

BOARD OF ELECTIONS

Ken Raymond
Chairman

Stuart Russell
Secretary

Fleming El-Amin
Member



Robert H. Coffman
Director of Elections

Lamar Joyner
Deputy Director

FORSYTH COUNTY BOARD OF ELECTIONS BOARD MEETING MINUTES – OCTOBER 15, 2013

Meeting Called to Order

An Absentee Ballot meeting of the Forsyth County Board of Elections was held in the fourth floor conference room on October 15, 2013. The meeting convened at 6:38 PM, Chairman Ken Raymond presiding.

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

Staff Members in attendance: Director Robert Coffman, Deputy Director Lamar Joyner, Joshua Chunn, Judy Speas

Public Comment Session

No public were in attendance to participate.

Approval of Minutes

Chairman Raymond requested that the Board members review the minutes of September 17, 2013. Member El-Amin moved and Secretary Russell seconded a motion to approve the Board minutes of September 17, 2013. **Motion carried unanimously.**

Approval of Absentee Ballots Returned

Mr. Chunn recommended 55 absentee ballots for approval; two absentee ballots for disapproval because of no witness signature; and, one absentee ballot for pending status for the consideration of the Board members. Mr. Chunn explained that the pending status was because the voter signed in the incorrect location on the absentee ballot return envelope. Secretary Russell moved and Member El-Amin seconded a motion to approve the one pending absentee ballot provided there is no language in the statute that prohibits accepting the ballot. **Motion carried unanimously.** Mr. Coffman agreed to provide additional research for the statute.

After allowing for this change, Secretary Russell moved and Member El-Amin seconded a motion to accept the staff recommendation of 56 absentee ballots for approval and two absentee ballots for disapproval. **Motion carried unanimously.**

New Retention Policy

Mr. Coffman explained the Amendment of the County Boards of Elections Records Retention and Disposition Schedule as prepared by the NC Division of Archives and Records. In the past, the official county voter registration records were retained for ten years after the last

activity. Official records are now electronically retained by the NC State Board of Elections. For this reason, the Division of Archives amendment provides for the destruction of printed copy voter registration records after two years. The county board of elections would benefit by a decrease in offsite storage cost and a less demanding storage task. After discussion, Secretary Russell moved and Member EI-Amin seconded a motion to adopt the Amendment of the County Boards of Elections Records Retention and Disposition Schedule presented for record retention with a clause that the Board members would be able to affirm the specific records to be destroyed. **Motion carried unanimously.** The document was signed by Director Coffman and Chairman Raymond to verify approval of the policy.

List Maintenance Cards

Chairman Raymond introduced the topic of undeliverable Winston-Salem State University list maintenance voter registration cards. A problem has existed where the undeliverable cards were not returned in a timely manner. The existing WSSU policy is that the campus post office should arrange the transportation of the voter registration cards to the Board of Elections office. Chairman Raymond suggested that Mr. Coffman ask that WSSU personnel return the voter registration cards in the US Postal Service for a quicker delivery. Chairman Raymond quoted the USPS Domestic Mail Manual Exhibit 1.5.1, Treatment of Undeliverable First Class Mail, regarding return service requested mail. In all cases, regardless of whether a change of address order is on file, all pieces are returned with a new address or reason for non-delivery attached. Secretary Russell moved and Member EI-Amin seconded a motion that the Board of Elections contact the WSSU campus post office and tell them that, in the future, the campus post office policy for undeliverable election mail should be to follow US Postal policy and mail the undeliverable items back to the Board of Elections. With that, the relevant excerpts from the USPS Domestic Mail Manual would be included. Also, Cornelius Graves, WSSU Director of Government and Community Relations, and other personnel would be copied. **Motion carried unanimously.**

Other Business

Chairman Raymond discussed the next meeting date of October 22, 2013 by referring to NCGS 163-230.1(c1), Required Meeting of County Board of Elections. The statute requires that the Board of Elections meet weekly at 5:00 PM beginning the third Tuesday before an election to pass upon applications for absentee ballots. Any notice of the change in hour should be published in a county newspaper at least 30 days prior to the election. Board members agreed that the time period for a newspaper notice had passed and that, to comply with the statute, the Absentee Ballot meetings should begin at 5:00 PM instead of the previously scheduled 6:30 PM time. Secretary Russell moved and Member EI-Amin seconded a motion to reschedule the October 22 and 29, 2013 Absentee Ballot meetings to 5:00 PM instead of 6:30 PM, as required by NCGS 163-230.1(c1); and, that the Board of Elections take action as necessary to notify the public that the meetings are being changed to the times and the reason as based on the statute. **Motion carried unanimously.**

Closed Session

Chairman Raymond moved and Secretary Russell seconded a motion for closed session by stating: I move that the Board go into closed session 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, pursuant to the provisions of NCGS 143-318.11(a) (6). **Motion carried unanimously.** Board members went into closed session at 7:18 PM. Board members exited closed session at 7:45 PM.

Adjournment

Member El-Amin moved and Secretary Russell seconded a motion to adjourn the meeting. **Motion carried** and the meeting was adjourned at 7:50 PM.

Approved:

Ken Raymond, Chair

Date

Stuart Russell, Secretary

Date

Fleming El-Amin, Member

Date

Attachments on File: Amendment County Board of Elections Records Retention and Disposition Schedule