

## NORMAN ELECTION COMMISSION MINUTES

January 6, 2014

The Norman Election Commission of the City of Norman, Cleveland County, Oklahoma, met in the Municipal Building Conference Room at 201 West Gray on the 6th day of January, 2014, at 3:00 p.m. Notice and agenda of the meeting were posted at the Municipal Building 48 hours prior to the beginning of the meeting.

**MEMBERS PRESENT:**

Robin Allen  
Richard Hilbert  
Elizabeth Windes  
Ty Hardiman, Chairman

**MEMBERS ABSENT:**

Nina Flannery

**OTHERS PRESENT:**

Brenda Hall, City Clerk

**Item 2. Approval of minutes from the May 29, 2013, meeting.** Member Hilbert moved that the minutes from the May 29, 2013, meeting be approved, which motion was duly seconded by Member Windes; and the question being upon approving the minutes from the May 29, 2013, meeting, a vote was taken with the following result:

**YEAS:**

Members Allen, Hilbert, Windes, and Chairman Hardiman

**NAYES:**

None

Chairman Hardiman declared the motion carried and the minutes from the May 29, 2013, meeting were approved.

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**Item 3. Election of Chair and Vice-Chair.**

Ty Hardiman was elected as Chair and Richard Hilbert was elected as Vice-Chair by acclamation.

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**Item 4. Consideration and discussion of candidate packet materials and possible modifications, if needed.**

Members reviewed the Candidate Orientation Manual materials to be provided to candidates prior to the orientation session.

Chairman Hardiman said a candidate packet will be distributed to each candidate or affected party such as a citizen's committee or candidate representative. He highlighted the various sections of the packet and said it is the same material that was included in last year's manual with updated report filing dates. He discussed each section of the packet and the Committee made minor changes to portions of the information provided.

Report Due Dates and Instructions for Completing Campaign Reports – Language used on the Report Due Dates handout regarding “Who Must File” will be mirrored in the same format on the Instructions for Completing Reports handout. The broader language is more descriptive.

Report Due Dates – Correction to final C-1 report due date – should read May 8<sup>th</sup> not May 2<sup>nd</sup>.

Frequently Asked Questions – Ms. Hall will add the question and answer whether candidates may receive contributions from Political Action Committees (PACs).

Items submitted for the record

1. Norman Election Commission 2014 Campaign Manual including Commission Member List; Norman Election Commission Agenda; Norman Election Commission Minutes; Requirements for Filing; Report Due Dates; Instructions for Completing Reports; Frequently Asked Questions; Political Sign Regulations; City Campaign Report Forms; State Campaign Reporting Requirements; State Frequently Asked Questions; and State Campaign Report Forms

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**Item 5. Discussion of the process for the Candidate Orientation Session and the subsequent scheduling of the session.**

Chairman Hardiman said the next meeting will be the Orientation Session for candidates. City Clerk Hall said the meeting is tentatively scheduled for Wednesday, January 22, 2014, from 6:00 p.m. to 8:00 p.m. and asked if that date was suitable for the Commission. The Commission confirmed the date, time and format for the orientation session.

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**Item 6. Miscellaneous Discussion.**

Dr. Hilbert said with the Commission's approval, he would contact The Norman Transcript regarding the annual public service announcement to educate the public of the duties of the NEC and the obligations of those who choose to participate in the campaign process.

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**Item 7. Adjournment.**

Chairman Hardiman declared the meeting be adjourned at 4:00 p.m.