



## **FORSYTH COUNTY BOARD OF ELECTIONS**

### **Board Meeting Agenda August 22, 2023 – 5:00 p.m.**

1. Meeting Called to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Public Comments
5. Approval of Meeting Minutes
6. Appointment of Precinct Officials
7. Approval of Polling Place Change for Precinct 604
8. Adoption of Resolution of Combined Polling Places for the October 10, 2023, Municipal Primary Election
9. Adoption of Resolution of Combined Polling Places for the November 7, 2023, Municipal Election
10. Approval of Electioneering Plan at Government Center One-Stop Early Voting Site
11. Adoption of Resolution Regarding the Preparatory Steps to Staff for Absentee Ballots
12. Approval of Pre-Processing Absentee Ballots
13. Approval of Re-Making Ballot Process
14. Approval of Absentee Disposition Guidelines
15. Approval of Notification Procedures to Voters with Discrepancies on Absentee Ballots
16. Adoption of Resolution for Absentee Board Meetings for the October 10, 2023, Municipal Primary Election

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17. Adoption of Resolution for Absentee Board Meetings for the November 7, 2023 Municipal Election
18. Approval of Election Notice for the October 10, 2023, Municipal Primary Election
19. Approval of Election Notice for the November 7, 2023, Municipal Election
20. Approval of Resolution to Count Absentee Ballots at 2pm on Election Day for the November 7, 2023, Municipal Election
21. Other Business
22. Closed Session (if necessary)
23. Adjournment

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**Meeting Minutes**  
**August 22, 2023 – 5:00 p.m.**

**Meeting Called to Order**

A meeting of the Forsyth County Board of Elections was called to order in the 2<sup>nd</sup> Floor Board Room on Thursday, August 22, 2023, at **5:00** p.m., Chairperson Robert Durrah, Jr. presiding.

**Board Members in attendance:** Chairperson Robert Durrah, Jr., Vice Chair Catherine Jourdan, Secretary Chad Doomy, Member Alfred Harvey, Member Adam Draper

**Staff Members in attendance:** Director Tim Tsujii, Deputy Director Michelle Bobadilla, Tricia Starkey, Adam Clark, Carma Buchanan, Louise Lash, Lenetta Bartley, Isaac Westfall

**Pledge of Allegiance**

Chairperson Robert Durrah led the Pledge of Allegiance.

**Moment of Silence**

Chairperson Robert Durrah led a moment of silence.

**Public Comments**

Chairperson Robert Durrah called for public comments, providing two minutes per speaker:

Patricia Shouse: 511 Scholastic Court, Winston-Salem, NC 27103

Secretary Doomy moved to close public comments; Member Harvey seconded. **Motion carried unanimously.**

**Approval of Meeting Minutes**

Member Draper moved to approve the meeting minutes for July 18, 2023, as submitted; Vice Chair Jourdan seconded. **Motion carried unanimously.**

Member Draper moved to approve the meeting minutes for August 9, 2023, as submitted; Member Harvey seconded. **Motion carried unanimously.**

Member Draper moved to approve the meeting minutes for August 10, 2023, as submitted; Member Harvey seconded. **Motion carried unanimously.**

**Appointment of Precinct Officials**

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Lenn Bartley, Elections Training Specialist, presented a list of precinct officials for appointment. The Board discussed how officials are chosen and guidelines for serving as an official. Secretary Doomy moved to approve the list of precinct officials as submitted; Member Harvey seconded. **Motion carried 4-1; with Vice Chair Jourdan opposed.**

### **Approval of Polling Place Change for Precinct 604**

Carma Buchanan, Polling Place Coordinator, recommended to the Board for the adoption of the polling place change for precinct 604, from Forsyth Tech Strickland Center to the National Guard Armory, based on the presentation at the July 18, 2023, meeting. Vice Chair Jourdan moved to approve the polling place change for precinct 604; Member Draper seconded. **Motion carried unanimously.**

### **Adoption of Resolution of Combined Polling Places for the October 10, 2023, Municipal Primary Election**

Carma Buchanan presented to the board the resolution regarding temporary change of polling place assignment for the 2023 City of High Point Municipal Election in Forsyth County, NC. The original polling place, Union Cross Baptist Church- precinct 012, will move to the Hampton Inn in Kernersville- precinct 014 for this election. Vice Chair Jourdan moved to approve the resolution for the change of polling place for the October 10, 2023, election; Secretary Doomy seconded. **Motion carried unanimously.**

Tricia Starkey, Board Clerk, presented for the board's approval the notice for the change of polling places for the October 10, 2023, election. Per statute 163-168(a), notice will be posted 45 days prior to the election in a newspaper having general circulation in the county, notification will be sent to voters, and the notice will be posted on the office door display. Secretary Doomy moved to approve the notice for the October 10, 2023, election; Member Draper seconded. **Motion carried unanimously.**

### **Adoption of Resolution of Combined Polling Places for the November 7, 2023, Municipal Election**

Carma Buchanan presented to the board for approval the resolution regarding temporary change of polling places for the 2023 Municipal Election in Forsyth County, NC. Vice Chair Jourdan moved to approve the list as provided, Secretary Doomy seconded. **Motion carried unanimously.**

Tricia Starkey presented for the board's approval the notice for the change of polling places for the November 7, 2023, election. Per statute 163-168(a), notice will be posted 45 days prior to the election in a newspaper having general circulation in the county, notification will be sent to voters, and the notice will be posted on the office door

