BRUNSWICK COUNTY

BOARD OF ELECTIONS

75 Stamp Act Drive NE · Building H
PO Box 2 · Bolivia · NC · 28422
www.brunswickcountync.gov/elections

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Board Meeting Agenda
January 30, 2024 · 4:00 pm · Absentee Meeting

This meeting will be held in the Commissioners' Chambers of the David R. Sandifer Building, 30 Government Center Drive NE, Bolivia, NC, 28422.

Members of the public may observe the meeting in-person or via live video feed online using Zoom. You will need to have Zoom installed on your computer or mobile device prior to joining the webinar; no registration or passcode is required.

1. **Call to order and Pledge of Allegiance**
2. **Approval of Agenda**
3. **Consideration of Absentee Ballots**
4. **Adjourn**

The next board meeting is an absentee meeting scheduled for Tuesday, February 6, 2024 at 4:00 pm in the Commissioners Chambers of the David R. Sandifer Administration Building.

The next **regular** meeting will be Tuesday, February 20, 2024 at 4:00 pm in the Commissioners Chambers of the David R. Sandifer Administration Building.

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Date: 1/30/2024   Time: 4:00 pm   Location: Commissioners' Chambers

Agenda Item: Consideration of Absentee Ballots

Attachments: Resolution to Delegate Administrative Duties Relating to Absentee Voting to the Director and Staff

Summary:
1. Pending board decision: 1 civilian ballot received in a return envelope, but the ballot envelope was unsealed [1]
2. Ballots recommended for approval:
   a. Civilian: 3
   b. Overseas: 3

Absentee Seal Numbers and Ballot Counts

These numbers are logged on an audit sheet and signed by the board at each meeting.

Meeting	Absentee Bin Seals	vDrive Seals	Ballots Approved at Meeting	Ballots Scanned at Meeting	Total Ballots Scanned this Election Recorded at end of meeting
01/30/2024					

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[1] Numbered Memo 2021-03 provides that when the ballot is inside the executed ballot envelope which is not sealed <u>but</u> the ballot envelope is received in a sealed return envelope, this anomaly is not a deficiency. Staff is instructed to re-seal the return envelope with a notation of "sealed in return envelope" and the county board should open the return envelope and address the ballot at its next absentee meeting.

**RESOLUTION TO DELEGATE ADMINISTRATIVE DUTIES RELATING TO
ABSENTEE VOTING TO THE DIRECTOR AND STAFF**

WHEREAS, GS 163-35(d) gives the county board of elections authority to delegate to its director "so much of the administrative detail of the election functions, duties, and work of the board, its officers and members, as is now, or may hereafter be vested in the board of its members as the county board of elections may see fit."; and

WHEREAS, to expedite the processing of absentee ballots, certain preparatory tasks should be completed by staff prior to absentee board meetings; and

WHEREAS, UOCAVA (Uniformed and Overseas Citizen Absentee Voting Act) ballots and ballots that have been damaged or otherwise cannot be read by the tabulator will be duplicated in order to be scanned by the machine and to avoid having to manually enter the voter's selections into the reporting software; and

NOW, THEREFORE, BE IT RESOLVED, that the Brunswick County Board of Elections, by unanimous vote, has delegated the following administrative duties relating to absentee voting to the director and staff:

1. Inspecting ballot envelopes and return envelopes for deficiencies and contacting voters as required by Numbered Memo 2021-03.
2. Sorting ballot envelopes with accompanying photo ID documentation into categories for the board to review and take action (*e.g.*, approve or reject).
3. Verifying the list of ballot envelopes against the absentee pollbook.
4. Performing ballot duplication with a bipartisan team.
5. The board will not review individual ballot envelopes that have been recommended by staff for approval and will accept staff's recommendation for those ballot envelopes and photo ID documentation. The board will spot-check a minimum of two envelopes and accompanying photo ID documentation to ensure accuracy and consistency. The board reserves the right to review all ballot envelopes that have been recommended by staff for approval.
6. The board will individually review all ballot envelopes that: (1) have been recommended for disapproval by staff, (2) have a cure certification associated with that ballot envelope, or (3) where staff need further guidance from the board as to whether the envelope was properly executed.
7. The board will sign a cover sheet containing a list of envelopes that were acted upon during the meeting and indicating whether those envelopes were approved or disapproved in lieu of signing the individual envelopes.
8. Scanning of Absentee Ballots at Board Meetings
   a. Absentee ballots shall be scanned during each absentee meeting. Scanning cannot begin until a majority of the board members and at least one board member of each political party is in attendance.
   b. Staff may scan the approved ballots into the tabulator, but each board member present is responsible for and will observe and supervise the opening of the envelopes and counting of the ballots.
9. Ballot Duplication
   a. A bipartisan team will duplicate electronically returned UOCAVA ballots outside of an absentee board meeting.
      i. Each bipartisan duplication team will consist of at least three staff members, with no more than two members being of the same political affiliation. It is a best practice to have at least four members, two of each political party, to ensure accuracy.
      ii. The director will supervise and train all members of the duplication team and assign the following roles:
         1. Ballot Caller – Announces the voter's selections listed on the original ballot to the Ballot Duplicator and Ballot Reviewer.
         2. Ballot Duplicator – Replicates the voter's selections from the original ballot onto the machine-readable ballot as instructed by the Ballot Caller.
         3. Ballot Reviewer – Reviews the Ballot Caller's readings from the original ballot and compare it to the selections recorded on the machine-readable ballot by the Ballot Duplicator to ensure accuracy. It is a best practice to have two ballot reviewers, one who will review the selection announced by the Ballot Caller and one who will review the selection made by the Ballot Duplicator.

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iii. Prior to the start of the ballot duplication process, each member of the bipartisan duplication team will complete a participation log noting the date, time, and their name, role, and party affiliation.

iv. During the ballot duplication process, the duplication team is not permitted to leave each other's immediate presence until the process has been completed, unless authorized by the director.

v. All duplicated ballots will contain the following in the blank box at the top of each ballot:
   1. A notation of "DUP" to indicate the ballot is a duplicate of the original.
   2. The ballot number assigned to the voter.

vi. Upon completion of the process, the team will do the following:
   1. Ensure that the duplicated ballots are attached to the corresponding original ballots for the Board to verify at its next scheduled meeting.
   2. Enter the time of completion and their signatures to the ballot duplication log.
   3. Provide the completed duplication log and the ballots to the staff.

vii. The director will ensure that the ballots are kept in a secured location until the next absentee board meeting.

viii. The board will review each duplicated ballot at its next scheduled board meeting prior to approval of the ballots.

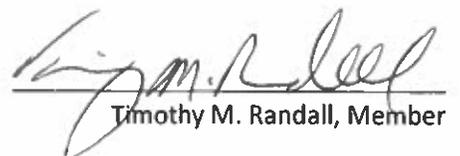Adopted, this the 17th day of October, 2023.

Brunswick County Board of Elections
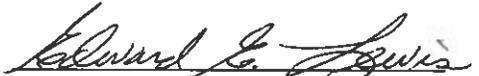
Edward E. Lewis, Chair

Stuart Smith, Secretary

Paula Clarity, Member

Randy Pelton, Member

Timothy M. Randall, Member