

Meeting Agenda

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

Date: January 30, 2024

Time: 5:00 PM

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

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

- Approval of Absentee Ballots
- Inclement Weather Policy
- Approval Budget
- Authorizing Satellite Polling Place
- Approval of Buffer Zones
- Personnel

Closed session – § 143-318.11 (6)

VII. Directors Comments

VIII. Adjournment

Henderson County Board of Elections

Welcome Please Sign In

Date: 1-30-24

1. Dani Moffett Group
2. Maureen Heaphy
3. Peri David
4. Caren Kessler
5. Paul Rebuck
6. Rita Rogers LWU
7. Kathy Manney
8. Jane Bilbo NCEIT
9. _____
10. _____

Henderson County Board of Elections
Minutes of Board Meeting
January 30, 2024

The Board of Elections met January 30, 2024, at 5:00 PM at the Henderson County Board of Elections office at 75 E. Central Street. Members present were Clay Eddleman, Chair (via zoom), Debbie Dante, Secretary, Linda Rebuck, William Cutler, and Sharon Pearson, Members, and Summer Heatherly, Director.

The Chair requested that the Secretary conduct the meeting as he is appearing via zoom.

Pledge

Minutes: Minutes were approved for 11/16/23.

Agenda: Linda moved to approve the agenda. Sharon 2nd. Passed unanimously.

Old Business: None.

New Business:

Approval of Absentee Ballots. The scanners were not sealed due to the Mock Trial on Thursday. There were 6 mail-in ballots to be approved. Bill moved to approve the 6 ballots at the next meeting on 1/6/24. Linda 2nd. Passed unanimously.

Inclement Weather Policy. The Board reviewed the Henderson County Inclement Weather and Emergency Closings Policy which we will follow during Early Voting. If the County closes their offices during this time, the BOE will close Early Voting Sites. Linda moved to approve the Plan. Bill 2nd. Passed unanimously.

State law states that Election Day Precincts may not close due to inclement weather. The Board reviewed Election Day Only Inclement Weather Policy. Director will coordinate with the Sheriff's Dept to transport poll workers to and from their precincts, if necessary, along with other emergency supplies (see attached). Linda moved to approve the Board of Election's Plan. Sharon 2nd. Passed unanimously.

Budget Approval. The Board reviewed the 2024-2025 proposed budget (see attached). Last year the temporary poll workers were not removed from the payroll, and we were charged for Worker's Compensation premiums for them. The budget request for the Insurance & General Bonding (account # 547600) was for \$83,869.00, whereas previously \$3,035.00 was budgeted. We will no longer leave workers on the payroll and thus it will go back to the \$3035.00 amount. ES&S Print Elect under Contracted Services (account # 53900) for software licenses, support and maintenance is budgeted for \$53,500.00, same as last cycle. Linda moved to approve the proposed budget as presented. Sharon 2nd. Passed unanimously.

Now that the Municipal Elections have been moved to even years, we will no longer receive payment from the municipalities for conducting their elections (poll workers, ballots, transport services, etc.) because there is no way to separate out the costs. In the past we received approximately \$30,000 combined from the 5 municipalities.

Satellite Poling Place Resolution. This is done yearly to establish Carolina Village (570 voters) as a satellite polling location of Precinct HV-2. See attached Resolution. Linda moved to use Carolina Village as a satellite poling location and adopt the Resolution stating such. Bill 2nd. Passed unanimously.

Approval of Buffer Zones. Director presented the Board with Buffer Zone maps showing the 50-foot boundaries for 1) all Precincts and 2) Early Voting. These maps showing the boundaries will be posted at all voting locations and on our website as an exhibit to these minutes.

Director's Comments. The Mock Election is this Thursday, 2/1. 415 ballots have been mailed out to date, with 6 returned. USPS charges \$1.63 to mail the ballot package back to the BOE. We are not allowed to repay USPS for envelopes received that do not have enough postage. A flow chart for accepting drop-off ballots was presented. It is a very detailed procedure, and this will help make sure it is followed correctly (see attached).

Linda moved to go into Closed Session per NCGS§ 143-318.11(a)(6) to discuss personnel matters, personnel policies, and salaries. Sharon 2nd. Passed unanimously.

Moved to Closed Session at 5:54.
Returned into Open Session at 6:47.

Next meeting is 2/6 at 5 pm.
There being no further business, the meeting was adjourned at 6:47 PM.


Secretary

Approved Disapproved

Chairman


Approved Disapproved


Member

Approved Disapproved


Member

Approved Disapproved


Member

Approved this the ____ day of _____, 2024.



