BCA Agenda

February 27, 2017 6:30

Swear in Justices of the Peace

Town Meeting Preparation

- Review warning and ballots
- Staffing chart – find mic runner
- Checklist: How to mark check list
- Same day registration
- Hand counts during meeting: procedure
- Counting Ballots: procedure
- U-32 ballot process

Info tables: rules about solicitation
Set up and Tear Down

BOARD OF CIVIL AUTHORITY MEETING
Calais Town Office
February 27, 2017

Present: Denise Wheeler, John Brabant, Scott Bassage, Judy Copa, Dillon Burns. Judy Robert, Assistant Clerk/Treasurer; Donna Fitch, Clerk/Treasurer

Chair Denise Wheeler called the meeting to order at 6:35. She asked for nominations for BCA chair for the ensuing year. Dillon nominated Denise. The motion was seconded and the nomination of Denise as chair was approved by all.

Denise asked for nominations for BCA clerk for the ensuing year. Denise nominated Judy Robert, who is running for clerk on March 7. The motion was seconded and the nomination was unanimously approved.

Donna reviewed how to check in people at town meeting on the checklist; reviewed the ballots, and how to handle spoiled and defective ballots. She pointed out that the Secretary of State has interpreted the state statute regarding no solicitation during voting to include any solicitation, including the Doyle poll. Judy discussed the new same day registration law. Judy asked for volunteers to help at town meeting and to set up and tear down.

The meeting adjourned at 7:00 pm.

Donna Fitch, BCA Clerk

Swear in JPs

Elect BCA Chair and Clerk for coming year

Review checklist   *sample attached*
    Put an X under "check in"
    If an absentee ballot is returned put an X in "check in" – do not mark the
    absentee column
    Give to person at ballot box. If it's busy, put in box and take to ballot box
later.

Review ballots
    Tell people to turn yellow ballot over
    There will be two ballot boxes

Same day registration

Forms
    Lost absentee ballot
    Spoiled ballot
    Defective ballot

Code of conduct
    Solicitation – doyle poll

Yellow notebook for notes

Staffing
    Hand counts
    Counting after polls close
    U-32 ballots to Berlin
    Setup – booths
    barriers