

BOARD OF ELECTIONS

Ken Raymond
Chairman

Stuart Russell
Secretary

Fleming El-Amin
Member



FORSYTH COUNTY BOARD OF ELECTIONS **Board Meeting Minutes** **September 17, 2015 - 4:00 P.M.**

1. Meeting Called to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Public Comments
5. Early Voting
6. Voter Transfer
7. Campaign Finance Report Summary
8. Other Business
9. Approval of Minutes
10. Closed Session (if needed)
11. Adjournment

FORSYTH COUNTY BOARD OF ELECTIONS
BOARD MEETING MINUTES
September 17, 2015

Meeting Called to Order

A regular meeting of the Forsyth County Board of Elections was called to order in the second floor meeting room on September 17, 2015. The meeting called to order at 4:00 P.M., Chairman Ken Raymond presiding.

Board Members in attendance: Chairman Ken Raymond, Secretary Stuart Russell, and Member Fleming El-Amin

Staff Members in attendance: Interim Director Lamar Joyner, Chris Duffey, and Kimberly Stuck
Other County Staff: Lonnie Albright – Assistant County Attorney
Shontell Robinson - Human Resources
Beatrice Hunter – Human Resources

Pledge of Allegiance

Chairman Raymond led the pledge of allegiance.

Moment of Silence

Chairman Raymond led a moment of silence. Following moment of silence, Chairman Raymond offered floor to Member El-Amin for moment of silence and reflection in memory of Dr. Alice Johnsons' passing; Mother of Forsyth County Board of Election's former Chair Linda Sutton.

Public Comment Session

Chairman Raymond opened the public comment session with instructions. Speakers were asked to complete a public comment card and would have two minutes or less to speak. The speaker's name and address should be stated for the record. Questions should be included during the allotted time and answers would be given at the close of the session. A speaker's time could not be given to another individual. At the close of the public comment session, no additional statements or questions would be heard from the public. The public comment session included the following speakers:

Anastansia Powell – 3423 Luther St. Winston Salem, NC 27127
JoAnne Allen – PO Box 284, Winston Salem, NC 27102
Fred Falin – 7030 Stancliff Ct., Clemmons, NC 27012
Susan Campbell – 1208 Brookstown Ave., Winston Salem, NC 27101
Anne Wilson – 445 Marshall View Ct, Winston Salem, NC 27101
Donald Dunn – 8580 Brook Meadow Ct., Lewisville, NC 27023
Albert Porter – 1228 Dublin Dr., Winston Salem, NC 27101

Chairman Raymond moved to close public comments; Member El-Amin motioned, Secretary Russell seconded; **Motion carried unanimously.**

Chairman Raymond addressed the many comments from the public which included use of the Industries of the Blind's facility for early voting; transparency in the voting process; bond inquiry and contact for ESAs; consideration of Interim Joyner for Director; population and density; and the provisional process, extending an invitation to the public to attend and observe the approval

process. Secretary Russell addressed Early Voting sites and hours; and Member El-Amin called for the Board to consider use of Industries of the Blind's facility.

Early Voting

Interim Joyner addressed list provided by Chairman Raymond noting that three additional sites would need to be added to provide for duplications on the list. Secretary Russell addressed the process of selecting Early Voting sites, and need to explore feasibility and providing notification of the facilities, as well as adding additional sites. Mr. Joyner did offer alternates for consideration, such as Industries of the Blind, South Side Library; noting initially this was a tentative list to verify availability and inquire of any potential issues prior to selection. Additionally, Mr. Joyner encouraged the Board to add as many sites as they desired to provide a good size pool of sites for consideration; Secretary Russell offered South Fork; suggesting Member El-Amin provide his list; and then have staff provide a map of sites to assist in providing coverage; Mr. Joyner offered Rural Hall Library. A member of the public offered Harper Hill; Mr. Joyner addressed the costs associated with using Harper Hill. Member El-Amin asserted his desire to have Industries of the Blind to the list; Southside Library was also offered. Secretary Russell concurred with Member El-Amin regarding considering Industries of the Blind; Secretary Russell suggested that sites would be better selected with a map and a broad net of potential sites. Member El-Amin asked that the tentative list be read. Chairman Raymond provided the following, noting it is a tentative list and subject to change:

