

# Meeting Agenda

**Location:** Henderson County Board of Elections  
75 E. Central St.  
Hendersonville, NC 28792

**Date:** October 16, 2023

**Time:** 5:00 PM

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Clay Eddleman (C-D) / Debbie Dante (S-R) / William Cutler (D) / Linda Rebeck (R) / Sharon Pearson(D)

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## Agenda details:

### I. Call Meeting to Order

### II. Pledge of Allegiance

### III. Approval of Agenda

### IV. Approval of Minutes

### V. Old Business

### VI. New Business

- Amend Board Meetings Resolution
- Early Voting Plan
- Approve Early Voting Chief Judge/Judge and MAT
- Absentee Procedures
- Election Day Poll Workers
- Update on Visits to Polling Locations
- Voter ID Policy

### VII. Directors Comments

- Update on Municipals/School Superintendent

### VIII. Adjournment

Henderson County Board of Elections

Welcome Please Sign In

Date: 10-17-23

	Organization
1. Cindy Ellis	
2. Paul ReBuck	
3. Pat Rogers	LWV
4. Peri David	
5. Gina Moffitt	
6. Beatrice Paul	
7. Jean Bilbo	NCFEIT
8. Caren Kessler	LWV
9. Kathy Maney	
10. Maureen Heaphy	

*Henderson County Board of Elections*

*Welcome Please Sign In*

*Date: 10-16-23*

1. Sharon Bulkyone LWO
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Henderson County Board of Elections  
Minutes of Board Meeting  
October 16, 2023

The Board of Elections met October 16, 2023, at 5:00 PM at the Henderson County Board of Elections office at 75 E. Central Street. Members present were Clay Eddleman, Chair, Debbie Dante, Secretary, Linda Rebuck, William Cutler, and Sharon Pearson, Members, and Summer Heatherly, Director.

Pledge

Minutes: Minutes were approved for 8/22/23.

Agenda: Debbie was concerned with the length of the Agenda and moved to cut it in half and schedule another meeting. Linda 2<sup>nd</sup>. After discussion. Debbie amended the motion to end the meeting by 6:15 PM and schedule another meeting if needed. Linda 2<sup>nd</sup>. Passed unanimously.

Linda moved to approve the agenda as amended. Bill 2<sup>nd</sup>. Passed unanimously.

Old Business:

Emergency Plan. Director will be meeting with CISA in November and the Board will review and discuss the Plan after that meeting.

New Business:

Amend Board Meetings Resolution. Will be adding 2 more dates: 1/30/2024 and 2/6/24. Chair moved to approve the Amended Resolution. Linda 2<sup>nd</sup>. Passed unanimously.

Early Voting Plan-Primary. Director presented a well thought out proposal that will save \$85,000. Sharon moved we accept Director's Early Voting Plan using only one early voting location in the upcoming Primary at the Board of Elections Office and attached warehouse. Linda 2<sup>nd</sup>. Passed unanimously.

Approve Primary Early Voting Chief Judge/Judge & MAT Appointments. Chief Judges will work 7:30 am to 8 pm. All workers are paid hourly during Early Voting and may work a part day. Linda moved to approve the list of names (9) submitted for Chief Judge/Judge for Early Voting. Bill 2<sup>nd</sup>. Passed unanimously.

MAT appointments. Director states they are the only group approved by statute allowed to go into Nursing Facilities for the purpose of helping residents complete Application for Ballot and help them fill out their ballot. Linda moved to approve the MAT applicants listed by the Director. Bill 2<sup>nd</sup>. Passed unanimously.

Absentee Procedures. (A) Preparatory Administrative Duties. Linda moved to delegate to Director and staff duties as listed in Exhibit A (see attached). Sharon 2<sup>nd</sup>. Passed unanimously.

(B) Formal Approval of Envelopes.

Debbie moved that each bipartisan team would affix their initials on the Absentee Container Envelope and copy of Photo ID documentation as they are approved. Linda 2<sup>nd</sup>. Passed unanimously.

(C) Scanning Absentee Ballots at Board Meetings.

Chair moved that Absentee Ballots be opened and scanned during scheduled Absentee Board Meetings. Debbie 2<sup>nd</sup>. Passed unanimously.

(D) Special Board Meetings.

Linda moved that the following Special Meetings be scheduled: March 6, 2024 @ 10 am to count Absentee Ballots that came in between 1 pm and 7:30 pm on Election Day; and March 14, 2024 @ 2 pm prior to Canvass (March 15) for counting of Provisional Ballots (Numbered Memo 2018-05, see attached). Passed unanimously.

(E) Ballot Duplication.

