

# VMB Staffing – Executive Officer

## **Staff Report**

At the first meeting of the Voting Modernization Board (VMB) held on June 6, 2002, the Board approved its operating structure, policies and procedures, and a Memorandum of Understanding (MOU) with the Secretary of State (SOS) for administrative support services. The MOU provides for the Secretary of State to designate a staff member to serve as Executive Officer to the Board to assist the VMB in carrying out its duties.

At the December 17, 2002, meeting of the VMB, the Board appointed former Chief of Elections John Mott-Smith as the Executive Officer to the Board. As the Executive Officer, Mr. Mott-Smith acted as the SOS policy advisor to the Board and was responsible for executing any and all documentation on behalf of the Board necessary to accomplish the loan application process, bond programs, and the processing of payment requests from the counties.

On July 5, 2007, Mr. Mott-Smith retired from the Secretary of State's Election Division. Mr. Mott-Smith's retirement necessitates the appointment of a new Executive Office to fulfill the above listed duties.