NORTH CAROLINA

STATE BOARD OF ELECTIONS

Mailing Address:
P.O. Box 27255, Ra-
leigh, NC 27611

(919) 814-0700 or
(866) 522-4723

Fax: (919) 715-0135

Numbered Memo 2020-04

TO: County Boards of Elections
FROM: Karen Brinson Bell, Executive Director
RE: Inclement Weather Preparations
DATE: January 29, 2020

The weather over the past few weeks reminds us that winters in North Carolina can be very unpredictable. While we hope for a mild winter, we must prepare for the unknown as we approach one-stop early voting and the March 3, 2020 Primary.

Have a plan in place. County boards of elections should review their emergency plans and update them as needed. Plans should consider absentee by mail deadlines, one-stop early voting, Election Day, and the canvass period. If not already established, develop emergency procedures for voting places to operate during power outages and weather conditions that may impede the opening or closing of sites. **If you use an electronic pollbook, you must ensure each voting place has backup labels and other necessary supplies, such as tape and scissors, to ensure that in the event of an equipment or power failure voting can continue uninterrupted.**

Being mindful that this is an election year for certain law enforcement officials, including for the office of Sheriff, we are working with state officials at the North Carolina Department of Public Safety and the State Emergency Response Team to develop alternative methods of transporting election materials. County boards of elections should coordinate operations with these entities in advance of weather events. **Please keep in mind that it is not permissible for anyone other than elections officials to transport results media, official ballots, security keys, and any other voting items, though they may be escorted by one of the above-identified entities for safety purposes.** See 08 NCAC 10B .0105.

Coordinate with Emergency Management. As best practice, the elections director or staff should inform county emergency management services of election schedules prior to each election so they can help with power outages, road construction issues, or other incidents that may impede voting. Also, convey your contact information to emergency management and establish a two-way communication plan. This partnership is critical during adverse or inclement weather situations. Other county departments may also need to be informed and maintain established lines of

communications for such weather events, including IT, the county manager, law enforcement, and those responsible for county public relations/media relations.

Communication plan. Identify inbound and outbound communication plans and contact information including how information will be conveyed with county board staff and members, poll workers, polling places, political parties, candidates, media, and the identified partners.

Please provide via helpdesk ticket the telephone numbers and email addresses of key office staff, board members, and essential county government staff. This includes telephone and email contacts for the director and chair of the county boards of elections. All counties should provide this information, even if they do not anticipate inclement weather. This information should also be exchanged among your county board members and the director.

County board members and staff should ensure they are able to monitor their county email in order to respond quickly to any action that may need to be taken. If possible, you should update your website and office voicemail with information about any closures or hours changes, which should also be communicated to the identified stakeholders, including county political party chairs and other groups. County board members should be on standby for possible emergency meetings.

Board policy and emergency meetings. Should your board need to meet to address a weather-related issue, a quorum of three members must be present. A majority of members present must vote for an action for the motion to pass. An exception to this general rule involves county board actions regarding one-stop plans. To adopt a plan or make changes to it, a county board must have a unanimous vote of all its appointed members. Your county board is expected to work collaboratively to serve the voters in the county, and this includes ensuring both their safety and access to voting.

Ordinarily, a meeting must be noticed at least 48 hours in advance, but a meeting may be called with less than 48 hours' notice if an emergency arises that the board must address. Only business connected with the emergency may be considered at the meeting, and the notice provisions of G.S. § 143-318.12(b)(3), including notice to members of the media, must be followed. A meeting may be conducted telephonically provided the public is given access to listen to the meeting, which may be accomplished by providing a call-in number. Services such as FreeConferenceCall.com and Zoom have free telephone conference options if your county does not have a service.

In advance of inclement weather, county boards of elections are encouraged to discuss these matters and establish an emergency plan, including policy regarding closure of one-stop sites and county offices. If your county government offices will be closed due to the impact of a weather event, this means that your county has determined it is not safe for the county to be open. Winter weather may also prompt a State of Emergency declaration. Due to the need to protect elections officials and voters, your board may find it necessary to determine whether a one-stop site or sites should also be closed. Because the county board of elections, not county commissioners, establish

one-stop sites for the county, your county board of elections will need to make a unanimous determination about any modifications to its adopted plan. County boards may not extend one-stop hours beyond the hours permitted by law, but you may unanimously adopt plans to close a site(s) due to inclement weather or to change the site(s) hours as permitted by law.

Emergency Powers

Pursuant to G.S. § 163-27.1 and 08 NCAC 01 .0106, the Executive Director of the State Board of Elections may exercise emergency powers to conduct an election in districts where the normal schedule has been disrupted by a natural disaster or extremely inclement weather. The Executive Director is required to consider a specific list of factors when emergency powers are exercised, such that any remedy is tailored to the nature and scope of the disruption. Should your county board of elections become aware of a need for these powers to be exercised, the county elections director or staff should notify the State Board via a helpdesk ticket and carbon copy (cc:) to SBE General Counsel Katelyn Love and me. Remedies may include additional hours or days of early voting, extension of when absentee ballots may be received, or other tailored solutions. There must be a disruption before any emergency powers may be exercised, and only the Executive Director, not county boards of elections, may exercise emergency powers to extend voting beyond the hours or deadlines prescribed by law.

