

Comstock is a Charter Township, which consists of seven elected positions: one Supervisor, one Clerk, one Treasurer, and four Trustees, all whom must live in the Township to qualify to hold office. Each office is a four-year term beginning on November 20 at 12:00 noon and each official must take an oath of office prior to serving. Each elected position holds equal voting authority to the others. Each board member is required to vote on all items, unless there is a conflict of interest or a legal reason for abstaining.

Clerk

- Custodian of all records
- Administer and retain all oath of office certificates for all positions
- Must be on Township bank account with the Treasurer to make payments
- Process, record, and report bill payments*
- Utilize the Uniform Chart of Accounts*
- Payroll processing*
- Present Industrial Facilities Tax Exemptions to the board and prepare and send approved applications to the State of Michigan*
- Accept and approve/deny Peddlers Permit applications
- Present parade permit applications to the Board and work with Road Commission/MDOT for corresponding road closures
- Must appoint a deputy to act as Clerk in the event of absence, sickness, death or disability
 - The Deputy may not vote as a member of the board when acting as the Clerk
- Estimate department(s) expenditures as part of the budget process
- Maintain and manage ordinance records
- Sign and maintain all Board Resolutions
- Prepare board meeting agendas and meeting minutes
- Meet all Open Meetings Act requirements for board meeting postings
- Election Administration
 - Administer all elections held in the Township
 - Must become certified to administer elections through the Bureau of Elections
 - Receive, process and maintain voter registrations
 - Must be a member, and serve as chair, of the Election Commission
 - Plan and publish appropriate notices for the Election Commission
 - Maintain minutes for the Election Commission meetings

- Appoint election inspectors 21-40 days before each election
- Conduct election training for election workers
- Establish precinct boundaries and determine the size of precincts
- Assess voting equipment needs
- Proof ballots prepared by the County Clerk
- Order and prepare all election supplies
- Test Township voting machines in both the preliminary testing and public accuracy testing
- Appoint three or more election inspectors per precinct and designate a chair for each precinct
- Establish absent counting boards
- Submit verified account of actual election costs when able to be reimbursed for these costs
- Attend and complete continuing education as required
- Electronically transmit or mail appropriate absentee ballots to each uniformed service voter or overseas voter who applied for a ballot
- Must hold weekend office hours before each election
- Administer and supervise nine days of early voting, being available for voter registrations and questions all nine days before state and federal elections, including weekends and evenings
- Complete additional election requirements per the Bureau of Elections and statutes
- Cemetery Management
 - Manage and maintain cemetery records
 - Work with families and community cemetery plots
 - Work with funeral homes, families and contractors to arrange burials
 - Work with monument companies and contractors to arrange the pouring of foundations for monuments
 - Manage the maintenance of the cemeteries, including mowing, water, veterans flags and improvements