

# 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  
Fax: 910-253-2618  
elections@brunswickcountync.gov

---

### **Board Meeting Agenda** **April 23, 2024 · 4:00 pm · Absentee Meeting**

This meeting will be held in the Board of Elections Office Training Room, 75 Stamp Act Drive NE, Building H, 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 Meeting Minutes**
  - a. March 4, 2024 – Absentee Meeting
  - b. March 5, 2024 – Election Day Meeting
  - c. March 7, 2024 – Sample Audit Meeting
  - d. March 14, 2024 – Pre-Canvass Meeting
  - e. March 15, 2024 – Canvass Meeting
  - f. April 16, 2024 – Regular and Absentee Meeting
- 4. Public Comments**
  - a. Any individual or group who wishes to address the board may make a request to be on the agenda to the Board of Elections Staff. Public comments should be limited to three to five minutes.
  - b. A public comment portal allows those not in attendance during a board meeting to address the board. Any comments received by the start of a board meeting will be read aloud during the public comment period. [Public Comment Portal Link](#)
- 5. Old Business**
  - a. Consideration of satellite locations for Early Voting for general election
- 6. Consideration of Absentee Ballots**
- 7. Adjourn**

*The next board meeting is an absentee meeting scheduled for Tuesday, April 30, 2024 at 5:30 pm in the Board of Elections Office Training Room, 75 Stamp Act Dr NE, Building H, Bolivia, NC 28422.*

# 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  
Fax: 910-253-2618  
elections@brunswickcountync.gov

---

Meeting Minutes · Absentee Meeting · March 4, 2024 · 4:00 p.m.

---

**Board Members Present:** Secretary Stuart Smith, Member Paula Clarity, Member Randy Pelton, and Member Timothy M. Randall

**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, Gwen Causey, Myrtle Stevenson, and Patricia Vandergrift

---

### **Meeting Opening**

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

### **Approval of Agenda**

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

### **Approval of Minutes**

Ms. Clarity made a motion to approve the minutes for the minutes of the February 27, 2024 Absentee meeting. The motion carried unanimously.

### **Consideration of Absentee Ballots**

There are 272 absentee ballots for consideration:

Recommended for approval:

#### **Civilian ballots**

- 211 Civilian ballots; one is a Bald Head Island that needs duplicated, 12 are Bald Head Island ballots that will be opened separately to ensure both sheets were received
- 33 Affidavit Pending Review that have a properly executed Photo ID Exception Form

Board members each reviewed a minimum of two ballots.

Mr. Pelton made a motion to approve 211 Civilian ballots and 33 Affidavit Pending Review ballots as recommended by staff. Motion carried unanimously.

### Military and Overseas ballots

- Five overseas ballots and two military ballots received electronically and were duplicated ahead of the meeting by the bipartisan team. Each of these ballots were reviewed by the board.

Mr. Randall made a motion to approve five overseas and two military ballots as recommended by staff. Motion carried unanimously.

### Ballots Pending Board Decision

- Three ballots were returned by an unauthorized person (not a near relative or guardian).

Numbered Memo 2020-23 states that delivery of an absentee ballot by a person other than the voter, the voter's near relative, the voter's legal guardian, or a person of the voter's choice when the voter needs assistance due to disability, is not sufficient evidence in and of itself to establish that the voter did not lawfully vote their ballot. A county board shall not disapprove an absentee ballot solely because it was delivered by someone who was not authorized to possess the ballot.

- Two ballots were returned with no log. There was no log completed at the early voting location; as this was a poll worker deficiency, staff recommends these ballots be approved.

Ms. Clarity made a motion to approve five ballots as recommended by staff. Motion carried unanimously.

- Eight Civilian ballots were returned in a sealed envelope, but the ballot envelope was unsealed.

Numbered Memo 2021-03 provides that when the 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.

One ballot is a Bald Head Island Ballot that will need to be duplicated.

Ms. Clarity made a motion to approve eight ballots as recommended by staff. Motion carried unanimously.

- Two Civilian ballots where the voter indicated that their photo ID documentation is inside the ballot envelope.

Mr. Pelton made a motion to approve the two ballots. Motion carried unanimously.

### Ballots Recommended for Disapproval

- Four Civilian ballots with incomplete witness information. Ballots have been spoiled and re-issued.
- One Civilian ballot with incomplete witness information and photo ID was not acceptable. Ballot has been spoiled and re-issued.
- One Civilian ballot where the ballot envelope was not sealed and there was no ballot inside. Ballot has been spoiled and re-issued.

Ms. Clarity made a motion to disapprove six ballots as recommended by staff. Motion carried unanimously.

Mr. Johnson verified the seal number on the vDrive seal as 33118391. Current ballot count was verified as 331.

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

The bipartisan team duplicated ballots as necessary.

