

**HAMILTON COUNTY ELECTION COMMISSION
MINUTES OF MEETING
Wednesday, February 11, 2015**

Call to Order:

Upon notice duly given, Chairman Walden called to order a meeting of the Hamilton County Election Commission at 8 a.m. on February 11, 2015 at the office of the Hamilton County Election Commission, 700 River Terminal Road, Chattanooga, Tennessee.

Invocation: **Commissioner Braly**

Pledge of Allegiance: **Commissioner Scott**

Present at Meeting:

Commissioners Walden, Braly, Clem, and Scott were present at the meeting, as well as staff of the Election Commission, and members of the media and public.

Approval of Minutes:

Commissioner Braly made a motion to approve the minutes.

Commissioner Clem seconded the motion.

All were in favor.

New Business:

FY16 Proposed Budget

Administrator Steelman said the County Mayor reminded all departments of our responsibility to show fiscal restraint. He requested we make every effort to hold budgets for FY16 to no more than last year's budget. Considering there is only one election in the FY16 (the Presidential Preference Primary on March 1, 2016), he discussed adjustments in expenses related to election day officials. Overall the proposed budget is 4.3% below the FY2015 adopted budget.

Primary Request Letter for Party Executive Committees

Administrator Steelman said the executive committees of each party must submit a request to conduct a primary 180 days before the qualifying deadline for said primary. The statute changed in 2014; previously it was 90 days before the qualifying deadline. Following the Democratic Party's reorganization meeting on March 28, he will send the letters to both parties on the same day. No action was required by the commission

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Old Business:

Ballot Printing: Solicitation for Participation in RFP

Administrator Steelman reported that he is working with Gail Roppo in the County Purchasing Department to solicit printers for participation in a Request for Proposal. He has mailed letters to all printers currently certified by Dominion. The vendors have until February 27 to respond. After that, he will forward a list to Dominion of those who responded and Dominion will work with the printers to see if they will be able to meet the benchmarks to be certified in Tennessee. There are a total of 13 vendors.

Check New Voter Registrations

Administrator Steelman said Chairman Walden has already checked registrations and asked if Commissioner Scott would serve as the Democrat to do so after the meeting.

Other Business:

There was no other business.

Legal Matters:

There were no legal matters to discuss.

Adjournment:

Commissioner Clem made a motion to adjourn.

Commissioner Scott seconded the motion.

All were in favor.

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APPROVED:

Jerry Summers

Secretary

Michael S. Walden

Chairman

Ruth Braly

Commissioner

Chris Clem

Commissioner

Kelvin Scott

Commissioner