

**ELECTION COMMISSION  
GENOA CHARTER TOWNSHIP  
SPECIAL MEETING  
AGENDA**

**Monday, March 30, 2026  
2:00 p.m.**

**Call to Order:**

**Roll Call:** Rick Soucy, Jodie Valenti and Candi Hovarter.

**Pledge of Allegiance:**

**Call to the Public:** (Public comment must be addressed to the Chairperson and will be limited to three (3) minutes per person)

**Regular Agenda:**

1. Approval of the Special Meeting Minutes dated May 29, 2025.
2. Request for adoption of **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, APPOINTING PERSONS TO SERVE AS ELECTION INSPECTORS AND CHAIRPERSONS, FOR THE 2026 ELECTION CYCLE AND GRANT THE CLERK OR THEIR APPOINTEE TO ADD OR REMOVE INSPECTORS IF NEEDED.**
3. Request for adoption of **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, ESTABLISHING THE RECEIVING BOARD AND AUTHORIZING THE APPOINTMENT OF MEMBERS TO THE BOARD FOR THE 2026 ELECTION CYCLE.**
4. Request for adoption of **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, ESTABLISHING THE ABSENTEE VOTER COUNTING BOARD AND AUTHORIZING THE APPOINTMENT OF MEMBERS TO THE BOARD FOR THE 2026 ELECTION CYCLE.**
5. Request for adoption of **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, APPROVING THE RECOMMENDATION OF ELECTION WORKERS WAGES TO THE TOWNSHIP BOARD** and confirm meeting stipend for Election Commissioners as set in 2024.
6. Request for adoption of **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, DELEGATING CERTAIN ELECTION DUTIES TO THE TOWNSHIP CLERK AND THEIR DESIGNEES FOR THE 2026 ELECTION CYCLE.**

7. Request for adoption of **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, ADOPTING A CODE OF CONDUCT FOR ELECTION INSPECTORS, CHAIRPERSONS AND ASSISTANTS WORKING ELECTIONS IN OUR JURISDICTION**
8. Approval of Ballot and Presentation of Preliminary Logic and Accuracy Test results and Conduct the Public Logic and Accuracy Test.

**Adjournment:**

GENOA CHARTER TOWNSHIP ELECTION COMMISSION

SPECIAL MEETING

Thursday, May 29, 2025, AT 9:00 A.M.

**1. CALL TO ORDER**

Member Deaton call the meeting to order at 9:02 a.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL:** Members Jenene Deaton, Rick Soucy and Candi Hovarter. Also present: Tabitha Dolan (Deputy Clerk), Becky Dockery (Recording Secretary), Kevin Spicher (Supervisor, arrived at 9:07 a.m.) and Deb Beattie (audience)

**4. CALL TO THE PUBLIC**

Opened at 9:03 a.m. and closed at 9:00 a.m. with no public comment.

**5. APPROVAL OF MINUTES FROM THE SEPTEMBER 26, 2024 ELECTION COMMISSION MEETING.**

Moved by Rick Soucy, seconded by Candie Hovarter; MOTION CARRIED unanimously.

**6. REQUEST FOR APPROVAL OF THE AGENDA**

Moved by Candie Hovarter, seconded by Rick Soucy; MOTION CARRIED unanimously.

**7. REQUEST FOR APPROVAL OF PRECINCT CONDENSING AND REDISTRICTING. CHANGING THE PRECINCTS FROM 9 PRECINCTS TO 6 PRECINCTS & MAILING OF NEW ID CARDS TO VOTERS WHO'S PRECINCTS HAVE CHANGED.**

The number of voters who come to vote in person are too low to justify the current number of precincts. This reduction of precincts will save money. Once this is approved, this request can be forwarded onto the state for approval. There is a high probability that there will be a November election for the Brighton School District. The six new precincts take into consideration the number of County Commissioner seats, the school districts and future growth of the Township.

Moved by Rick Soucy, seconded by Candie Hovarter; MOTION CARRIED unanimously.

**8. ADJOURNMENT**

The meeting was adjourned at 9:39 a.m.



## MEMORANDUM

2911 Dorr Road  
Brighton, MI 48116  
810.227.5225  
810.227.3420 fax  
genoa.org

**TO:** Election Commission Members

**FROM:** Rick Soucy, Clerk

**DATE:** March 30, 2026

**RE: Appointment of Election Inspectors for the 2026 Election Cycle.**

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Honorable Members,

On February 10, 2026, we were notified by the County of Livingston Election Division, that the Brighton Area Schools District had filed wording for a Ballot proposal for the May 5, 2026, Special Election. In addition, we have an August 4<sup>th</sup> Primary Election and a November 3<sup>rd</sup> General Election, scheduled for 2026.

As required by MCL 168.674, the Election Commission shall appoint the Election Inspectors (Inspectors) for any election within its jurisdiction. Inspectors are required to be certified, every two years, and are responsible for working the polling locations during Early Voting and Election Day. They assist voters in obtaining ballots through ID verification or other legally allowed forms and methods. Also, they ensure that no electioneering is going on in the polling location and that voters have the required privacy to cast their ballot. Additionally, they are required to produce accurate reporting of ballots cast, assist in equipment errors/failures, ensure the ballots and equipment are properly sealed and return all forms, ballots and equipment to the Receiving Board after the closing of the polls. It is the responsibility of the Clerk and/or their appointee to assign Inspectors to serve in the various required roles.

The Clerk's department sent notifications to all previous inspectors and a call for applications was placed on the Township outreach apps and on the website, during the period of February 11, 2026, through March 20, 2026. Persons interested in returning as an Inspector or applying to become one, had several weeks to do so. The attached list is the result of those outreach efforts.

In the event of Inspectors being removed, either by their choice or for failure to uphold the Oath or perform their duties, the Clerk and/or their appointee need to fill positions to ensure the continuity of the election, in a timely fashion. The Clerk's department historically will utilize the names of persons on the approved list; however, in the event those names have been exhausted and positions need to be filled, the need for authority to fill those positions by appointing others is needed per MCL 168.674(5).

### **SUPERVISOR**

Kevin Spicher

### **CLERK**

Rick Soucy

### **TREASURER**

Robin L. Hunt

### **TRUSTEES**

Jodie Valenti

Bill Reiber

Candie Hovarter

Todd Walker

### **MANAGER**

Kelly VanMarter



2911 Dorr Road  
Brighton, MI 48116  
810.227.5225  
810.227.3420 fax  
genoa.org

**Recommendation:**

It is our recommendation that the Commission:

1. adopt **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, APPOINTING PERSONS TO SERVE AS ELECTION INSPECTORS FOR THE 2026 ELECTION CYCLE AND GRANT THE CLERK OR THEIR APPOINTEE TO ADD OR REMOVE INSPECTORS IF NEEDED.**

**SUPERVISOR**

Kevin Spicher

**CLERK**

Rick Soucy

**TREASURER**

Robin L. Hunt

**TRUSTEES**

Jodie Valenti

Bill Reiber

Candie Hovarter

Todd Walker

**MANAGER**

Kelly VanMarter

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, APPOINTING PERSONS TO SERVE AS ELECTION INSPECTORS AND CHAIRPERSONS, FOR THE 2026 ELECTION CYCLE AND GRANT THE CLERK OR THEIR APPOINTEE TO ADD OR REMOVE INSPECTORS IF NEEDED.**

**Whereas**, MCL 168.674(1) Notwithstanding any other provision of law to the contrary and subject to this section, the city and township board of election commissioners, at least 21 days before each election, but in no case less than 5 days before the date set for holding schools of instruction, shall appoint for each election precinct and early voting site at least 3 election inspectors and as many more as in the board's opinion is required for the efficient, speedy, and proper conduct of the election.;

**Whereas**, MCL 168.674(2) The board of election commissioners shall designate 1 appointed election inspector as chairperson. The board of election commissioners shall appoint at least 1 election inspector from each major political party and shall appoint an equal number, as nearly as possible, of election inspectors in each election precinct from each major political party. The board of election commissioners may appoint election inspectors in an election precinct from minor political parties; and

**Whereas**, MCL 168.674(5) If a vacancy occurs in the office of chairperson or in the office of election inspector before election day, the chairperson of the board of election commissioners shall designate some other properly qualified applicant or election inspector as chairperson or some other qualified applicant as election inspector, as applicable, subject to this section;

**The Election Commission (Commission) of the Charter Township of Genoa hereby resolves:**

- 1) To appoint Election Inspectors and Chairpersons listed on Exhibit A, for the 2026 election cycle.
- 2) To delegate authority to the Township Clerk and/or their designee to add or remove inspectors if needed, assign Chairpersons and assign Inspectors to precincts per requirements set in MCL 168.674(2) for the 2026 election cycle.

It was moved by: \_\_\_\_\_, seconded by: \_\_\_\_\_, and \_\_\_\_\_ to adopt Resolution No. \_\_\_\_\_

**A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, APPOINTING PERSONS TO SERVE AS ELECTION INSPECTORS AND CHAIRPERSONS, FOR THE 2026 ELECTION CYCLE AND GRANT THE CLERK OR THEIR APPOINTEE TO ADD OR REMOVE INSPECTORS IF NEEDED**

Ayes:

Nays:

Absent:

**Certification:**

This resolution is hereby declared passed and adopted on this \_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
Rick Soucy, Township Clerk

## EXHIBIT A

### Election Inspectors and Chairpersons for the 2026 Election Cycle

Last Name	First Name	Role	Party Affiliation
Ash	Mary	Inspector	R
Carpenter	James (Jim)	Inspector	R
Chavannes	Deborah	Inspector	D
Colloton	Cheryl	Inspector	D
Contreras	Sam	Inspector	D
Craven	Monica	Inspector	D
Daavettila	Karen	Inspector	R
Dubay	Mary	Inspector	D
Foster	Bobby	Inspector	D
Galleher	John	Inspector	D
Gambaccini	Jane	Inspector	D
<b>Garlick</b>	<b>Richard</b>	<b>Chair</b>	<b>R</b>
Giles	Terrence (Terry)	Inspector	D
Gnaster	Mark	Inspector	R
Grochowski	Cynthia	Inspector	L
<b>Hamilton</b>	<b>Beverly</b>	<b>Chair</b>	<b>R</b>
Hassett	Theresa	Inspector	R
Hassett	Daniel	Inspector	R
Hurley	Matthew	Inspector	R
James	Margery (Marge)	Inspector	R
Jarrell	Deborah (Kay)	Inspector	D
<b>Johnson</b>	<b>Melissa (Missy)</b>	<b>Chair</b>	<b>R</b>
<b>Johnson</b>	<b>Keely</b>	<b>Chair</b>	<b>D</b>
Knop	Jeffrey	Inspector	D
Lampert	Anne	Inspector	R
Leyda	Diane	Inspector	R
Luce	Richard	Inspector	D
Lyons	Timothy	Inspector	D
MacArthur	Patricia	Inspector	D
Macut	Sandra	Inspector	D
McCauley	Jennifer	Inspector	R
McCormick	Jerrilann	Inspector	D
Morrison	Carolyn	Inspector	R
Moyer	Maureen	Inspector	D
<b>Nicholas</b>	<b>Daena</b>	<b>Chair</b>	<b>R</b>
Noetzel	Deborah	Inspector	D
Nolff	Mary	Inspector	D
Oakes	Holly	Inspector	R

Olech	Pamela	Inspector	D
Park	David	Inspector	D
Popp	Laurie	Inspector	D
Quinn	Colleen	Inspector	R
Reiber	Clarence (Bill)	Inspector	R
Righetti	Roxanne	Inspector	R
<b>Schniers</b>	<b>Faith</b>	<b>Chair</b>	D
Schram	Kathleen	Inspector	R
Schram	Robert	Inspector	R
Sebastian	Paul	Inspector	D
Strzalkowski	Victoria (Vicki)	Inspector	R
Tousignant	Brenda	Inspector	R
Tyler	Deborah	Inspector	D
Wallbank	John	Inspector	D
Wetzel	Kevin	Inspector	R
Wetzel	Christine	Inspector	R
<b>White</b>	<b>Lisa</b>	<b>Chair</b>	D
Wilson	Debbra	Inspector	R
Wisman	Charles (Chuck)	Inspector	D
<b>Witkowski</b>	<b>Robert</b>	<b>Chair</b>	D
Woodfox-White	Amiya	Inspector	D



## MEMORANDUM

2911 Dorr Road  
Brighton, MI 48116  
810.227.5225  
810.227.3420 fax  
genoa.org

**TO:** Election Commission Members

**FROM:** Rick Soucy, Clerk

**DATE:** March 30, 2026

**RE: Establishing the Receiving Board for the 2026 Election Cycle.**

---

Honorable Members,

On February 10, 2026, we were notified by the County of Livingston Election Division, that the Brighton Area Schools District had filed wording for a Ballot proposal for the May 5, 2026, Special Election.

As required by law, the Election Commission shall appoint a Receiving Board for any election within its jurisdiction. The Receiving Board is responsible for the collection of all Poll Books and voted ballots for each Precinct. They shall verify and confirm all forms are complete and balanced, and containers are sealed. They shall transmit results and required documents to the Clerk and/or their designated staff.

**Recommendation:**

It is our recommendation that the Commission:

- 1) adopt **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, ESTABLISHING THE RECEIVING BOARD AND AUTHORIZING THE APPOINTMENT OF MEMBERS TO THE BOARD FOR THE 2026 ELECTION CYCLE.**

**SUPERVISOR**

Kevin Spicher

**CLERK**

Rick Soucy

**TREASURER**

Robin L. Hunt

**TRUSTEES**

Jodie Valenti

Bill Reiber

Candie Hovarter

Todd Walker

**MANAGER**

Kelly VanMarter

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, ESTABLISHING THE RECEIVING BOARD AND THE APPOINTMENT OF MEMBERS TO THE BOARD FOR THE 2026 SPECIAL, PRIMARY AND GENERAL ELECTIONS**

**Whereas**, MCL 168.679(a) provides the Election Commission of a city, township, or village shall, by resolution, provide that at an election at which the ballots are counted and certified at the precinct, 1 or more additional boards of election inspectors be appointed to serve as Receiving Boards;

**Whereas**, the Genoa Charter Township Receiving Board is responsible for the duties as outlined in Section 168.679(a) of the Michigan Election Law (Article 116 of 1954); and

**Whereas**, the Election Commission shall appoint two or more election inspectors, with an equal number from each major political party, to the Receiving Board prior to each election;

**The Election Commission (Commission) of the Charter Township of Genoa hereby resolves:**

- 1) The establishment of a Receiving Board.
- 2) The appointment of two or more election inspectors, with an equal number from each major political party.
- 3) The appointment of Election Inspectors listed in Exhibit A, to the Receiving Board for elections in the year 2026.
- 4) In the absence of a vacancy on the board, the Clerk and/or their designee have the authority to fill positions from qualified applicants.
- 5) This Resolution shall become effective immediately.

It was moved by: \_\_\_\_\_, seconded by: \_\_\_\_\_, and \_\_\_\_\_ to adopt Resolution No. \_\_\_\_\_

**A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, ESTABLISHING THE RECEIVING BOARD AND THE APPOINTMENT OF MEMBERS TO THE BOARD FOR THE 2026 SPECIAL, PRIMARY AND GENERAL ELECTIONS**

Ayes:

Nays:

Absent:

**Certification:**

This resolution is hereby declared passed and adopted on this \_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
Rick Soucy, Township Clerk

**EXHIBIT A**

Receiving Board Members for the 2026 Election Cycle

<b>First Name</b>	<b>Last Name</b>	<b>Party Affiliation</b>
Holly	Oakes	Republican
Bobby	Foster	Democrat



## MEMORANDUM

2911 Dorr Road  
Brighton, MI 48116  
810.227.5225  
810.227.3420 fax  
genoa.org

**TO:** Election Commission Members

**FROM:** Rick Soucy, Clerk

**DATE:** March 30, 2026

**RE: Establishing the Absentee Voter Counting Board (AVCB) for the 2026 Election Cycle.**

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Honorable Members,

On February 10, 2026, we were notified by the County of Livingston Election Division, that the Brighton Area Schools District had filed wording for a Ballot proposal for the May 5, 2026, Special Election. In addition we have elections in August and November of this year.

As required by law, the Election Commission shall appoint and set the days and hours, for an AVCB for any election within its jurisdiction. The AVCB is responsible for the processing and tabulation of all Absent Voter ballots.

**Recommendation:**

It is our recommendation that the Commission:

1. adopt **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, ESTABLISHING THE ABSENTEE VOTER COUNTING BOARD AND AUTHORIZING THE APPOINTMENT OF MEMBERS TO THE BOARD FOR THE 2026 ELECTION CYCLE.**

**SUPERVISOR**

Kevin Spicher

**CLERK**

Rick Soucy

**TREASURER**

Robin L. Hunt

**TRUSTEES**

Jodie Valenti

Bill Reiber

Candie Hovarter

Todd Walker

**MANAGER**

Kelly VanMarter

EXHIBIT A

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, ESTABLISHING THE ABSENT VOTER COUNTING BOARD (AVCB); SETTING THE LOCATION, DAYS AND HOURS TO PROCESS ABSENT VOTER BALLOTS; AND, APPOINT ELECTION INSPECTORS TO SERVE ON THE BOARD, FOR THE 2026 ELECTIONS.**

**Whereas**, MCL 168.679(1) provides that the legislative body of a city or township, by resolution, may provide that for an election in a precinct of the city or township, there shall be an additional board of election inspectors, known as the counting board;

**Whereas**, MCL 168.765a (1) the board of election commissioners of that city or township shall establish an absent voter counting board for each election day precinct in that city or township;

**Whereas**, the counting board shall count the ballots cast in the precinct at an election and make a statement of returns of that count;

**Whereas**, the legislative body in each municipality shall provide a suitable polling place for each precinct located in the municipality for use on election day;

**Whereas**, MCL 168.765a (11) The board of election commissioners of a city or township with a population of at least 5,000, may authorize that absent voter counting boards be established under subsection (1) to process and tabulate absent voter ballots between the hours of 7 a.m. and 8 p.m. on any of the 8 days before election day and between the hours of 7:00 a.m. and 8:00 p.m. on election day;

**The Election Commission (Commission) of Genoa Charter Township does hereby resolve:**

- 1) The establishment of an Absent Voter Counting Board (AVCB)
- 2) The appointment of both members of the Republican and Democratic parties to the board as listed on Exhibit A, for all elections to be held in the year of 2026.
- 3) Set the location for the AVCB to process and tabulate Absent Voter ballots, to be at Genoa Township Hall, 2911 Dorr Rd., Brighton, MI, 48116; in the conference room.
- 4) Approves the processing and tabulation of Absent Voter Ballots on the Friday, Saturday and Monday, preceding the day of the election, now known as Pre-Processing days, as is necessary before each of the elections held in 2026.
- 5) Declares that the AVCB will work from 9:00 a.m. until 4:00 p.m. on the Pre-Processing days; and, from the hours of 12:00 p.m. until the conclusion of the count on Election day.
- 6) Directs the Clerk and/or their appointee to fill vacancies on the board, as quickly as possible prior to the election, with any qualified applicants.
- 7) This Resolution shall become effective immediately.

It was moved by: \_\_\_\_\_, seconded by: \_\_\_\_\_, and \_\_\_\_\_ to adopt Resolution No. \_\_\_\_\_

**A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, ESTABLISHING THE ABSENT VOTER COUNTING BOARD (AVCB); SETTING THE LOCATION, DAYS AND HOURS TO PROCESS ABSENT VOTER BALLOTS; AND, APPOINT ELECTION INSPECTORS TO SERVE ON THE BOARD, FOR THE 2026 ELECTIONS.**

Ayes:

Nays:

Absent:

**Certification:**

This resolution is hereby declared passes and adopted on this \_\_\_\_ day of \_\_\_\_\_ 2026.

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Rick Soucy, Chairperson

## EXHIBIT A

Listing of Election Inspectors assigned to the ACVB for the 2026 Election Cycle.

<b>First Name</b>	<b>Last Name</b>	<b>Party Affiliation</b>
Richard	Luce	Democrat
Karen	Daavettila	Republican
Richard	Garlick	Republican
Laurie	Popp	Democrat
Faith	Schniers	Democrat
Sam	Contreras	Democrat
Debra	Wilson	Republican
Deborah	Noetzel	Democrat



## MEMORANDUM

2911 Dorr Road  
Brighton, MI 48116  
810.227.5225  
810.227.3420 fax  
genoa.org

**TO:** Election Commission Members

**FROM:** Rick Soucy, Clerk

**DATE:** March 30, 2026

**RE: Election Worker Wages**

---

Honorable Members,

On February 10, 2026, we were notified by the County of Livingston Election Division, that the Brighton Area Schools District had filed wording for a Ballot proposal for the May 5, 2026, Special Election. In addition, we have an August 4<sup>th</sup> Primary Election and a November 3<sup>rd</sup> General Election, scheduled for 2026.

In 2024, the Election Commission approved the recommendation for wages for the Election Workers and an increase to the stipend for Election Commissioners to attend meetings, that went to the Township Board and was approved. In reviewing the minutes for that meeting it was noticed that the approval was for the 2024 Election Cycle Only.

Staff is recommending to get an approval for Election Worker Wages going forward and confirm the Election Commissioner meeting stipend. The various wages and categories that have been created over the years, have created a lot of confusing information in the payroll system and maintaining appropriate record keeping for elections. If the wages are set, then there will not be a need to approve them every election cycle. They may always be reviewed in the future for adjustments, when necessary. This will help to clean up the payroll and general ledger codes, and provide for consistency going forward.

**Recommendation:**

It is our recommendation that the Commission:

1. Confirm the meeting stipend for Election Commissioners of \$250, that was set in 2024.
2. adopt **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, APPROVING THE RECOMMENDATION OF ELECTION WORKERS WAGES TO THE TOWNSHIP BOARD.**

**SUPERVISOR**

Kevin Spicher

**CLERK**

Rick Soucy

**TREASURER**

Robin L. Hunt

**TRUSTEES**

Jodie Valenti

Bill Reiber

Candie Hovarter

Todd Walker

**MANAGER**

Kelly VanMarter

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA,  
APPROVING THE RECOMMENDATION OF ELECTION WORKERS WAGES TO THE TOWNSHIP BOARD**

**Whereas**, MCL 168.682 states that any person employed as an inspector of election, or in any other official capacity at any election, or on any board of canvassers or board of registration, shall, except as otherwise specifically provided, receive reasonable compensation as allowed by the township board of any township, board of commissioners of any county, or the legislative body of any city, as applicable; and

**Whereas**, historically the Election Commission has approved a set of wages for recommendation to the Township Board during each election cycle.

**The Election Commission (Commission) of the Charter Township of Genoa hereby resolves:**

- 1) To recommend to the Township Board the wages for Election Inspectors, Chairpersons, Office Assistants, Receiving Board and the Absentee Voter Counting Board going forward.

It was moved by: \_\_\_\_\_, seconded by: \_\_\_\_\_, and \_\_\_\_\_ to adopt Resolution No. \_\_\_\_\_

**A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, APPROVING  
THE RECOMMENDATION OF ELECTION WORKERS WAGES TO THE TOWNSHIP BOARD**

Ayes:

Nays:

Absent:

**Certification:**

This resolution is hereby declared passed and adopted on this \_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
Rick Soucy, Township Clerk

## **Exhibit A**

### **Election Inspector Wages Table**

The following chart is a listing of wages for Election Workers. Each is denoted as to whether it is an hourly or daily rate.

#### **Early Voting:**

Election Inspector:	\$200.00/day
Co-Chair:	\$250.00/day
Office Assistants:	\$20.00/hour

#### **Election Inspector Election Day:**

Election Inspector:	\$300.00/day
Co-Chair:	\$350.00/day
Receiving Board:	\$150.00/day
Absentee Counting Board (AVCB):	\$375.00/day
Office Assistants:	\$20.00/hour
EV Closers:	\$50.00/day

Training	\$45.00/day
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## MEMORANDUM

2911 Dorr Road  
Brighton, MI 48116  
810.227.5225  
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genoa.org

**TO:** Election Commission Members

**FROM:** Rick Soucy, Clerk

**DATE:** March 30, 2026

**RE: Delegation of Election Duties for the 2026 Election Cycle to the Clerk and their authorized assistants.**

---

Honorable Members,

On February 10, 2026, we were notified by the County of Livingston Election Division, that the Brighton Area Schools District had filed wording for a Ballot proposal for the May 5, 2026, Special Election. In addition, we have an August 4<sup>th</sup> Primary Election and a November 3<sup>rd</sup> General Election, scheduled for 2026.

The State of Michigan delegates certain election duties to Township Election Commissions and/or the Township Clerk. Duties include but are not limited to: providing supplies and ballot containers to the polls; preparing, proofing, printing and delivery of ballots; providing candidates and the Secretary of State with proof copies of ballots; providing notices to voters; notifying major political parties of certified precinct inspector appointments (federal and state elections only); appointment of election inspectors at a later date; and, hiring election workers to assist in the required election related duties.

Staff is requesting the Election Commissions consideration of delegated all related duties to the Township Clerk, Deputy Clerk and Elections Coordinator, for the efficient and accurate running of the 2026 elections. The training and certification required of them, as well as their experience in handling election matters, makes them qualified to perform the duties.

**Recommendation:**

It is our recommendation that the Commission: adopt a **RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, DELEGATING CERTAIN ELECTION DUTIES TO THE TOWNSHIP CLERK AND THEIR DESIGNEES FOR THE 2026 ELECTION CYCLE**

**SUPERVISOR**

Kevin Spicher

**CLERK**

Rick Soucy

**TREASURER**

Robin L. Hunt

**TRUSTEES**

Jodie Valenti

Bill Reiber

Candie Hovarter

Todd Walker

**MANAGER**

Kelly VanMarter

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, DELEGATING CERTAIN ELECTION DUTIES TO THE TOWNSHIP CLERK AND THEIR DESIGNEES FOR THE 2026 ELECTION CYCLE**

**Whereas**, MCL 168.719 provides that the Election Commission of a city, township, or village shall, perform those duties relative to the preparation, printing, and delivery of ballots as are required by law of the boards of county election commissioners;

**Whereas**, the Election Commission is permitted to delegate certain duties to the Clerk and their designees;

**The Election Commission (Commission) of the Charter Township of Genoa hereby resolves:**

The Township Clerk and their designees are authorized to conduct the following duties:

- 1) Preparing meeting materials for the Election Commission (ballot proof for approval, list of election inspectors for appointment, etc.).
- 2) Preparing, printing and delivering ballots.
- 3) Providing candidates and the Secretary of State with proof copies of ballots.
- 4) Providing notice to voters on all election related notices.
- 5) Providing election supplies and ballot containers to polling locations.
- 6) Preliminary logic and accuracy testing.
- 7) Notifying major political parties of certified precinct inspector appointments (federal and state elections only)
- 8) Appoint additional qualified election inspectors as needed to staff the polls.

It was moved by: \_\_\_\_\_, seconded by: \_\_\_\_\_, and \_\_\_\_\_ to adopt Resolution No.

**\_\_\_\_\_ A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, DELEGATING CERTAIN ELECTION DUTIES TO THE TOWNSHIP CLERK AND THEIR DESIGNEES FOR THE 2026 ELECTION CYCLE**

Ayes:

Nays:

Absent:

**Certification:**

This resolution is hereby declared passed and adopted on this \_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
Rick Soucy, Township Clerk



## MEMORANDUM

2911 Dorr Road  
Brighton, MI 48116  
810.227.5225  
810.227.3420 fax  
genoa.org

**TO:** Election Commission Members

**FROM:** Rick Soucy, Clerk

**DATE:** March 30, 2026

**RE: Code of Conduct**

---

Honorable Members,

The purpose of this report is to highlight the importance of implementing a formal **Code of Conduct for Election Workers** and to recommend its adoption as a standard policy guiding all temporary and permanent personnel involved in election administration.

Election workers—including poll workers, election inspectors, ballot processing staff, and temporary support personnel—play a critical role in ensuring secure, transparent, and trustworthy elections. Their interactions with voters and their responsibilities in handling ballots and election equipment place them at the front line of public confidence.

While training covers technical procedures, a Code of Conduct establishes the behavioral expectations required to maintain impartiality, consistency, and integrity throughout the electoral process. Many jurisdictions across the country have implemented such codes to strengthen accountability and public trust.

### Discussion

#### 1. Promotes Impartiality and Neutrality

Election workers must perform their duties without political bias or the appearance of bias.

A Code of Conduct provides:

- Clear rules prohibiting political activity while on duty
- Guidance on avoiding discussions that could influence voters
- Standards for maintaining a neutral, professional demeanor

#### SUPERVISOR

Kevin Spicher

#### CLERK

Rick Soucy

#### TREASURER

Robin L. Hunt

#### TRUSTEES

Jodie Valenti

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Kelly VanMarter

Impartial conduct helps protect the legitimacy of the election and reduces the risk of complaints or allegations of misconduct.

## **2. Strengthens Public Trust and Perception of Fairness**

Public confidence is foundational to the acceptance of election outcomes. A well-defined Code of Conduct:

- Demonstrates that the election office has clear, enforceable ethical expectations
- Reassures voters that staff are trained to meet objective professional standards
- Supports transparent operations that withstand public scrutiny

In an era of heightened concern about election security and integrity, visible commitments to professionalism are essential.

## **3. Provides Clear Behavioral Expectations**

Election environments can be high-pressure, with complex rules and occasional disputes or disruptions.

A Code of Conduct offers explicit guidance regarding:

- Appropriate communication with voters
- Handling conflicts or challenging behavior
- Respectful treatment of all individuals
- Confidentiality of sensitive information
- Adherence to chain-of-command and reporting procedures

This clarity reduces confusion and helps ensure consistent behavior across varying polling locations and shifts.

## **4. Supports Legal Compliance and Risk Mitigation**

Election workers are entrusted with duties governed by state and federal law.

A Code of Conduct reinforces:

- Requirements to follow all election laws and administrative procedures
- Prohibitions against tampering, interference, or mishandling ballots
- Consequences for violating ethical or legal standards

By minimizing the likelihood of mistakes or misconduct, the Code reduces organizational liability and protects the integrity of the election.

Adopting such a code is a proactive measure that benefits both the election office and the voters it serves.



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Election Inspectors hold highly visible positions of public trust and should at all times uphold and increase public trust and confidence in the elections for Michigan and Genoa Township. Attached in Exhibit A is a proposed Resolution adopting a Code of Conduct that reinforces State mandates and expectancies, as well as the standards set for those in positions that reflect on Genoa Township.

**Recommendation:**

It is our recommendation that the Commission: adopt **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, ADOPTING A CODE OF CONDUCT FOR ELECTION INSPECTORS, CHAIRPERSONS AND ASSISTANTS WORKING ELECTIONS IN OUR JURISDICTION**

This document should be incorporated into training materials, reviewed annually, and required to be signed by all election workers prior to service.

**SUPERVISOR**

Kevin Spicher

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RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, ADOPTING A CODE OF CONDUCT FOR ELECTION INSPECTORS, CHAIRPERSONS AND ASSISTANTS WORKING ELECTIONS IN OUR JURISDICTION**

**Whereas**, MCL 168.719 provides that the Election Commission of a city, township, or village shall, perform those duties relative to the preparation, printing, and delivery of ballots as are required by law of the boards of county election commissioners;

**Whereas**, Genoa Township has adopted Principles of Governance that set the standards guiding the stewardship of all matters within the jurisdiction;

**Whereas**, the State of Michigan has produced a Poll Worker's Code of Conduct guiding the behavior of poll workers and election inspectors; and

**Whereas**, protecting the integrity of elections, upholding public trust and confidence in Michigan elections, behaving in a manner that favorably reflects values of fairness, accessibility, accountability, effectiveness and responsiveness is of utmost importance in conducting elections.

**The Election Commission (Commission) of the Charter Township of Genoa hereby resolves:**

- 1) The approval of a Code of Conduct for all Election Inspectors, Chairpersons and Assistants as shown in Exhibit A.
- 2) Direct the Clerk and/or their designee to ensure that all persons serving in these roles are provided a copy of the Code.
- 3) Direct that all persons serving in these roles shall sign the Code affirming their understanding and agreement to perform their duties within these standards, to which a signed copy shall reside in the Clerk's office until such time that Records Retention requirements are met.

It was moved by: \_\_\_\_\_, seconded by: \_\_\_\_\_, and \_\_\_\_\_ to adopt Resolution No.

\_\_\_\_\_ **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, ADOPTING A CODE OF CONDUCT FOR ELECTION INSPECTORS, CHAIRPERSONS AND ASSISTANTS WORKING ELECTIONS IN OUR JURISDICTION**

Ayes:

Nays:

Absent:

**Certification:**

This resolution is hereby declared passed and adopted on this \_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
Rick Soucy, Township Clerk

## EXHIBIT A

### Election Code of Conduct

1. I will not use or attempt to use my position to secure unwarranted privileges for others or myself.
2. I will perform all duties in a strictly neutral and nonpartisan manner; avoid any behavior that could be perceived as political bias; refrain from discussing candidates, political parties, ballot issues, or personal political opinions while on duty, and will not wear political clothing, badges, or accessories while performing election duties.
3. Treat all voters, colleagues, and observers with courtesy, dignity, and respect; provide equal assistance to all eligible voters regardless of race, gender, age, disability, language, political preference, or any other characteristic; communicate calmly and respectfully, even in stressful situations; follow the chain of command and cooperate with authorized election officials.
4. Follow all federal, state, and local election laws and administrative rules; carry out assigned duties exactly as trained and instructed; report any uncertainty or procedural questions to a supervisor rather than improvising; ensure all procedures are applied consistently to every voter.
5. I am free to participate in political activities while not serving as a poll worker, but will not use or appear to use my position as a poll worker in connection with such activities.
6. I will not express my personal political opinions to other poll workers, voters, challengers, poll watchers and/or members of the general public while present in the precinct or during the hours of my employment as an election inspector, chairperson, or assistant.
7. I will protect ballots, voting equipment, pollbooks, and all sensitive materials from unauthorized access; maintain accurate, honest, and complete records; never tamper with, alter, or attempt to influence the handling of ballots; handle all election materials with care and return them according to required procedures.
8. I will keep all voter information confidential and secure; refrain from sharing details about voting patterns, ballot selections, or any personal voter data; not disclose internal procedures, issues, or incidents except through official reporting channels.
9. I will provide assistance to voters who request it, following legally authorized procedures; never influence how a voter selects or marks their ballot; respect the independence of voters and encourage private, uncoerced voting.
10. I will respond professionally to conflicts, disruptions, or challenging behavior; avoid escalating confrontations and follow established de-escalation procedures; immediately report safety concerns, interference, or intimidation to the proper authorities.
11. I will refrain from using personal phones or electronic devices in ways that interfere with duties; not photograph, record, or post anything from within the polling place or counting facility unless explicitly authorized.
12. I will arrive on time and remain for the full duration of their assigned shift unless excused; participate in all required training sessions; perform duties with focus, accuracy, and attention to detail.

13. I will promptly report procedural issues, equipment malfunctions, or unusual incidents to election supervisors; report any suspected violations of law or misconduct by voters, observers, or other workers; document incidents according to official guidelines.
14. I shall not represent my personal opinion as that of the local clerk, the jurisdiction where I serve, or any other election official.
15. I will use the resources, property, and funds of the local clerk judiciously and solely in accordance with prescribed procedures.
16. I understand that if I fail to follow this code of conduct or the direction of the clerk of Genoa Township in which I am serving, or if I violate any duties imposed on me by the Michigan Election law, the clerk or their designee has the authority to dismiss me from my employment.

I acknowledge that I have read, understand, and agree to comply with the Election Worker Code of Conduct. I understand that failure to follow these standards may result in reassignment, dismissal, or other corrective action as permitted by law.

---

Date

---

Signature



## MEMORANDUM

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810.227.5225  
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genoa.org

**TO:** Election Commission Members

**FROM:** Rick Soucy, Clerk

**DATE:** March 30, 2026

**RE: Ballot, Preliminary Logic and Accuracy, and Public Logic and Accuracy**

---

Honorable Members,

The purpose of this item is to meet the requirements of various state statutes in regards to the conduct of elections.

Jurisdictions are required to follow local, state and federal Election Laws and regulations.

Michigan law establishes Election Commissions for all jurisdictions throughout the state and has provided direction on the responsibilities and duties of the Election Commission. The Clerk is responsible for having the knowledge and ensuring that all laws and regulations are adhered to and elections conducted in accordance thereof.

On February 10, 2026, we were notified of a May 5, 2026, Special Election for the Brighton Area Schools district Bond proposal.

Additional requirements include review of ballots and testing of equipment to be used in the election being held.

Ballots are created by the County through the submission from the jurisdictions of offices and measures to be placed on them. There are many additional laws regulating the submission of measures before it reaches the stage of being accepted to be placed on a ballot. Once all items for the ballot are submitted and accepted, the County prepares a ballot proof and submits it to the jurisdiction for approval. In order to meet the deadlines required by law and allow the County to start the printing of ballots to meet the deadlines of getting them out to the jurisdictions, Clerk's review and approve ballots. Ballots are submitted to Election Commissions.

All equipment to be utilized in an election must meet several criteria: be certified by the State for allowed equipment; be tested prior to each election; and, to hold a public test prior to each election.

In this packet there is a copy of the sample ballot, which is also posted on our website and available in the Clerk's office for review by any member of the public.

### **SUPERVISOR**

Kevin Spicher

### **CLERK**

Rick Soucy

### **TREASURER**

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Prior to today, staff conducted the preliminary testing of equipment per required procedures. Today we will confirm the documentation from that test and conduct a Public Logic and Accuracy test.

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