

JAMESTOWN ELECTIONS TRAINING AND ADVISORY AD HOC COMMITTEE MINUTES
THURSDAY, MARCH 7, 2024
10:00 A.M.

I. CALL TO ORDER

Keith Ford, Deputy Town Clerk/Clerk to the Board of Canvassers, called the meeting of the Jamestown Elections Training and Advisory Ad hoc Committee to order at 10:01 A.M. in the Jamestown Town Hall Small Conference Room at 93 Narragansett Avenue.

II. ROLL CALL

A scheduled meeting of the Jamestown Elections Training and Advisory Ad hoc Committee was held on Thursday, March 7, 2024. Committee Members present were as follows: Mr. Kenneth Newman, Ms. Laura Goldstein, Ms. Linda Jamison, Ms. Daphne Meredith, and Ms. Marlene Murphy.

Also in attendance was Keith Ford, Deputy Town Clerk/Clerk to the Board of Canvassers.

III. NEW BUSINESS

A) Review, Discussion, and/or Action and/or Vote: Organizational meeting of new committee and charge.

- 1) Nomination and/or vote for position of Chair.
- 2) Nomination and/or vote for position of Secretary.

Mr. Ford opened the review, discussion, and/or action and/or vote on the organizational meeting of the new committee and charge. The committee charge was review, read out loud to the committee.

Mr. Ford called for any Nomination for the position of Chair with an explanation of what the Chair is tasked with. Mr. Newman nominated Ms. Jamison for chair as her tenure on the Board of Canvassers has shown her attention to detail, history, experience and knowledge of elections. A discussion ensued. Ms. Goldstein made a motion for the nomination of Ms. Jamison as Chair with a second by Mr. Newman. No other discussion. Vote: Mr. Newman, Aye; Ms. Goldstein, Aye; Ms. Linda Jamison, Aye; Ms. Daphne Meredith, Aye; and Ms. Marlene Murphy, Aye. Vote Passed Unanimously.

Mr. Ford called for a Nomination for the position Secretary with an explanation of what the Secretary is tasked with. No nominations on the table for Secretary. Ms. Meredith volunteered for the position. Ms. Goldstein made a motion for Ms. Meredith to be voted on as Secretary with a second by Mr. Newman. Vote: Mr. Newman, Aye; Ms. Goldstein, Aye; Ms. Linda Jamison, Aye; Ms. Daphne Meredith, Aye; and Ms. Marlene Murphy, Aye. Vote Passed Unanimously.

B) Review, Discussion, and/or Action and/or Vote: Open Meetings Act (OMA) and Roberts Rules requirements.

Mr. Ford commented that he has included in the packet is a guideline to OMA and Roberts Rules. OMA requires that the Committee has a quorum, agenda posted, and the secretary takes minutes. Agenda's must be posted with a minimum of 48 business hours. The meetings are open meetings, if someone wants to sit in, they can, they can record as well. Minutes for the meetings must contain votes and how everyone on the Committee voted. Roberts Rules which are the parliamentary procedure to running a meeting this ensures a smooth and gainful

meeting. It also allows for every Committee member gets a chance to be heard and actively participate in the meeting. No Action/Vote taken.

IV. PUBLIC COMMENT


No public comment was given.

V. ADJOURNMENT

Mr. Ford asked if anyone has any comment, question or concern they would like on the next agenda. Ms. Goldstein requested the Voter Education Pamphlet she created to be on the next agenda. Mr. Newman requested the topic of Law Enforcement at the polling places as well as Mail Ballots and the process of receiving and voting one. Future meeting dates were discussed and confirmed.

Ms. Meredith made a motion to adjourn with a second by Mr. Newman. Vote: Mr. Newman, Aye; Ms. Goldstein, Aye; Ms. Linda Jamison, Aye; Ms. Daphne Meredith, Aye; and Ms. Marlene Murphy, Aye. Vote Passed Unanimously. Meeting was adjourned at 10:46 A.M.

Attest:



Keith Ford
Deputy Town Clerk/Clerk to the Board of Canvassers

Cc: Town Council Members (5)
Roberta Fagan, Town Clerk