After scanning was complete, the board adjudicated overvotes as necessary. Mr. Johnson announced that 266 ballots were scanned today. Ms. LaVere confirmed that was the number of ballots approved.

The ballots were placed in a bin and sealed, with seals signed by Mr. Smith and Mr. Randall. 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: 597 total
- Ballot bin: 2617006 and 2617007
- vDrive storage container: 33118393

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.

# 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  
Fax: 910-253-2618  
elections@brunswickcountync.gov

---

Meeting Minutes · Election Day Meeting · March 5, 2024 · 5:00 p.m.

---

**Board Members Present:** Chair Edward E. Lewis, Secretary Stuart Smith, Member Paula Clarity, Member Randy Pelton, and Member Timothy M. Randall

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

**Bipartisan Duplication Team Present:** Christy Souter, Julie Paladino

---

### **Meeting Opening**

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

### **Approval of Agenda**

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

### **Consideration of Absentee Ballots**

There are 49 ballots for the board's consideration.

- 44 Civilian ballots; one of these is a Bald Head Island ballot that will be opened separately to ensure both ballot sheets were received.
- Two Affidavit Review Pending Civilian ballots with a properly executed Photo ID Exception Form

Board members each reviewed at least two ballots.

Mr. Smith made a motion to approve 46 Civilian ballots as recommended by staff. Motion carried unanimously.

- One military ballot recommended for approval that was received electronically and duplicated by the bipartisan team.

Mr. Pelton made a motion to approve the one military ballot as recommended by staff. Motion carried unanimously.

- Two Civilian ballots are recommended for disapproval as they were returned with incomplete witness information. Ballots have been spoiled and voters have been contacted with option to vote in person tomorrow.

Mr. Smith made a motion to disapprove two ballots with incomplete witness information. Motion carried unanimously.

Mr. Johnson verified the seal from the vDrive storage container as 33118393.

Mr. Johnson opened the central scanner.

The bipartisan team opened the approved ballots and removed ballots to be scanned. Mr. Johnson announced the total number of ballots scanned as 597 ballots scanned; matching what was scanned at the close of the March 4 meeting.

Mr. Johnson announced that 47 ballots were scanned at today's meeting. That was confirmed to be the number of ballots approved.

The ballots were placed in a bin and sealed, with seals signed by Mr. Randall and Mr. Pelton. The secure vDrive was placed in a storage container and sealed. The following vote count and seal numbers were logged.

- Ballot count: 644 total
- Ballot bin: 2617010 and 2617009

Ms. Rushton obtained board signatures on absentee poll books.

**Closing of Verity Central Scan**

Mr. Johnson obtained results from Central Scan of absentee ballots. He also closed the Verity Scans from One-Stop and obtained those results.

**Summary of Absentee for Release at Close of Polls:**

**Absentee by Mail Summary**

<b>Absentee by Mail</b>	<b>Verity Central Scan Total</b>	<b>Executed Absentee Report</b>
Civilian		626
Military		6
Overseas		12
<b>Absentee TOTAL</b>	644	644

**Closing of Verity Scans from Early Voting Locations**

At the close of polls, 7:30, Mr. Johnson closed Verity Scans from Early Voting Locations.

The handle seal numbers on each scanner were compared with the seal number which was logged by precinct officials at the end of early voting. The vDrive seal number was compared with the seal placed on the Verity Scan during Logic and Accuracy testing.

Results media was imported into the Verity Count system. From the Verity Count system, there were transferred to the networked computer and uploaded to the State Board of Elections using a new, unopened thumb drive.

Board members signed results tapes from each Verity Scan.

**Early Voting Summary**

<b>Location</b>	<b>Verity Scan Total (As reported)</b>	<b>Executed Early Votes Report</b>	<b>Signed Early Voting Applications</b>	<b>Security Seal Number</b>	<b>Handle Seal Number</b>
Bolivia	1,270	1,270	1,270	0491993	35059006
Shalotte	3,410	3,410	3,410	0491986	35059007
Leland	4,409	4,409	4,409	0491992	35059008
Sunset Beach	2,262	2,262	2,262	0491191	35059005
Southport	3,993	3,993	3,993	0492000	35059009
<b>Early Voting TOTAL</b>	15,344	15,344	15,344		

**Precinct Results**

When all precincts had reported, and tabulations were complete, the unofficial results of the 2024 primary election were announced.

**Adjournment**

Mr. Pelton made a motion to adjourn. The motion carried unanimously.

# 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  
Fax: 910-253-2618  
elections@brunswickcountync.gov

---

Meeting Minutes · Sample Audit Meeting · March 7, 2024 · 9:00 a.m.

