



FORSYTH COUNTY BOARD OF ELECTIONS

Board Meeting

Agenda

July 22, 2025 – 12:00 p.m.

1. Meeting Called to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Oath of Office
5. Election of Officers (Vice Chair/Secretary)
- Recess-----
6. Approval of Meeting Minutes
7. Adoption of Resolution for Compensation of County Board of Elections Members
8. Approval of Duties of the Director
9. Adoption of Resolution for Public Comments Policy
10. Adoption of Resolution for Remote Participation Policy
11. Approval of Off-Site Voter ID Making Policy
12. Adoption of Resolution for Board Member Travel Policy
13. Approval of Board Meeting Dates & Times
14. Adoption of Resolution of the Fee Schedules for the Cost of Production of Public Records and Maps
15. Adoption of Resolution for Exemption of Certificate of Insurance (COI) for Polling Places
16. Adoption of Resolution for the Policy for Truck Rental Agreements and Insurance Coverage

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17. Adoption of Resolution for Electioneering Designation Rules at the Forsyth County Government Center Building for 2025 Elections
18. Adoption of Early Voting Plan for September 9, 2025, Municipal Primary, October 7, 2025, Second Primary and November 4, 2025, Municipal General Election
19. Approval of Election Notice for September 9, 2025, Municipal Primary, October 7, 2025, Second Primary and November 4, 2025, Municipal General Election
20. Adoption of Resolution Temporary Assignment of Voter to Alternate Polling Places September 9, 2025, Municipal Primary, October 7, 2025, Second Primary and November 4, 2025, Municipal General Election
21. Adoption of Resolution for September 9, 2025, Municipal Primary, October 7, 2025, Second Primary and November 4, 2025, Municipal General Election Absentee Meetings
22. Approval of Procedures for the Notification of Deficiencies on Absentee Return Ballot Envelopes for 2025 Elections
23. Approval of Guidelines for Absentee Ballot Problems and Solutions for 2025 Elections
24. Approval of Guideline Procedures to Remark Ballots not Read by Tabulator for 2025 Elections
25. Approval of Guideline for Pre-Processing Procedures of Absentee and Early Voting Ballots for 2025 Elections
26. Approval of Delegation of Staff for Preparatory Steps of Absentee Ballots for 2025 Elections
27. Other Business
28. Public Comments
29. Closed Session (if necessary)
30. Adjournment

FORSYTH COUNTY BOARD OF ELECTIONS

Meeting Minutes

July 22, 2025 – 12:00 p.m.

Meeting Called to Order

A meeting of the Forsyth County Board of Elections was called to order in the 4th Floor Board Room on Tuesday, July 22, 2025 at 12:00 p.m., Chairperson A.L. Collins presiding.

Board Members in attendance: Chairperson A.L. Collins, Vice Chair Catherine Jourdan, Secretary Chad Doomy, Member Alfred Harvey, Member Adam Draper

Staff Members in attendance: Director Tim Tsujii, Tricia Starkey, Adam Clark, Macy Payne, Jay Lerman, Kanitha Davis-Englebert

Others in attendance: District Court Judge, George Cleland

Pledge of Allegiance

Chairperson A.L. Collins led the Pledge of Allegiance.

Moment of Silence

Chairperson A.L. Collins led a moment of silence.

Oath of Office

Forsyth County Board of Elections members were sworn or affirmed into office individually before District Court Judge, George Cleland.

Opening remarks presented by Chairperson Collins and recognition of family members and special guests of board members.

Election of Officers

Member Draper nominated Vice Chair Jourdan and Secretary Doomy to continue in their current offices; Member Harvey seconded. Motion carried unanimously.

Opening remarks provided by board members.

Board Recess

Chairperson Collins called for the Board to recess at 12:13 p.m.

Board Reconvene

Chairperson Collins called for the Board to reconvene at 12:27 p.m.

