

# 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**

#### **October 15, 2024 · 4:00 pm · Regular and 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 Meeting Minutes**
  - a. October 1, 2024 – Absentee Meeting
  - b. October 8, 2024 - Absentee Meeting
- 4. Public Comments**
  - a. [Public Comment Policy](#)
  - b. [Online Public Comment Portal](#)
- 5. Director's Report**
- 6. Old Business**
- 7. New Business**
- 8. Consideration of Absentee Ballots**
- 9. Adjourn**

The next meeting will be an absentee meeting on Tuesday, October 22, 2024 at 4:00 pm in the Commissioners Chambers of the David R. Sandifer Administration Building.

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Meeting Minutes · Absentee Meeting · October 1, 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, and Absentee Assistant Christy Souter

**Bipartisan Duplication Team Present:** Julie Paladino, Stefanie Ottolini, 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. Pelton made a motion to approve the agenda. The motion carried unanimously.

### **Approval of Minutes**

Mr. Randall made a motion to approve the minutes from the September 26, 2024 Regular meeting. The motion carried unanimously.

### **Appointment of MAT Member**

Ms. LaVere summarized that the Multipartisan Assistance Team has been busy with requests from facilities and with the availability of current members, it would be of benefit to appoint another member to be able to accommodate all requests. Staff recommends appointing Alice Beane (DEM) to serve on the MAT.

Ms. Clarity made a motion to approve Alice Beane (DEM) as an additional MAT member. The motion carried unanimously.

### **Consideration of Absentee Ballots**

There are 219 ballots for the board's consideration.

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

- 137 Civilian ballots
- 1 Military ballot returned by mail

- 10 Affidavit review pending (returned with a properly executed Photo ID Exception Form)

#### Ballots requiring Board review

##### Ballots recommended for approval

- 50 Overseas (received electronically, duplicated by the bipartisan team prior to the meeting)
- 13 Military (returned electronically, duplicated by the bipartisan team prior to the meeting)
- 4 Civilian ballots received in a sealed return envelope, but the ballot envelope was unsealed
- 1 Civilian ballot where the voter indicated that their photo ID documentation is inside the ballot envelope.

#### Ballots recommended for disapproval

- 3 Civilian ballots with incomplete witness information. Ballots have been spoiled and a new ballot issued.

For informational purposes only, there are 2 pending cure ballots.

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

Board members spot-checked at least two ballots from the ballots recommended for approval. Ms. Clarity made a motion to approve 137 Civilian ballots, 1 Military Ballot, and 10 Affidavit Review Pending ballots. Motion carried unanimously.

Board members reviewed Overseas and Military ballots that were duplicated ahead of the meeting by the bipartisan duplication team. Ms. Clarity made a motion to approve 50 overseas ballots and 13 military ballots as recommended by staff. Motion carried unanimously.

#### Review of a previously approved Civilian ballot

Upon opening one of the approved civilian ballots, a CIV mismatched was discovered. Guidance of the state provides if a CIV mismatch occurs, if a member of the same household also has a CIV mismatch, the ballots can be approved. In this instance, the voter in the same household is a ballot that is in a 'pending cure' status, waiting photo ID documentation.

Ms. Clarity made a motion to put the ballot in a pending status and change the number of approved CIVs to 136. Motion carried unanimously.

### Five ballots pending board decision

Four Civilian ballots were received in a sealed return 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.

Ms. Souter opened the ballots under the supervision of the board and evaluated photo ID requirements. In two instances, upon opening the outer envelope, it was discovered that the ballot was not in the ballot envelope, but loose in the return envelope. Mr. Pelton and subsequently, Ms. Clarity made motions to place ballots into the proper return envelope. Both motions were unanimously approved.

Ms. Clarity made a motion to approve these four ballots. Motion carried unanimously.

One civilian ballot where the voter indicated that their photo ID documentation is inside the envelope. Numbered memo 2021-03 states “a voter may respond to a notification that their ballot is missing photo ID documentation by stating it is in the ballot envelope. If this occurs, staff must defer the review of the photo ID documentation to the next absentee board meeting, when the county board can review the application and, if approved, open the ballot envelope and confirm photo ID compliance.”