We are mindful of the need to balance voter access to the polls with the practical ability of a county board of elections to administer elections in the wake of a weather event, when voting sites may become unusable and precinct officials may be unavailable. We must also ensure the safety of county boards of elections staff, elections officials, and voters. While we extended early voting hours in certain counties after Hurricane Dorian, we did so because voters could not be alerted of any closures in advance and counties could still prepare for Election Day given the nature of that election. Since we know that winter weather may impede voting and counties cannot sufficiently prepare for the volume of tasks necessary for the presidential primary between the close of early voting on the last Saturday before the election, and the start of voting on Election Day, we will begin messaging to voters to vote absentee by mail or during early voting in case winter weather issues arise. **We do not intend to extend one-stop early voting beyond 3 p.m. on Saturday, February 29, 2020.**

Official weather information. The SBE receives daily weather bulletins and emergency alerts from the state's meteorologists. We will share these emergency alerts with county boards in the event of inclement weather. Please rely on credible weather forecasts such as those issued by the National Weather Service and alerts from state and county emergency management.

Previous guidance. Previous guidance that may be helpful in developing emergency plans and taking preparatory steps are included in Numbered Memo 2014-7 (Emergency Plans), Numbered Memo 2018-11 (Hurricane Preparations), and Numbered Memo 2019-05 (Emergency Preparations for Hurricane Dorian).

Henderson County

INCLEMENT WEATHER

AND

EMERGENCY CLOSINGS

POLICY

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Inclement Weather and Emergency Closings

I. PURPOSE

Henderson County recognizes there may be instances of inclement weather or emergency conditions that may prevent or modify its ability to provide full services to the community. This policy sets forth guidelines for determination of modification in operating hours and services, designation of emergency employees, and how employees shall account for their time when released from their regular work schedule due to inclement weather or emergency conditions.

II. DEFINITIONS

- A. Inclement Weather - Adverse weather or other conditions that may prohibit some employees from reporting to work but do not necessitate the closing of facilities or curtailment of operations.
- B. Emergency Closing Condition – Conditions that may be hazardous to life or safety and necessitate the closing of a County facility or curtailment of operations such as: catastrophic life-threatening weather (i.e., snow, ice, hurricane, tornado), earthquake, flood, or other natural disaster, fire, equipment failure, disruption of power and/or water, contamination by hazardous agents, terrorist acts, or forced evacuations from the work site.
- C. Emergency Employees - Those employees who are required to work during emergency conditions and have been designated by their department head as essential to department operations during emergencies.

III. POLICY

Henderson County offices and facilities are OPEN to provide regular services to the public during periods of inclement weather or other conditions of a non-emergency nature. The County Manager or his/her designee shall determine if emergency conditions exist that warrant the modification of operational hours such as a late opening, closing for the full day, or early closing.

- A. Communication of Operational Hours – Employees may check the following sources to learn if the County is open for regular services, has modified operational hours, or will be closed for the day:
 - 1. Recorded announcement at 828-697-4595
 - 2. Posted to the County’s website: www.hendersoncountync.org
- B. Mandatory Operations and Emergency Employee Designation

1. Some departments and operations must continue to provide services during periods of inclement weather and emergency conditions, which include the Sheriff's Department, EMS, Central Services and maintenance staff, and other internal service department staff needed as designated by the department head.
2. The department head shall pre-determine as much as possible services required and designate emergency employees for provision of mandatory operations.
3. An emergency employee's late reporting or failure to report will result in review by the department head and can result in adjustment in leave hours, leave without pay, or disciplinary action as circumstances warrant.

C. Administrative Leave and Accounting for Time

1. Henderson County complies with federal wage and hour laws and pays overtime in accordance with the Fair Labor Standards Act for actual hours worked over forty (40) in a workweek.
2. The County Manager may authorize paid Administrative Leave when a County facility is closed due to emergency conditions.
3. During periods of inclement weather or emergency conditions resulting in the modification of operational hours or closing of County facilities, eligible exempt and non-exempt employees will be paid Administrative Leave, or may be required to use their available vacation or compensatory time or be in a leave without pay status as circumstances warrant in accordance with the attached chart (Attachment A).
4. The County Manager may authorize additional pay to exempt employees at straight time for additional hours worked when all of the following conditions occur:
 - a. The County Manager has declared a state of emergency;
 - b. Exempt employees are required to work additional hours for purposes of response and/or recovery during the emergency;
 - c. Funds are available and the department head has obtained approval from the County Manager to use such funds for this purpose.
5. Auxiliary and Temporary employees are not eligible for paid Administrative Leave.
6. Employees already scheduled off work due to vacation or sick leave are not eligible for paid Administrative Leave.