1. Kernersville Senior Center/Library
2. Brown Douglas Recreation Center
3. Sedge Garden Recreation Center
4. Clemmons Library
5. Lewisville Library
6. Polo Park Recreation Center
7. Hanes Hosiery Recreation Center
8. Forsyth Tech, Bolton Street
9. Tobacoville Community Center
10. Rural Hall Branch Library
11. Winston Lake Family YMCA
12. Sims Recreation Center
13. Sprague Street Recreation Center
14. Miller Park Recreation Center
15. Industries for the Blind
16. Southside Library
17. South Fork Recreation Center
18. Mazie Woodruff Center

Walkertown Library and Old Town Recreation were included on the list provided by the Chair and addressed during discussion though not included when sites were read for the minutes. Interim Joyner advised the Board that they could contact him with any additional sites to be added to the tentative list as often as needed.

Secretary Russell motioned for the Board to direct Interim Joyner reach out to the sites read by Chairman Raymond, to inform them of the Board's interest in using their sites for Early Voting. Member El-Amin seconded. Chairman Raymond moved; **Motion carried unanimously.** Secretary Russell made a second motion to have the Board direct Mr. Joyner to prepare maps for

the sites read by the Chair; Member El-Amin seconded; Chairman Raymond moved; **Motion carried unanimously.**

Voter Transfer

Interim Joyner provided Board with a copy of the resolution from the May 21, 2015 meeting minutes adopting 19 precincts for the 2015 Municipal Elections; the 19 precincts were submitted to the State Board of Elections for approval; the State sent back amendments addressing precincts used to transfer voters. The North Carolina State Board of Elections mandated that transfers be to adjacent precincts according to statute. Precinct 032 – Northwest Middle School and Precinct 083 – Ibrahim Elementary were selected to meet State requirements. Mr. Joyner asked Board to consider precincts and noted need for new motion to modify the resolution of May 21, 2015. Chair called for comments, Member El-Amin motioned to approve precinct recommendations as provided by staff; Secretary Russell seconded; Chairman Raymond moved; **Motion carried unanimously.** Interim Director Joyner noted for the Board that Forsyth County will retain its King voters. Member El-Amin inquired of Early Voting site for Municipals; Mr. Joyner advised that there would be only one, which will be located in the Forsyth County Government Building.

Campaign Finance Report Summary

Chairman Raymond opened discussion regarding the 2014 campaign finance report spreadsheet provided. Interim Joyner noted that Ms. Stuck gathered the information for the report. Secretary Russell inquired of process for delinquent reports; Mr. Joyner advised of process. Secretary Russell inquired about period after delinquency notice is sent to candidate and State notification; Interim Director Joyner deferred to Ms. Stuck. Ms. Stuck advised that candidates are given 20 days in a delinquency notice to submit or remediate reports; if not received within that timeframe another attempt is made to obtain the report, if still no response, it is forwarded on to the State. Secretary Russell inquired about 4th Quarter report which had not been received; Ms. Stuck advised that she could research further to provide more detailed information regarding that report; it was unclear at the time of request the extent of detail being requested. Secretary Russell wanted verify that a time limit to receive the report was being included in the delinquency notices, which was confirmed. Interim Joyner offered that staff's focus is to obtain candidate information; notifying the State is really the last resort. Member El-Amin inquired if candidates were provided documentation with due dates and requirements at filing; Ms. Stuck confirmed that they were.

Other Business

Chairman Raymond brought from the table the Department Procedure Manual; noting that it has been in a work state for some time. Chairman Raymond offered wording to be added to Article 6 § Section 5; Chairman Raymond read for minutes the following:

“Upon request of the Director of Elections, the Forsyth County Board of Elections, or any board member, staff members shall truthfully answer all questions related to the fulfillment of their responsibilities. Staff members shall not willfully report any inaccurate, incomplete, false, improper, or misleading information in oral or written reports, or testimony. Violation of this provision shall lead to disciplinary action including oral or written warnings, suspension, or termination.”

Chairman Raymond moved to amend Article 6 § 5; Member El-Amin motioned; Secretary Russell seconded; **Motion carried unanimously.**

Member El-Amin asked to include an introductory statement to the manual as follows:

“In an effort to provide optimal professional services to the public it is appropriate to present an attire to the public that we serve which complements our professional obligations. The perception of overall service is often determined by our attire that we present to the public, it is necessary in this capacity to direct all staff to present themselves in a more professional capacity as directed by the Executive Director or the Interim Director.”

