 ballot to have appointments for the Election Commission to occur with the other Boards and Commissions appointments each year.

Attorney Kelly asked if both Commissioners would agree to extend their terms. Commissioner Henderson agreed and Commission Orendorf stated he would need to get back to the Commission.

#### NEXT MEETING

Chairman Reilly asked that Anderson send out an email to find a time for the Election Commission to meet next prior to March 30, 2018.

#### ADJOURN

Motion by Chairman Reilly, Seconded by Commissioner Garbo to adjourn the meeting at 7:32 pm.

Submitted by:

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Lisa Anderson, Town Clerk