

# 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

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### **Board Meeting Agenda** **April 30, 2024 · 5:30 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. April 23, 2024 –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, May 7, 2024 at 5:00 pm in the Commissioners' Chambers of the David R. Sandifer Administration Building, 30 Government Center Dr NE, Bolivia, NC 28422.*

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

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**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 Adrienne Rushton, Elections Computer Technician Butch Johnson, Election Logistics Technician Ryan Childress, Assistant Computer Technician Walter Norton, and Absentee Assistant Christy Souter

**Bipartisan Duplication Team Present:** Myrtle Stevenson and Christy Souter

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

### **Approval of Minutes**

Ms. Clarity made a motion to approve all minutes for consideration in one motion. Motion carried unanimously.

Mr. Pelton made a motion to approve the minutes for the meetings:

- 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

The motion carried unanimously.

### **Public Comments**

Ms. LaVere read comments submitted to the online portal. There were no public comments from the in-person audience.

### **Old Business**

#### **Consideration of satellite locations for Early Voting for the general election**

Ms. LaVere reviewed the statutory requirements for Early Voting and informed those in attendance that at the previous meeting, the board voted by majority on a schedule for satellite

locations. It is still not recommended that the Brunswick Center at Southport be used for Early Voting in the general election.

The use of St. James Community Center had been discussed at the last meeting. Ms. LaVere reached out to the town of St. James and was able to attend their town council work session meeting on April 18 along with Mr. Lewis and Mr. Childress.

The Council expressed concerns that included traffic control at Highway 211, as it has been a concern during events in the past and there is currently construction to widen 211. Town council also mentioned traffic control in the parking lot, security of the facility, town staff needing to be there outside of their normal working hours when voting is occurring.

Ms. LaVere has actively been looking for solutions to help alleviate the town's concerns. In reaching out to the Sheriff's office, they could provide some traffic control at the stop light during peak times, and they could be called for assistance if an issue arises. Ms. LaVere has also reached out to the Department of Transportation to see if they can adjust the timing of the traffic lights to help accommodate increased traffic. She is hoping to get a call back but had not received word as of the start of the meeting.

Mr. Smith noted he did believe the DOT can adjust traffic lights as needed and would be interested in hearing if they are able to do so.

Mr. Lewis noted a sense of urgency as plans are due to the state on May 7. The board's consensus is they would like to get cooperation of St. James to use their facility. Ms. LaVere clarified the process if the board would like to move forward with trying to obtain the St. James Community Center for use. The board voted by majority at the last meeting on weekend hours, which will have to be decided by the state board at a future meeting.

The matter will be tabled until the April 30, 2024, meeting to gather more information from the DOT.

### **Consideration of Absentee Ballots**

Mr. Johnson verified the seal number on the vDrive seal as 37471390. The current ballot count was verified as 26.

There are 18 absentee ballots for consideration:

Recommended for approval:

#### **Civilian ballots**

- 15 Civilian ballots
- 1 Affidavit Pending Review that have a properly executed Photo ID Exception Form

Board members each reviewed a minimum of two ballots.

Ms. Clarity made a motion to approve 15 Civilian ballots and one Affidavit Pending Review ballot as recommended by staff. Motion carried unanimously.

#### Ballots Pending Board Decision

- One Civilian ballot was 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.

Ms. Clarity made a motion to approve the one civilian ballot as recommended by staff. Motion carried unanimously.

#### Ballots Recommended for Disapproval

- One Civilian ballot with incomplete witness information. The ballot has been spoiled and re-issued.

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

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

After scanning was complete, Mr. Johnson announced that 17 ballots were scanned today with no overvotes. 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: 43 total
- Ballot bin: 2617056 and 2617053
- vDrive storage container: 37471389

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

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

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Date: 4/30/2024

Time: 5:30 pm

Location: Board of Elections Office

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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.
- Director was able to have dialogue with the Department of Transportation regarding potential traffic control near St. James.

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

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## 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.*

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Date 4/30/2024

Time: 5:30 pm

Location: Board of Elections Office

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**Agenda Item:** Consideration of Absentee Ballots

**Summary:**

There are 20 ballots being considered at today's meeting.

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

1. 16 Civilian

Ballots requiring board review<sup>2</sup>

1. Ballots recommended for approval
  - a. 3 Civilian Accepted Cure
2. Recommended for disapproval<sup>3</sup>:
  - a. 1 Civilian ballot with incomplete witness information. Ballot has been spoiled and a new ballot issued.

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<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> 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>3</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."*

**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>
4/16/24	2617055 2617054	37471390	26	26	26
4/23/24	2617056 2617053	37471389	17	17	43
4/30/24					