Chairman Raymond called for comments or questions; Interim Director Joyner inquired of the Board what initiated the additional language for Article 6 § 5; Chairman Raymond stated that it was for clarification purposes regarding expectations; noting nothing further. Chairman Raymond moved to Member El-Amin to address where introductory statement should be placed; Secretary Russell suggested it follow first paragraph of the manual. Chair called for preamble to be inserted after first paragraph. Secretary Russell suggested changes for Article 3 § 2(a); Chairman Raymond read the following proposed changes for clarification:

“The termination of County Election’s office staff is a duty of the Elections Director as delegated by the Forsyth County Board of Elections in job description on file with the North Carolina State Board of Elections. The Director must notify the County Board of Elections immediately of any action taken against an employee. The Director must provide in writing the decision of termination to the employee as well as the procedures on how to file a grievance. The Director will additionally notify the Human Resource Director of any action taken against an employee. The Board Chair shall consult with the Human Resource Director and request guidance during the grievance procedure and hearing.”

Secretary Russell deferred to Assistant County Attorney Albright regarding Article 3 § 3(d) for guidance. Attorney Albright offered that the section is consistent with state law; noting changes that are being proposed will change the tenor of the document. Attorney Albright stated North Carolina employment law will apply to termination actions taken by the Board; whether based on cause, failure to perform; referencing N.C.G.C § 153-98, understanding is consistent with the opinions of North Carolina School of Government’s – Professor Bluestein and Attorney General’s office – Cal Haskins; Board elected to leave Article 3 § 3 as written awaiting further clarification via Attorney Albright. Board tabled until next meeting.

Chairman Raymond moved to approve changes; Secretary Russell called for a point of consideration to modify motion; at time policy is revisited to be amended as previously discussed by Chair. Chair moved on motion and substitute motion, Member El-Amin seconded; **Motion passed unanimously.**

Approval of Minutes

Chairman Raymond called for review and approval of minutes for September 17, 2015. Chairman Raymond moved for approval of the September 17, 2015 minutes as provided; Secretary Russell motioned, Member El-Amin seconded; **Motion carried unanimously.**

Following approval of minutes, Chairman Raymond inquired of Interim Joyner about poll books, Interim Joyner noted that information is being analyzed and information will be provided, as it is available. Chairman Raymond also addressed list maintenance cards found at Winston Salem State University, which had not been delivered. Chairman Raymond stated he picked them up and

brought them to elections office; announcing they are available to the public for review; list maintenance cards were not found at other campuses; Chairman Raymond has alerted State Board of Election's Executive Director, Kim Strach, of the matter. Member El-Amin addressed provisional ballot processing inviting public to attend meetings to oversee the approval process.

Closed Session

Chairman Raymond motioned to go to closed session citing N.C.G.S §143-318.11(a)(6) enabling the Board, "To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee." Member El-Amin seconded motion. Session closed at 5:00 p.m.

Adjournment

Prior to Board reconvening Secretary Russell left at 5:30 p.m. due to prior commitment. Board reconvened open session at 5:38 p.m. with Chairman Raymond and Member El-Amin; Chairman Raymond motioned to adjourn at 5:39 p.m., Member El-Amin seconded. **Motion carried unanimously.**

Approved:

Ken Raymond, Chairman

Date

Stuart Russell, Secretary

Date

Fleming El-Amin, Member

Date

Attachments on File: Early Voting Site List
Motion from May 21, 2015 meeting minutes
Voter Precinct list
2014 Campaign Finance Report Summary
Amendment for Article 6 § 5 of Procedure Manual
Preamble to Procedure Manual
Department Procedure Manual

| Precinct # | Polling Place |
|-------------------|---------------------------------|
| 014 | Beesons Crossroads Fire Station |
| 032 | Northwest Middle School |
| 034 | Kingswood United Methodist |
| 051 | Clemmons Elementary |
| 052 | Clemmons Presbyterian |
| 054 | Clemmons Civic Center |
| 055 | Holy Family Catholic Church |
| 061 | Kernersville Library |
| 063 | East Forsyth Middle School |
| 064 | Kernersville Elementary |
| 065 | Kernersville 7th Day Adventist |
| 067 | Kernersville Fire Station No. 2 |
| 071 | Lewisville Elementary School |
| 072 | Southwest Elementary |
| 073 | Unity Moravian Church |
| 082 | East Forsyth High School |
| 083 | Ibrahim Elementary School |
| 091 | Tobaccoville Community Center |
| 101 | Bethania Moravian Church |
| 112 | Walkertown Library |
| 133 | Shiloh Lutheran Church |