Mr. Pelton made a motion for Ms. Souter to open the ballot envelope to check for Photo ID or documentation. Motion carried unanimously. The photo ID enclosed was accepted. Mr. Pelton made a motion to approve the ballot. Motion carried unanimously.

There are three Civilian ballots recommended for disapproval due to incomplete witness information. Ballots have been spoiled and new ones reissued to voters. Mr. Pelton made a motion to disapprove three ballots as recommended by staff. Motion carried unanimously.

Four ballots that were damaged upon opening and had to be duplicated by the bipartisan team.

The board adjudicated an overvote.

After scanning was complete, Mr. Johnson announced that 215 ballots were scanned today.

Ms. Rushton confirmed that the number of ballots approved was 215.

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: 215
- Ballot bin: 37471384 and 37471385
- vDrive storage container: 37471387

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

Ms. LaVere clarified the recent press release by the State Board removing voters from the rolls involves the standard, regular list maintenance processes.

Mr. Pelton addressed a letter he received regarding concerns raised about the security of equipment. Ms. LaVere will forward the letter and her response to board members.

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

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Meeting Minutes · Absentee Meeting · October 8, 2024 · 4:00 p.m.

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

**Bipartisan Duplication Team Present:** Julie Paladino, Stefanie Ottolini, Myrtle Stevenson, Gwen Causey, Debra Prew-Delekto, and Pat Vandergrift

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

### Consideration of Absentee Ballots

There are 833 ballots for the board's consideration.

### Ballots recommended for approval:

#### 2 Ballots to be Considered Together

- One civilian ballot is currently in **pending status** because it was discovered at the October 1 meeting that the CIV number on the ballot does not match the CIV number on the envelope.
- A second ballot issued to the same household was **pending cure** at the October 1 meeting, so it could not be considered in conjunction with the CIV mismatch.
- The pending cure ballot has now been cured and is recommended for approval.
- If the **pending cure** ballot is approved, once opened it should be reviewed for a CIV mismatch.
- If it has the CIV mismatch, then **both ballots** from the household should be approved.

Mr. Randall made a motion to approve the pending cure ballot to verify if it also has a CIV mismatch to correspond with the ballot placed in pending status at the previous meeting. Motion carried unanimously.

Mr. Smith made a motion to approve the ballot that was placed in pending status at the last meeting. Motion carried unanimously.

Mr. Johnson confirmed the vDrive seal as 37471387 and the ballot count as 215; Ms. LaVere confirmed this as the seal number and ballot count from the October 1, 2024 meeting.

#### 746 Ballots recommended for approval for board to spot check

- 698 Civilian ballots
- 3 Military ballot returned by mail
- 45 Affidavit review pending (returned with a properly executed Photo ID Exception Form)

Board members spot-checked at least two ballots from the ballots recommended for approval. Ms. Clarity made a motion to approve ballots as recommended by staff. Motion carried unanimously.

#### 85 Ballots requiring Board review

##### 37 Ballots recommended for approval

- 5 Accepted Cure
- 29 Overseas (received electronically, duplicated by bipartisan team prior to meeting)
- 3 Military (received electronically, duplicated by bipartisan team prior to meeting)

Board members reviewed the Accepted Cure, Overseas, and Military ballots that were duplicated ahead of the meeting by the bipartisan duplication team. Mr. Randall made a motion to approve ballots as recommended by staff. Motion carried unanimously.

#### 26 Pending Board Decision

25 Civilian ballots were received in a sealed return 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.

Anomalies: There were two CIV mismatch ballots belonging to the same household. Per directive of the state board, these can be approved. One voter indicated their Photo ID documentation was inside the ballot envelope. One envelope contained mail for another county's BOE; that voter will be contacted. 2 did not have valid ID, 2 no witness or notary. 21 were recommended to be approved.

