

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 **October 7, 2025 · 4:00 pm · 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](#); 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. Unfinished Business**
 - a. Resolution to Delegate Administrative Duties Relating to Absentee Voting to the Director and Staff
 - b. Appointment of additional Early Voting Officials
- 4. Consideration of Absentee Ballots**
- 5. Adjourn**

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

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

For full agenda packet scan QR Code



or

visit [BrunswickNCVotes.gov](https://www.brunswickcountync.gov) > About the Board of Elections > Board Meetings > Agendas

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: 10/7/2025

Time: 4:00 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 7th day of October, 2025.

Brunswick County Board of Elections

Randy Pelton, Chair

Edward E. Lewis, Secretary

Paula Clarity, Member

Joe Myers, Member

David Smudski, Member

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: 10/7/2025

Time: 4:00 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.
- Staff recommends additional appointments as some of previously appointed officials have withdrawn availability for working during the early voting period.

Attachments:

Staff recommended additional early voting officials

Board Action:

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

Additional Early Voting Officials for Appointment Consideration - Municipal 2025

First Name	Last Name	Positions	Appointment during Early Voting
Michael	Lattanzio	Assistant	Assistant
Deloris	Warren	Ballot Coordinator	Ballot Coordinator
Cindy	King	Help Desk, Assistant	Help Desk, Assistant
Linda	Gilbert	Help Desk, Assistant	Help Desk, Assistant
Roger	Orman	Machine Tech, Assistant	Machine Tech, Assistant

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: 10/7/2025

Time: 4:00 pm

Location: Commissioners' Chambers

Agenda Item: Consideration of Absentee Ballots

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
10/7/25					

Summary:

There are 2 ballots being considered at today's meeting.

Information Only:

0 Pending Cure

2	Overseas (received electronically, will be duplicated by bipartisan board members during the meeting) ¹
---	--

¹ The board should spot check the Affirmation of Military or Overseas Voter and the Electronic Transmission Sheet/Privacy Waiver. These have been reviewed and recommended for approval by staff, therefore they can be spot checked by the board.