



To: Town Council  
From: Debra M. Lane, Town Clerk  
Re: Appointment of Election Clerks and Warden  
Date: April 1, 2018

### **Background**

The municipal officers of each municipality shall appoint election clerks no later than May 1<sup>st</sup> of the even-numbered years to serve at each voting place during the time the polls are open and as counters after the polls close.

Election clerks perform duties at the warden's request including checking off voters at the incoming list, overseeing the ballot box, counting ballots, assisting the warden in monitoring petitioners and campaign activities.

### **Term of Office**

An election clerk holds office for 2 years from the date of appointment and until a successor is appointed and qualified.

### **Warden**

In a town, with the approval of the municipal officers, the clerk of the municipality shall appoint a warden and may appoint one or more deputy wardens to assist in the duties on election day.

The warden remains at the polling place while the polls are open and during the counting of the ballots, unless a deputy warden is there to assume the duties. The warden maintains order, enforces election laws, supervises election officials, determines the location where the collection of signatures may take place and performs other duties for presiding at the polls.

Recently the town's long-time election warden Sherri Gower passed away unexpectedly. Sherri took the position of warden seriously and enjoyed working elections. Sherri's smiling face and good humor will be missed. Condolences to Sherri's husband, sons and extended family.

After careful consideration, I feel Carol Anne Jordan would be an excellent warden. Carol Anne is a long-time election clerk and has served the community very well. Carol Anne understands the importance and responsibility of the warden. Carol Anne is willing to accept the position pending council approval.

### **Recommended Motion**

**The Cape Elizabeth Town Council approves the recommendation of the Town Clerk for Carol Anne Jordan as Warden and Victoria Gilman, Meagan Winker and Debra Lane to serve as Deputy Wardens and until successors are sworn.**

**The Cape Elizabeth Town Council approves the following list of residents who may be considered to serve as election clerks for the Town of Cape Elizabeth for a period of 2 years and until successors are sworn.**

### **Democrat**

Priscilla Armstrong  
Lillian Bates  
Edna Chace  
Janice Chapman  
Margaret Davenport  
Sheila Heatley  
Roy Herrmann  
Karen Kerrigan  
James Rowe  
Antionetta Sweeney  
Meagan Winker

### **Republican**

Scott Berry  
Beverly Brooking  
Kathy Cotter  
Marguerite Hallowell  
Debra Harney  
Kathy Maxwell  
James Walsh  
Kathy Walsh  
Linda Winker

### **Unenrolled Voters**

Kris Murray  
Teresa Olsen  
James Rowe  
Patrick Winker

Please feel free to contact me if you have any further questions.

Thank you for your consideration.