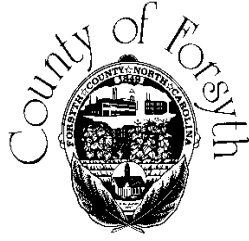


## ***BOARD OF ELECTIONS***

**Ken Raymond**  
Chairman

**Stuart Russell**  
Secretary

**Fleming El-Amin**  
Member



**Tim Tsujii**  
Director

**Lamar Joyner**  
Deputy Director

## **FORSYTH COUNTY BOARD OF ELECTIONS Agenda April 21, 2016**

1. Meeting Called to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Public Comments
5. Updates on June 7, 2016 Primary Election
  - a. Notices to Voter
  - b. South Ward New Election
  - c. Absentee Ballots for June Primary
  - d. Absentee Board Meeting Schedule
  - e. Training Schedule & Instructional Meeting
  - f. Assistants Directive Form
  - g. Approval of Pre-Processing Absentee Ballots
  - h. Resolution to count Absentees at 2 p.m. on Election Day
6. Budget
7. Duties of Director
8. Other Business
9. Approval of Minutes
10. Closed Session (If needed)
11. Adjournment

**FORSYTH COUNTY BOARD OF ELECTIONS**  
**Meeting Minutes**  
**April 21, 2016**

**Meeting Called to Order**

A statutory meeting of the Forsyth County Board of Elections was called to order in the second floor meeting room on April 21, 2016. The meeting called to order at 11:00 a.m., Chairman Ken Raymond presiding.

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

Staff Members in attendance: Director Tim Tsujii, Deputy Director Lamar Joyner, Chris Duffey, Monica Gary, and Kimberly Stuck

Other Staff: Assistant County Attorney – Lonnie Albright

**Pledge of Allegiance**

Chairman Raymond led the pledge of allegiance.

**Moment of Silence**

Chairman Raymond led a moment of silence.

**Public Comments**

Chairman Raymond opened the public comment session with instructions. Speakers were asked to complete a public comment card and would have two minutes or less to speak. The speaker's name and address should be stated for the record. Questions should be included during the allotted time and answers would be given at the close of the session. A speaker's time could not be given to another individual. At the close of the public comment session, no additional statements or questions would be heard from the public. The public comment session included the following speakers:

Carolyn Highsmith – 3335 Anderson Dr., Winston Salem, NC 27127  
Marilynn Baker – 209 Rockford Rd., Kernersville, NC 27284  
Linda Sutton – 3025 Marmon St., Winston Salem, NC 27127  
JoAnne Allen – PO Box 284, Winston Salem, NC 27102  
Jane Dougherty – 530 N. Trade St. # 405, Winston Salem, NC 27101

Chairman Raymond motioned, Secretary Russell seconded to close public comments; **Motion carried unanimously.**

Chairman Raymond addressed Ms. Highsmith's comments regarding allowing Mr. Larson to speak during Mr. Larson's protest hearing; Mr. Tsujii read the State Board Chairman's order, statement number three conclusions of law for the public, "Errors by the Forsyth Board during its preliminary hearing did not result in prejudice against any party in subsequent preceding's before the State Board". Director Tsujii noted for Ms. Highsmith that the State Board would

not have been able to proceed without the actions of the Forsyth Board. Secretary Russell spoke to the preliminary hearing being based on the allegations in the complaint and not evidentiary and based his decision accordingly.

Chairman Raymond addressed Ms. Baker's comments regarding improved training and lines at the Kernersville location. Chairman Raymond noted that high turnout can increase lines at polling locations, and it may be necessary to refer voters to other locations. Chairman Raymond also addressed Ms. Baker's comments regarding training in that the Board of Elections is always looking for ways to improve training and methods. Director Tsujii addressed turnout calculations which offered a potential 92,000 voters, stating that due to calculations a minimum of three assistants would be placed at small precincts and up to seven for larger precincts. Mr. Tsujii stated that training is mandated for judges not assistants; noting that training going forward would be simulation based to provide a more streamlined and easier learning environment to enable judges and assistants to be successful.

Chairman Raymond deferred to Director Tsujii to address Ms. Sutton's comments regarding provisional voters that were not registered at the time of voting; Director Tsujii stated that those provisional applications were being processed and letters were being sent to each person to complete the registration process.

Chairman Raymond addressed Ms. Allen's comments agreeing wholeheartedly with her urging for personal responsibility in the voting process.

