



**Town of Amherst  
Board of Registrars  
Monday, September 27, 2021  
11:00 a.m.  
Virtual Meeting Minutes - DRAFT**

**1. Call to Order**

Members Participating Remotely: Town Clerk, Susan Audette, Jacqueline Gardner, Jaime Wagner and Demetria Shabazz

Members Absent: None

Others Participating Remotely: None

After confirming all participants could hear and be heard, Town Clerk, Susan Audette declared the presence of a quorum, called the meeting to order at 2:33 p.m.

Note: Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, this meeting of the Board of Registrars was conducted via remote participation.

**2. Discussion of any regulations or rules of procedure that the Board may want to establish.**

Jacqueline Gardner wanted to bring to the attention of all members sections 3.2 and 4.3 of the Appointed Committee handbook as a reminder of policy for committees. She also referenced the Open Meeting Law guide on keeping minutes, and Roberts Rules of Order.

Demetria Shabazz stated that she felt using Roberts Rules of Order was acceptable to reference, but that since we were meeting virtually, we must make sure to have all votes be by roll call.

Jacqueline Gardner reminded all members that the Town Clerk is a full member of the Board of Registrars and has all rights as other members.

Susan Audette announced that all members were now in compliance with both the Open Meeting Law and Conflict of Interest regulations. She also mentioned that she would reach out to State Elections Legal Counsel, Michelle Tassinari, for any documentation or training on the role of the Board of Registrars.

### **3. Signature stamp authorization at time of swearing in to office**

Susan Audette mentioned that at the time of being sworn into office by the Town Clerk, a form is signed by the Registrar which states that permission is given to the Town Clerk staff to obtain and use a facsimile stamp in the certification of signatures on petition and nomination papers.

Demetria Shabazz wanted to share M.G.L. Chapter 53. She mentioned that she had many questions for the Secretary of State's office to help clarify parts of this chapter. She didn't want the Board of Registrars to be just a rubber stamp, and wanted more involvement on certain petitions, and training on the State's Voter Registration Information System. The decision on which petitions will be tabled for a later meeting until her questions have been answered by the State. She wants to instill public confidence in the offices of the Board of Registrars and Town Clerk by having a clearer idea of the role of the Board and its duties under law.

Jacqueline Gardner referenced 950 CMR 55.03 in answer to one of Demetria Shabazz's questions.

### **4. Election of a Chair**

Demetria Shabazz believes that we do need a Chair, and proposed half year terms instead of full year terms if that worked better for members. She feels that the Town asks a lot of its committee members, and felt that a half year may be more workable.

Motion: Demetria Shabazz nominated herself as Chair. There was no 2<sup>nd</sup>. Motion failed.

Jaime Wagner felt that a lot of the information comes from Town Hall, and that the Town Clerk would have resources and be the logical choice. Both Jaime Wagner and Jacqueline Gardner nominated Susan Audette as Chair.

Demetria Shabazz felt that the Town Clerk should be separate from the Board of Registrars and not serve as Chair. Susan Audette concurred.

Jaime Wagner stated that serving as Chair would be too much to take on at this point in her life.

Jacqueline Wagner proposed a Vice-Chair to serve when the Chair was not able to, and who can split the workload.

Motion: Demetria Shabazz nominated herself as Chair for a full year. Jaime Wagner 2<sup>nd</sup>. All were in favor, motion passed unanimously.

Motion: Demetria Shabazz nominated Jacqueline Gardner as Vice-Chair for a full year. Jaime Wagner 2<sup>nd</sup>. All were in favor, motion passed unanimously.

### **5. Other topics not reasonably anticipated 48 hours before the meeting.**

Demetria Shabazz will send her list of questions to all Board members.

Discussed having more voter education outreach so that the public sees us as transparent. Demetria Shabazz will reach out to the student government at the University of Massachusetts to get permission to do a voter drive in the student union building.

Minutes approved by Board of Registrars on \_\_\_\_\_.

## **6. Adjourn**

A motion was made to adjourn by Jacqueline Gardner, 2nded by Jaime Wagner at 3:43 pm. All voted in favor, motion passed unanimously.

Respectfully submitted,

**Susan Audette**  
**Town Clerk**