

BOARD OF ELECTIONS

Ken Raymond
Chairman

Stuart Russell
Secretary

Susan Campbell
Member



Tim Tsujii
Director

Lamar Joyner
Deputy Director

FORSYTH COUNTY BOARD OF ELECTIONS

Agenda

July 27, 2017 – 5 p.m.

1. Meeting Called to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Public Comments
5. Approval of Minutes
6. Temporary polling place changes/transfers
7. High Point municipal election and October primary
8. One-Stop Early Voting plan
9. Curbside voting at Govt. Center during One-Stop
10. Absentee meeting schedule
11. Approval of pre-processing of absentee ballots
12. Approval of remedies for disapproved absentee ballots
13. Approval of re-marking process
14. Approval of resolution to count absentee ballots at 2pm on Election Day
15. Other Business
16. Closed Session (if needed)
17. Adjournment

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FORSYTH COUNTY BOARD OF ELECTIONS Meeting Minutes July 27, 2017 – 5 p.m.

Meeting Called to Order

A meeting of the Forsyth County Board of Elections was called to order in the second floor meeting room on July 27, 2017 at 5:00 p.m., Chairman Raymond presiding.

Board Members in attendance: Chairman Ken Raymond, Secretary Stuart Russell, and Member Susan Campbell

Staff Members in attendance: Director Tim Tsujii, Deputy Director Lamar Joyner, Chris Duffey, Monica Gary, and Kimberly Stuck

Other Staff: Assistant County Attorney – Lonnie Albright

Pledge of Allegiance

Chairman Raymond led the pledge of allegiance.

Moment of Silence

Chairman Raymond led a moment of silence.

Public Comment Session

Chairman Raymond called for public comments, none offered. Secretary Russell moved to close public comments, Member Campbell seconded; **Motion carried unanimously.**

Approval of Minutes

Secretary Russell moved to approve minutes; Chairman Raymond called for a correction of Member Campbell's name on the third line under Board Members in attendance header; Secretary Russell moved to approve minutes with the correction, Member Campbell seconded; **Motion carried unanimously.**

Temporary Polling Place Changes/Transfers

Director Tsujii commented that as there had not been any word or judicial guidance at this time regarding special elections; therefore, the staff is prepared to move forward with only the municipal elections. Mr. Tsujii put staff recommendations for a temporary transfer of 14 precincts to 21 alternate precincts before the Board for approval. Director Tsujii provided documentation of voter turnout to the Board for review. Chairman Raymond called for

discussion; Member Campbell inquired about differences in the precincts from 2015. Director Tsujii noted that all but one were the same, that Precinct #12 was required to handle the elections for the High Point voters of Forsyth County. Mr. Tsujii stated that notices would be sent to notify voters and an announcement would be put in the media. Member Campbell inquired about Vienna Elementary School moving to Vienna Baptist Church, Director Tsujii stated that they would receive notice about moving temporarily as well as notice regarding the precincts return. Chairman Raymond inquired of cost savings. Mr. Tsujii noted that cost savings would be seen for the 14 precincts due to poll worker costs being less and ballots not being printed and disseminated to those sites. Chairman Raymond called for any further discussion, Member Campbell moved to approve the staff recommendations for precinct transfers, Secretary Russell seconded; **Motion carried unanimously.**

High Point Municipal Election and October Primary

Director Tsujii advised the Board that Forsyth County was expected to administer the High Point Municipal Election for six High Point voters that are Forsyth County residents for the offices of High Point Mayor, High Point City Council at Large as well as High Point City Council – Ward 5. Mr. Tsujii noted that Precinct 12 will be transferred to Precinct 14 to allow for a seamless transition between the Municipal Primary and the Municipal General. Secretary Russell moved to adopt the transfer of Precinct 12 to Precinct 14, Member Campbell seconded; **Motion carried unanimously.**

