

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 **September 16, 2025 · 6:00 pm · Regular 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](#); no registration or passcode is required. *Note: There will be no interaction with ZOOM audience members during the meeting.*

- 1. Call to order and Pledge of Allegiance**
- 2. Approval of Agenda**
- 3. Approval of Meeting Minutes**
 - a. August 19, 2025 –Regular Meeting
- 4. Public Comments**
 - a. [Public Comment Policy](#)
 - b. [Online Public Comment Portal](#)
- 5. Director's Report**
- 6. Unfinished Business**
- 7. New Business**
 - a. Appoint Early Voting Officials, Municipal Election
 - b. Discussion of Early Voting locations – 2026 Primary
 - c. Resolution to Delegate Administrative Duties Relating to Absentee Voting to the Director and Staff
- 8. Adjourn**

See board meeting schedules here: <https://www.brunswickcountync.gov/644/Board-Meetings>

Sign up for our sunshine list here: <http://eepurl.com/gEX8Hf>

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 Meeting · August 18, 2025 · 2:00 p.m.

Board Members Present: Chair Randy Pelton, Secretary Edward Lewis, Member Paula Clarity, Member Joe Myers, and Member David Smudski

Board Staff Present: Director Sara LaVere, Deputy Director Melissa Chambers, Deputy Director Adrienne Elections Computer Technician Butch Johnson, Election Logistics Technician Ryan Childress, Elections Specialist Jordan Lawson

Also Present: County Attorney Bryan Batton, Assistant County Attorney Ryan King

Meeting Opening

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

Swearing in of board members

Chair Randy Pelton and Member Joe Myers were sworn in by Ms. LaVere.

Approval of Agenda

Ms. Clarity made a motion to approve the agenda. The motion carried unanimously.

Preliminary Hearing for Voter Challenge

Two voter challenges have been filed challenging the voter's registration; Richard F. Smith and Lori Mabe Smith.

Mr. Pelton called to see if the challenger Michael Felmly was present; Mr. Felmly identified that he was present.

Mr. Batton summarized that during a preliminary hearing, the board will decide if the challenges were properly filed and if there is probable cause to move to a full evidentiary hearing.

Mr. Myers made a motion to hear both voter challenges simultaneously. Motion carried unanimously.

Ms. LaVere was sworn in to provide testimony and answer questions. Ms. Clarity asked Ms. LaVere if the form was filled out correctly, she stated to her knowledge it was.

Ms. LaVere swore in Mr. Felmly who offered evidence and testimony as to why he believes the voters do not reside at the address at which they are registered.

Mr. Batton advised the board that the question before them, if they have found the challenge was properly filed, is if there is probable cause to proceed to an evidentiary hearing to hear evidence as to whether they are properly registered.

Ms. Clarity made a motion to proceed to an evidentiary hearing. Motion carried unanimously.

Hearing for Candidate Challenge

A candidate challenge has been filed by Debra Drumheller to the candidacy of Glassell Slaughter Fitz-Hugh III for the Office of Bald Head Island Council Member.

Ms. Clarity made a motion to accept the Order of Proceedings. Motion carried unanimously.

Mr. Batton advised the burden of proof is on the candidate.

Mr. Fitz-Hugh was sworn in and made a candidate statement, offering testimony and evidence in a candidate statement.

Ms. Drumheller was sworn in and made a challenger statement, offering testimony as to why she believes the candidate does not reside on Bald Head Island.

Ms. LaVere listed copies of exhibits submitted by the challenged candidate and presented to the board.

Ms. Clarity made a motion to dismiss the challenge. Motion carried unanimously.

Mr. Batton will draft an order as such.

The full hearings can be found here:

<https://www.youtube.com/watch?v=u02eV72qFzE>

Approval of Minutes

Ms. Clarity made a motion to approve minutes from the Organizational and Regular Meeting on July 22, 2025 and the Emergency Meeting on July 30, 2025. Motion carried unanimously.

Public Comments

The board heard public comments from the audience. There were no online comments submitted.

Director's Report

July voter registration statistics were provided in the agenda packet.

