



FORSYTH COUNTY BOARD OF ELECTIONS

Agenda

January 16, 2020 - 5:00 p.m.

1. Meeting Called to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Public Comments
5. Presentation of Voter Registration Guide and 2020 Primary Pocket Guide
6. Approval of Minutes
7. Approval of 2020 Board Meeting Schedule
8. Approval of Resolution for 2020 Absentee Ballot Meeting Schedule
9. Approval of the March 3, 2020 Primary Election Notice
10. Approval of Pre-Processing of Absentee Ballots Guidelines
11. Approval of Absentee Problems and Solutions Guidelines
12. Approval of Remedies for Disapproved Absentee Ballots
13. Approval of Contacting Unaffiliated Voters that Did Not Indicate Ballot Selection
14. Approval of Re-Making Ballot Process
15. Approval of Resolution to Count Absentee Ballots at 2pm on Election Day
16. Approval of Electioneering Plan at Government Center One-Stop Site
17. Approval of Contingency Plan for Curbside Voting at Government Center One-Stop Site
18. Approval of Polling Places
19. Other Business
20. Closed Session (if necessary)
21. Adjournment

FORSYTH COUNTY BOARD OF ELECTIONS

Meeting Minutes

January 16, 2020 – 5:00 p.m.

Meeting Called to Order

A meeting of the Forsyth County Board of Elections was called to order in the second floor Board Meeting room on January 16, 2020 at 5:01 p.m. Chairperson Campbell presiding.

Board Members in attendance: Chairperson Susan Campbell, Secretary Robert Durrah, Member Stuart Russell, Member John Loughridge, and Member Catherine Jourdan

Staff Members in attendance: Director Tsujii, Michelle Bobadilla, Monica Gary, Kanitha Davis-Englebert, Malik Williams, Adam Clark, and Kimberly Stuck

Pledge of Allegiance

Chairperson Campbell led the Pledge of Allegiance.

Moment of Silence

Chairperson Campbell led a moment of silence.

Public Comment Session

Chairperson Campbell called for public comments; none provided.

Director Tsujii introduced new office personnel, Kanitha Davis-Englebert and Malik Williams, to the Board.

Presentation of Voter Registration Guide and 2020 Primary Pocket Guide

Ms. Davis-Englebert presented the Board with both the Voter Registration Guide and the 2020 Primary Pocket Guide. Director Tsujii stated that the Pocket Guide and the Voter Registration Guide that had been previously presented to the Board had been updated to incorporate the changes to the Voter ID requirement. Mr. Tsujii stated that a Voter Registration packet had been created and is available in-person as well as online.

Director Tsujii stated that Mr. Carlton Morgan in the process of his duties discovered a GIS update that revealed a new precinct split on the Wake Forest University Campus, and in partnership with the Wake Forest Registrar's Office the voter registrations for the affected students will be updated and voter cards will be sent to the students notifying them of their new polling location.

Approval of Minutes

Member Jourdan moved to approve the minutes as submitted; Member Loughridge seconded; **Motion carried unanimously.**

Approval of 2020 Board Meeting Schedule

Secretary Durrah moved to approve the 2020 Board Meeting Schedule; Member Jourdan seconded; **Motion carried unanimously.**

Approval of Resolution for 2020 Absentee Ballot Meeting Schedule

Member Jourdan moved to approve the March 3, 2020 Primary Absentee Ballot Meeting Schedule; Member Loughridge seconded; **Motion carried unanimously.**

Approval of the March 3, 2020 Primary Election Notice

Member Loughridge moved to approve the March 3, 2020 Primary Election Notice; Secretary Durrah seconded; **Motion carried unanimously.**

Approval of Pre-Processing of Absentee Ballots Guidelines

Director Tsujii provided an overview of the pre-processing procedure and guidelines. Secretary Durrah moved to approve the Pre-Processing of the Absentee Ballots Guidelines; Member Russell seconded; **Motion carried unanimously.**

Approval of Absentee Problems and Solutions Guidelines

Secretary Durrah moved to table the Approval of Absentee Problems and Solutions Guidelines; Member Loughridge seconded; **Motion carried unanimously.**

Approval of Remedies for Disapproved Absentee Ballots

Mr. Tsujii provided clarification of the remedies and processes for the disapproval of an absentee ballot as well as communication to the voter. Member Russell moved to approve the Remedies for Disapproved Absentee Ballots; Secretary Durrah seconded; **Motion carried unanimously.**

Approval of Contacting Unaffiliated Voters that Did Not Indicate Ballot Selection

