

# Memorandum

---

**To:** Election Commission  
**From:** Cheryl E. Rottmann, City Clerk  
**Date:** 08/19/24  
**Re:** Election Commission Designee

---

The State of Michigan's Bureau of Elections and the Oakland County Election Division recommends that the Election Commission formerly adopt a motion giving the City Clerk the authorization to, on behalf of the Election Commission, conduct all necessary duties pertaining to the election, including preliminary testing of the ballots and appointment of emergency Election Inspectors. I would also like to request that the Deputy Clerk be included in this authorization. As such, I would request that the following motion be made at the Election Commission meeting of October 2, 2024:

Motion by , seconded by , to appoint City Clerk Cheryl Rottmann and Deputy Clerk Phommady Boucher to serve as the Commission's Designees for the November 5, 2024 election to appoint alternate election inspectors in an emergency situation, appoint student inspectors, perform any duties as deemed necessary including conducting early processing and tabulation of absentee ballots by the absentee counting board inspectors and, to conduct the Preliminary Testing in accordance with State law.

Please let me know if you have any questions.