2014 Candidate Campaign Finance Report Summary

| Candidate Name | | 2014 | | | | 2015 | | Comments |
|----------------|-----------|----------------|----|----|----|-------|-----|--|
| Last | First | Q1 | Q2 | Q3 | Q4 | Final | O/C | |
| Barr | Robert | Y | Y | Y | Y | Y | O | |
| Bost | Toby | Underthreshold | | | | N/A | C | |
| Clark | Lori | Y | Y | Y | Y | N/A | O | |
| Davenport | John | Y | Y | Y | Y | Y | C | |
| Disher | Timothy | Underthreshold | | | | N/A | O | |
| Elliott | Laura | N | N | N | N | N | O | Delinquency Notices provided to state/Ms. Elliot was to work with Nadine Lewis (SBOE) to remedy reports as of 07/07/2015; per Nadine 09/03/15 Noncompliance & Penalty Letter returned undeliverable. |
| Fansler | Katherine | Y | Y | Y | Y | N/A | C | 3rd quarter was received late but has been received, notices were sent |
| Flinchum | Timothy | N | N | Y | Y | Y | C | Q1 & Q2 were not required candidate was still under threshold |
| Frye | Susan | Y | Y | Y | Y | Y | C | |
| Garcia | German | Y | Y | Y | Y | N/A | O | |
| Johnson | Mark | Y | Y | Y | Y | N/A | O | |
| Johnson | Victor | Y | Y | N | N | N | C | 3rd quarter was not received, Certification to Close Committee rec'd prior to 3rd Quarter due date. |
| Jones | Dana | Y | Y | Y | N | N/A | O | 4th Qtr delinquent notice sent, report not received |
| Kaplan | Deanna | N | N | Y | Y | N/A | O | Q1 & Q2 were not required candidate was still under threshold |
| Kaplan | Ted | N | N | Y | Y | N/A | O | Q1 & Q2 were not required candidate was still under threshold |
| Marshall | Walter | Y | Y | Y | Y | N/A | C | |
| Martin | Donald | Y | Y | Y | Y | N/A | O | |
| Mellies | Charles | Y | Y | Y | Y | N/A | C | |
| Metcalf | Jeannie | Y | Y | Y | Y | Y | C | |
| Motsinger | Elisabeth | Y | Y | Y | Y | Y | C | |
| Schatzman | William | Y | Y | Y | Y | N/A | O | |
| Singletary | David | Y | Y | Y | Y | Y | C | |
| Taylor | Deanna | Y | Y | Y | Y | N/A | O | |
| Tucker | Elizabeth | Underthreshold | | | | N/A | C | |
| Whiteheart | William | Y | Y | Y | Y | Y | C | 4TH & Final same report |
| Witherspoon | Everette | Y | Y | N | N | N/A | I | Committee went inactive prior to 3rd Qtr report due |
| Zboreak | Vanessa | Underthreshold | | | | N/A | O | |

Y = Received
N = Not Received

N/A = Not Applicable
I = Inactive

O = Open
C = Closed

**Proposed Amendment to Article 6
in the Department Procedures Manual**

Section 5: Upon request of the Director of Elections, the Forsyth County Board of Elections, or any board member, staff members shall truthfully answer all questions related to the fulfillment of their responsibilities. Staff members shall not willfully report any inaccurate, incomplete, false, improper, or misleading information in oral or written reports, or testimony. Violation of this provision shall lead to disciplinary action including oral or written warnings, suspension, or termination.

Department Procedure Manual - Preamble

In an effort to provide optimal professional service to the public, it is appropriate to present public attire that compliments the professional service that we provide. The perception of the Board of Elections is often determined by the attire we present. It is necessary in this capacity to direct all staff to present themselves in a more professional capacity as directed by the Executive (or Interim) Director.



