

# 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**

#### **May 14, 2024 · 5:00 pm · Election Day Meeting**

This meeting will be held in the Board of Elections Office Training Room, 75 Stamp Act Dr 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. May 13, 2024 – Absentee Meeting
4. Consideration of absentee ballots
5. Tabulate absentee ballots

*Recess until 7 pm*

6. Tabulate votes from early voting (preparatory steps begin at 7 pm, Verity Scan will be closed at 7:30 pm)
7. Receive and tabulate election night returns from precincts
8. Announce the unofficial election night results after all precincts have reported and tabulations completed.
9. Adjourn

The next meeting will be the sample audit count scheduled for Thursday, May 16, 2024 at 9:00 am in the **Board of Elections Office Training Room**, 75 Stamp Act Dr NE, Building H, Bolivia, NC 28422.

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Meeting Minutes · Absentee Meeting · May 13, 2024 · 5:00 p.m.

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**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 Melissa Chambers, Deputy Director Adrienne Rushton, Elections Computer Technician Butch Johnson, Election Logistics Technician Ryan Childress, Assistant Computer Technician Walter Norton

**Bipartisan Duplication Team Present:** Cathy Newland and Christy Souter

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### **Meeting Opening**

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

### **Approval of Agenda**

Ms. Clarity 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 May 7, 2024 Absentee and Special Meeting. The motion carried unanimously.

### **Consideration of Absentee Ballots**

Mr. Johnson verified the seal number on the vDrive seal as 37471381. The current ballot count was verified as 78.

There are 7 absentee ballots for consideration:

Recommended for approval:

#### **Civilian ballots**

- Four Civilian ballots
- One Military Ballot
- One Affidavit Review Pending Civilian ballot with a properly executed Photo ID Exception Form

Board members each reviewed a minimum of two ballots.

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

#### Ballots Requiring Board Review

- One Civilian ballot recommended for disapproval. The ballot was in the clear sleeve of the ballot envelope. There was not a return envelope, and the ballot envelope was sealed without the ballot inside. The ballot has been spoiled and a new ballot issued.

Mr. Pelton made a motion to disapprove the 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 6 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: 84 total
- Ballot bin: 2617004 and 2617002
- vDrive storage container: 37471382

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

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

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Date: 5/14/2024

Time: 5:00 pm

Location: Board of Elections Office

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

#### **Summary:**

There are 11 ballots being considered at today's meeting.

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

1. 9 Civilian
2. 1 Affidavit Review Pending Civilian ballot (properly executed Photo ID Exception Form<sup>2</sup>)

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

1. Recommended for disapproval
  - a. 1 Civilian
    - i. Ballot returned without ballot envelope.<sup>4</sup> Received Monday afternoon so not reissued. Voter was notified of options by phone.

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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> 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 guidance for this deficiency based on the requirement of GS 163-230.1(d) that ballots must be sealed in the container-return envelope.

**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	2617058 2617001	37471347	19	19	62
5/7/24	2617005 2617057	37471381	16	16	78
5/13/24	2617004 2617002	37471382	6	6	84
5/14/24		n/a			

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Date: 5/14/2024

Time: 5:00 pm

Location: Board of Elections Office

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**Agenda Item:** Tabulate absentee ballots

**Summary:**

During the election day meeting, the board will oversee the closing of the Verity Central Scan which was used to scan all absentee ballots. The results will be read into the Verity Count system.

**Absentee by Mail Summary**

Absentee by Mail	Verity Central Scan Total	Executed Absentee Report run after today's absentee ballots are approved
Civilian		
Military		
Overseas		
Absentee TOTAL		

**Procedure:**

- The Verity Central Scan will be closed after today's absentee ballots are read in.
- Once the Verity Central Scan is closed, the results media will be imported into the Verity Count system. From the Verity Count system, the votes will be transferred to the networked computer for upload to the State Board of Elections using a new, unopened thumb drive.

Board signs:

- Pollbook of Absentee Voters
- Absentee Results from Verity Count after absentee vDrive uploaded
- Absentee Abstract

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Date: 5/14/2024

Time: 5:00 pm

Location: Board of Elections Office

### **Agenda Item:** Tabulate Early Voting

#### **Summary:**

Previously, county boards of elections could tabulate early voting results before the close of polls, then report those results almost immediately at 7:30 p.m. on election night. Under changes made in [Session Law 2023-140](#) (Section 29), county boards must wait until 7:30 p.m. to “close the polls” on early voting tabulators and begin the process of counting and reporting results of ballots cast during the early voting period.

At 7 pm, the board will oversee staff taking preparatory steps to close the Verity Scans, and at 7:30 the scanners will be closed, and results pulled. The results will be read into the Verity Count system.

Site	vDrive Seal	Handle Seal	Verity Scan Count	Signed Early Voting Applications	Executed Early Votes (SEIMS)
Bolivia	0504460	37471322	562	562	562

#### **Procedure:**

- At 7:00 pm the handle seal number on the scanner will be compared with the seal number listed above which was logged at the end of voting Saturday.
- The vDrive security seal number on the Verity Scan will be compared with the number listed above which was logged during Logic and Accuracy testing.
- At 7:30 pm, the Verity Scan can be closed. The results media will be imported into the Verity Count system. From the Verity Count system, they will be transferred to the networked computer for upload to the State Board of Elections using a new, unopened thumb drive.
- Board signs results tape from the Scan.
- Board signs Pollbook of Absentee Voters and Absentee Abstract