One civilian ballot where the voter indicated that their photo ID documentation is inside the envelope. Numbered memo 2021-03 states "a voter may respond to a notification that their

ballot is missing photo ID documentation by stating it is in the ballot envelope. If this occurs, staff must defer the review of the photo ID documentation to the next absentee board meeting, when the county board can review the application and, if approved, open the ballot envelope and confirm photo ID compliance.”

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

#### 22 Ballots recommended for disapproval

- 21 Civilian ballots with incomplete witness information. Ballots have been spoiled and new ballots issued.
- 1 Civilian ballot with incomplete assistant information.

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

One ballot, upon opening, was a CIV mismatch, but there was no corresponding ballot from another household that had arrived. The ballot will be moved into a pending status.

#### Information only: 29 Pending Cure ballots

Two ballots damaged upon opening were duplicated by the bipartisan team.

Ms. LaVere provided a summary of approved ballots:

- 805 approved ballots
  - 770 Civilian
  - 29 Overseas
  - 6 Military

The board adjudicated overvotes as necessary.

After scanning was complete, Mr. Johnson announced that 805 ballots were scanned today with the total scanned as 1020.

Ms. Rushton confirmed that the number of ballots approved today was 805 with total to date of 1020.

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: 1020
- Ballot bin: 36069708 and 36069703
- vDrive storage container: 37471386

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: 10/15/2024

Time: 4:00 pm

Location: Commissioners' Chambers

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### Agenda Item: Director's Report

#### Summary:

Early voting begins Thursday

- Wait time tracking updated every 30 minutes
- Turnout statistics will be posted each evening once sites close – check the [early voting page](#) for a link on Thursday.

Discussion of political activity by poll workers

#### Attachment:

Voter registration statistics and report on voter removals

Political Activity by Poll Workers

## Brunswick County Voter Registration Statistics Monthly Report

	2024											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Total Registered Voters</b>	<b>131,873</b>	<b>132,571</b>	<b>133,351</b>	<b>134,117</b>	<b>134,589</b>	<b>135,070</b>	<b>136,035</b>	<b>137,311</b>	<b>138,881</b>			
Voters Removed	543	354	212	152	476	506	490	519	1,012			
New Registrations Processed	1,821	517	35	1	622	3,743	1,464	1,589	2,671			
Registrations Processed w/ No Changes	964	926	451	220	522	834	424	2,041	3,909			
Voter Registration Changes Processed	1,041	619	542	142	633	1,492	723	1,196	1,993			
<b>Total Monthly VR Transactions</b>	<b>4,369</b>	<b>2,416</b>	<b>1,240</b>	<b>515</b>	<b>2,253</b>	<b>6,575</b>	<b>3,101</b>	<b>5,345</b>	<b>9,585</b>			
Verifications Mailed Out	5,486	1,566	586	162	507	5,962	1,845	26,286	9,150			
NCOA Mailing	1,172	0	0	0	0	0	1,209	0	0			
Verifications returned undeliverable	197	907	28	47	15	102	44	1,833	320			
Voter Returned Confirmation Card Update	2	12	17	3	2	0	0	0	160			
Confirmations Mailed Out	41	1,006	56	35	25	75	24	1,129	904			
Democratic	27,331	27,355	27,439	27,539	27,536	27,397	27,507	27,711	27,960			
Republican	53,218	53,569	53,869	54,186	54,397	54,659	55,127	55,622	56,283			
Libertarian	712	717	721	729	722	711	705	712	724			
Green	18	18	19	20	20	22	26	26	26			
No Labels	72	81	85	89	96	135	167	185	217			
Constitution	0	0	0	0	0	0	0	0	0			
Justice For All	0	0	0	0	0	0	0	1	3			
We The People	0	0	0	0	0	0	0	1	5			
Unaffiliated	50,522	50,831	51,218	51,554	51,818	52,146	52,503	53,053	53,663			
Democratic	20.73%	20.63%	20.58%	20.53%	20.46%	20.28%	20.22%	20.18%	20.13%			
Republican	40.36%	40.41%	40.40%	40.40%	40.42%	40.47%	40.52%	40.51%	40.53%			
Libertarian	0.54%	0.54%	0.54%	0.54%	0.54%	0.53%	0.52%	0.52%	0.52%			
Green	0.01%	0.01%	0.01%	0.01%	0.01%	0.02%	0.02%	0.02%	0.02%			
No Labels	0.05%	0.06%	0.06%	0.07%	0.07%	0.10%	0.12%	0.13%	0.16%			
Constitution	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
Justice For All	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
We The People	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
Unaffiliated	38.31%	38.34%	38.41%	38.44%	38.50%	38.61%	38.60%	38.64%	38.64%			
Female	64,973	65,312	65,671	66,030	66,239	66,475	66,964	67,561	68,252			
Male	56,210	56,481	56,763	57,092	57,294	57,519	57,912	58,350	58,913			
Undesignated Gender	10,690	10,778	10,917	10,995	11,056	11,076	11,159	11,400	11,716			
American Indian	387	387	388	389	388	392	397	399	398			
Asian	521	524	530	536	539	546	548	557	572			
Black	9,009	9,034	9,068	9,089	9,100	9,105	9,140	9,174	9,266			
Multi-Racial	251	251	251	251	251	250	249	248	247			
Native Hawaiian or Pacific Islander	9	9	9	9	9	9	10	10	10			
White	109,878	110,463	111,056	111,728	112,133	112,570	113,418	114,388	115,566			
Other Race	2,223	2,256	2,293	2,314	2,344	2,379	2,430	2,484	2,531			
Undesignated Race	9,595	9,647	9,756	9,801	9,825	9,819	9,843	10,051	10,291			

