



**City of Mount Rainier
Board of Elections Meeting
City Hall
One Municipal Place
7:15pm
2 April 2015**

Minutes

Attendees:

Maxine Drakeford; Abby Greenwell; Karl Jones; and Nichole Logan

Ballots

- There will be two different ballots for the May 4 election.
- Each ward will have the ballot printed on a different colored paper.
- Ballots will have candidate names and space to mark “x” next to the names.
- Ballots will also include clear write-in space.
- Absentee ballots will be clearly marked “absentee.” Citizens **MUST** return absentee ballots to PO Box, which reduces multiple hands touching the ballots once they are submitted.
- Maxine will bring sample ballots to the next meeting for Board review and approval.
- Dina will secure PO box in the next week.

Ballot Boxes

- There will only be ONE ballot box for each ward. Ballot boxes will not be opened until the end of the day for counting.
- Ballot boxes must be:
 - ✓ large enough for all ballots of the day
 - ✓ easy for voters to deposit ballot so the ballot does not become clogged
 - ✓ tamper-proof lock or seal stickers that show the box cannot be opened
- MRBOE will research ballot box options in the next week.
- Maxine will check with Veronica and the City to learn if there are ballot boxes, or if good ones can be made.
- All agreed that this would be an important expenditure that the City makes to assure our elections are free of tampering.
- MRBOE will have a dry run the week before the election to ensure ballots and the ballot box are in good working conditions.

Candidate Petition Submission

- Candidates must submit petition and financial disclosure forms.
- KC, Nichole, and Maxine will be at City Hall between 5:30pm and 5:45pm, on Monday, April 6, for candidate petition submission and certification process, which is from 6:00pm to 8:00pm.
- Abby will send reminder out to listservs from MRBOE email account about the submission
- rules and procedures
- Ideally, candidates will submit their bios on April 6 or early April 7 for inclusion in the City newsletter, *The Message*.
- Maxine will obtain registered voter list from County on Monday, April 6.

Candidate Bios

- Assistant City Manager, Veronica Owens, sent a template draft for candidate bios to be included in *The Message*. Abby will double-check that all data points outlined in the Elections Procedures manual are addressed.
- Veronica needs candidate bios on April 7.
- *The Message* will have candidate bios on the far right, as well as election calendar reminders.
- Abby will send MRBOE email to listservs once bio template is approved.

Buttons

- KC is working with the printer to get “I love Mount Rainier” buttons ready by next week.

Next Meeting

- The BOE will meet at 7:00pm on Tuesday, April 7, at City Hall.

Adjournment

The meeting ended at 9:25pm.

Respectfully submitted,



Dina Estelle Williams
11 April 2015

/DEW