Director Tsujii provided clarification and an overview of the process and steps to handle the unaffiliated voters that made no selection of preference on their 2020 Primary Absentee Request Form. Director Tsujii stated that due to statutory changes the voter would not be permitted to submit an Absentee Request by fax or email. Member Russell moved to approve the process and procedures presented to contact Unaffiliated voters that did not indicate their ballot selection on their Absentee Ballot Request Form with the removal of “fax/email” removed from the procedures. Secretary Durrah seconded; **Motion carried unanimously.** Member Jourdan called for a clarification on the ability of the voter to request by phone. Director Tsujii stated that the voter cannot request by phone but in person or by mail. Member Russell moved to approve the process for contacting Unaffiliated Voters that did not indicate their ballot selection with the following changes, striking “fax or email”, adding the following, “the voter can submit their written request for their preference, either by mail to the Forsyth County Board of Elections or in person”; Secretary Durrah seconded; **Motion carried unanimously.**

Approval of Re-Making Ballot Process

Director Tsujii provided insight to the process of re-making the Overseas/Military ballots, noting that the process has had no changes and allows the voters selection(s) to be transferred to a ballot for tabulation. Member Russell inquired about listing the names of the voter and their ballots in the minutes. Director Tsujii stated that “in the minutes” could be stricken from the process, noting that it is a report that must be produced and signed by the Board and attached to the minutes. Member Russell requested that the following change be made, “the minutes for that meeting shall reference the report prepared.” Director Tsujii read the changed paragraph to the Board for verification, “At each meeting pursuant to G.S. 163-230.1(e) the Board shall determine if absentee ballots need to be duplicated, and the minutes for that meeting shall reference the absentee application report, state the reasons (damaged or received electronically) and listing the names/absentee ballot number of those absentee voters.” Member Russell moved to approve the Re-Making Ballot Process procedures with the requested changes, Member Loughridge seconded; **Motion carried unanimously.**

Approval of Resolution to Count Absentee Ballots at 2pm on Election Day

Mr. Tsujii presented the Board with the Resolution to Count Absentee Ballots at 2 p.m. on Election Day for approval. Secretary Durrah moved to approve the resolution; Member Loughridge seconded; **Motion carried unanimously.**

Approval of Electioneering Plan at Government Center One-Stop Site

Director Tsujii provided the Board with the Electioneering Plan at the Government Center One-Stop Site for review and approval. Secretary Durrah inquired about the locations at the Government Center. Director Tsujii provided that location at the front of the building at the columns as well as the parking deck in the 2 parking spaces which is 50 feet from the entrance and noted that signage will be posted reflecting the 50 feet requirement. Secretary Durrah moved to approve the Electioneering Plan at Government Center One-Stop Site; Member Loughridge seconded; **Motion carried unanimously.**

Approval of Contingency Plan for Curbside Voting at Government Center One-Stop Site

Mr. Tsujii provided an overview of the contingency plan for review and approval to enable curbside voting to be moved to the rear of the building during One-Stop Early Voting to sustain turnout if

necessary. Secretary Durrah moved to approve the contingency plan presented; Member Russell seconded; **Motion carried unanimously.**

Approval of Polling Places

Ms. Gary provided an overview of three sites visited for consideration of use; Cathedral of Refuge would replace Precinct 081 – Crestwood Baptist Church; Ambassadors for Christ to replace Precinct 302 – Hanes-Lowrance Middle School, however Ambassadors for Christ asked for a \$150.00 facility fee; and Mount Carmel United Methodist Church would replace Precinct 709 – Hope Moravian Church, but waiting on confirmation from church and approval of rate. Secretary Durrah moved to approve the polling places presented; Member Russell seconded; **Motion carried unanimously.**

Other Business

Director Tsujii provided an overview of the approval for purchase of voting booths noting that they will be needed for use during one-stop early voting; they are ADA compatible, allowing for the preservation of voter inclusion; and they allow for support of the ExpressVote. Mr. Tsujii also stated that the purchase of the booths would not be an additional request for funds as it was part of the reserve funds.

Member Jourdan called for a point of order to address the student’s questions regarding registration. Director Tsujii provided voter registration information to those in attendance.

Closed Session (if necessary)

Secretary Durrah moved to enter closed session referencing N.C.G.S. § 143-318.11(a)(6) which states, “To consider the qualifications, competence, performance, or condition of appointment of a public officer or employee or prospective public officer or employee.” Member Russell seconded; Motion carried unanimously. The Board entered closed session at 6:11 p.m.

Adjournment

Secretary Durrah moved to adjourn, Member Russell seconded; **Motion carried unanimously.** The Board adjourned following closed session at 6:25 p.m.

Approved:

s/ Susan Campbell
Chair

s/ Robert Durrah
Secretary

s/ Stuart Russell
Member

s/ John Loughridge
Member

s/ Catherine Jourdan
Member