Approval of Meeting Agenda

Chairperson Collins called for a motion to approve the meeting agenda. Member Draper moved to approve the agenda as presented; Member Harvey seconded. **Motion carried unanimously.**

Approval of Meeting Minutes

Secretary Doomy presented the meeting minutes from the 2 PM and 3 PM meetings on June 17, 2025. Member Draper moved to approve both sets of minutes as presented; Member Harvey seconded. **Motion carried unanimously.**

Adoption of Resolution for Compensation of County Board of Elections Members

Director Tsujii presented the resolution for compensation for county board of elections members in the amount of \$400.00 per month which has already been approved by the county commissioners and the previous board. Member Draper moved to adopt the resolution as presented; Vice Chair Jourdan seconded. **Motion carried unanimously.**

Approval of Duties of the Director

Mr. Tsujii presented the duties of the director for review and approval. Secretary Doomy moved to approve the duties as presented; Member Draper seconded. **Motion carried unanimously.**

Adoption of Resolution for Public Comments Policy

Board Clerk, Tricia Starkey, presented the resolution for the public comments policy for review and approval. Secretary Doomy moved to adopt the resolution as presented; Member Draper seconded. **Motion carried unanimously.**

Adoption of Resolution for Remote Participation Policy

Elections Systems Manager, Adam Clark, presented the resolution for remote participation for board members. Member Draper moved to adopt the resolution as presented; Member Harvey seconded. **Motion carried unanimously.**

Approval of Off-Site Voter ID Making Policy

Mr. Tsujii presented the off-site voter ID making policy to the Board for review. Member Draper suggested additional wording for the conformity to statute regarding how voter ID services are provided at off-site site locations. Chairperson Collins requested a motion to table the vote. Member Draper moved to table the vote on the off-site voter ID making policy; Member Harvey seconded. **Motion carried unanimously.**

Adoption of Resolution for Board Member Travel Policy

Mr. Tsujii presented the resolution for board member travel for review and approval. Vice Chair Jourdan moved to adopt the resolution as presented; Secretary Doomy seconded. **Motion carried unanimously.**

Approval of Board Meeting Dates & Times

Ms. Starkey presented the Board with the 2025 Board Meeting Schedule for consideration. Secretary Doomy moved to approve the schedule as presented; Member Draper seconded. **Motion carried unanimously.**

Adoption of Resolution of the Fee Schedules for the Cost of Production of Public Records and Maps

Voting Systems Manager, Jay Lerman, presented the resolution for the fee schedule for public records and maps. Secretary Doomy moved to adopt the resolution as presented; Member Harvey seconded. **Motion carried unanimously.**

Adoption of Resolution for Exemption of Certificate of Insurance (COI) for Polling Places

Mr. Tsujii presented the resolution for the exemption of certificates of insurance for polling places. Member Draper moved to adopt the resolution as presented; Secretary Doomy seconded. **Motion carried unanimously.**

Adoption of Resolution for the Policy for Truck Rental Agreements and Insurance Coverage

Office Finance Manager, Kanitha Davis-Englebert, presented the resolution for the policy for truck rental agreements and insurance coverage to the Board. Member Draper moved to adopt the resolution as presented; Member Harvey seconded. **Motion carried unanimously.**

Adoption of Resolution for Electioneering Designation Rules at the Forsyth County Government Center Building for 2025 Elections

Mr. Tsujii presented to the Board the resolution for electioneering designation rules at the Forsyth County Government Center building for the 2025 elections. Secretary Doomy moved to adopt the resolution as presented; Member Harvey seconded. **Motion carried unanimously.**

Adoption of Early Voting Plan for September 9, 2025, Municipal Primary, October 7, 2025, Second Primary and November 4, 2025, Municipal General Election

Mr. Tsujii presented the Board with the September 9, 2025, the October 7, 2025 and the November 4, 2025 early voting election schedules. The Forsyth County Government Center is the proposed early voting location for all three elections. Secretary Doomy moved to approve the early voting plans as presented; Vice Chair Jourdan seconded. **Motion carried unanimously.**

Approval of Election Notice for September 9, 2025, Municipal Primary, October 7, 2025, Second Primary and November 4, 2025, Municipal General Election