**FORSYTH COUNTY
ELECTIONS OFFICE**

Department Procedures Manual

DRAFT (update- ~~5.22.2015~~6.17.2015)

May 2015

This manual of Forsyth County Board of Elections is made available to all Election Office personnel in order that each employee may have a better understanding of the rules and regulations which govern employment in the Elections Office.

FORSYTH COUNTY BOARD OF ELECTIONS OFFICE PERSONNEL POLICY

Be it resolved by the Forsyth County Board of Elections that the following Department Procedure Manual shall, in conjunction with federal election laws, the most current edition of *Election and Related Laws and Rules and Regulations of North Carolina*, and *Forsyth County Administrative Policies and Procedures*, govern the employment, classification, conduct, salary, promotion, demotion, dismissal, and conditions of employment of Forsyth County Board of Elections and employees. However, the Board of Elections does reserve the right to alter any County procedure in conducting the hiring, firing, performance evaluations and other administrative tasks that may conflict with election laws or elections in general.

Article I: Personnel System

- Section 1. Employees subject to this Resolution: The provisions of this Resolution shall be applicable to all election employees except as provided below:**
- a. **County Board Members:** The North Carolina State Board of Elections appoints the three County Elections Board Members for a term of two years from nominees submitted by Forsyth County Democratic and Republican Party Chairpersons. The appointments are made on the last Tuesday in June of odd numbered years unless otherwise approved by the State Board of Elections, and continue for two years from the specified date of appointment or until their successors are appointed and qualified. County Election Board Members qualifications, oaths of office and duties are described in N. C. G. S. 163-30 *et.al. seq.* Upon appointment each board member will receive the most current issue of "*Election and Related Laws and Rules and Regulations of North Carolina*" to inform them on their duties.
 - b. **County Director of Elections:** In the event a vacancy occurs in the office of County Director of Elections, the County Board of Elections shall submit the name of the person it recommends to fill the vacancy to the Executive Director for the State Board of Elections in accordance with the provisions of N.C.G.S. 163-35 (b) for issuance of appointment notice. The Director's duties are included in the job description signed by all Board Members which

remains on file with the State Board of Elections and the Elections Office.

- c. The Forsyth County Board of Elections as provided in 163-33(10) shall appoint and remove the board's clerk, assistant clerks, and other employees and appoint and remove precinct transfer assistants as provided in N. C. G. S. 163-82.15(g) unless this authority has been delegated by majority vote to the Director of Elections. All employees of the Forsyth County Board of Elections are under the direct supervision of the Elections Director with assistance from the Deputy Director.

Section 2. Employee Performance Evaluation

- a. The Board Chair with the assistance of other Board members will evaluate the Election Director's performance according to the Forsyth County Performance Appraisal System.
- b. The Elections Director will be responsible for preparing and issuing, or in cases where employees report to the Deputy Director, sign off on performance appraisals of all appointed staff members under the Forsyth County performance appraisal system.

Article 2. Office Closings and Requests for Leave

Section 1. Holiday and Emergency Closings

- a. The Forsyth County Board of Elections will close for Holidays and emergencies as called under the authority of Forsyth County management except in instances where the closing would conflict with North Carolina election laws.

Section 2. Vacation and Personal Leave

- a. The Elections Office work schedule is planned by the Elections Director according to staff needs, productivity deadline and statutory deadlines.
- b. Leave for doctor's appointments *emergencies excepted* must be scheduled with the appropriate supervisor at least two

(2) days in advance for work scheduling purposes and in compliance with federally protected leave rights.

- c. Vacation and personal leave requests must be approved by Director or Deputy Director if an employee is supervised by the Deputy Director, then placed on the office calendar 3 days in advance for a full day, *emergencies excepted* for work scheduling. Other requests may be permitted at Director's discretion and in compliance with federally protected rights.
- d. Vacation requests will be considered based on a first come, first serve bases. Employees should not schedule vacations on or near election related dates.

Article 3. Employment Termination and Grievance

Section 1. Director

- a. Only the Executive Director of the State Board of Elections may dismiss the County Elections director under the provisions of N.C.G.S. 163-35(b).

