

2024 Clerk Engagement (Version 3.0) 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. 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 3.0) 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)
_____.

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Agenda & Questions

Section 1: Getting to know your clerk

(If you have met with your clerk since March 2023, 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: Before 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? _____

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Section 2: Early Voting & Drop Boxes

- Q9: Early Voting - How did Early Voting go during the Presidential Primary? What issues did you run into, if any?
- Q10: Early Voting - How did you offer Early Voting to your constituents during the primary?
 - A) Opted into consolidated county-level
 - B) Partnered with a neighboring jurisdiction
 - C) Operated your own early voting services
 - D) Other

Please elaborate on any shared plans below.

- Q11: Early Voting - Do you plan to change your Early Voting plans between now and the August or November elections (ex. add or reduce EV sites, change your EV locations, add additional EV days or hours, etc.)?
- Q12: 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.
- Q13: Early Voting - Have you or will you solicit input from community members regarding your plans for early voting for future elections?

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- Q14: Early Voting - Have you run into any issues with implementing or monitoring your Absentee-Voter drop boxes? Do you plan to add any additional drop boxes or change the drop box locations for future locations?

Section 3: Accessibility and Community & Voter Education

- Q15: How did you publicize the location/hours/dates of the Early Voting location(s)? How effective were your methods? Would you do anything differently for future elections?
- Q16: Do you plan to continue to actively inform voters on the Permanent Absentee Voter Ballot Application list about the new Permanent Absentee Voter Ballot list?
- Q17: Have you encountered any specific issues providing accessible voting options? If so, how do you plan to rectify these issues?
- Q18: How do you train poll workers to use the VAT and otherwise assist voters when appropriate?

Section 4: Needs and Concerns

- Q19: After the presidential primary, do you still have a financial need to fully fund elections held in 2024? If yes, please ask for specifics or their best estimate.
 - Q20: If YES to Question 19: How do you plan to fill this gap? (more funding from local government, donations, grants, etc.)

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- Q21: If you are holding a special election this year, do you have any concerns about facilitating this election (ex. early voting, poll worker recruitment, voter education, 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

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