Forsyth County Board of Elections – Board Meeting August 22, 2023 display. Member Draper moved to approve the notice for the November 7, 2023, election; Member Harvey seconded. **Motion carried unanimously.**

### **Approval of Electioneering Plan at Government Center One-Stop Early Voting Site**

Michelle Bobadilla, Deputy Director, presented the electioneering plan for the Government Center One-Stop Early Voting site for the upcoming municipal primary and municipal elections. One parking spot will be dedicated for electioneering in the parking deck. Chestnut Street is now fully open, which will allow for ease of access to the parking deck. Member Draper moved to approve the electioneering plan as presented; Member Harvey seconded. **Motion carried unanimously.**

### **Adoption of Resolution Regarding the Preparatory Steps to Staff for Absentee Ballots**

Louise Lash, Absentee Voting Manager, presented to the Board the resolution regarding delegation to staff of preparatory steps for absentee ballots in the October 10, 2023, primary election and the November 7, 2023, municipal election which follows Numbered Memo 2020-25. Member Draper moved to approve the resolution, Secretary Doomy seconded. **Motion carried unanimously.**

### **Approval of Pre-Processing Absentee Ballots**

Louise Lash presented to the Board the pre-processing procedures for absentee ballots. Member Draper moved to approve the pre-processing procedures; Secretary Doomy seconded. **Motion carried unanimously.**

### **Approval of Re-Making Ballot Process**

Louise Lash presented to the Board the procedures for remarking ballots that cannot be scanned by the tabulators. Secretary Doomy moved to approve the presented remarking procedures; Member Draper seconded. **Motion carried unanimously.**

### **Approval of Absentee Disposition Guidelines**

Louise Lash presented the absentee disposition guidelines, pursuant to Numbered Memo 2021-03, and informed the Board that this does not include scenarios related to Voter ID. Once information regarding Voter ID is received, the Board will be presented the

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revised, updated guidelines. Vice Chair Jourdan moved to approve the guidelines as presented, Secretary Doomy seconded. **Motion carried unanimously.**

**Approval of Notification Procedures to Voters with Discrepancies on Absentee Ballots**

Louise Lash presented the procedures for notifying voters of deficiencies in their absentee return envelope as provided by Numbered Memo 2021-03. Voters will be contacted by phone, email, and mail. Secretary Doomy moved to approve the procedures with the words “and/or” for contacting voters by phone & email; Member Draper seconded. **Motion carried unanimously.**

**Adoption of Resolution for Absentee Board Meetings for the October 10, 2023, Municipal Primary Election**

Tricia Starkey presented to the Board for approval the resolution for the scheduled of absentee meetings for the October 10, 2023, municipal primary election. Per statute 163-230.1(f), absentee meetings will be circulated in a newspaper in the county at least 30 days prior to the election and will be posted on the office door display. Vice Chair Jourdan motioned to approve the resolution as submitted, Secretary Doomy seconded. **Motion carried unanimously.**

**Adoption of Resolution for Absentee Board Meetings for the November 7, 2023 Municipal Election**

Tricia Starkey presented to the Board for approval the resolution for the scheduled of absentee meetings for the November 7, 2023, municipal election. Per statute 163-230.1(f), absentee meetings will be circulated in a newspaper in the county at least 30 days prior to the election and will be posted on the office door display. Secretary Doomy motioned to approve the resolution as submitted; Member Harvey seconded. **Motion carried unanimously.**

**Approval of Election Notice for the October 10, 2023, Municipal Primary Election**

Tricia Starkey presented to the Board for approval the Notice of Election for the municipal primary election for the City of High Point on October 10, 2023. Per statute 163-33(8), this notice will be posted beginning 20 days before the voter registration deadline of September 15, 2023, in a newspaper having general circulation in the county. Notice to also be posted on the office door display. Secretary Doomy moved to

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approve the resolution as submitted; Member Draper seconded. **Motion carried  
unanimously.**

**Approval of Election Notice for the November 7, 2023, Municipal Election**

Tricia Starkey presented to the Board for approval the Notice of Election for the municipal general election on November 7, 2023. Per statute 163-33(8), this notice will be posted beginning 20 days before the voter registration deadline of October 13, 2023, in a newspaper having general circulation in the county. Notice to also be posted on the office door display. Member Draper moved to approve the resolution as submitted, Secretary Doomy seconded. **Motion carried unanimously.**

**Approval of Resolution to Count Absentee Ballots at 2pm on Election Day for the November 7, 2023, Municipal Election**

Louise Lash presented the resolution to count absentee ballots at 2:00 PM on election day in accordance with General Statute 163-234(2). The results of the absentee ballot count will not be announced before 7:30 PM on election day. Secretary Doomy moved to approve the resolution as presented; Member Draper seconded. **Motion carried unanimously.**

**Other Business**

Director Tim Tsujii introduced Isaac Westfall from Auburn University who will be interning with the Board of Elections.

**Closed Session (if necessary)**

**Adjournment**

Secretary Doomy moved to adjourn; Member Harvey seconded. **Motion carried unanimously.** Meeting adjourned at 6:31 p.m.

Approved:

s:/Robert L. Durrah, Jr.

Chairperson

s:/Catherine Jourdan

Vice Chair

s:/Chad Doomy

Secretary

s:/Alfred Harvey

Member

s:/Adam Draper

Member