Linda moved to adopt the following Procedures for Ballot Duplication: UNOCAVA ballot duplication will be performed by a bipartisan team of no less than 3 BOE employees; and damaged or unreadable ballots opened at Board meetings will be duplicated by a bipartisan team of 3 Board Members. Sharon 2<sup>nd</sup>. Passed unanimously.

Election Day Poll Workers. Discussion on the pay status of Election Day Workers. Currently they are paid a flat fee (shift pay – untaxed) for election day, training, and selected duties. A letter from the HC Republican Party was read asking the Board to consider allowing part-time shifts for workers on Election Day. This would entail reporting to HR and having taxes taken out. Debbie moved to table the discussion until the Director contacts other counties to see how they handle shifts on election day. Sharon 2<sup>nd</sup>. Passed unanimously.

Update On Visits to Polling Locations. Board commented on recent visits to precinct locations. Noted that Carolina Village is an Adjunct Precinct to HV-2 with 518 registered voters. Board should review precinct numbers closer to the election to see if they want to make other adjunct precincts. Average number of voters per precinct currently is 2,510.

Voter Photo ID Policy. Linda moved to adopt the Voter Photo ID Policy with the addition of the word “political” in the second sentence of the last paragraph, before parties. Sharon 2<sup>nd</sup>. Passed unanimously.

Director’s Comments. Candidate Filing is in December 2023 for the Primary in March 2024 and General in November, 2024. Director is working with Senator Moffit getting all municipalities primaries in even numbered years. Director met with Superintendent of Schools Garrett and Carl Taylor regarding the letter we sent asking to close schools on election days. They are unable to close for the Primary in March but will work with us to close in Nov. Now, students that work during elections will not be penalized with an unexcused absence from school. We will hire one extra person to man the doors at schools during the Primary. Training will start in mid-January.

There being no further business, the meeting was adjourned at 6:37 PM.

Debrah Dante

Secretary

Approved  Disapproved

Clay Eddles

Chairman

Approved  Disapproved

Wally Cuthbert

Member

Approved  Disapproved

Lynette Palmer

Member

Approved  Disapproved

Sharon L. Pearson

Member

Approved this the 16 day of November, 2023.

# HENDERSON COUNTY BOARD OF ELECTIONS

## AGENDA ITEM

**Request:** Amendment of the Adoption of resolution of schedule of meetings for Fiscal Year 2024

**Date of meeting:** October 16, 2023

Pursuant to N.C. Gen. Stat. §143-318.12, a schedule of dates, times and places of regular meetings of the Board must be publicly available as stated in that statute. The Board has the following “regular” meetings required by North Carolina law:

- Swearing in of new County Board of Elections members at noon on Tuesday after the third Monday in July of odd-numbered years
- Appointing Precinct Officials Tuesday following the third Monday in August of odd numbered years
- Absentee Meetings, beginning with the **fifth** Tuesday prior to an election, each Tuesday at 5:00 p.m. to approve or deny absentee ballots
- 5:00 p.m. or later the day before an election to approve or deny absentee ballots and tabulate absentee ballots
- 2:00 p.m. or later Election Day to begin counting absentee ballots
- Canvass

Other meetings are required as “special” meetings, for consideration of provisional ballots and absentee ballots timely received after election day.

The attached Resolution schedules the “regular” (that is, those whose dates can be known in advance) meetings of the Board for this fiscal year. Your adoption of the resolution is requested.

**Amendment of the Resolution of the  
Henderson County Board of Elections**

WHEREAS, pursuant to the "Open Meetings" laws of North Carolina (Article 33C of Chapter 143 of the North Carolina General Statutes), this Board is required to make publicly available a schedule showing time and place of regular meetings of the Board; and,

WHEREAS, upon adoption of a resolution of the same, pursuant to N.C. Gen. Stat. §143-318.12(a)(2) this Board gives effective legal notice for such meetings by filing a copy of the resolution with the Clerk to the Board of Commissioners of Henderson County, and by posting a copy of the same on this Board's website.

NOW, THEREFORE, the Henderson County Board of Elections shall hold regular meetings as follows:

1. All meetings shall take place in the Henderson County Elections offices, located at 75 E. Central St., Hendersonville, North Carolina.

2. For the remainder of fiscal year 2024 (through and including June 30, 2024), regular meetings will take place on the following dates and times:

- August 22, 2023, at 5:00 o'clock p.m.
- **January 30, 2024, at 5:00 o'clock p.m.**
- **February 6, 2024, at 5:00 o'clock p.m.**
- February 13, 2024, at 5:00 o'clock p.m.
- February 20, 2024, at 5:00 o'clock p.m.
- February 27, 2024, at 5:00 o'clock p.m.
- March 4, 2024, at 5:00 o'clock p.m.
- March 5, 2024, at 2:00 o'clock p.m.
- March 15, 2024, at 11:00 o'clock a.m.