---

**Board Members Present:** Chair Edward E. Lewis, Secretary Stuart Smith, and Member Randy Pelton, and Member Timothy M. Randall

**Board Staff Present:** Director Sara LaVere, Assistant Deputy Director Adrienne Rushton, Elections Computer Technician Butch Johnson, and Election Logistics Technician Ryan Childress

**Bipartisan Sample Audit Members Present:** Sandra Batson, Janet Beal, Spring Harkins, Julia Martinelli, Anne Muldoon, Susan Pridgen, Debra Pyle, and Peggy Verlangieri

---

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

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

Ms. Laverre explained that the sample audit count was required by law and is a process where bipartisan teams hand tally the Presidential Preference Contest on the ballot for two voting locations. The results of the hand tally are then compared to the machine count. Today we are auditing CB06 Mosquito 1 and Early Voting – Cooperative Extension Location.

The bipartisan teams tallied the ballots.

### Ballot Summary

Early Voting Cooperative Extension Location: 1,270 ballots cast.

Total Ballots
1,270

The sample audit produced results identical to the machine count results, as indicated below.

### Presidential Preference - Democratic

Candidate	Votes
Joseph R. Biden, Jr.	332
No Preference	25
Undervotes	4

**Presidential Preference - Libertarian**

Candidate	Votes
No Preference	2
Michael Rectenwald	0
Toad Anderson	0
David (Trime Taveler) Dunlap	0
Jacob Hornberger	0
Beau Lindsey	0
Lars Mapstead	0
Chase Oliver	0
Joshua Smith	0
Mike ter Maat	0
Charles Ballay	0
Undervotes	0

**Presidential Preference - Republican**

Candidate	Votes
Donald J. Trump	610
Nikki Haley	254
Ron DeSantis	17
No Preference	8
Vivek Ramaswamy	5
Chris Christie	3
Asa Hutchinson	1
Ryan Binkley	1
Undervotes	7
Overvotes	1

Ballots were sealed in a bin with seal numbers 2617008 and 2617248.

Election Day Precinct CB06 Mosquito 1: 1,123 ballots cast

<b>Ballot Bin Seal</b>	<b>Total Ballots</b>
0492053	1,123

The seal number was verified with the seal number that was logged on election night by poll workers. The sample audit produced results identical to the machine count results, as indicated below.

**Presidential Preference - Democratic**

Candidate	Votes
Joseph R. Biden, Jr.	185
No Preference	16
Undervotes	3

**Presidential Preference - Libertarian**

Candidate	Votes
No Preference	3
Michael Rectenwald	1
Toad Anderson	1
David (Trime Taveler) Dunlap	0
Jacob Hornberger	0
Beau Lindsey	0
Lars Mapstead	0
Chase Oliver	0
Joshua Smith	0
Mike ter Maat	0
Charles Ballay	0
Undervotes	0

**Presidential Preference - Republican**

Candidate	Votes
Donald J. Trump	679
Nikki Haley	209
Ron DeSantis	15
No Preference	7
Vivek Ramaswamy	2
Chris Christie	1
Asa Hutchinson	0
Ryan Binkley	0
Undervotes	1

The ballots were sealed in a bin with seal number 33118392.

Mr. Pelton made a motion to adjourn. The motion carried unanimously.

# 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  
Fax: 910-253-2618  
elections@brunswickcountync.gov

---

Meeting Minutes · Pre-Canvass Meeting · March 14, 2024 · 9:00 a.m.

---

**Board Members Present:** Chair Edward E. Lewis, Secretary Stuart Smith, Member Randy Pelton, and Member Timothy M. Randall

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

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

---

### **Meeting Opening**

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

### **Approval of Agenda**

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

Ms. LaVere clarified that any ballots approved, opened, and scanned today will not be tabulated until the canvass meeting.

### **Consideration of Supplemental Absentee Ballots**

There are 79 ballots to be considered.

Mr. Johnson opened the central scanner and ran a zero-count report which board members signed.

Ms. LaVere presented supplemental absentee ballots recommended for consideration:

#### **Ballots recommended for approval**

- 20 Civilian ballots
  - One of these is a Bald Head Island ballot that will be opened separately to ensure both sheets were returned.
- Four Affidavit Review Pending Civilian ballots that were returned with a properly executed Photo ID Exception Form

Board members each reviewed at least two ballots.

Mr. Pelton made a motion to approve the 24 ballots as recommended by staff. Motion carried unanimously.

#### Ballots requiring board review

- Six Civilian ballots with an Accepted Cure
  - One of these is a Bald Head Island ballot that will be opened separately to ensure both sheets were returned.
  - One was originally signed by a POA, which is not permitted.

The board reviewed each of these ballots.

Mr. Pelton made a motion to approve the six Civilian and two Overseas ballots as recommended by staff. Motion carried unanimously.

- One Civilian ballot where the voter indicated their photo ID documentation is inside the ballot envelope.

Mr. Pelton made a motion to approve the ballot, pending verification of the ID information inside the envelope. Motion carried unanimously. Photo ID documentation was reviewed and determined to be acceptable.

#### Ballots recommended for disapproval – 46

- Two ballots were received on election day with witness information incomplete. Voters were contacted to inform them of option to vote in person before polls close
- 44 Civilian ballots received after the deadline, which was Tuesday, March 5, at 7:30 pm.

Mr. Pelton made a motion to disapprove 46 ballots as recommended by staff. Motion carried unanimously.

Approved ballots were removed from the envelopes and scanned into the Verity scanner.

One ballot was duplicated by the bipartisan team.

Mr. Johnson announced that 33 ballots were scanned at today's meeting. That was confirmed to be the number of ballots approved.

The ballots were placed in a bin and sealed, with seals signed by Ms. Clarity and Mr. Pelton. The secure vDrive was placed in a storage container and will be sealed with approved provisional ballots later in the meeting. The following vote count was logged.

- Ballot count: 33

**Consideration of Provisional Ballots**

Ms. Chambers explained the provisional process and presented provisional ballots for consideration.

Provisional ballots being considered today: 498

<b>Vote Count</b>	<b>Provisional Voting Reason</b>	<b># Ballots</b>
<b>APPROVED</b>	ID Not Provided (Exception Form Properly Executed, No finding of falsity)	13
	ID Not Provided (No Exception Form, Provided Acceptable Photo ID to BOE)	7
	Incorrect Party (Administrative/Poll Worker Error)	5
	Incorrect Precinct	217
	No Record of Registration	3
	Previously Removed	2
	Unreported Move	6
	Voter Already Voted (UNA voter changed mind after initial check-in)	9
	<b>TOTAL APPROVED</b>	<b>262</b>

Mr. Pelton made a motion to approve 262 ballots as recommended by staff. Motion carried unanimously.

<b>NOT APPROVED</b>	Incorrect Party	139
	No Record of Registration	89
	Previously Removed	3
	Voter Already Voted	1
	<b>TOTAL NOT APPROVED</b>	<b>232</b>

Mr. Pelton made a motion to not approve 232 ballots as recommended by staff.

<b>PENDING BOARD DECSISON</b>	Incorrect Party	1
	Unreported Move	1
	Provisionals Placed in Tabulator	2
	<b>TOTAL PENDING 3.14.2024</b>	<b>4</b>

Mr. Smith made a motion to disapprove the ballot in which the voter voted the incorrect party based on what was on file for the voter (there was no recent documentation on file). Motion carried unanimously.

Mr. Randall made a motion to approve the Unreported Move ballot in the voter’s precinct based on the new address, as signed on the provisional application. Motion carried unanimously.

Two curbside provisional ballots at SB04 Southport 1 were believed to have been inadvertently placed in the tabulator rather than being sealed in provisional envelopes. All information on the provisional voting application and envelopes indicate the ballots are eligible to be counted (once duplicated onto the correct ballot style, as they are out of precinct).

Mr. Randall made a motion to approve the two ballots as recommended by staff.

Mr. Johnson opened the central scanner and ran a zero count report which board members signed.

Approved ballots were opened and duplicated as necessary by the bipartisan team and scanned into the Verity Central Scan.

### **Consideration of Provisional Ballots Inserted Into Tabulator on Election Day**

It is believed that two provisional ballots were inserted into the tabulator at SB04 Southport 1 on election day.

The election day ballot bin seal from SB04 was verified as 0492075.

The bipartisan team located the two provisional ballots marked with 'PROV' on the top of the ballot. The provisional ballots were tallied by the bipartisan team and the tally sheet was placed with the vdrive box.

SB04 election day ballots were sealed using seal 37471597.

The ballots were duplicated on to the correct ballot style by the bipartisan team and scanned into the Verity Central Scan.

The board adjudicated two overvotes.

Mr. Johnson announced that 265 ballots were scanned which was confirmed as the number of approved ballots.

Ballot bin seals were initialed by Mr. Pelton and Mr. Randall.

Provisional and supplemental absentee ballot bin seals: 2617059 and 2617247

Vdrive seal for supplemental absentee, provisional, and manual tally sheet: 37471596

### **Adjournment**

Mr. Lewis thanked the staff and bipartisan team for their excellent work.

Mr. Randall made a motion to adjourn. The motion carried unanimously.

# 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  
Fax: 910-253-2618  
elections@brunswickcountync.gov

---

Meeting Minutes · Canvass Meeting · March 15, 2023 · 11:00 a.m.

---

**Board Members Present:** Chair Edward E. Lewis, Secretary Stuart Smith, Member Paula Clarity, Member Randy Pelton, and Member Timothy M. Randall

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

---

### **Meeting Opening**

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

### **Approval of Agenda**

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

### **Consideration and Tabulation of Supplemental Absentee Ballots**

There were no additional absentee ballots for approval by the board.

### **Consideration and Tabulation of Provisional Ballots**

Ms. Chambers presented provisional ballots for consideration.

Provisional ballots being considered today: 22

<b>Remaining Pending to be considered 3.15.2024</b>		
<b>APPROVED</b>	ID Not Provided (No Exception Form) – Returned ID to BOE in time	<b>1</b>
<b>NOT APPROVED</b>	ID Not Provided (No Exception Form)	<b>21</b>

These voters had until 5 PM on March 14, 2024 to return to the Board of Elections Office with an acceptable form of Photo ID; one voter brought acceptable ID and 21 did not. Mr. Randall made a motion to not approve the one ballot and disapprove 21 ballots, as recommended by staff. Motion carried unanimously.

Mr. Johnson opened the central scanner for scanning of the approved provisional ballot.

Mr. Johnson read the seal number from the vdrive box as 37471596, which was confirmed as being placed during the Pre-Canvass meeting on March 14, 2024.

The ballot box seals from the meeting on March 14 were confirmed as 2617247 and 2617259. The ballot box was opened, and the additional approved ballot was placed in the ballot box.

Mr. Johnson will work to tabulate and update results while Ms. LaVere updates the board on Sample Audit and Voter History.

### **Sample Audit Count and Voter History Audit**

#### **Sample Audit**

The sample audit was conducted on March 7. Two bipartisan teams hand tallied the presidential contest for the Cooperative Extension early voting location and the CB06 Mosquito 1 election day polling place. The hand-to-eye count produced the same results as the machine count.

#### **Voter History**

Voter history is currently off by two in the SB04 Southport 1 election day precinct. During the pre-canvass meeting on March 14, the board identified two provisional curbside ballots that were inserted into the tabulator. These two ballots were tallied and will be manually removed from the election day totals. Once these votes are removed, the voter history for SB04 Southport 1 will match.

### **Finalize Results**

Mr. Johnson read in supplemental absentee ballots, provisional ballots from yesterday and today, and manual edits of hand-tallied ballots from SB04 were removed from election day results, and results were finalized.

Documents were signed by the board.

Provisional ballot bin seals: 2617052 and 2617051

### **Consideration of Early Voting for the Second Primary Election**

There has been a request for a second primary for two statewide contests.

- State Auditor (REP): Jack Clark and Dave Boliek
- Lieutenant Governor (REP): Hal Weatherman and Jim O’Niell.

Early voting plans are due to the State Board of Elections on Monday, March 18.

County boards are not required to use the same early voting plan for the second primary as they did for the first primary. However, the uniform site and hour requirements for even-numbered year elections remain in place for the second primary. This means, at a minimum, the county board office or in lieu of site must be open for early voting during regular business hours on weekdays during the early voting period, as well as from 8:00 a.m. to 3 p.m. on the last Saturday of early voting. If the county board office is open only regular business hours, the uniform dates and hours requirements do not apply to that location. If the county board office or in lieu of site is open beyond regular business hours, the uniform dates and hours requirements described below apply to that location.

It is the recommendation of the staff to hold early voting at the Board of Elections Office Training Room, 75 Stamp Act Dr NE, Building H, Bolivia NC, 28422 during regular business hours (Monday through Friday 8:30 am – 5 pm) beginning Thursday, April 25 – Friday May 10 and Saturday, May 11 from 8 am – 3 pm.

Mr. Smith made a motion to approve the Early Voting Schedule for the Second Primary as recommended by staff. The motion carried unanimously.

**Adjournment**

Mr. Randall made a motion to adjourn. The motion carried unanimously.

# 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  
Fax: 910-253-2618  
elections@brunswickcountync.gov

---

Meeting Minutes · Regular and Absentee Meeting · April 16, 2024 · 4:00 p.m.

---

**Board Members Present:** Chair Edward Lewis, Secretary Stuart Smith, Member Paula Clarity, Member Randy Pelton, and Member Timothy M. Randall

**Board Staff Present:** Director Sara LaVere, Deputy Director Melissa Chambers, Deputy Director Adrienne Rushton, Elections Computer Technician Butch Johnson, Election Logistics Technician Ryan Childress, Assistant Computer Technician Walter Norton, Absentee Assistant Christy Souter, and Training and Outreach Specialist Robyn Beliveau

**Bipartisan Duplication Team Present:** Julie Paladino and Christy Souter

---

### **Meeting Opening**

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

### **Approval of Agenda**

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

### **Public Comments**

The board heard public comments from the audience. Ms. LaVere read comments submitted to the online portal.

In response to public comments the board and director acknowledged concerns about wait times and staffing issues. Ms. LaVere discussed that precincts will be assessed ahead of the general election once the second primary has concluded.

Mr. Lewis acknowledged concerns about efficiency and wait times at polling places.

Mr. Pelton acknowledged the work of the board and staff to try and alleviate lines and find efficient solutions. He gave his full support to the director in staff in any decisions they make on how to staff with poll workers.

Mr. Lewis reiterated his support and the full support of the board.

The staff continues to make efforts to recruit and train new poll workers with speaking engagements, outreach events at fairs and libraries and educational social media posts.

## **Director's Report**

### **Voter Registration Statistics**

Voter registration statistics were included in the agenda packet. Of note, although the number of registrations appears to be declining on the reports, it is attributed to the temporary hold on processing new registrations until after the second primary; removal continues as normal, but new registrations and party changes cannot be processed until after canvass of the second primary.

### **Fiscal Year 2024-25 Budget Update**

Ms. LaVere explained the budget process; budget request is submitted to county management who returns with initial feedback and adjustment requests prior to the budget presentation to the Commissioners. The initial budget request included the addition of two full-time employees: one for outreach, public requests, media management, etc. and one for candidate filing and campaign finance management. County management has requested the Board of Elections cut more than \$363,000 from the budget request, including both requested positions. Although Ms. LaVere was able to make some cuts from the requested budget, including ballot-on-demand printers for each precinct, she will be requesting directly to the Commissioners during their budget workshop the two requested positions. The Board of Elections has not added a full-time position since 2016.

### **Old Business**

There was no old business.

### **New Business**

#### **Announcement of Future Voter and I Voted Sticker Contest Winners**

Ms. Rushton presented information about the inaugural 'Future Voter' and 'I Voted' Sticker Contest. Ms. Rushton and Ms. Beliveau spearheaded this new project for Brunswick County Students to design the stickers that will be used for the general election.

The contest was open to all Brunswick County students and all schools were contacted including public, private, charter, and home school groups.

Results for the 'I Voted' sticker:

- 1<sup>st</sup> Place – Mirabelle Donovan, 8<sup>th</sup> grade, Leland Middle School. Mr. Rupnik, art teacher
- 2<sup>nd</sup> Place – Haley Weaver, 10<sup>th</sup> grade, North Brunswick High School, Mr. Luitar, art teacher
- 3<sup>rd</sup> Place – Dane Edwards, 8<sup>th</sup> grade, Shallotte Middle School, Ms. Roldan, art teacher

Results for the 'Future Voter' sticker:

- 1<sup>st</sup> Place – Celine Tendo, 8<sup>th</sup> grade, Shallotte Middle School, Ms. Roldan, art teacher
- 2<sup>nd</sup> Place – Jordan Dickens, 5<sup>th</sup> grade, Jessie Mae Monroe Elementary School, Mrs. Reiter, art teacher
- 3<sup>rd</sup> Place – Lilah Kennedy, 3<sup>rd</sup> grade, Town Creek Elementary School, Ms. Lewis, art teacher

Winners will be recognized during the board meeting on May 7, 2024, at 6 pm. Trophies, gift cards and stickers will be awarded to the students and gift cards for the teachers/school for the 1<sup>st</sup> place winners. Photos will be taken, and light refreshments served.

### Consideration of Early Voting Plans for the General Election

Early Voting Plans for the general election are now due to the state by May 7. Early voting dates are Thursday, October 17 – Saturday, November 2. All sites must be open on the last Saturday from 8 am – 3 pm. If unable to reach unanimity in favor of a plan, a member or members of the county board of elections may petition the State Board to adopt a plan for the county and the State Board may adopt a plan for that county.

- On each weekday all satellite early voting sites must be open from 8:00 am to 7:30 pm.
- If satellite sites are open on Saturdays or Sundays, then all satellite sites shall be open for the same number of hours on those Saturdays or Sundays.
- These recommended locations have been reserved for use during the early voting period.
  - Leland Cultural Arts Center - 1212 Magnolia Village Way, Leland, NC, 28451
  - Brunswick Center at Supply – 101 Stone Chimney Road SE, Supply, NC 28462
  - Brunswick Center at Shallotte - 3620 Express Drive, Shallotte, NC, 28470
  - Sunset Beach Community Center – 200 Station Trail, Sunset Beach, NC 28468
  - Brunswick County Cooperative Extension - 25 Referendum Drive NE, Building N, Bolivia, NC, 28422
- It is not recommended to continue use of the Brunswick Center at Southport (Senior Center) due to parking limitations and the impediment of customer access to other businesses in the same plaza.
- Staff has explored other locations unsuccessfully in the Southport area including St. James Community Center, International Longshoremen’s Association Hall, Brunswick Little Theater, or renting commercial space.
- Requirements for Early Voting Locations include:
  - Should be in a building that the BOE is entitled to demand use of for election day
    - “...any school or other State, county, or municipal building, or a part thereof, or any other building, or a part thereof, which is supported or maintained, in whole or in part by or through tax revenues provided...”
  - State Board of Elections can approve a non-public building if:
    - “...other equally suitable sites were not available and that the use of the sites chosen will not disproportionately favor any party, racial or ethnic group, or candidate.
- The board can request use of a public building:
  - BOE to request in writing at least 90 days before start of early voting.
  - Identify specific portion requested, the dates and times requested, and the requirement of an area for election related activity.