Mr. Tsujii addressed Ms. Dougherty's questions regarding the registration of provisional voters that had not signed their provisional forms; Director Tsujii stated that letters were being sent to complete the registration process; additionally addressing Ms. Dougherty's concerns if they failed to sign and return the letter thinking they registered at the time they voted. Mr. Tsujii stated that he was hopeful that the Election's office would be able to procure all the needed signatures to complete the process.

Chairman Raymond thanked the public for their comments.

### **Updates on June 7, 2016 Primary Election**

- **Notices to Voters**  
Director Tsujii stated that a public notice of the upcoming election will be published in multiple print sources throughout the county and requested Chairman Raymond's signature for the notice as prepared for publishing. Member El-Amin inquired about publication on the website; Director Tsujii assured Member El-Amin that the notice would be added to the website. Mr. Tsujii also referenced the specific language regarding the South Ward race. Chairman Raymond called for a vote to approve the notice for publication; **Vote carried unanimously.**
- **South Ward New Election**  
Director Tsujii addressed the eligibility requirements for the voters of the South Ward;

noting that only those registered as Democrat or Unaffiliated will be eligible to vote in the South Ward contest. Additionally, Mr. Tsujii provided insight to the steps being taken to eliminate any confusion regarding ballot distribution; one step being taken is placing each ballot style in a separate folder.

- **Absentee Ballots for June Primary**

Director Tsujii addressed the State Board’s temporary order regarding Absentee ballots automatically being sent out to all voters that had requested an Absentee ballot in the March Primary. Mr. Tsujii provided the Board details of the instruction sheets that will be included with the Absentee ballots explaining the reason for the automatic mailing. Additionally, Mr. Tsujii addressed steps being taken by the State Board and staff to address the postmark issues seen in the March Primary. Instructional sheets prepared by the State will include language regarding the postmark and will be included in the Absentee ballot envelopes being sent to the voters. The staff has prepared a reminder for the June 7, 2016 election which will be placed on a label and adhered to the return Absentee envelope; noting that the postmark reminder will be printed directly on the return envelope for the General Election in November.

- **Absentee Board Meeting Schedule**

Director Tsujii provided the Board with the upcoming meeting schedule for the June 7, 2016 election cycle. Mr. Tsujii requested a modification for the May 31, 2016 to move the meeting time to 4 p.m to accommodate training. Chairman Raymond inquired if there were any questions regarding the schedule; to which Member El-Amin inquired if the schedules would be included on the Forsyth County website.

- **Training Schedule & Instructional Meeting**

Director Tsujii provided the Board with a complete training schedule for review; providing dates for Chief Judge, Judges and Assistants, in addition to the mandated instructional meetings; all are being encouraged to attend the training sessions. Mr. Tsujii also advised that each Board member is mandated by N.C.G.S. § 163-30 ¶ 9 which states, “Each member of the county board of elections shall attend each instructional meeting held pursuant to G.S. 163-46, unless excused for good cause by the chairman of the board, and shall be paid the sum of twenty-five dollars (\$25.00) per day for attending each of those meetings.” Director Tsujii stated that he believed that it would be helpful if the Board members spoke at the instructional meetings; one member on each night. Member El-Amin strongly encouraged assistants to attend the meeting; offering for consideration tying training with a contract. Director Tsujii stated that pay for additional training has been offered to encourage attendance.

- **Assistant Directive Form**

Mr. Tsujii provided the Board with the Assistant Directive Form for consideration; noting the form will be going out to the Chief Judges to collect assistant information. Director Tsujii read for the public the following: “In recruiting assistants that will work in your precincts, the Forsyth County Board of Elections directs you to follow the policy adopted April 21, 2016 per N.C.G.S. § 163-42.1 assistants shall have equal representation from the political parties where possible in no case where there is more than one assistant allocated shall all assistants be from one political party, 2. Assistants shall live in the precincts in which they will serve where possible, in no case where there is more than one assistant allocated may a majority of assistants serving be

outside their home precinct. 3. The Board continues to reserve the right to appoint precinct assistants that have been timely submitted by the chairman of each political party.” Mr. Tsujii stated balance is the focus at the precincts and the policy will enable the staff to fulfill placements as needed. Secretary Russell verified the process that would be followed per statute. Secretary Russell motioned to approve the form, Member El-Amin seconded. **Motion carried unanimously.**

Director Tsujii requested to revisit the agenda item regarding the consideration of the Early Voting schedule for the general election; noting that a final plan will need to be submitted by June 29, 2016. Mr. Tsujii asked that the Board provide him with considered sites, times, etcetera so that he would be able to provide them with mockups for their review.

