

## **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 February 8, 2018**

1. Meeting Called to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Public Comments
5. Approval of Minutes
6. Approval of Pre-Processing of Absentee Ballots
7. Approval of Remedies for Disapproved Absentee Ballots
8. Approval of Re-Marking Process
9. Approval of Absentee Board Meeting Schedule
10. Discussion of One-Stop Voting Plan for May Primary
11. Other Business
12. Closed Session (if needed)
13. Adjournment

**FORSYTH COUNTY BOARD OF ELECTIONS**  
**Meeting Minutes**  
**February 8, 2018**

**Meeting Called to Order**

A meeting of the Forsyth County Board of Elections was called to order in the second floor meeting room on February 08, 2018 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, Monica Gary, and Kimberly Stuck

Other Staff: Forsyth County Assistant 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. Member Campbell moved to close public comments, Secretary Russell seconded; **Motion carried unanimously.**

**Approval of Minutes**

Secretary Russell approved minutes with typographical changes, Chairman Raymond seconded; **Motion carried unanimously.**

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

Ms. Gary requested approval for the preprocessing of absentee ballots to enable flattening of ballots and to identify those ballots that would require remarking to allow for tabulation. Director Tsujii gave an overview of the preprocessing procedures. Secretary Russell moved to approve the preprocessing procedures; Member Campbell seconded; **Motion carried unanimously.**

**Approval of Remedies for Disapproved Absentee Ballots**

Director Tsujii presented the Board with remedy procedures for problematic or incomplete absentee ballots such as those missing signatures; to reissue ballots based on the Board's preemptive dispositions. Mr. Tsujii addressed procedures to contact voters and resend ballot. Member Campbell inquired if voters could come in person to fix their ballots. Director Tsujii stated the first ballot would be spoiled to allow a new ballot to be sent. Ms. Campbell verified that the ballots being discussed were missing things not that they were of a questionable status. Mr. Tsujii verified that any ballot that would require Board review would not be preprocessed. The Board discussed remedies for signatures on envelope but in the wrong place as well as witness address missing from the back of the return envelopes. Secretary Russell reviewed N.C.G.S § 163-231(a)5 regarding missing witness addresses for clarification. Secretary Russell moved to approve remedies for disapproved absentee ballots with the caveat that the signature is

verified as the voter's signature and to disapprove envelopes with missing witness address unless the zip code is the only item missing; Chairman Raymond seconded; **Motion carried unanimously.**

#### **Approval of Re-Marking Process**

Ms. Gary requested the Board's approval for the absentee ballot remarking process. Secretary Russell moved to approve the re-marking process; Member Campbell seconded; **Motion carried unanimously.**

#### **Approval of Absentee Board Meeting Schedule**

Ms. Gary requested the Board's approval for the Absentee Board meeting schedule; Member Campbell moved to approve the Absentee Meeting Schedule; Secretary Russell seconded; **Motion carried unanimously.**

#### **Discussion of One-Stop Voting Plan for May Primary**

Director Tsujii provided the Board with the 2014 One-Stop Schedule and daily statistics for review. The Board discussed their preference of using the 2014 schedule as a starting point. Member Campbell suggested Southside Library as an option; the Board held on making a decision to enable Board of Election staff to research an alternate facility for the Kernersville Senior Center/Library. Deputy Director Joyner will reach out to see if an alternate facility can be acquired.

#### **Other Business**

Ms. Stuck provided the schedule for Candidate Filing; information on open petitions for local seats as well as the new residency requirement for those districts affected by the redistricting order; Director Tsujii provided further clarification of the residency requirement.

Assistant County Attorney Lonnie Albright addressed pending litigation that had been remanded back to a three-judge panel from the NC Supreme Court.

Director Tsujii advised the Board that a decision regarding the Board make-up was expected to be heard February 15, 2018. Mr. Tsujii also discussed the NCACC's efforts with the North Carolina General Assembly and the extension of the deadline on voting equipment. Director Tsujii stated that the staff has prepared contingency plans and are in communication with other counties to obtain and use the Automark, ADA compliant voting machines. Mr. Tsujii also discussed the number of paper ballots that would be needed if Forsyth County went to an all paper based election; estimating 300,000 plus ballots to be printed. Mr. Tsujii stated that the Election Day process would remain the same, as it has always been an all paper election.

#### **Closed Session (if needed)**

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

#### **Adjournment**

Member Campbell moved to adjourn meeting, Secretary Russell seconded; **Motion carried unanimously.** Meeting adjourned at 05:52 p.m.

Approved:

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Ken Raymond, Chair

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Date

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Stuart Russell, Secretary

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Date

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Susan Campbell, Member

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Date

## **FORSYTH COUNTY BOARD OF ELECTIONS SCHEDULE OF ABSENTEE MEETINGS**

The following is a list of the days on which the Forsyth County Board of Elections will meet to approve the applications for absentee ballots for the Primary Election to be held on May 8, 2018, pursuant to G.S. 163.230.1(c1). The meetings will be held in the Cooper-Cardwell Elections Room of the Forsyth County Government Center located at 201 N. Chestnut Street, Winston-Salem. Any other business transacted by the Board may be done at this time.

5:00 P.M.	Tuesday	April 10, 2018
5:00 P.M.	Tuesday	April 17, 2018
5:00 P.M.	Tuesday	April 24, 2018
5:00 P.M.	Tuesday	May 1, 2018
4:00 P.M.	Monday	May 7, 2018
2:00 P.M.	Tuesday	May 8, 2018
10:00 A.M.	Friday	May 18, 2018 (Supplemental Absentee & Canvass)

Approved this February 8, 2018

Signed:

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Kenneth Raymond - Chairman