- If there is no response within 20 days, the building may be used as stated in the request.
- If the governing board responds negatively to the request within 20 days, the BOE and that entity shall in good faith work to identify a building or specific portion thereof to conduct early voting.
- If no building has been agreed upon within 45 days from the date the BOE received a response to the request, the matter will be resolved by the SBOE.

The board discussed possible alternatives including Southport Elementary, Boiling Spring Lakes Community Center, Brunswick Community College, and St. James Community Center, citing its use in 2018.

Ms. LaVere had reached out to St. James again in hopes of revisiting the previous request of using its space. As of the meeting, Ms. LaVere had not yet heard back. The board directed Ms. LaVere to open discussions with St. James again prior to next week's meeting and report back to the board results from those discussions.

While any actions on satellite locations was tabled, the board discussed weekend hours.

Ms. Clarity emphasized that all available opportunities should be available to voters including Saturday and Sunday hours and asked what weekend our satellite locations were open in 2020.

Ms. LaVere provided information that counties were under executive order to provide at least 10 hours of voting on weekends during the pandemic. Weekend hours were 10 am – 4 pm on Saturdays and 12-5 pm on Sundays.

Mr. Smith said he remains concerned about breaks for staff and workers and noted he could support being open the first Sunday of early voting, but not both.

Mr. Pelton remains philosophically opposed to Sunday voting.

Ms. Clarity made a motion to approve weekend hours of satellite locations, those locations yet to be determined, as 10 am – 4 pm on Saturdays and 12 pm – 5 pm on Sundays, both full weekends of the early voting period. Motion carried 3-2, with Mr. Smith and Mr. Pelton dissenting.

## **Consideration of Absentee Ballots**

Mr. Johnson opened the Verity Central Scan and printed a zeros tape for the board's signature.

### **Ballots for Today's consideration - 26**

#### **Ballots recommended for approval**

- 21 Civilian ballots
- One military ballot that was returned electronically and will need to be duplicated
- Three Affidavit Review Pending Civilian Ballots returned with a properly executed Photo ID Exception Form

Each board member reviewed two ballots to confirm they were properly executed. Mr. Pelton made a motion to approve 25 ballots as recommended by staff. The motion carried unanimously.

#### **Ballots requiring board review – recommended for approval**

The board reviewed one Civilian ballot received in a sealed envelope, but the ballot envelope was unsealed. Numbered memo 2021-03 provides that when the 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.

Mr. Pelton made a motion to approve the Civilian ballot as recommended by staff. Motion carried unanimously.

The approved ballots were opened. One ballot was damaged upon opening and was duplicated as necessary, along with the approved military ballot, by the bipartisan team. Ballots were then scanned into the Verity Central Scan.

After scanning was complete, Mr. Johnson announced that 26 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. Pelton and Mr. Randall. 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: 26
- Ballot bin: 2617055 and 2617054
- vDrive storage container: 37471390

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

**Closed Session**

The board went in to closed session to discuss personnel matters in accordance with [G.S. § 143-318.11\(a\)\(6\)](#). The board returned from closed session and reported no action taken.

Mr. Randall thanked the staff for the birthday card he received. He further noted that due to military service, he will be out of town May 27 – June 29 and will be unavailable during that time.

**Adjournment**

Mr. Pelton made a motion to adjourn. The motion carried unanimously.

# 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  
Fax: 910-253-2618  
elections@brunswickcountync.gov

---

Date: 4/23/2024

Time: 4:00 pm

Location: Board of Elections Office

---

Agenda Item: Early voting for the 2024 general election

Applicable Statutes and/or Rules:

[GS 163-227.2](#), [GS 163-227.6](#)

Summary:

- Early voting dates: Thursday, October 17 – Saturday, November 2
- All sites must be open on the last Saturday from 8:00 am until 3:00 pm
- By unanimous vote of all its members, the board may provide for one or more satellite sites.
- If unable to reach unanimity in favor of a plan, a member or members of the county board of elections may petition the State Board to adopt a plan for the county and the State Board may adopt a plan for that county.
- On each weekday all satellite early voting sites must be open from 8:00 am to 7:30 pm.
- If satellite sites are open on Saturdays or Sundays, then all satellite sites shall be open for the same number of hours on those Saturdays or Sundays.
- These recommended locations have been reserved for use during the early voting period.
  - Leland Cultural Arts Center - 1212 Magnolia Village Way, Leland, NC, 28451
  - Brunswick Center at Supply – 101 Stone Chimney Road SE, Supply, NC 28462
  - Brunswick Center at Shallotte - 3620 Express Drive, Shallotte, NC, 28470
  - Sunset Beach Community Center – 200 Station Trail, Sunset Beach, NC 28468
  - Brunswick County Cooperative Extension - 25 Referendum Drive NE, Building N, Bolivia, NC, 28422
- Staff met with St. James council to discuss options for use of their publicly-funded Community Center for early voting.

