**RESOLUTION NO. [XXXX]**

**A RESOLUTION TO REAFFIRM THE CITY’S READINESS AND INTENTION TO ASSUME OVERSIGHT AND CONTROL OF ABSENTEE BALLOT PROCESSING AND COUNTING**

WHEREAS, the integrity of elections is paramount to preserving public trust and ensuring the democratic process; and

WHEREAS, Minnesota Statutes permit a full-time city clerk to administer absentee ballot processing and counting for municipal elections and other elections as designated by the county auditor; and

WHEREAS, the City of [City Name] recognizes the critical importance of secure, accurate, and transparent handling of absentee ballots to ensure every eligible vote is counted; and

WHEREAS, the City of [City Name] has invested in training, technology, and infrastructure to ensure compliance with all state and federal election laws and standards, including those mandated by the Minnesota Secretary of State; and

WHEREAS, local administration of absentee ballots can provide enhanced responsiveness to voters, ensure better oversight, and strengthen public confidence in election outcomes; and

WHEREAS, [specific city examples, if applicable, e.g., "the City Clerk’s Office successfully managed absentee voting in past municipal elections with exemplary results"];

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF [CITY NAME]:

**Section 1. Declaration of Intent**

The City of [City Name] declares its readiness and intent to administer absentee ballot processing and counting for elections, including those held concurrently with statewide elections, upon authorization by the County Auditor.

**Section 2. Compliance with Legal and Technical Requirements**

The City Clerk’s Office affirms its compliance with all applicable legal requirements, including but not limited to:

* Secure access to and use of the statewide voter registration system.
* Training of election officials and staff as mandated by the Minnesota Secretary of State.
* Implementation of robust security protocols for absentee ballot storage, handling, and tabulation.
* Maintenance of accurate records for audit and public transparency purposes.

**Section 3. Collaboration with County Auditor**

The City of [City Name] commits to collaborating with the [County Name] County Auditor to ensure a smooth transition of absentee ballot processing duties and adherence to all statutory deadlines and standards.

**Section 4. Public Confidence and Transparency**

The City Council directs the City Clerk’s Office to implement practices that enhance public confidence, including:

* Providing timely voter education on absentee ballot procedures.
* Offering public observation opportunities during absentee ballot processing and counting.
* Ensuring robust communication with the County Auditor, the Secretary of State, and the public regarding absentee voting procedures and safeguards.

**Section 5. Submission of Notice to County Auditor**

Upon adoption of this resolution, the City Clerk’s Office is authorized to notify the [County Name] County Auditor of the City’s intent to assume absentee ballot duties, as permitted under Minnesota Statutes [specific statute references, e.g., Section 203B.05].

**Section 6. Effective Date**

This resolution shall take effect immediately upon its adoption.

Adopted by the City Council of the City of [City Name] on this [date] day of [month], [year].

Signed:

Mayor

City Clerk

**Certification:**  
I hereby certify that the foregoing resolution was duly adopted by the City Council of the City of [City Name] at a regular meeting held on [date], and that a quorum was present.

City Clerk