

# BOARD OF ELECTIONS

**Linda J. Sutton**  
Chair

**Michael Flatow**  
Secretary

**Jonathan S. Dills**  
Member



**Robert H. Coffman**  
Director of Elections

**Lamar Joyner**  
Deputy Director

## FORSYTH COUNTY BOARD OF ELECTIONS BOARD MEETING MINUTES – NOVEMBER 1, 2011

### **Call to Order**

An Absentee Ballot meeting of the Forsyth County Board of Elections was held in the Cooper Cardwell Elections Room on November 1, 2011. The meeting convened at 5:45 PM, Chairman Linda Sutton presiding.

Board Members in attendance: Chairman Linda Sutton, Secretary Michael Flatow, Member Jonathan Dills

Board Members not in attendance: none

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

Others in attendance: Kevin McGuckin, Assistant County Attorney

### **Approval of Minutes**

Chairman Sutton asked the Board to review the minutes of October 18, 2011. Member Dills suggested that the minutes be prepared to include a small correction. Motion was made by Member Dills and seconded by Secretary Flatow to approve the minutes of the October 18, 2011 meeting with the correction. Motion carried. Chairman Sutton asked the Board to review the minutes of October 25, 2011. Motion was made by Member Dills and seconded by Secretary Flatow to approve the minutes of the October 25, 2011 meeting. Motion carried.

### **Absentee Ballot Report**

Mr. Chunn recommended 10 returned absentee ballots for approval and one for disapproval in the weekly report. Mr. