

## MEMORANDUM

### **Business Item B**

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of Ordinance 2023-006 Establishing Different Working Hours for Election Officials Assigned to the Same Polling Place.

Please find included in your packet a copy of Ordinance 2023-006. In our Codification process it was unclear if the Town had ever formally adopted this ordinance, despite the Town allowing for split shifts for our Election Inspectors. As part of Staff's due diligence process, we are submitting this to the Board for approval so we can include it in our Codification of Ordinances.

If the Board agrees with the Ordinance as presented, a motion to approve Ordinance 2023-006 would be in order.

### **SUGGESTED MOTION:**

*A motion and **ROLL CALL** to approve Ordinance 2023-006 Establishing Different Working Hours for Election Officials Assigned to the Same Polling Place as presented and direct staff to post & publish as required.*

If you have any questions about this information, please call or e-mail me.

Respectfully Submitted,  
Kelsey