Approved this the 16<sup>th</sup> day of October, 2023.

**HENDERSON COUNTY BOARD OF ELECTIONS**

By: C. Eddler  
Chair



Proposed Motions  
by Chair regarding  
ABSENTEE PROCEDURES

Exhibit A  
Preparatory Administrative Duties

The Chair would entertain a Motion to Delegate to the Director and Staff the following Preparatory Administrative Duties to be performed prior to Absentee Board Meetings with oversight by the Board:

- (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 the following categories for the Board to review and take action (e.g. approve or reject):
  - (a) Recommend Approval: in order to ensure accuracy and consistency further, these ballot envelopes will be evenly divided between Two Teams consisting of One Republican and One Democrat Board Member per team to check these envelopes and Photo ID documentation
  - (b) Recommend Disapproval
  - (c) Envelopes awaiting a cure certification or Photo ID cure documentation
  - (d) Those that staff have questions about that require deliberation by the Board
- (3) Verifying the list of ballot envelopes against the absentee pollbook
- (4) Performing UOCAVA ballot duplication with a bipartisan team, with no less than 3 employees.

Exhibit B  
Formal Approval of Envelopes

Each bipartisan team will affix their initials to the absentee ballot envelopes and Photo ID documentation as they are approved.

Exhibit C  
Scanning Absentee Ballots at Absentee Board Meetings

The Chair would entertain a Motion that approved Absentee Ballots be scanned during Absentee Board Meetings.

Exhibit (D)  
Special Board Meetings

The Chair would entertain a Motion that the following Special Meetings be scheduled:

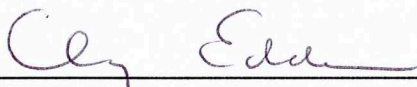
- (1) On the day after Election Day, March 6<sup>th</sup>, 2024, at the offices of the Board of Elections at 10 AM for the counting of Absentee Ballots that came in between 1 PM and 7:30 PM on Election Day and,
- (2) On the day March 14<sup>th</sup>, 2024, at 2 PM prior to Canvass (March 15<sup>th</sup>) for the counting of Provisional Ballots (Numbered Memo 2018-05)

Exhibit (E)  
Ballot Duplication

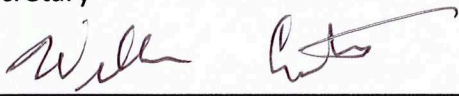
The Chair would entertain a Motion for adoption of the following Procedures for Ballot Duplication:

- (1) UOCAVA OUTSIDE OF BOARD MEETING: ballot duplication will be performed by a bipartisan team, with no less than 3 employees
- (2) DAMAGED OR UNREADABLE BALLOTS AT BOARD MEETING: ballot duplication will be performed with a bipartisan team of 3 BOARD MEMBERS


Approved this the 16<sup>th</sup> day of October 2023.

  
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Chairman

  
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Secretary

  
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Member

  
\_\_\_\_\_  
Member

  
\_\_\_\_\_  
Member

VOTER ID POLICY

MEETINGS

- Staff is willing to attend organizational meetings, if needed and staff is available.
- Voter will fill out ID form with their information.
- Voter's picture will be taken with a secure Henderson County Board of Elections cell phone.
- Voter will have option of either picking up the voter ID at the office, or we will mail it to voter.
- We will make 3 copies of each Voter ID to send with voter in case they do absentee by mail.

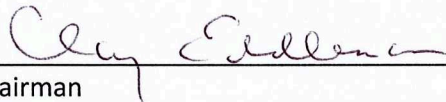
MAT

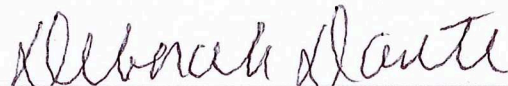
- MAT team will take photos of voters with a secure Henderson County Board of Elections cell phone in facilities. We will deliver them back to said facility along with copies to be placed in their absentee by mail envelope.


INDIVIDUAL

- Staff is not willing to go to individual homes for Voter ID. The political parties are more than welcome to go into homes if the need is there. Or someone can bring the ID to the Board of Elections office, and we will make copies for them to place in their absentee by mail envelope. The person bringing ID to be copied will need to fill out a form, so we know who it was we gave the copies to.

Approved this 16<sup>th</sup> day of October, 2023

  
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Chairman

  
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Secretary

  
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Member

  
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Member

  
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Member