IV. PROCEDURES

A. Employee Responsibilities

1. Employees are expected to make a good faith effort to report for work at their regular start time during periods of inclement weather or other conditions of a non-emergency nature and County offices and facilities are OPEN.
2. Employees who do not report for work when County offices and facilities are OPEN must call their supervisors in advance or within thirty (30) minutes of their regular start time to inform their supervisor they will be absent and must

use available vacation or compensatory leave hours or leave without pay (refer to Attachment A).

3. Employees who leave early when County offices and facilities are OPEN must inform their supervisor prior to leaving and must use available vacation or compensatory leave hours (refer to Attachment A).
4. Employees who do not work a full day when County offices and facilities are OPEN may, with approval from their department head, work alternate hours *in the same workweek* to make up the time in lieu of using available vacation or compensatory leave hours.
5. Employees must record all actual time worked in accordance with regular timekeeping policies, as well as vacation and compensatory time used, as well as leave without pay hours (refer to Attachment A).
6. Administrative Leave authorized by the County Manager is recorded in the ADM column of the time sheet and a notation made in the comment section.

B. Department Head Responsibilities

1. Department Heads shall designate emergency employees who are required to work during emergency conditions and are essential to department operations during emergencies.
2. Department Heads shall consider the safety and welfare of their employees of utmost importance during periods of inclement weather and emergency conditions and ensure adequate supplies and equipment are available and in good operating condition in order to provide necessary services.
3. Department Heads shall seek and obtain approval from the County Manager to pay exempt employees for additional hours worked in accordance with III.C. 4. above.
4. Department Heads shall review and approve time sheets and ensure they are completed accurately in accordance with federal wage and hour laws and policy (refer to Attachment A); any discrepancies shall be addressed promptly.

V. ADMINISTRATIVE GUIDELINES

- A. In order for an employee to be considered for Administrative Leave:
 1. The employee must be a regular or project employee.
 2. The day in which operational hours are altered or County offices and facilities are closed must be a day on which the employee would normally work.
 3. The hours during which the County offices are altered or closed must fall within the employees normally scheduled work day.
- B. Work Schedules and Administrative Leave
 1. Administrative leave is recorded for non-exempt employees in the ADM column on the time sheet and recorded separately on timesheet summaries.

2. If an employee has already exceeded the hours of his/her standard workweek (i.e., 37.5), the employee does not receive Administrative Leave for hours the County offices are closed.
3. If actual hours worked on the day in which operational hours are altered are greater than the employee's scheduled work day, the employee does not receive Administrative Leave.
4. Employees who are required to use leave to make up for his/her standard workweek must use comp time, vacation leave, or leave without pay – in that order. This make up time must be within the same workweek.
5. Administrative Leave paid cannot exceed the time difference between the employee's normal start of the work day and the time of a late opening.
6. Administrative Leave paid cannot exceed the time difference between the early closing and the end of the employee's normal work day.

ATTACHMENT A

PAY AND TIMEKEEPING FOR INCLEMENT WEATHER AND EMERGENCY CLOSINGS

| Event | Employee Action | Non-exempt | Exempt |
|-----------------------|--|---|--|
| Late Opening | Does not report | Must use Vacation Leave, Comp Time or absence is leave without pay (in that order) | Must use Vacation Leave to equal standard work day |
| | Reports to work earlier than announced opening time & remains at work for remainder of work day | Receives pay for actual hours worked + Admin Leave for difference between actual hours worked & normal work day. | Receives full day pay |
| | Reports to work earlier than announced opening & leaves work prior to normal work day departure time | Receives pay for actual hours worked + Vacation, Comp Time or LWOP for hours between time employee left work and end of normal work day + Admin Leave to make up to normal work day. If AHW + Vacation/Comp/LWOP hours are equal to or greater than standard workday hours, employee does not receive Admin Leave | Receives full day pay |
| | Reports to work at late opening time & remains at work for remainder of work day | Receives pay for actual hours worked + Admin Leave for difference between actual hours worked & normal work day. | Receives full day pay |
| | Reports to work at late opening time & leaves work prior to normal work day departure time | Receives pay for actual hours worked + Vacation, Comp Time or LWOP for hours between time employee left work and end of normal work day + Admin Leave to make up to normal work day. If AHW + Vacation/Comp/LWOP hours are equal to or greater than standard workday hours, employee does not receive Admin Leave | Receives full day pay |
| | Reports later than announced opening | Receive pay for actual hours worked + Admin Leave for hours between his/her normal work day & delayed opening + Vacation Leave, Comp Time or remaining hours will be LWOP | Receives full day pay |
| | Is scheduled for vacation (vacation) or sick leave | Still recorded as vacation or sick leave | Still recorded as Vacation or Sick leave |
| County Offices Closed | Is scheduled to work | Awarded Admin Leave for the day | Awarded Admin Leave for the day |
| | Is scheduled for vacation or sick leave | Still recorded as vacation or sick leave | Still recorded as Vacation or Sick leave |
| Early Closing | Does not report | Must use Vacation Leave, Comp Time or absence is leave without pay (in that order) | Must use Vacation Leave to equal standard work day |
| | Reports to work & remains at work until early closing | Receive pay for actual hours worked + Admin leave for hours between his/her normal work day & early closing. AL not to exceed normal work day hours. | Receives full day pay |
| | Report to work but leaves work earlier than early closing time | Receives pay for actual hours worked + Vacation Leave, Comp Time, or remaining hours will be LWOP | Receives full day pay |
| | Is scheduled for vacation or sick leave | Still recorded as vacation or sick leave | Still recorded as Vacation or Sick leave |