Registration Repair

- Brunswick County reviewed 1,736 voter records to review to determine if any of the following are true:
 - the voter provided their NCDL or last four digits of their SSN
 - the voter indicated they do not have an NCDL or SSN
 - the voter registered prior to 2004

- Upon completing the review, there are now 1,234 voters that need to provide their DL or SSN4. Letters have begun going out to those voters from the state this week.
- Voters in the Registration Repair process who have not provided the required HAVA information will be flagged as Inactive Voters with the reason DL/SSN-Update Record.
- Voters in the Registration Repair process who have not provided a validated DL/SSN or the required HAVA identification will be required to vote a provisional ballot when voting in person.

Unfinished Business

Adoption of Duties of Director

Mr. Smudski made a motion to approve the resolution of the Duties of Director as drafted. Motion carried unanimously.

New Business

Annual reevaluation of existing out of precinct polling places

Ms. LaVere provided a summary that we currently use four polling places that are just outside of precinct boundaries. Staff continually looks for appropriate polling places for each precinct and none suitable for use are found within the precinct boundaries for precincts SB04 Southport 1, CB04 Secession 2, WB02 Hickman's Crossroads, and WB06 Grissettown. The polling places currently used must be reevaluated annually, approved by a resolution of the county board, and approved by the executive director of the state board of elections.

Ms. Clarity made a motion to approve the resolution as drafted. Motion carried unanimously.

Appointment of Precinct Judges

Ms. Chambers provided a summary of the process, according to GS163-41.

- Every other year in odd-numbered years, the county board of elections will appoint chief judges and judges for each precinct to serve a two-year term. No more than two judges can be of the same political party.
- The chairman from each political party may recommend up to two people to serve as chief judge in each precinct. They may also submit up to two people to serve as judges of each precinct. Parties may submit voters not of their party for appointment.
- There is no statutory requirement that the chief judge be the same party as the Auditor.
- Unaffiliated voters can be appointed if recommended by a party chair or if the party recommendations are insufficient and the board votes unanimously.
- Appointment to voters that reside out of precinct must be by unanimous vote.
- Staff worked with representatives of both parties to discuss qualified candidates for consideration.

CB01 Supply:

Mr. Lewis made a motion to appoint Melinda Johnson as chief judge, Norman (Doug) Ward and Walter Lynch as judges. Motion carried unanimously.

CB02 Shallotte:

Mr. Smudski made a motion to appoint Sharon Martins as chief judge, Sallyjune Kuka and Allison King as judges. Motion carried unanimously.

CB03 Frying Pan:

Ms. Clarity made a motion to appoint Sophia (Spring Harkins) as chief judge, Geraldine Spring and Gregory Weber as judges. Motion carried unanimously.

CB04 Secession 2:

Mr. Lewis made a motion to appoint Beth Baker as chief judge, Mark Allen and Libby Mackey as judges. Motion carried unanimously.

CB05 Secession 1:

Mr. Smudski made a motion to appoint Phil Julian as chief judge, Pamela Foertsch and Donna Geise as judges. Motion carried unanimously.

CB06 Mosquito 1:

Ms. Clarity made a motion to appoint Page Tyler as chief judge, Bonnie Ublacker and Victoria Edge as judges. Motion carried unanimously.

NB01 Hood Creek:

Mr. Smudski made a motion to appoint Ernestine Bryant as chief judge, Nancy Pane and Mary Pulawski as judges.

NB02 Leland:

Mr. Lewis made a motion to appoint Cindy Martishuis as chief judge, Caryn Segal and Dorene Shirey as judges.

NB03 Town Creek:

Ms. Clarity made a motion to appoint Doris Long as chief judge, Melissa Saytanides and Stan Hixon as judges. Motion carried unanimously.

NB04 Belville 2:

Mr. Smudski made a motion to appoint Johnnie Simpson as chief judge, MJ Knox and William Gallagher as judges. Motion carried unanimously.

NB05 Woodburn:

Mr. Smudski made a motion to appoint Teena Kirby as chief judge, Teresa Benton and Lynn Hall as judges. Motion carried unanimously.

NB06 Brunswick Forest:

Mr. Smudski made a motion to appoint Deborah Watkins as chief judge, April Collins and Arthur Kreiss as judges. Motion carried unanimously.

NB07 Belville 1:

Mr. Lewis made a motion to appoint Jacqueline Adair as chief judge, Susan Schirck and Geri-Lynn Copeland as judges. Motion carried unanimously.

SB01 Bolivia:

Ms. Clarity made a motion to appoint Mark Leeds as chief judge, Tom O'Connor and Ronald Curley as judges. Motion carried unanimously.

SB02 Boiling Spring Lakes:

Mr. Smudski made a motion to appoint Edouard Peloquin as chief judge, Ken Campbell and Mary Pongonis as judges. Motion carried unanimously.

SB03 Mosquito 2:

Ms. Clarity made a motion to appoint Kathleen Hawkins as chief judge, George Johnson and Amanda Kiel as judges. Motion carried unanimously.

SB04 Southport 1:

Mr. Smudski made a motion to appoint Lisa Pomeranz as chief judge, Nancy Lee Smith and Linda Gilbert as judges.

SB05 Southport 2:

Ms. Clarity made a motion to appoint Charles McClellan as chief judge, Jere McMillan and Sandra Spencer as judges. Motion carried unanimously.

SB06 Oak Island 3:

Mr. Smudski made a motion to appoint Michella Noll Marquette as chief judge, Karen Litchfield and Terri Malott as judges. Motion carried unanimously.

SB07 Oak Island 2:

Ms. Clarity made a motion to appoint Sandra Batson as chief judge, Cheryl Bruce and Allen Dearth as judges.

SB08 Oak Island 1:

Mr. Smudski made a motion to appoint Barry Brown as chief judge, Mary Lou Barber and Rose Gibbs as judges. Motion carried unanimously.

WB01 Waccamaw:

Ms. Clarity made a motion to appoint Betty Hewett as chief judge, Amy White-Predieri and Robert Dunn as judges. Motion carried unanimously.

WB02 Hickman's Crossroads:

Mr. Myers made a motion to appoint Suzy King chief judge, Gail Barna and Christine Faust as judges. Motion carried unanimously.

WB03 Longwood:

Ms. Clarity made a motion to appoint Carol Kerr as chief judge, David Moyer and Madeline Dubas as judges. Motion carried unanimously.

WB04 Shingletree 2:

Ms. Clarity made a motion to appoint Vicky Craun as chief judge, Barbara Brooks and Brenda Cavallini as judges. Motion carried unanimously.

WB05 Shingletree 1:

Mr. Smudski made a motion to appoint Deborah Morrow-Ryan as chief judge, Diana Pirigyi and Julia Martinelli as judges. Motion carried unanimously.

WB06 Grissettown:

Ms. Clarity made a motion to appoint Denise Sebak as chief judge, Sheri Monaldo and Patricia Davin as judges. Motion carried unanimously.

Ms. LaVere and Mr. Pelton thanked staff for their work preparing for appointments of precinct officials.

Adjourn

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

Date: 9/16/2025

Time: 6:00 pm

Location: Commissioners' Chambers

Agenda Item: Directors Report

1. Recognize Ryan Childress for 5 years with the county.
2. Municipal Election Updates
 - a. Sample ballots available
 - b. Planning for logic and accuracy testing of equipment to be the week of September 29
 - c. In person training started today.
 - d. Plan to start counting absentee ballots on election day at 2 pm, resolution at future meeting.

Attachments:

August 2025 Voter Registration Activity Statistics

Brunswick County Voter Registration Statistics Monthly Report

	2025											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Total Registered Voters	136,908	137,034	137,451	137,894	138,433	139,004	139,656	140,363				
Voters Removed	6,951	534	304	744	313	319	374	505				
New Registrations Processed	942	684	712	759	811	922	994	1,091				
Registrations Processed w/ No Changes	254	726	302	538	200	207	543	540				
Voter Registration Changes Processed	447	370	420	544	389	398	501	443				
Total Monthly VR Transactions	8,594	2,314	1,738	2,585	1,713	1,846	2,412	2,579				
Verifications Mailed Out	10,182	1,165	1,789	1,741	1,166	1,854	1,374	1,780				
NCOA Mailing	0	0	1,378	0	0	0	999	0				
Verifications returned undeliverable	9,351	511	44	1,025	20	25	41	794				
Voter Returned Confirmation Card Update	5	316	66	22	33	22	9	11				
Confirmations Mailed Out	9,234	535	119	102	944	36	40	718				
Democratic	27,065	27,006	27,028	27,093	27,100	27,134	27,203	27,267				
Republican	56,320	56,402	56,578	56,721	56,962	57,167	57,389	57,673				
Libertarian	692	687	683	687	691	696	706	708				
Green	35	34	34	34	34	34	37	37				
No Labels*	329	336	335	332	328	0	0	0				
Constitution*	4	5	5	5	5	0	0	0				
Justice For All*	8	8	7	7	6	0	0	0				
We The People*	14	16	16	16	16	0	0	0				
Unaffiliated	52,441	52,540	52,765	52,999	53,291	53,973	54,321	54,678				
Democratic	19.77%	19.71%	19.66%	19.65%	19.58%	19.52%	19.48%	19.43%				
Republican	41.14%	41.16%	41.16%	41.13%	41.15%	41.13%	41.09%	41.09%				
Libertarian	0.51%	0.50%	0.50%	0.50%	0.50%	0.50%	0.51%	0.50%				
Green	0.03%	0.02%	0.02%	0.02%	0.02%	0.02%	0.03%	0.03%				
No Labels	0.24%	0.25%	0.24%	0.24%	0.24%	0.00%	0.00%	0.00%				
Constitution	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Justice For All	0.01%	0.01%	0.01%	0.01%	0.00%	0.00%	0.00%	0.00%				
We The People	0.01%	0.01%	0.01%	0.01%	0.01%	0.00%	0.00%	0.00%				
Unaffiliated	38.30%	38.34%	38.39%	38.43%	38.50%	38.83%	38.90%	38.95%				
Female	66,934	67,034	67,257	67,471	67,751	68,036	68,376	68,746				
Male	57,851	57,925	58,112	58,313	58,572	58,850	59,130	59,461				
Undesignated Gender	12,123	12,075	12,082	12,110	12,110	12,118	12,150	12,156				
American Indian	396	398	396	400	401	402	404	405				
Asian	568	572	576	585	604	610	616	621				
Black	8,896	8,918	8,926	8,957	8,979	9,006	9,465	9,089				
Multi-Racial	249	249	247	247	245	244	244	245				
Native Hawaiian or Pacific Islander	12	12	13	14	14	12	12	12				
White	113,517	113,636	114,047	114,287	114,770	115,286	115,847	116,490				
Other Race	2,563	2,598	2,629	2,662	2,692	2,744	2,780	2,827				
Undesignated Race	10,707	10,651	10,617	10,742	10,728	10,700	10,708	10,674				
Hispanic	2,380	2,407	2,435	2,452	2,472	2,508	2,532	2,570				
Not Hispanic	73,723	73,683	73,823	73,903	74,101	74,304	74,508	74,684				
Undesignated	60,805	60,944	61,193	61,539	61,860	62,192	62,616	63,109				

*These parties are no longer considered official parties in North Carolina. All voters registered in these parties will become unaffiliated.

[NCSBE Press Release on Status Removal](#)

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: 9/16/2025

Time: 6:00 pm

Location: Commissioners' Chambers

Agenda Item: Appointment of Early Voting Officials

Applicable Statutes and/or Rules:

[SL 2023-10](#)

Summary:

Effective January 1, 2024, for each primary and election, county boards of election shall appoint precinct officials for each early voting site, other than the county board office.

- County boards shall work to ensure, if at all possible, that the chief judge and judges working at any site at the same time do not all belong to the same political party.
- Each shift judges are designated to assure party balance, with shift lead, one ballot station, and one help desk serving as chief judge and judges, with machine techs available should there be a change to schedule. Staff also designates a bi-partisan team when closing the voting machines and securing ballots at the end of each day.
- Political parties were provided notice and were required to submit any names for consideration by September 9, 2025.
 - List submitted by Democrat Party is attached
 - Republican Party declined to submit a list
- Staff recommends all election day chief judges and judges that are working in specialty roles be appointed. Staff further recommends that those being trained to serve in specialty roles of Help Desk, Ballot Station and Machine Tech be appointed as judges. Staff recommendations also include those recommended to be appointed as assistants

Attachments:

Staff recommended early voting officials

Recommended list submitted by Brunswick County Democratic Chair

Board Action:

Staff recommends the board approve the appointment of early voting officials as listed in the attachment.

Early Voting Officials for Appointment Consideration - Municipal 2025

First Name	Last Name	Positions	Appointment during Early Voting
Donald	Dyer	Assistant	Assistant
Helen	Keohane	Assistant	Assistant
Karen	Litchfield	Assistant	Assistant
Eric	Meyer	Assistant	Assistant
Julie	Shannon	Assistant	Assistant
Bonnie	Ublacker	Assistant	Assistant
Ronald	Curley	Ballot Coordinator	Judge
Martha	Goldman	Ballot Coordinator	Judge
Amanda	Kiel	Ballot Coordinator	Judge
SallyJune	Kuka	Ballot Coordinator	Judge
Marlene	Lively	Ballot Coordinator	Judge
Deb	Lovley	Ballot Coordinator	Judge
Libby	Mackey	Ballot Coordinator	Judge
Kevin	Mason	Ballot Coordinator	Judge
Deloris	Warren	Ballot Coordinator	Judge
Carla	Wisniewski	Ballot Coordinator	Judge
Mark	Allen	Help Desk, Assistant	Judge
Donna	Geise	Help Desk, Assistant	Judge
Lucille	Launderville	Help Desk, Assistant	Judge
Thomas	O'Connor	Help Desk, Assistant	Judge
Mary	Pongonis	Help Desk, Assistant	Judge
Ken	Campbell	Machine Tech, Assistant	Judge
Linda	Hausch	Machine Tech, Assistant	Judge
Kevin	O'Hare	Machine Tech, Assistant	Judge
Elizabeth	Sippel	Machine Tech, Assistant	Judge
Gary	Wietzel	Machine Tech, Assistant	Judge
Lloyd	Young	Machine Tech, Assistant	Judge
Beth	Baker	Shift Lead	Chief judge
SANDY	BATSON	Shift Lead	Chief judge
Nisey	Sebak	Shift Lead	Chief judge

2025 Municipal Election

Names submitted for appointment of early voting officials

Brunswick County Democratic Paty

Mark Allen

Donna Geise

Martha Goldman

Helen Keohane

Sally June Kuka

Lucille Launderville

Libby Mackey

Kevin Mason

Thomas O'Connor

Denise (Nisey) Sebak

Julie Shannon

Elizabeth Sippel

Gary Weitzel

Carla Wisniewski

Lloyd Young

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: 9/16/2025

Time: 6:00 pm

Location: Commissioners' Chambers

Agenda Item: Early voting for the 2026 primary election

Applicable Statutes and/or Rules:

[GS 163-166.35](#)

Summary:

- Early voting dates: Thursday, February 12 – Saturday, February 28
- All sites must be open on the last Saturday from 8:00 am until 3:00 pm
- By unanimous vote of all its members, 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
 - Sunset Beach Community Center – 200 Station Trail, Sunset Beach, NC 28468
 - Brunswick County Cooperative Extension - 25 Referendum Drive NE, Building N, Bolivia, NC, 28422
- We do not currently have any viable options for early voting in the Southport and Shallotte areas.

Board Action:

- Board discussion of weekend hours and locations

Attachment:

Draft 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

2026 Primary 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 Sunset Beach Community Center
Thursday, February 12, 2026	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Friday, February 13, 2026	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Saturday, February 14, 2026	Closed	TBD
Sunday, February 15, 2026	Closed	TBD
Monday, February 16, 2026	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Tuesday, February 17, 2026	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Wednesday, February 18, 2026	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Thursday, February 19, 2026	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Friday, February 20, 2026	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Saturday, February 21, 2026	Closed	TBD
Sunday, February 22, 2026	Closed	TBD
Monday, February 23, 2026	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Tuesday, February 24, 2026	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Wednesday, February 25, 2026	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Thursday, February 26, 2026	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Friday, February 27, 2026	8:30 am - 5:00 pm	8:00 am - 7:30 pm
Saturday, February 28, 2026	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

Sunset Beach Community Center – 200 Station Trail, Sunset Beach, NC, 28468

Visit our website for more information about early voting:

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.*

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: 9/16/2025

Time: 6:00 pm

Location: Commissioners' Chambers

Agenda Item: Resolution to Delegate Absentee Administrative Duties

Applicable Statutes and/or Rules:

[Numbered Memo 2020-25](#)

[Numbered Memo 2021-03](#)

Summary:

This resolution was last adopted on October 17, 2023. Since the composition of the board has changed, staff is presenting it again for adoption by the current board. There have been no changes to the 2023 version that was passed.

Board Action:

Staff recommends the board adopt the resolution.

Attachment:

Draft of resolution

**RESOLUTION TO DELEGATE ADMINISTRATIVE DUTIES RELATING TO
ABSENTEE VOTING TO THE DIRECTOR AND STAFF**

WHEREAS, GS 163-35(d) gives the county board of elections authority to delegate to its director “so much of the administrative detail of the election functions, duties, and work of the board, its officers and members, as is now, or may hereafter be vested in the board of its members as the county board of elections may see fit.”; and

WHEREAS, to expedite the processing of absentee ballots, certain preparatory tasks should be completed by staff prior to absentee board meetings; and

WHEREAS, UOCAVA (Uniformed and Overseas Citizen Absentee Voting Act) ballots and ballots that have been damaged or otherwise cannot be read by the tabulator will be duplicated in order to be scanned by the machine and to avoid having to manually enter the voter’s selections into the reporting software; and

NOW, THEREFORE, BE IT RESOLVED, that the Brunswick County Board of Elections, by unanimous vote, has delegated the following administrative duties relating to absentee voting to the director and staff:

1. Inspecting ballot envelopes and return envelopes for deficiencies and contacting voters as required by Numbered Memo 2021-03.
2. Sorting ballot envelopes with accompanying photo ID documentation into categories for the board to review and take action (*e.g.*, approve or reject).
3. Verifying the list of ballot envelopes against the absentee pollbook.
4. Performing ballot duplication with a bipartisan team.
5. 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.
6. The board will 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.
7. The board will sign a cover sheet containing a list of envelopes that were acted upon during the meeting and indicating whether those envelopes were approved or disapproved in lieu of signing the individual envelopes.
8. Scanning of Absentee Ballots at Board Meetings
 - a. Absentee ballots shall be scanned during each absentee meeting. Scanning cannot begin until a majority of the board members and at least one board member of each political party is in attendance.
 - b. Staff may scan the approved ballots into the tabulator, but each board member present is responsible for and will observe and supervise the opening of the envelopes and counting of the ballots.
9. Ballot Duplication
 - a. A bipartisan team will duplicate electronically returned UOCAVA ballots outside of an absentee board meeting.
 - i. Each bipartisan duplication team will consist of at least three staff members, with no more than two members being of the same political affiliation. It is a best practice to have at least four members, two of each political party, to ensure accuracy.
 - ii. The director will supervise and train all members of the duplication team and assign the following roles:
 1. Ballot Caller – Announces the voter’s selections listed on the original ballot to the Ballot Duplicator and Ballot Reviewer.
 2. Ballot Duplicator – Replicates the voter’s selections from the original ballot onto the machine-readable ballot as instructed by the Ballot Caller.
 3. Ballot Reviewer – Reviews the Ballot Caller’s readings from the original ballot and compare it to the selections recorded on the machine-readable ballot by the Ballot Duplicator to ensure accuracy. It is a best practice to have two ballot reviewers, one who will review the selection announced by the Ballot Caller and one who will review the selection made by the Ballot Duplicator.

**RESOLUTION TO DELEGATE ADMINISTRATIVE DUTIES RELATING TO
ABSENTEE VOTING TO THE DIRECTOR AND STAFF**

- iii. Prior to the start of the ballot duplication process, each member of the bipartisan duplication team will complete a participation log noting the date, time, and their name, role, and party affiliation.
- iv. During the ballot duplication process, the duplication team is not permitted to leave each other's immediate presence until the process has been completed, unless authorized by the director.
- v. All duplicated ballots will contain the following in the blank box at the top of each ballot:
 - 1. A notation of "DUP" to indicate the ballot is a duplicate of the original.
 - 2. The ballot number assigned to the voter.
- vi. Upon completion of the process, the team will do the following:
 - 1. Ensure that the duplicated ballots are attached to the corresponding original ballots for the Board to verify at its next scheduled meeting.
 - 2. Enter the time of completion and their signatures to the ballot duplication log.
 - 3. Provide the completed duplication log and the ballots to the staff.
- vii. The director will ensure that the ballots are kept in a secured location until the next absentee board meeting.
- viii. The board will review each duplicated ballot at its next scheduled board meeting prior to approval of the ballots.

Adopted, this the 16th day of September, 2025.

Brunswick County Board of Elections

Randy Pelton, Chair

Edward E. Lewis, Secretary

Paula Clarity, Member

Joe Myers, Member

David Smudski, Member