Statistics for this report are generated using the NC State Board of Elections NVRA report.

## Voter Removals

In September, the SBOE issued a press release about the number of voters that have been removed since the start of 2023. See [NC Election Officials Removed Nearly 750,000 Ineligible Registrants Since Start of 2023](#). In Brunswick County, that number was 11,688. Below is the breakdown of those removals for Brunswick County from **January 2023 to August 2024**.

ADMINISTRATIVE	28
DECEASED	2364
FELONY CONVICTION	249
MERGED DUPLICATE	468
MOVED FROM COUNTY	344
MOVED FROM STATE	763
MOVED WITHIN STATE	3767
REMOVED AFTER 2 FED GENERAL ELECTIONS IN INACTIVE STATUS	3705
<b>Grand Total</b>	<b>11688</b>

The numbers for **September 2024** are:

ADMINISTRATIVE	5
DECEASED	131
FELONY CONVICTION	3
MERGED DUPLICATE	26
MOVED FROM COUNTY	78
MOVED FROM STATE	229
MOVED WITHIN STATE	539
<b>Grand Total</b>	<b>1011</b>

## Political Activity by Poll Workers

These slides were presented to counties in a SBOE Huddle on September 25, 2024. We presented it to poll workers in a Monday Mornings with Melissa on September 30, 2024.

### Election Officials before\* serving may

01

Assist their party with phone banking and get out the vote efforts

02

Have campaign signs in their yards

03

Have bumper stickers supporting their candidate

### Once Early Voting Begins, Election officials may not

01

Serve as an observer (for example observe at early voting and then work election day)

02

Have signs in their yard while working early voting and election day

03

Park their car with candidate bumper stickers at the polling place

04

Go outside to meet with their candidate/party to provide updates

05

Report concerns to their party and bypass their CJ and the county board

Since the presentation to poll workers, we have received inquiries from poll workers, party officials, and elected officials about the restrictions. We sought further clarification from the State Board of Elections to ensure we had adequately relayed the guidance. An attorney at the SBOE responded on October 7, 2024 with the information below. Emphasis added in yellow.

So when it comes to restrictions on poll worker political activity, we have generally relied on their oath of office language in GS 163-41(e). Here's how it is explained in FAQ 9 in [Numbered Memo 2023-07](#) on early voting poll worker appointments (pg. 11):

“The restrictions on political activity for early voting officials are the same as for Election Day officials. See Section 3 of this memo for a list of qualifications. Elections officials also have a duty of impartiality and honesty and may not engage in any political activity while on duty. They should also refrain from any political activity during the early voting period that could lead someone to question their ability to serve as impartial elections officials. A precinct official may be removed for “incompetency, failure to discharge the duties of office, failure to qualify within the time prescribed by law, fraud, or for any other satisfactory cause.” Precinct officials should therefore avoid any activity that could lead to their removal under this section.”