ELECTION DAY ONLY INCLEMENT WEATHER POLICY

I have assurance from the Henderson County Sheriff's Department that they will help in getting our Poll Workers to their precincts on Election Morning.

The staff here at the office, will be prepared by staying around the clock to make sure everything is ready for Election Day Operations.

The Director will contact the North Carolina State Board of Election about what time the individual precincts will open, and they will determine if they need to stay past 7:30pm.

The Henderson County Emergency Management Team has assured me, they have generators available for us to use if the need arises. However, know our tabulators will run 24 hours without being plugged in and we can do paper forms and ballots to continue voting.

Our Poll Workers will then have transportation back to the Board of Elections to return the voted ballots and data from the day. We will make sure each poll worker is able to get home.

Anything that is critical to the Election Process will be returned Election Night.

The equipment will be locked in the red cages at each precinct, and they can remain there until we can pick them up safely.

Adopted, January 30th , 2024

HENDERSON COUNTY BOARD OF ELECTIONS



RESOLUTION

STATE OF NORTH CAROLINA
COUNTY OF HENDERSON

RESOLUTION AUTHORIZING THE USE OF CAROLINA VILLAGE SITE AS A SATELLITE POLLING PLACE

WHEREAS, the Henderson County Board of Elections deems it appropriate and beneficial that they are allowed to continue the satellite polling place through the 2024 General Elections according to GS 163-130 at the local retirement community of Carolina Village, which has been in use since 1996. The site is a portion of the Hendersonville 2 precinct. We would, therefore, refer to it as the Carolina Village satellite site of Hendersonville 2 precinct.

This satellite polling place can continue to accommodate the elderly and or disabled voters who reside at that location. The satellite polling place has been advantageous to both the polling site, Bruce Drysdale Elementary School, and the residents of Carolina Village in eliminating lines and traffic problems.

The satellite site is located in the Village Hall of the retirement center and provides adequate security against fraud in all the elections. The board feels that this satellite site would not unfairly favor or disfavor voters with regard to race or party affiliation.

THEREFORE, BE IT HEREBY RESOLVED, that the Henderson County Board of Elections be allowed to continue the satellite polling place through the 2024 General Elections according to GS 163-130 at the local retirement community of Carolina Village. The site is a portion of the Hendersonville 2 precinct. We would, therefore, refer to it as the Carolina Village satellite site of Hendersonville 2 precinct.

THE ABOVE RESOLUTION, was regularly introduced and passed at a meeting of the Henderson County Board of Elections by unanimous vote.

Approved this 30th day of January 2024

Clay Eddleman
Clay Eddleman (Jan 31, 2024 09:27 EST)

Clay Eddleman, Chairman
Henderson County Board of Elections

APPROVED:

Karen Brinson-Bell, Executive Director
North Carolina State Board of Election



NORTH CAROLINA

STATE BOARD OF ELECTIONS

February 1, 2024

Summer Heatherly, Director
Henderson County Board of Elections
75 E Central Street
Hendersonville, NC 28792

Dear Summer:

Your request for the continued use of Carolina Village as a satellite polling place for voters in Henderson County, Hendersonville Precinct 2 who reside in the Carolina Village Retirement Community has been received, reviewed, and approved by this office.

Pursuant to NCGS 163-130 this approval is only effective for one year and shall be annually reviewed for extension.