Ms. Starkey presented the election notices for the September 9, 2025 municipal primary, the October 7, 2025 second primary, and the November 4, 2025 municipal general election. Per statute 163-33(8) the board is required to post the provided notices in a newspaper having general circulation in the county. Advertisements will be scheduled with the Winston-Salem Journal and also posted on the office door display. Member Draper moved to approve the three election notices as presented; Member Harvey seconded. **Motion carried unanimously.**

Adoption of Resolution Temporary Assignment of Voter to Alternate Polling Places September 9, 2025, Municipal Primary, October 7, 2025, Second Primary and November 4, 2025, Municipal General Election

Mr. Tsujii presented the resolution for the temporary assignment of voters to alternate polling places for the September 9, 2025 municipal primary, the October 7, 2025 second primary, and the November 4, 2025 municipal general election. Secretary Doomy moved to adopt the resolution as presented; Member Draper seconded. **Motion carried unanimously.**

Adoption of Resolution for September 9, 2025, Municipal Primary, October 7, 2025, Second Primary and November 4, 2025, Municipal General Election Absentee Meetings

Ms. Starkey presented the resolutions for the September 9, 2025 municipal primary, the October 7, 2025 second primary, and the November 4, 2025 municipal general election. Pursuant to G.S. 163-230.1(f) absentee meetings will be circulated in a newspaper in the county at least 30 days prior to the election and also posted on the office door. Secretary Doomy moved to adopt the resolutions as presented; Vice Chair Jourdan seconded. **Motion carried unanimously.**

Approval of Procedures for the Notification of Deficiencies on Absentee Return Ballot Envelopes for 2025 Elections

Absentee Ballot Manager, Macy Payne, presented the procedures for the notification of deficiencies on absentee return ballot envelopes for the 2025 elections for the Board's approval. Member Draper moved to approve the procedures as presented; Secretary Doomy seconded. **Motion carried unanimously.**

Approval of Guidelines for Absentee Ballot Problems and Solutions for 2025 Elections

Mrs. Payne presented the guidelines for absentee ballot problems and solutions for the 2025 elections for review and approval. Member Draper moved to approve the guidelines as presented; Member Harvey seconded. **Motion carried unanimously.**

Approval of Guideline Procedures to Remark Ballots not Read by Tabulator for 2025 Elections

Mrs. Payne presented the guideline procedures to remark ballots not read by the tabulator for the 2025 elections. Member Draper moved to approve the procedures as presented; Member Harvey seconded. **Motion carried unanimously.**

Approval of Guideline for Pre-Processing Procedures of Absentee and Early Voting Ballots for 2025 Elections

Mrs. Payne presented the guidelines for pre-processing procedures of absentee and early voting ballots for the 2025 elections. Member Draper moved to approve the guidelines as presented; Vice Chair Jourdan seconded. **Motion carried unanimously.**

Adoption of Resolution Regarding Delegation of Staff for Preparatory Steps of Absentee Ballots for 2025 Elections

Mrs. Payne presented the resolution regarding the delegation of staff for preparatory steps of absentee ballots for the 2025 elections. Secretary Doomy moved to adopt the resolution for the September 9th and November 5th elections and to include the October 7th election; Member Draper seconded. **Motion carried unanimously.**

Other Business

Notice of Attendance of Conference

Ms. Starkey provided notice of attendance by some members of the Forsyth County Board of Elections to attend the NC State Board of Election 2025 Training Conference on Monday, July 28, 2025 through Tuesday, July 29, 2025 at the Wilmington Convention Center in Wilmington, NC. A copy of the notice shall be posted on the electronic public display board located on the second floor, outside the Board of Elections office, and on the Board of Elections website.

Notice of Shredding

Mr. Lerman informed the Board that shredding of election materials and documents are done every 22 months, in accordance with state law, and at the end of September a bipartisan team will do the shredding.

Public Comments

Chairperson A.L. Collins called for public comments, providing two minutes per speaker:

Jean Alsup: 940 Kenleigh Circle, Winston-Salem, NC 27106

Secretary Doomy moved to close public comments and to adjourn the meeting; Member Harvey seconded. **Motion carried unanimously.** Meeting adjourned at 1:18 p.m.

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Approved:

s:/A.L. Collins
Chairperson

s:/Catherine Jourdan
Vice Chair

s:/Chad Doomy
Secretary