- **Approval of Pre-Processing Absentee Ballots**

Director Tsujii noted that the preprocessing procedure had been approved through this election cycle, thus no additional approval would be required; however, wanted to remind the Board of the procedure. Mr. Tsujii provided the Board with an overview and checklist of the process. Director Tsujii also provided the Board with information regarding contact procedures for those unaffiliated voters that did not provide a party preference at the time of their request.

- **Resolution to count Absentees at 2 p.m. on Election Day**

Director Tsujii presented the Board with resolution for review and Chairman Raymond’s signature to enable counting of Absentee ballots at 2 p.m. meeting. Secretary Russell inquired about previous resolution; Mr. Tsujii stated that a resolution was required for each election.

### **Budget**

Director Tsujii provided the Board with the 2016 Budget for review and approval. Mr. Tsujii highlighted key changes including personnel services, equipment noting that exact cost was not possible due to unseen things. Mr. Tsujii stated that both the County Manager and the Budget office would be polishing up the document prior to presentation to the County Commissioners for approval, noting that he was unsure when he would be appearing before them; but assured that comfort in the budget was considered. Member El-Amin thanked Mr. Tsujii for the detailed job done. Mr. Tsujii spoke to the time line to move from a paper based system to an electronic voting system as mandated by the State Board. Mr. Tsujii stated that he would prefer to wait for the certification process to enable Forsyth County to purchase the latest equipment. Chairman Raymond inquired about part-time county employees versus temporary workers. Director Tsujii provided his current understanding of the pros and cons of using temporary services versus county personnel but indicated that he would continue to look into the matter further. Member El-Amin shared his concern for the lack of equipment vendors and sought to encourage a greater number of vendors participation in the process.

### **Directors Duties**

Mr. Tsujii provided the Board with a copy of the modified duties prior to the meeting; he gave an overview to the changes and revisions made. Secretary Russell noted that he had reviewed the changes and believed them to be positive changes. Secretary Russell moved to support

signing the duties and making them effective. Chairman Raymond called for vote to approve the Director's Duties; **Vote carried unanimously.**

### **Other Business**

Director Tsujii informed the Board of the State Board Conference taking place in Concord, NC, August 8-9, 2016. Mr. Tsujii asked that the Board let him know if they wish to attend so that arrangements could be made on their behalf. Additionally, Mr. Tsujii addressed a possible bond referendums; Mr. Tsujii requested the language at the earliest possible time to enable staff to determine the size of ballot that would be needed in November. Director Tsujii also briefed the Board on the meeting with Mr. Hall and Ms. Sutton of Democracy North Carolina as well as members of the Voter Protection Coalition regarding the provisional ballots disapproved due to lack of signature. Mr. Tsujii stated that he had been in communication with the State and wanted to inform the Board that the State had not canvassed as yet and that there was a possibility of revisiting those ballots; noting that the State would let Mr. Tsuji know at the time their determination was made.

### **Approval of Minutes**

Chairman Raymond called for a review of the minutes submitted for approval. Secretary Russell verified with Ms. Stuck that the March 1, 2016 had been approved with modifications; Ms. Stuck confirmed that they had been approved with the requested modifications. Secretary Russell addressed the April 1, 2016 minutes and requested a language change on page 2 to read as follows, “the protest sufficiently alleged election law irregularities, which demonstrated probable cause”, and in the second paragraph from the bottom an add of the word “objective” so that it would read, “while there is objective evidence of irregularities with the ballots”; Secretary Russell asked if there were any comments; Member El-Amin suggested with those modifications that the three sets of minutes be approved. Secretary Russell motioned to approve the minutes with the changes made to April 1, 2016; Member El-Amin seconded; **Motion carried unanimously.**

### **Closed Session**

Chairman Raymond inquired if a closed session was needed; none sought.

### **Adjournment**

Chairman Raymond moved to adjourn, Secretary Russell motioned, Member El-Amin seconded. **Motion carried unanimously.** Meeting adjourned at 6:15 P.M.

Approved:

\_\_\_\_\_  
Ken Raymond, Chair

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date