So, we interpret the oath requirement to “not in any manner request or seek to persuade or induce any voter to vote for or against any particular candidate or proposition” to apply strictly when the worker is on duty. But we also advise that the worker should be cautious, especially after the in-person voting period has begun, to give the impression of favoring any candidate or ballot item, even if they're off duty. If they engage in activities that substantially undermine confidence in the fair administration of elections in the county, **the board would be justified in hearing and acting on a complaint to remove the worker. There's no bright line on this second category of activity; it's really more of a caution that it could lead to a complaint/removal, where warranted by the specific circumstances.**

Specifically on having a bumper sticker on their car, those aren't as easily removed as a sign so I don't think they would need to remove it. But if they have such a sticker on their car then they should not park at the voting site where they will be working—otherwise they would be stepping much closer to, if not over, the line.

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Date 10/15/2024

Time: 4:00 pm

Location: Commissioners' Chambers

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**Agenda Item:** Consideration of Absentee Ballots – BOARD AND STAFF

**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
10/1/24	37471384 37471385	37471387	215	215	215
10/8/24	36069708 36069703	37471386	805	805	1020
10/15/24					

**Summary:**

There are 935 ballots being considered at today's meeting.

**Information Only:**

30 Pending Cure

## 2 Ballots to be Considered Together<sup>1</sup>

### 1 Recommended for Approval and 1 Pending

- One civilian ballot is currently in **pending status** because it was discovered at the October 8 meeting that the CIV number on the ballot does not match the CIV number on the envelope.
- A second ballot issued to the same household had not been received by our office yet at that meeting, so it could not be considered in conjunction with the CIV mismatch.
- The other ballot from the household has been received and is recommended for approval.
- If the ballot recommended for approval is approved, once opened it should be reviewed for a CIV mismatch.
- If it has the CIV mismatch, then **both ballots** from the household should be approved.

## 40 Ballots requiring board review - recommended for approval

14	Accepted Cure
1	Accepted Cure - VIP (Visually Impaired Portal) ballot, will be duplicated by bipartisan team during the meeting
22	Overseas (received electronically, duplicated by bipartisan team prior to the meeting)
3	Military (received electronically, duplicated by bipartisan team prior to the meeting)

## 39 Ballots requiring board review - pending board decision

29	Civilian ballots received in a sealed return envelope, but the ballot envelope was unsealed <sup>2</sup>
2	Civilian ballots that were returned by an unauthorized person <sup>3</sup>
8	Civilian ballots where the voter indicated that their photo ID documentation is inside the ballot envelope <sup>4</sup>

<sup>1</sup> Numbered Memo 2021-03 states that “If the two voters had their absentee ballots sent to the same address and there are no issues with the applications, then the county board should not spoil the ballots, because under those circumstances, each voter has properly attested to voting the ballot enclosed with their application.”

<sup>2</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>3</sup> 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.

<sup>4</sup> Numbered Memo 2021-03 states “A voter may respond to a notification that their ballot is missing photo ID documentation by stating that it is in the ballot envelope. If this occurs, staff must defer the review of the photo ID

## 831 Ballots recommended for approval – board to spot check<sup>5</sup>

781	Civilian
0	Overseas returned by mail or will be duplicated during board meeting
4	Military returned by mail or will be duplicated during board meeting
46	Affidavit Review Pending (returned with properly executed Photo ID Exception Form) <sup>6</sup>

## 23 Ballots requiring board review - recommended for disapproval<sup>7</sup>:

22	Civilian ballot with incomplete witness information. Ballot has been spoiled and a new ballot issued
1	Civilian ballot where Assistant Info Incomplete. Ballot has been spoiled and a new ballot issued

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documentation to the next absentee board meeting, when the county board can review the application and, if approved, open the ballot envelope and confirm photo ID compliance.”

<sup>5</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>6</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>7</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.”