
Memorandum of Understanding

Between

Luzerne County

and

Luzerne County Board of Elections
and Registration

This Memorandum of Understanding (MOU) sets forth the terms and understanding between Luzerne County and the Luzerne County Board of Elections and Registration for Best Practices between Luzerne County and the Luzerne County Board of Elections and Registration.

Background

The Election Board recently brought issues to the Office of Law regarding Bureau and Board cooperation in matters where the Board is seeking to have more input. The following is the Memorandum of Understanding which includes the best practices for cooperation between the Luzerne County Bureau of Elections and Administration and the Board of Elections and Registration within the existing Luzerne County Home Rule Charter and Administrative Code.

Purpose

This MOU will establish best practices between the Luzerne County Administration and the Luzerne County Board of Elections and Registration operating within the existing Luzerne County Home Rule Charter and Administrative Code.

The above goals will be accomplished by following the procedures outlined below:

Budget review:

In accordance with the Luzerne County Charter and Administrative Code, the responsibility for determining and presenting the yearly Election Bureau budget falls to the Director of Elections. The Election Board does not have a budget. This process generally takes place at the end of November every year.

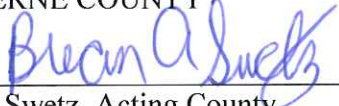
As a best practice, the Bureau will provide a copy of the budget to the Board for their review and input in a reasonable amount of time before the budget has to be presented to County Council. The Board will have the opportunity to review the budget and make suggestions to the Bureau Director. The Bureau will review and take into consideration the suggestions of the Board. The Bureau will provide feedback to the Board on the feasibility of the suggestions.

Election equipment purchases:

The Election Bureau often purchases equipment for use in elections. Some election equipment purchases are over \$25,000 which must be presented to Luzerne County Council. The purchases under \$25,000.00 fall under the purview of the Bureau. The Election Board wants to have the opportunity to review the purchases of the Election Bureau for election equipment used for the voters of Luzerne County in the elections and provide feedback to the Bureau.

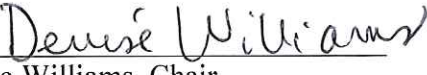
As a best practice, the Bureau will update the Board on the voter equipment purchases it intends to purchase or present to County Council for vote on purchase. The Board could choose to discuss at a public meeting and vote on whether to support or decline the purchase by the Bureau. The Bureau will take the Board's recommendation into consideration when it presents the resolution for purchase to County Council.

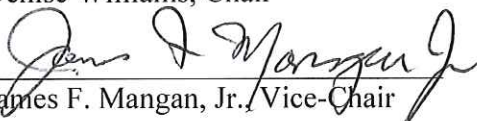
LUZERNE COUNTY

By: 
Brian Swetz, Acting County
Manager

By: 
Jennifer Pecora, Administrative Services
Division Head

LUZERNE COUNTY BOARD OF
ELECTIONS AND REGISTRATION

By: 
Denise Williams, Chair


James F. Mangan, Jr., Vice-Chair