Section 2. Staff

- a. The termination of County Elections office staff is a duty of the Elections Director as delegated by the Forsyth County Board of Elections in Job Description on file with the N. C. State Board of Elections. Termination procedures in Forsyth County Administrative Policies and Procedures shall be followed, including the number of oral and written warnings and documentation, but excluding County Grievance Committee provisions. The Director must notify the Board of Elections immediately of any action taken against an employee. The Director must provide in writing the decision of termination to the employee as well as the procedures on how to file a grievance. The Director will in addition notify the Human Resource Director of any action taken against an employee. The Board Chair shall consult with the Human Resource Director and request guidance during the grievance procedure and hearing.

Section 3. Grievance Policy

- a. The Forsyth County Board of Elections shall serve as a Grievance Committee.
- b. The employee is allowed ~~five (5)~~seven (7) business days after an adverse action which gives rise to an appeal in order to file a grievance. The appeal should be addressed to the County Elections Board Chairperson and submitted to the Director of Elections. The Director shall notify all Board of Elections members and arrange for due process for the appeal to be heard by the Board within ten (10) days from the date on which said appeal is received in the Elections Office.
- c. Following a hearing, the Board shall deliberate in open or closed meeting with or without an attorney and or the Human Resource Director. Following such deliberation, the Board shall vote in open session and announce its decision.
- d. A terminated employee will be notified by certified mail, return receipt requested. The decision of the Board shall be in accordance with the election and related laws of North Carolina and shall be final. A terminated employee will be eligible for the same benefits as any other employee with the County.

Article 4. Secondary Employment

Section 1. Outside Agency

- a. Any employee may hold a job or volunteer to work with another organization as long as he/she satisfactorily performs his/her job responsibilities for the Forsyth County Board of Elections. Intent to seek or accept such outside employment or volunteer work must be reported by the employee to the Director for possible conflict determination if such activity is a long term commitment.
- b. If the Director determines that an employee's outside work interferes with employee's performance or the ability to meet the requirements of elections work or, if the outside work is a conflict with any portion of the election laws of North Carolina, he/she may be asked to terminate the outside employment if he/she wishes to

remain employed with the Forsyth County Board of Elections.

Section 2. Politically Affiliated Employment

- a. Employees of the Forsyth County Board of Elections shall not accept additional employment that is affiliated with any political organization or political candidate.
- b. If such employment is determined by the Director of Elections to be a conflict of interest, the employee shall be asked to cease all involvement with such organization and/or terminate the employee immediately upon the Director learning of such employment.

Article 5. Employee Benefits:

Section 1. County

- a. Benefits are provided to the Director and staff of the Forsyth County Board of Elections by the County government of Forsyth in accordance with N. C. G. S. 163-35(c) along with any other related statutes hereinafter enacted, and as specified in *County Policy and Administrative Procedures not in conflict with Election And Related Laws and Rules and Regulations of North Carolina.*

Article 6. Office Conduct and Work Rules:

Section 1. Dress Code and Appropriate Office Attire

- a. Appropriate ~~professional~~ casual business attire is required in the Election Office during work hours and when representing the Board of Elections in meetings, conferences and seminars. All employees of the Forsyth County Board of Elections are required to present themselves in a business-like and appropriate manner. Jeans and tee shirts are not permitted. Shirts should be absent of advertisement (small brand name of shirt excluded) and shirt tails should be tucked in at all times.
- b. This does not exclude reasonable and appropriate clothing for the traditional "Friday" dress down mode. The nature

of work to be performed and existing weather conditions will be considered.

Section 2. Timekeeping

- a. Accurately recording time worked on timesheets is the responsibility of each employee of the Forsyth County Board of Elections. Violations or misuse will not be permitted.
- b. Employees are expected to work an eight-hour day and should arrive to work no later than 8:00 a. m. and leave at no earlier than 5:00 p. m. except on Election Days or when otherwise approved by the Elections Director. If a need arises to vary from the scheduled work hours, the employee must seek approval from the Director.
- c. When the workload permits, two fifteen-minute work breaks are permitted on a daily basis at staggered times.
- d. One hour is scheduled daily for lunch. Variations will be given in valid special circumstances by the Director.
- e. Employees should identify on the employee board if there is a need to leave the Elections Office where they have gone and when they plan to return with the exception of bathroom breaks. Additionally, employees should advise the front desk member as to their departure and pending return.

