



# Municipal Officer Election School

**September 26-27, 2019**  
*Ramada Plaza by Wyndham  
Albuquerque*

# 2019 MUNICIPAL OFFICER ELECTION SCHOOL

## September 26-27, 2019

### Ramada Plaza by Wyndham ~ Albuquerque

## For Municipal Officer Elections - March 2020

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*-Preliminary Program-*

#### THURSDAY, SEPTEMBER 26

11:00 am – 5:00 pm

**REGISTRATION**

1:00 – 1:05 pm

**WELCOME**

***Presiding:***

Jan Fletcher, CMC, President  
NM Municipal Clerks & Finance Officers Association  
Clerk – City of Hobbs

1:05 – 1:15

**ELECTION SCHOOL INTRODUCTION**

- The importance of working with the Secretary of State's Office and your County Clerk. What tools are available to assist the Municipal Clerk?
- Get familiar with Local Election Act Changes
- Who are the players in Municipal Elections and what are their roles?
- What is the Clerk's role and responsibilities?

***Moderator & Panelist:***

Renee Cantin, CMC, Clerk-Treasurer – City of T or C

***Panelist:***

Gayle Jones, MMC, Clerk/Administrator  
Village of Bosque Farms

1:15 – 3:15 pm

**NEW MEXICO SECRETARY OF STATE'S OFFICE  
BUREAU OF ELECTIONS OVERVIEW & Q & A**

***Speaker:***

Mandy Vigil, Elections Director  
New Mexico Secretary of State's Office

## **THURSDAY, SEPTEMBER 26** - *continued*

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3:15 – 3:30 pm

### **BREAK**

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3:30 – 4:00 pm

### **PRE-ELECTION DUTIES, PART 1: Preparing for and Calling the Election**

- Preparing the election calendar and forms and getting organized
- Preparing, adopting and publishing the election resolution
- Ordering voting machines/tabulators ~ Ballot on Demand

#### ***Speakers:***

Renee Cantin, CMC, Clerk-Treasurer  
City of Truth or Consequences

Georgiana Rael, CMC, Administrator/Clerk  
Town of Red River

4:00 – 4:30 pm

### **PRE-ELECTION DUTIES, PART 2: The Candidates**

- Informing the candidates
- Candidate filing and certification
- Preparing and ordering the ballots and other supplies
- Publishing names of candidates, polling places, precinct boards, and election training

#### ***Speakers:***

Ann Mackie, MMC, Clerk  
Town of Silver City

Rebecca Martinez, CMC, Clerk  
City of Rio Rancho

4:30 pm – 5:15 pm

### **ABSENTEE AND EARLY VOTING: Voting Before Election Day**

- A detailed look at Absentee and Early Voting processes
- The Municipal Clerk and Election Board roles
- Uniform Military & Overseas Voters Act (UMOVA)
- Voter Registration & how to handle it
- Opening the polling place on the last Saturday before Election Day.

#### ***Speakers:***

Ida Fierro, CMC, Clerk/Administrator  
Town of Bernalillo

Irma Devine, MMC, Clerk  
Village of Ruidoso

## **THURSDAY, SEPTEMBER 26** - *continued*

5:15 – 5:30 pm

### **ELECTION BOARD WORKERS**

- Recruiting Election Board Workers
- Appointing the boards and translators
- Election Board qualifications
- Consider volunteering to be a Regular Local Election (RLE) Election Board Worker

***Speakers:***

Jan Fletcher, CMC, Clerk  
City of Hobbs

Mollie Maldonado, CMC, Deputy Clerk  
City of Hobbs

5:30 – 7:00 pm

**RECEPTION** – An opportunity for informal discussions.

***-EVENING FREE-***

## **FRIDAY, SEPTEMBER 27**

8:00 – 9:30 am

### **ELECTION DAY: Voting at the Polls**

- The Clerk's role
- The Election Board's role
- Ballot on Demand
- The Voting Process: certificate voting; challenged votes
- The Results: closing the polls and counting the votes
- Provisional Voting

***Speakers:***

Georgiana Rael, CMC, Clerk/Administrator  
Town of Red River

Jan Fletcher, CMC, Clerk  
City of Hobbs

Lisa Johnston, MMC, Retired Assistant Clerk  
City of Artesia

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9:30 – 9:45 am

**BREAK**

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9:45 – 10:45 pm

### **POST-ELECTION DUTIES**

- Canvassing process – County Commission
- Swearing in the new officials by City Clerk
- Organizational Meeting - §3-1 but not 3-8
- Recounts and rechecks – 1% difference automatic recount

***Speakers:***

Renee Cantin, CMC, Clerk-Treasurer  
City of Truth or Consequences

**FRIDAY, SEPTEMBER 27** - *continued*

10:45 – 12:30 pm

**ELECTION SCHOOL WRAP UP & Follow-up Questions**

***Panel:***

Lisa Johnston, MMC, Retired Assistant Clerk  
City of Artesia

Gayle Jones, MMC, Clerk/Administrator  
Village of Bosque Farms

Renee Cantin, CMC, Clerk-Treasurer  
City of Truth or Consequences

Randy Van Vleck, General Counsel  
New Mexico Municipal League

12:30 pm

**- ELECTION SCHOOL ADJOURNS -**



**IMPORTANT:** Materials will now be provided ONLY in electronic format. Prior to the Election School, they will be posted to the NMML website. Feel free to print them and bring a hard copy or bring your electronic device to access them while at the Election School.

