

2023 Clerk Engagement (Version 2.0) Meeting Outline & Worksheet

Meeting Instructions: The purpose of this guide is to aid in facilitating a productive meeting with your local clerk. The questions in this worksheet are designed to cover a broad range of topics to help us gather information to better understand the implementation of Proposal 22-2 from your clerk's perspective, and determine gaps in funding and community support needs.

We encourage you to print out this worksheet and bring it while you meet with your clerk. This is not intended to be given to the clerk. Please take brief notes on their responses throughout the meeting. After your meeting, please submit the information gathered to the post-meeting submission form. This will help us identify any shared concerns among clerks and ensure their feedback is recorded for future use.

The Post-Meeting Submission Form (Version 2.0) is linked to the VNP Clerk Engagement Online Toolkit at <https://votersedfund.com/clerk-engagement-toolkit/>

Meeting Information

Meeting Date: _____, _____

Municipality: _____ County: _____

Clerk's Full Name: _____, _____

VNP Volunteers in attendance: _____,
_____, _____.

Other organizations in attendance (if applicable)

_____, _____.

Agenda & Questions

Section 1: Getting to know your clerk

(If you have met with your clerk this year, please skip this section and proceed to Section 2)

- Q1: How many elections have you served as clerk? _____
- Q2: What do you enjoy most about serving in the role of election administrator for your community?
- Q3: What is the most important thing you wish voters understood about your work and the role of the clerk?
- Q4: Excluding poll workers, approximately how many staff members do you employ during a regular even-year general election season?
- Q5: During a typical even-year general election, approximately how many polling precincts does your jurisdiction have and how many election inspectors do you hire to staff those polling locations?
- Q6: In the 2022 General Election, were you able to meet your election inspector hiring objectives? If no, please explain:
- Q7: Prior to 2023, was your municipality providing pre-paid postage for Absentee Ballot Voter Return Envelopes? _____
- Q8: Before 2023, approximately how many voters in your jurisdiction were signed up for the permanent absentee ballot application list? _____

Section 2: Early Voting & Drop Boxes

- Q9: **Early Voting** - The first election that early voting must be provided for is the February 2024 Presidential Primary. What are your plans to offer Early Voting to your constituents? **(If asked in a previous meeting, please confirm in case plans have changed)**
 - A) Opt-in to consolidated county-level
 - B) Partnering with a neighboring jurisdiction
 - C) Operating your own early voting services,
 - D) Other/ not sure

Please elaborate on any shared plans below.

- Q10: **Early Voting** - (If Opting into a consolidated county-level plan)
 - What/where will be the nearest Early Voting location for the constituents of this community?
- Q11: **Early Voting** - (If partnering with a neighboring jurisdiction)
 - What is the other community you will be partnering with?
 - Where will the Early Voting location(s) be located?
- Q12: **Early Voting** - (If operating their own early voting services)
 - Where will the Early Voting location(s) be located?

VOTERS NOT POLITICIANS

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- Q14: Early Voting - Are you or the local governing body (City Council, Board of Trustees, City Commission) planning to offer early voting services for elections when it is not required? (such as local elections held in odd-years and special elections) If yes, please ask for specifics.
- Q15: Early Voting - Are you planning to offer early voting beyond the minimum of 9 days? If so, please ask for specifics as much as possible.
- Q16: Early Voting - Have you or will you solicit input from community members regarding your plans for early voting before they are finalized?
- Q17: If more drop boxes are needed to comply with the new requirements, when will they be installed and available for voters? Please ask for specific dates.

Section 3: Community & Voter Education

- Q18: What is your plan to publicize the location/hours/dates of the Early Voting location(s)? Please ask for specifics such as methods, tactics, and timing.
- Q19: Do you plan to actively inform voters on the Permanent Absentee Voter Ballot Application list about the new Permanent Absentee Voter Ballot list?

Section 4: Needs and Concerns

- Q20: After the passage of election funding for 2024, do you still have a financial need to fully fund elections held in 2024? If yes, please ask for specifics or their best estimate.
- Q21: If YES to Question 20 - How do you plan to fill this gap? (more funding from local government, donations, etc.)
- Q22: Do you have any lingering questions or concerns now that the majority of Prop 22-2 enabling legislation has been signed into law?

Additional Notes