Section 3. Overtime

- a. Employees will be notified as much in advance as possible when the Director determines there may be a need for overtime. When an unexpected need for overtime arises, the Elections Director will give special consideration to employees who have prior commitments.
- b. Only the Director of Elections must authorize staff overtime.

Section 4. Office Routine

- ~~a. Employees should not read, study, eat or fail to perform assigned tasks during work time. Employees may use schoolbooks, magazines and other related items only in the breakroom at break or lunchtime. Newspapers may be~~

~~read in the break room and only on break or at lunch.~~
a. Personal business should not impact work performance and assignments. If time away from the office is needed to handle personnel business that can not be handle on break or at lunch, leave request should be followed for time off.

~~b.a.~~ Food (light snacks excepted) will not be allowed in reception areas open to public view.

~~e.b.~~ Co-workers will relieve other staff at the front desk to allow time for breaks, lunch and busy times.

~~d.c.~~ Personal phone calls and conversations shall be limited and abuses shall be addressed. Disruption of employees during work time can result in inaccurate work, backlog and delayed project completion, which creates deadline stress.

Article 7. Election Administration - High Profile Public Agency

Section 1. Employee Professionalism

- a. Employees must exercise courtesy, diplomacy and tact in while interacting with the public in person, by telephone or any other communications.
- b. The most important function of all employees is to respond to the public and answer the telephone in a courteous and professional manner. Ensure that information given to an inquirer is correct. If there is any doubt about the accuracy of your answer, say that you will have the question researched by the employee handling that election procedure and call back. Write date, question asked, phone # and name of caller on note to yourself and do not fail to follow-up as soon as possible.
- c. When taking calls for Director or any office employee, observe the following rule: If put on hold, check every minute to determine if caller would like to have the call returned, be transferred to voice mail, or continue to hold.

Article 8. Conclusion

Section 1. Additional Procedures

- a. **Any question not covered in this *Department Procedure Manual* will be processed under provisions of the most current edition of *Election and Related Laws and Rules and Regulations of North Carolina* and/or under *Foryth County Administrative Policy and Procedures* where such procedures do not conflict with Election Laws; or the Board of Elections may adopt additional regulations.**

Section 2. Amendments

- a. **Amendments to this *Department Procedure Manual* may be adopted by unanimous vote and signature of the Forsyth County Board of Elections in meeting duly assembled.**

Adopted this the 11th day of June, 2015.

Chair Ken Raymond

Secretary Stuart Russell

Member Fleming El-Amin

Tentative List of Early Voting Sites for 2016

(not including the Board of Elections)

Updated Wednesday, September 16, 2015

1. Kernersville Senior Center/Library
2. Clemmons Library
3. Lewisville Library
4. Rural Hall Branch Library
5. Walkertown Library
6. Southside Library
7. Polo Park Recreation Center
8. Hanes Hosiery Recreation Center
9. Sedge Garden Recreation Center
10. South Fork Recreation Center
11. Brown Douglas Recreation Center
12. Old Town Recreation Center
13. Sims Recreation Center
14. Sprague Street Recreation Center
15. Miller Park Recreation Center
16. Industries for the Blind
17. Winston Lake Family YMCA
18. Tobaccoville Community Center
19. Forsyth Tech, Mazie Woodruff
20. Forsyth Tech West, Bolton Street

Motion from May 21, 2015 minutes

Closing Precincts for Municipal Elections

Director Hines and the Board discussed the temporary bringing together of the proposed precincts for the upcoming Municipal Elections as a matter of cost savings; plan allows for 19 sites, noting that there is a possibility of a statewide bond referendum which would impact the number of precincts required. If referendum were approved, 101 precincts would need to be opened. Board verified that public would be notified of change in timely manner. Secretary Russell motioned to approve site plan, with stipulation to pending bond referendum and need to revisit should bond referendum move forward, Member El-Amin seconded motion.

Chairman Raymond moved. **Motion carried unanimously.** Member El-Amin requested municipalities be listed for public record, they include the following:

- Town of Bethania
- Village of Clemmons
- Town of Kernersville
- Town of Lewisville
- Town of Rural Hall
- Village of Tobaccoville
- Town of Walkertown