

# MARBLEHEAD TOWN CLERK'S OFFICE

## VOTER INFORMATION GUIDE

The Marblehead Town Clerk's Office serves every resident through elections administration, vital records, town meeting support, licensing, and official certifications. The office currently operates with 3 employees. A No Override budget cut would eliminate 1 Special Clerk, reducing staff to 2 and impacting all services below.

### TOWN CLERK DIVISIONS AND CORE RESPONSIBILITIES

#### ■ Community Census

Conducts an annual community-wide census mailed to every household on January 1st. Census numbers help the State determine local aid. Failure to respond may result in removal from active voting lists.

#### ■ Keeper of the Town Seal

Attests by signature and seal to bonds, contracts, bylaws, resolutions, vital records, and any other documents requiring town certification.

#### ■ Chief Election Official/Elections

Supervises all voter activity, oversees polling places, election officers, and all elections. Directs ballot preparation, campaign finance laws, certifies nomination papers & petitions; serves on the Board of Registrars, early voting, vote by mail ballots, verifying and certifying state nomination papers and petitions, and adhering to all state mandated dates and times.

#### ■ Attorney General Submissions

After Town Meeting, submits all zoning and general bylaw changes to the Massachusetts Attorney General's Office for approval.

#### ■ Open Meetings and Oaths/Ethics Compliance

Posts notices of all open meetings and administers the oath of office to elected officers and appointed committee members, oversees state mandated compliance of all employees, board, and committee members with annual conflict of interest and state ethics law documentation requirements.

#### ■ Vital Records

Records and maintains all birth, death, and marriage records for the Town of Marblehead.

#### ■ Planning and Zoning Records

Records all Planning Board and Zoning Board of Appeals decisions for the Town.

### WHAT'S AT STAKE FOR MARBLEHEAD

#### INVEST PLAN

##### **Tier 2: Restore Special Clerk**

Restores the eliminated Special Clerk position, returning the office to full 3-employee staffing.

##### **Full Election Administration**

All three staff members available for ballot preparation, voter registration, and election day operations.

##### **Timely Vital Records Processing**

Births, deaths, and marriages recorded and certified without delay or backlog.

##### **Efficient Town Meeting Support**

Adequate staffing to prepare voting lists, record attendance, and count votes accurately.

##### **Ethics and Compliance Oversight**

All employees and board members receive required annual conflict of interest documentation on schedule.

##### **Dog Licensing and Public Services**

Licensing services, open meeting notices, and oath administrations handled promptly without reduced hours.

#### NO OVERRIDE

##### **Staffing Cut: Special Clerk Eliminated**

Office reduced from 3 employees to 2, placing the full workload on remaining staff with no relief.

##### **In Person, Early Voting and Vote by Mail at Risk**

Required by law, these programs require a 3rd staff member to implement properly. Without the Special Clerk, the office cannot fulfill these state mandated obligations.

##### **Election Administration Strained**

Reduced capacity to manage voter registration, polling places, ballots, and election day operations.

##### **Vital Records Backlogs**

Birth, death, and marriage records face processing delays with only 2 staff handling all responsibilities.

##### **Town Meeting Preparation at Risk**

Fewer staff to prepare voting lists, record votes, and manage, Town Meeting documentation requirements.

##### **Reduced Public Service Hours**

Dog licensing, open meeting postings, and oath administrations may face reduced availability or longer wait times.