Sincerely,

Karen Brinson Bell
Executive Director

HENDERSON COUNTY BOARD OF ELECTIONS



POLLING PLACE BUFFER ZONES FOR HENDERSON COUNTY POLLING PLACES FOR THE 2024 PRIMARY AND GENERAL ELECTION

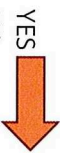

The following is a list of Henderson County polling places used for municipal elections and a description of each buffer zone for Election Day electioneering. Buffer zones are designated in accordance with GS 163-166.4(a), by the county board of elections, where practical set limit of the zone is 50 feet from the door of entrance to the voting place, measured when that door is closed, but in no event is the limit at more than 50 feet or at least 25 feet.

| | | | |
|------|--|-------------------------|--------------------------|
| AR | NATIONAL GUARD ARMORY | 2025 SPARTANBURG HWY | EAST FLAT ROCK, NC 28726 |
| AT | ATKINSON ELEMENTARY SCHOOL | 2510 OLD KANUGA RD | HENDERSONVILLE, NC 28739 |
| BC | BAT CAVE VOLUNTEER FIRE DEPT | 267 GERTON HWY | BAT CAVE, NC 28710 |
| BK | GREATER NEW ZION BAPTIST CHURCH | 38 TALLEY DR | FLETCHER, NC 28732 |
| CB | CRAB CREEK COMMUNITY BUILDING | 53 JETER MOUNTAIN RD | HENDERSONVILLE, NC 28739 |
| CC | FRUITLAND BAPTIST CHURCH | 150 COLLEGE ST | HENDERSONVILLE, NC 28792 |
| CV | CAROLINA VILLAGE | 600 CAROLINA VILLAGE RD | HENDERSONVILLE, NC 28792 |
| ED | NORTH CAROLINA JUSTICE ACADEMY | 234 ST PAULS RD | HENDERSONVILLE, NC 28792 |
| EF | FLAT ROCK MIDDLE SCHOOL | 191 PRESTON LN | EAST FLAT ROCK, NC 28726 |
| ES | ETOWAH ELEMENTARY SCHOOL | 320 ETOWAH SCHOOL RD | ETOWAH, NC 28729 |
| EV | ETOWAH LIBRARY | 101 BRICKYARD RD | ETOWAH, NC 28729 |
| FR | FLAT ROCK VILLAGE HALL | 110 VILLAGE CENTER DR | FLAT ROCK, NC 28731 |
| GM | BALFOUR BAPTIST CHCH FELLOWSHIP BLDG | 2502 ASHEVILLE HWY | HENDERSONVILLE, NC 28791 |
| GR | GREEN RIVER VOL FIRE AND RESCUE DEPT | 1524 OLD US 25 HWY | ZIRCONIA, NC 28790 |
| HC | FLETCHER ELEMENTARY SCHOOL | 500 HOWARD GAP RD | FLETCHER, NC 28732 |
| HS | CUMMINGS MEMORIAL METHODIST CHURCH | 3 BANNER FARM RD | HORSE SHOE, NC 28742 |
| HV-1 | HENDERSONVILLE HIGH SCHOOL | 1 BEARCAT BLVD | HENDERSONVILLE, NC 28791 |
| HV-2 | BRUCE DRYSDALE SCHOOL | 271 BEARCAT BLVD | HENDERSONVILLE, NC 28792 |
| HV-3 | WHITMIRE ACTIVITY CENTER | 310 LILY POND | HENDERSONVILLE, NC 28739 |
| LJ | RUGBY MIDDLE SCHOOL | 3345 HAYWOOD RD | HENDERSONVILLE, NC 28791 |
| LP | AGUDAS ISRAEL CONGREGATION | 505 GLASGOW LN | HENDERSONVILLE, NC 28739 |
| MG | MOORES GROVE METHODIST CHURCH | 2575 CHIMNEY ROCK RD | HENDERSONVILLE, NC 28792 |
| NB | FAMILY LIFE CENTER OF REFUGE BAPT CH | 27 OLETA RD | HENDERSONVILLE, NC 28792 |
| NE | MTN VIEW BAPTIST CHURCH FELLOWSHIP | 650 DUNCAN HILL RD | HENDERSONVILLE, NC 28792 |
| NW | BALFOUR UNITED METHODIST CHURCH | 2567 ASHEVILLE HWY | HENDERSONVILLE, NC 28791 |
| PV | FIRST ALLIANCE CHURCH FELLOWSHIP | 1821 WINDSOR DR | HENDERSONVILLE, NC 28791 |
| RG | WEST HENDERSON HIGH SCHOOL | 3600 HAYWOOD RD | HENDERSONVILLE, NC 28791 |
| RR | GRACE BAPTIST CHURCH | 23 ROXIE DR | SALUDA, NC 28773 |
| SB | UPWARD ELEMENTARY SCHOOL | 45 EDUCATION DR | FLAT ROCK, NC 28731 |
| SE | EAST HENDERSON HIGH SCHOOL | 150 EAGLE PRIDE DR | EAST FLAT ROCK, NC 28726 |
| SW | VALLEY HILL BAPTIST CHCH FELLOWSHIP BLDG | 118 SCHOOL ST | HENDERSONVILLE, NC 28739 |

The poll workers will mark buffer zones on Election Day with signs. All zones shall be 50 feet from the entrance door with the exception of Carolina Village, which is at the cross-hall located outside the entrance to the Auditorium.

