

# BRUNSWICK COUNTY

## BOARD OF ELECTIONS

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

Phone: 910-253-2620  
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elections@brunswickcountync.gov

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### **Board Meeting Agenda**

#### **February 6, 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. Approval of Minutes**
  - a. January 30, 2024 – Absentee Meeting
- 4. Consideration of Absentee Ballots**
- 5. Adjourn**

The next board meeting is an absentee meeting scheduled for Tuesday, February 13, 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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Meeting Minutes · Absentee Meeting · January 30, 2024 · 4:00 p.m.

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**Board Members Present:** Chair Edward Lewis, Secretary Stuart Smith, and Member Paula Clarity

**Board Staff Present:** Director Sara LaVere, Deputy Director Adrienne Rushton, Elections Computer Technician Butch Johnson, Election Logistics Technician Ryan Childress, Assistant Computer Technician Ed Ovsenik, Absentee Assistant Christy Souter, and Absentee Assistant Camdyn Johnson

**Bipartisan Duplication Team Present:** Julie Paladino, Patricia Vandergrift, Myrtle Stevenson, and Gwen Causey

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### Meeting Opening

Mr. Lewis called the meeting to order and everyone in attendance recited the Pledge of Allegiance.

### Approval of Agenda

Mr. Smith made a motion to approve the agenda. The motion carried unanimously.

### Consideration of Absentee Ballots

Ms. Rushton presented one absentee ballot pending board decision, 3 civilian, and 3 overseas.

The ballot pending board decision was returned in a sealed envelope, but the ballot envelope was unsealed. Numbered memo 2021-03 provides that when ballot is inside the executed ballot envelope which is not sealed but the ballot envelope is received in a sealed return envelope, this anomaly is not a deficiency. Staff are 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.

Mr. Smith made a motion to approve the ballot. The motion carried unanimously.

Ms. Rushton presented 3 civilian absentee ballots for approval. Each board member reviewed two ballots to confirm they were properly executed. Ms. Clarity made a motion to the ballots as recommended by staff. The motion carried unanimously.

The bipartisan team opened the approved ballots and removed ballots to be scanned.

The overseas ballots were duplicated by the bi-partisan team prior to the meeting and reviewed by the board. Mr. Smith made a motion to approve one overseas ballot that was duplicated. The motion carried unanimously.

Mr. Johnson opened the Central Scan and the board signed the zeros tape.

After scanning was complete, Mr. Johnson announced that 7 ballots were scanned today with no overvotes. Ms. Rushton confirmed that was the number of ballots approved.

The ballots were placed in a bin and sealed, with seals signed by Mr. Smith and Ms. Clarity. The secure vDrive was placed in a storage container and sealed. The following vote count and seal numbers were logged and will be confirmed at the start of the next meeting.

- Ballot count: 7 total
- Ballot bin: 2617251 and 2617061
- vDrive storage container: 3741593

The board signed an audit sheet confirming the number of ballots scanned today and seal numbers.

Ms. Clarity made a motion to adjourn. The motion carried unanimously.

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Date: 2/6/2024

Time: 4:00 pm

Location: Commissioners' Chambers

### **Agenda Item:** Consideration of Absentee Ballots

#### **Summary:**

1. Ballots recommended for approval
  - a. Civilian: 33
2. Ballots recommended for disapproval
  - a. 1 spoil/reissue – missing witness signature<sup>1</sup>

#### **Information Only:**

1. Pending Cure: 2 with no documentation provided in the clear sleeve (copy of ID or exception form)

### **Absentee Seal Numbers and Ballot Counts**

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

<b>Meeting</b>	<b>Absentee Bin Seals</b>	<b>vDrive Seals</b>	<b>Ballots Approved at Meeting</b>	<b>Ballots Scanned at Meeting</b>	<b>Total Ballots Scanned this Election</b> <small>Recorded at end of meeting</small>
01/30/2024	2617251 2617261	3741593	7	7	7
2/6/2024					

<sup>1</sup> Numbered Memo 2020-25 states "Whether the county board delegates the initial review of absentee envelopes to staff or chooses to have a bipartisan team of board members review envelopes during the meeting, all board members present at the meeting must approve or disapprove the ballots."

*The Resolution to Delegate Administrative Duties Relating to Absentee Voting to the Director and Staff approved by the board on 10/17/23 delegated the task of "Inspecting ballot envelopes and return envelopes for deficiencies and contacting voters as required by Numbered Memo 2021-03."*