

## **Minutes for Election Review Committee October 6, 2006**

Mayor Marchbanks called the meeting to order at 6:00PM

Council members present: Sandi Marchbanks, Ken Klawunder, Kim Heacox, Mike Atkins and by phone Wayne Howell.

- Review of each Absentee Ballot Return Envelope.
- Open Return Envelopes. Inspected of Oath and Affidavit envelope.
- Ballot envelope with ballot inside was placed in ballot box.
- Absentee In-Person Oath and Affidavit envelopes were each inspected.
- Envelopes were opened and ballot envelopes with ballots inside were placed in ballot box.
- Ballots were mixed around
- Ballots were then removed one by one from ballot box by Ken Klawunder and tally sheets were each done by Kim Heacox and Mike Atkins.
- Tally sheets were totaled.
- Totals from Tally Sheets were compared and verified to be the same.
- Totals from Tally Sheets were placed on Report of Election.
- The Report was signed by Mayor Sandi Marchbanks and attested to by City Clerk Kapryce Manchester.
- Certificates of Election-Officer was signed by Mayor Marchbanks and attested to by City Clerk Kapryce Manchester.
- Oaths were given to 2 of the elected council members; Sandi Marchbanks and John Nixon. Each signed their Oath of Office, which was attested to by the City Clerk.
- The third elected council member Wayne Howell was out of town and will be sworn in on Thursday October 12, 2006.