Board Action:

- The board passed by majority (3-2) satellite weekend hours at its meeting on April 16.
- Non-unanimous plans will need to be submitted to the State Board of Elections by May 7 for the State Board to determine final plans at a future meeting.

Attachment:

Draft of revised early voting schedule

# BRUNSWICK COUNTY

## BOARD OF ELECTIONS

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

Phone: 910-253-2620  
Fax: 910-253-2618  
elections@brunswickcountync.gov

## 2024 General Election Early Voting Schedule

<u>Date</u>	<u>Government Center Location</u> Cooperative Extension (in lieu of Board of Elections)	<u>Satellite Locations</u> Leland Cultural Arts Center Brunswick Center at Supply Brunswick Center at Shallotte Sunset Beach Community Center
Thursday, October 17, 2024	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Friday, October 18, 2024	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Saturday, October 19, 2024	Closed	10:00 am – 4:00 pm*
Sunday, October 20, 2024	Closed	12:00 pm – 5:00 pm*
Monday, October 21, 2024	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Tuesday, October 22, 2024	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Wednesday, October 23, 2024	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Thursday, October 24, 2024	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Friday, October 25, 2024	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Saturday, October 26, 2024	Closed	10:00 am – 4:00 pm*
Sunday, October 27, 2024	Closed	12:00 pm – 5:00 pm*
Monday, October 28, 2024	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Tuesday, October 29, 2024	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Wednesday, October 30, 2024	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Thursday, October 31, 2024	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Friday, November 1, 2024	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Saturday, November 2, 2024	8:00 am - 3:00 pm	8:00 am - 3:00 pm

### Government Center Location

Brunswick County Cooperative Extension - 25 Referendum Drive NE, Building N, Bolivia, NC, 28422

### Satellite Locations

Leland Cultural Arts Center - 1212 Magnolia Village Way, Leland, NC, 28451  
Brunswick Center at Supply – 101 Stone Chimney Road SE, Supply, NC 28462  
Brunswick Center at Shallotte - 3620 Express Drive, Shallotte, NC, 28470  
Sunset Beach Community Center – 200 Station Trail, Sunset Beach, NC, 28468

Visit our website for more information about early voting:

[www.brunswickncvotes.gov](http://www.brunswickncvotes.gov)

*\*Draft of weekend hours was passed by majority at the April 16, 2024 board meeting. Because the schedule was not passed unanimously, final determination will be made by the State Board of Elections at a future meeting.*

**Agenda Item:** Consideration of Absentee Ballots

There are 18 ballots being considered at today's meeting.

**Order of Ballot Consideration:**

Ballots recommended for approval – board to spot-check<sup>1</sup>

1. 15 Civilian ballots
2. 1 Affidavit Review Pending Civilian ballot (properly executed Photo ID Exception Form<sup>2</sup>)

Ballots requiring board review<sup>3</sup>

1. Pending board decision
  - a. 1 Civilian ballot received in a sealed return envelope, but the ballot envelope was unsealed<sup>4</sup>
2. Recommended for disapproval<sup>5</sup>:
  - a. 1 Civilian ballot with incomplete witness information. Ballot have been spoiled and a new ballot issued

---

<sup>1</sup>The Resolution to Delegate Administrative Duties Relating to Absentee Voting to the Director and Staff approved by the board on 10/17/23 states that “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.”

<sup>2</sup> Per Numbered Memo 2020-25, these ballots should be approved by the board if the board does not unanimously conclude that the exception form is false.

<sup>3</sup> Numbered Memo 2020-25 states “the board must 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 or the photo ID documentation meets all legal requirements.

<sup>4</sup> Numbered Memo 2021-03 provides that when the 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 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.

<sup>5</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 delegated the task of “Inspecting ballot envelopes and return envelopes for deficiencies and contacting voters as required by Numbered Memo 2021-03.”*

**Numbers logged on audit sheet during meeting:**

Tuesday, April 16, 2024

Absentee Bin Seals	vDrive Seal	Ballots Approved at Meeting	Ballots Scanned at Meeting	Total Ballots Scanned this Election
2617055				Recorded at end of meeting
2617054	37471390	26	26	26

Tuesday, April 23, 2024

Absentee Bin Seals	vDrive Seal	Ballots Approved at Meeting	Ballots Scanned at Meeting	Total Ballots Scanned this Election
				Recorded at end of meeting