OPENING CONTAINER ENVELOPE (IN-PERSON)



IS RETURN ENVELOPE SEALED?

YES 
NO 

- WAS CONTAINER ENVELOPE SEALED?**
- Place Return Envelope back in container envelope or new envelope and seal
 - Write on front of Container Envelope "sealed in return envelope"
 - Place in "BOARD MEETING ISSUES" tray in ballot room
 - Make note on return log "BOARD MEETING ISSUES" and paper clip to container envelope



- Stamp lower right (Chasty ☺) corner of envelope with date and initials as well as "IP"
- Fill out "Needs Attention" paper and paper clip to envelope
- Make note on return log "Spoiled – neither envelope sealed", paper clip with above
- Process into computer with issue
- Write spoiled and reissued with date on envelope
- Place paper clipped packet from above, along with copy of letter in "Spoiled ABS" box

DID VOTER SIGN?

YES 
NO 



- Finish filling out ballot return log with CIV number, precinct, and initials
- Stamp lower right (Chasty ☺) corner of envelope with date and initials as well as "IP"
- Fill out "Needs Attention" paper and paper clip to envelope
- Make note on return log "Voter did not sign" and paper clip with above
- Process into computer with issue
- Place paper clipped packet from above, in "Pending Cure" fireproof bag, along with copy of letter

WITNESS/NOTARY CORRECT?

YES 
NO 



- Finish filling out ballot return log with CIV number, precinct, and initials
- Stamp lower right (Chasty ☺) corner of envelope with date and initials as well as "IP"
- Fill out "Needs Attention" paper and paper clip to envelope
- Make note on return log "Witness info incorrect" and paper clip with above
- Process into computer with issue
- Write spoiled and reissued with date on envelope
- Place paper clipped packet from above, along with copy of letter in "Spoiled ABS" box

VOTER ID?

YES 
NO 

- Finish filling out ballot return log with CIV number, precinct, and initials
- Stamp lower right (Chasty ☺) corner of envelope with date and initials as well as "IP"
- Place ballot return log with all other filled out logs for the day
- Stamp Board Meeting date on envelope
- Process into computer like normal
- Place ballot in numerical order in fireproof bag

VOTER EXCEPTION FORM?

YES 
NO 

- Fill out ballot return log COMPLETELY with signature and CIV number
- Stamp lower right (Chasty ☺) corner of envelope with date and initials as well as "IP"
- Place in "BOARD MEETING ISSUES" tray in ballot room

- Finish filling out ballot return log with CIV number, precinct, and initials
- Stamp lower right (Chasty ☺) corner of envelope with date and initials as well as "IP"
- Fill out "Needs Attention" paper and paper clip to envelope
- Make note on return log "Voter ID" and "Cure Letter" and paper clip with above
- Process into computer with issue
- Place paper clipped packet from above, in "Pending Cure" fireproof bag, along with copy of letter

Dismiss voter after log is signed

IS CONTAINER ENVELOPE SEALED?

- YES → Fill out ballot return log with signature
- NO → Give voter "1 Voted" sticker
- Stamp front of container envelope with date and initials as well as "1p"
- Paper clip ballot return log to container envelope
- Place in fireproof bag on table in ballot room

IS RETURN ENVELOPE SEALED?

- YES →
- NO →

DID VOTER SIGN?

- YES →
- NO →

WITNESS/NOTARY CORRECT?

- YES →
- NO →

VOTER ID?

- YES →
- NO →

VOTER EXCEPTION FORM?

