



REPORT TO CLIPP

ITEM NAME:	In-person Absentee Voting
MEETING DATE:	October 6, 2025
PRESENTING COMMITTEE:	
COMMITTEE CONTACT:	Ken Charneski, Patty Tikalsky
STAFF CONTACT:	Jennifer Poyer
PREPARED BY:	Jennifer Poyer, Patty Tikalsky

ISSUE: Each year staff receives complaints regarding the in-person absentee voting process, location and logistics.

OBJECTIVES: Establish directives for in-person absentee voting to help ensure Village electors feel confident in the in-person absentee voting process.

ISSUE BACKGROUND/PREVIOUS ACTIONS:

The municipal clerk sets the hours and dates for in-person absentee voting each election. It can take place no sooner than 14 days before the election and no later than the Sunday before the election.

Our in-person absentee voting is generally offered for nine days (Tuesday to Friday and then Monday through Friday) from 8 a.m. to 4:30 p.m.

It has taken place in the clerk's office, Municipal Center entryway and Community Room.

The ballots require either one clerk's signature or two election officials' signatures. During small elections where a lower turnout was expected, the in-person absentee voting took place in the clerk's office to save money because two election inspectors' wages would not have to be paid. This choice was often met with confusion and disapproval.

If all in-person absentee voting takes place in the Community Room staffed by two election workers, 8.5 hours per day for nine days, the estimated cost per election is \$2,300.

Establishing the Community Room as the preferred or required location can be designated, but the extra cost must be included in the election budget.

Also, once a ballot is voted and sealed, it should be placed in a locked ballot box. At the end of each in-person absentee voting day, the clerk will collect the ballots and store them in a secure location (clerk's office or vault) until Election Day. If the locked ballot box gets too full during the in-person absentee voting day, the clerk can collect the ballots before the day has concluded and remove them to a secure location.

PROPOSAL:

ADVANTAGES:

DISADVANTAGES:

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)

RECOMMENDED ACTION: Establish guidelines to help ensure Village electors feel comfortable and confident in the in-person absentee voting process.

OTHER OPTIONS CONSIDERED:

TIMING REQUIREMENTS/CONSTRAINTS:

FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$

Remaining CFY

Account Number:

Description:

Budgeted Amount:

Spent to Date:

Percentage Used:

Remaining:

ATTACHMENTS (describe briefly): Ballot sample, absentee ballot return envelope with instructions, in-person absentee voting locations