One Stop Early Voting Plan

Director Tsujii commented that the Board would need to approve the One Stop Early Voting plan for both the High Point Municipal Primary election as well as the General Municipal election. Mr. Tsujii presented the Board with the staff recommendation for the High Point Municipal Primary to have one voting machine in the Forsyth County Elections office for the six voters to utilize during One Stop Early Voting and to utilize the Forsyth County Elections supply room for the General Municipal One Stop Early Voting; noting temporary workers would be needed for the General Municipal. Member Campbell inquired about the municipalities holding Early Voting; Director Tsujii explained that the former Director verified that the municipalities preferred one-stop voting to only be conducted at the Board of Elections office. Secretary Russell inquired about the hours of operation for early voting. Director Tsujii clarified the statutory requirement to be open the last Saturday until 1 p.m. Secretary Russell moved to approve the One Stop Early Voting plans for both the High Point Municipal Primary and the Municipal General; Member Campbell seconded; **Motion carried unanimously.**

Curbside voting at Government Center during One Stop

Director Tsujii requested approval to move curbside voting back to the interior of the deck during early voting as a temporary measure to avoid additional cost of personnel needed to administer curbside voting in its current location at the rear of the building. Member Campbell moved to approve the temporary measure; Secretary Russell seconded; **Motion carried unanimously.**

The Board and staff discussed the space relegated for electioneering at length; concluding that for this election cycle the current plan would remain.

Absentee Meeting Schedule

Director Tsujii put before the Board the Absentee meeting schedule for approval. Mr. Tsujii addressed the Absentee Meeting Schedule for the High Point Municipal Primary noting that in the event that no absentee ballots are received, the meetings required for approval were able to

be cancelled upon notice. Secretary Russell noted a scheduling conflict for November 17; Director Tsujii stated that if necessary the Party Chair could sit for Secretary Russell. Member Campbell moved to approve the Absentee Meeting schedules, Secretary Russell seconded; **Motion carried unanimously.**

Approval of Pre-Processing Procedures

Director Tsujii requested the Board's approval of the Absentee ballot pre-processing procedures; to allow staff to remove ballots from envelopes, sort, flattened and scanned in preparation for tabulation at a later date. Secretary Campbell moved to approved pre-processing procedures, Secretary Russell seconded; **Motion carried unanimously.**

Approval of Remedies for Disapproved Absentee Ballots

Mr. Tsujii requested ability to notify voters of disapproved ballot and provide a new ballot for submission. Secretary Russell moved to approve remedy for disapproved ballots, Member Campbell seconded; **Motion carried unanimously.**

Approval of Remarking Process

Director Tsujii requested approval for the continuation of the remarking process for absentee by-mail ballots and paper ballots that cannot be tabulated in its original form. Member Campbell moved for the approval of the remarking process, Secretary Russell seconded; **Motion carried unanimously.**

Approval of Resolution to Count Absentee Ballots at 2 p.m. on Election Day

Mr. Tsujii requested the Board approve the resolution to count absentee ballots at 2 p.m. on Election Day for the Municipal only. Member Campbell moved to approve the resolution, Secretary Russell seconded; **Motion carried unanimously.**

Other Business

Director Tsujii advised the Board that the Forsyth County Human Resource Staff Reclassification and Market Study administered by the Piedmont Triad Regional Council had been completed and that several members of the elections staff had been reclassified to allow for consistency across the state. Chairman Raymond remarked it was good news.

Member Campbell inquired about any news on new voting machines. Director Tsujii noted that one vendor had been certified; however there are four or five additional vendors being considered. Mr. Tsujii noted that vendors would be at the conference and that their machines would be available for inspection. Member Campbell inquired about timeline for public review of new machines; Director Tsujii advised that there is the potential for an extension of the sunset period.

Chairman Raymond inquired if there was any additional business.

Closed Session

Chairman Raymond inquired of need for closed session; none provided.

Adjournment

Chairman Raymond called to adjourn; Member Campbell moved to adjourn, Secretary Russell seconded; **Motion carried unanimously.** Meeting adjourned at 5:43 p.m.

Board of Elections Meeting Minutes – July 27, 2017

Approved:

Ken Raymond, Chair

Date

Stuart Russell, Secretary

Date

Susan Campbell, Member

Date