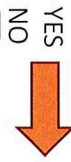
- YES →
- NO →

- Fill out ballot return log COMPLETELY with signature and CIV number
 - Stamp lower right (Chasity ☺) corner of envelope with date and initials as well as "1p"
 - Make note on return log "NO ID"
 - Fill out "Need Attention" paper and paper clip with return log, and ballot
 - Place paper clipped packet from above in "Returned Ballot Issues" tray in ballot room
- Fill out ballot return log COMPLETELY with signature and CIV number
 - Stamp lower right (Chasity ☺) corner of envelope with date and initials as well as "1p"
 - Make note on return log "NO ID"
 - Fill out "Need Attention" paper and paper clip with return log, and ballot
 - Place paper clipped packet from above in "Returned Ballot Issues" tray in ballot room
- Fill out ballot return log COMPLETELY with signature and CIV number
 - Stamp lower right (Chasity ☺) corner of envelope with date and initials as well as "1p"
 - Make note on return log "NO ID"
 - Fill out "Need Attention" paper and paper clip with return log, and ballot
 - Place paper clipped packet from above in "Returned Ballot Issues" tray in ballot room
- Fill out ballot return log COMPLETELY with signature and CIV number
 - Stamp lower right (Chasity ☺) corner of envelope with date and initials as well as "1p"
 - Make note on return log with "BOARD MEETING ISSUES" and paper clip it all together
 - Place all in "BOARD MEETING ISSUES" tray in ballot room
- Have voter seal/sign (if voter is here) return envelope
 - Fill out ballot return log COMPLETELY with signature and CIV number
 - Give voter "1 Voted" sticker
 - Stamp lower right (Chasity ☺) corner of envelope with date and initials as well as "1p"
 - Place ballot return log upside down in tray on counter
 - Put ballot envelope in red ballot box
 - Place container envelope in box lid under red ballot box
- Fill out ballot return log COMPLETELY with signature and CIV number
 - Stamp lower right (Chasity ☺) corner of envelope with date and initials as well as "1p"
 - Paper clip the return log, "Needs Attention" paper and ballot together
 - Place all in "Return Ballot Issues" tray in ballot room
- Finish filling out ballot return log with CIV number, precinct, and initials
 - Stamp lower right (Chasity ☺) corner of envelope with date and initials as well as "1p"
 - Fill out "Needs Attention" paper and paper clip to envelope
 - Make note on return log "Voter did not Sign" and paper clip with above
 - Place paper clipped packet from above, in "Returned Ballot Issues" tray in ballot room

OPENING CONTAINER ENVELOPE (MAIL)

FILL OUT MAIL LOG AND RUBBERBAND TO ALL MAIL FOR THE DAY AND PLACE IN BALLOT ROOM IN FIREPROOF BAG ON TABLE

IS RETURN ENVELOPE SEALED?

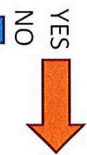


WAS CONTAINER ENVELOPE SEALED?



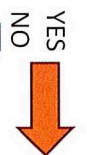
- Place Return Envelope back in container envelope or new envelope and seal
- Write on front of Container Envelope "sealed in return envelope"
- Make note on return log "BOARD MEETING ISSUES"
- Place in "BOARD MEETING ISSUES" tray in ballot room
- Stamp lower right (Chasty ☺) corner on envelope with date and initials as well as "Mail"
- Fill out "Needs Attention" paper and paper clip to envelope
- Make note on return log "Spoiled – neither envelope sealed"
- Process into computer with issue
- Write spoiled and reissued with date on envelope
- Place paper clipped packet from above, along with copy of letter in "Spoiled ABS" box

DID VOTER SIGN?



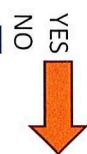
- Stamp lower right (Chasty ☺) corner of envelope with date and initials as well as "Mail"
- Fill out "Needs Attention" paper and paper clip to envelope
- Make note on return log "Cure Letter"
- Process into computer with issue
- Place paper clipped packet from above, in "Pending Cure" fireproof bag, along with copy of letter

WITNESS/NOTARY CORRECT?



- Stamp lower right (Chasty ☺) corner of envelope with date and initials as well as "Mail"
- Fill out "Needs Attention" paper and paper clip to envelope
- Make note on return log "Spoiled – no witness info"
- Process into computer with issue
- Write spoiled and reissued with date on envelope
- Place paper clipped packet from above, along with copy of letter in "Spoiled ABS" box

VOTER ID?



- Stamp lower right (Chasty ☺) corner of envelope with date and initials as well as "Mail"
- Stamp Board Meeting date on envelope
- Process into computer like normal
- Place ballot in numerical order in fireproof bag

VOTER ID EXCEPTION FORM?



- Stamp lower right (Chasty ☺) corner of envelope with date and initials as well as "Mail"
- Make note on return log "Voter ID" and "Cure Letter"
- Process into computer with issue
- Place paper clipped packet from above, in "Pending Cure" fireproof bag, along with copy of letter
- Stamp lower right (Chasty ☺) corner of envelope with date and initials as well as "Mail"
- Fill out "Needs Attention" paper and paper clip to envelope
- Make note on return log "Voter ID" and "Cure Letter"
- Process into computer with issue
- Stamp lower right (Chasty ☺) corner of envelope with date and initials as well as "Mail"
- Place in "BOARD MEETING ISSUES" tray in ballot room