

# BOARD OF ELECTIONS

**Ken Raymond**  
Chairman

**Stuart Russell**  
Secretary

**Fleming El-Amin**  
Member



**Robert H. Coffman**  
Director of Elections

**Lamar Joyner**  
Deputy Director

## FORSYTH COUNTY BOARD OF ELECTIONS BOARD MEETING MINUTES – OCTOBER 22, 2013

### Meeting Called to Order

An Absentee Ballot meeting of the Forsyth County Board of Elections was held in the fourth floor conference room on October 22, 2013. The meeting convened at 5:08 PM, Chairman Ken Raymond presiding.

Board Members in attendance: Chairman Ken Raymond, Secretary Stuart Russell, Member Fleming El-Amin

Staff Members in attendance: Director Robert Coffman, Deputy Director Lamar Joyner, Joshua Chunn, Judy Speas

### Public Comment Session

Chairman Raymond asked speakers to complete a public speaker card and to state their name and address for the record. Speaking time would be three minutes. The public comment session included the following speakers:

Jeff Polston – 301 Gatewood Drive, Winston-Salem, NC 27104  
Gardenia Henley – 4920 Old Walkertown Road, Winston-Sale, NC 27105  
Mary Dickinson – 3720 Kirklees Road, Winston-Salem, NC 27104  
Jo Anne Allen – PO Box 284, Winston-Salem, NC

### Discussion:

Mr. Coffman confirmed that all county board of elections staff members are county employees. The State Board of Elections has some control over the Director of Elections. Mr. Coffman discussed the topic of recording the serial numbers of the voting machine equipment that is test voted for an election. The process of test voting the Election Day equipment for the 2013 Municipal General Election is currently ongoing. A document of the test voted equipment would be publicly available information when the process is completed. Chairman Raymond stated that the Duties of Director document had not been addressed by the current Board members. The Director is currently operating under the previous Board members directives. Board members agreed that the former Duties of Director document would be in effect until the current Board members were able to reaffirm or amend it. The publicly available document would be placed on the agenda in the near future. Chairman Raymond discussed the topic of undeliverable Winston-Salem State University list maintenance voter registration cards. It was explained that the US Postal Service policy for undeliverable mail would be followed for all universities in the county.

Chairman Raymond discussed a packet of documents distributed by Ms. Allen. The definition of the Statute of Limitations was questioned for the significance of reviewing the documents to determine any future action.

### **Approval of Minutes**

Chairman Raymond requested that the Board members review the minutes of October 15, 2013. Member El-Amin moved and Secretary Russell seconded a motion to approve the Board minutes of October 15, 2013 with a small amendment. **Motion carried unanimously.**

### **Approval of Absentee Ballots Returned**

Mr. Chunn recommended 69 absentee ballots for approval and no absentee ballots for disapproval of the Board members. Member El-Amin moved and Secretary Russell seconded a motion to accept the staff recommendation of 69 absentee ballots for approval. **Motion carried unanimously.**

### **Closed Session**

Chairman Raymond moved and Secretary Russell seconded a motion for closed session by stating: I move that the Board go into closed session to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee, pursuant to the provisions of NCGS 143-318.11(a) (6). **Motion carried unanimously.** Board members went into closed session at 5:45 PM. Board members exited closed session at 6:15 PM.

### **Other Business**

Chairman Raymond stated that the Board had previously approved a modified voter registration policy. Mr. Coffman agreed to create a draft of a sample form used in the new procedure.

Chairman Raymond questioned whether the WSSU staff had been contacted regarding the postal policy. Mr. Coffman stated that he had spoken with Mr. Graves and that a written draft of the policy was being developed for the final approval of the Board members. Member El-Amin suggested that the specific policy regarding WSSU undeliverable election mail should be extended to all other universities. Mr. Coffman agreed to speak to Assistant County Attorney Albright about whether a blanket policy could be applied to the other universities. Secretary Russell moved and Chairman Raymond seconded a motion to expand the policy articulated to WSSU to apply to all universities in the county. **Motion carried unanimously.** Secretary Russell also moved and Member El-Amin seconded a motion to run the blanket policy by Assistant County Attorney Albright to make sure that it complies with the law. **Motion carried unanimously.**

### **Adjournment**

Member El-Amin moved and Secretary Russell seconded a motion to adjourn the meeting. **Motion carried** and the meeting was adjourned at 6:20 PM.

Approved:

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Ken Raymond, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stuart Russell, Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fleming El-Amin, Member

\_\_\_\_\_  
Date

**Attachments on File:** none