

# City Clerk's Office

Pam Smith  
City Clerk



# ROLES AND RESPONSIBILITIES

- **BOARDS AND COMMISSION SUPPORT.** Support to over 20 boards and commissions making sure that agendas and minutes are prepared and posted according to the Open Meetings Act and that meetings are held accordingly.
- **VITAL RECORDS.** Receiving, maintaining and issuing birth and death records for those births and deaths occurring in the city.
- **PERMITS, REGISTRATIONS AND LICENSING.** Various permits, registrations or licenses are issued by the Clerk's Office for liquor licenses, solicitors and peddlers, special events and seasonal or temporary outdoor sales, auctions, ice cream trucks, smoking lounges, mini-golf, go-karts and arcades, pawn shops, massage businesses and home day care operations.

# ROLES AND RESPONSIBILITIES CONT'D

- **FOIA (Freedom of Information Act).** Public records requests are received daily by the Clerk's Office and the City Clerk serves as the FOIA Coordinator for the City. FOIA Coordinators have been appointed separately for the Police and Fire Departments so they each have their own FOIA Coordinator for their records.
- **VOTER REGISTRATION.** Maintaining voter registration records utilizing the state-wide voter registration system known as the Qualified Voter File or QVF. The city has over 65,000 registered voters.
- **ADMINISTERING ELECTIONS.** Ordering election supplies and ballots, issuing and receiving absentee ballots, overseeing 27 polling locations, scheduling and training of 200+ election workers, testing and education on election equipment and offices and proposals on the ballot, community outreach such as voter registration drives, distribution of election material, updates on new laws and processes and participation in the canvass and post-election audits as required.

# 2023 ELECTION HIGHLIGHTS

- **PRE-PAID POSTAGE**
  - Applications and Ballots
- **PERMANENT BALLOT LIST**
  - How to sign up
  - Voter's responsibility to provide address for each election
- **QUALIFYING TYPES OF PHOTO ID**
  - Expanded to include photo ID issued by local government
- **MILITARY/OVERSEAS VOTERS**
  - Ballots for military and overseas voters will be considered timely if they are postmarked by election day and received by the clerk's office within six (6) days of the election
- **EARLY VOTING**
  - Early voting vs absentee voting
  - Location, dates and times

# **EARLY VOTING VS ABSENT VOTER BALLOT**

## **· EARLY VOTING**

- Eligible voters can go to one of the early voting sites available to their jurisdiction during the hours open; obtain and vote their ballot and put the ballot through the tabulator just as they would on Election Day
- Voters must still complete an application to vote and show Photo ID or sign the affidavit as not in possession of Photo ID in order to receive a ballot
- Results from ballots voted during the early voting period are not released until after 8pm on Election Day

## **· ABSENTEE VOTING**

- Voters must complete an application for an absent voter ballot to request the ballot to be mailed or can complete the application and retrieve their ballot in person at the City Clerk's Office.
- The Clerk's Office may pre-process absent voter ballots the Sunday and/or Monday prior to Election Day
- Absent voter ballots are not tabulated until Election Day

# EARLY VOTING LOCATIONS AND HOURS

- **EARLY VOTING MUST BE OFFERED FOR 9 DAYS PRIOR TO STATE AND FEDERAL ELECTIONS**
  - Begins the second Saturday before the election and ends the Sunday before the election, for at least eight (8) hours a day
  - Municipalities may offer early voting at local and special elections
  - Options for multi-jurisdictional agreements to offer early voting
- **FARMINGTON AND FARMINGTON HILLS VOTERS WILL BE ABLE TO EARLY VOTE ON NOVEMBER 7, 2023 THROUGH AN AGREEMENT WITH OAKLAND COUNTY**
  - Two Early Voting Site Locations:
    - **Farmington/Farmington Hills voters may vote at:** Costick Activities Center, 28600 W. 11 Mile Road, Farmington Hills; **All Oakland County Voters may vote at:** Waterford Oaks Activities Center, 2800 Watkins Lake Road, Waterford



# IMPORTANT DEADLINES

- **Thursday, September 28<sup>th</sup>** – Absent voter ballots available in-person at the Clerk’s Office. First mailing of absent voter ballots to voters who have already submitted an absent voter ballot application to the Clerk’s Office.
- **Monday, October 23<sup>rd</sup>** - Last day to register to vote in any matter other than in-person at your local Clerk’s Office.
- **Tuesday, October 24<sup>th</sup> through Tuesday, November 7<sup>th</sup> until 8:00pm** - A person may register to vote in-person at their local Clerk’s Office with proof of residency (MI DL or State ID, utility bill, bank statement, paycheck, government check or other government document – documents must be current year and include applicant’s name and current address)

# IMPORTANT DEADLINES CONT'D

- **Friday, November 3<sup>rd</sup> 5:00pm** - Deadline for voters to request an absent voter ballot to be mailed via first class mail. Deadline to request a ballot to be spoiled and receive a new one – see chart on next page regarding options for spoiling an absent voter ballot.
- **Monday, November 6<sup>th</sup> 4:00pm** - Deadline for registered voters to request an absent voter ballot in-person at the Clerk's Office. Ballots must be voted in-person at the Clerk's Office.
- **Tuesday, November 7<sup>th</sup> until 8:00pm** - A person registering to vote in-person at the Clerk's Office may obtain and vote an absent voter ballot with proof of residency or vote in-person at their proper precinct.



# RESOURCES

- SECRETARY OF STATE'S OFFICE
  - [www.Michigan.gov/vote](http://www.Michigan.gov/vote)



- OAKLAND COUNTY ELECTIONS
  - [www.oakgov.com/elections](http://www.oakgov.com/elections)



- CITY OF FARMINGTON HILLS WEBSITE
  - [www.fhgov.com](http://www.fhgov.com)
  - Sign up for city E-news





## Contacts

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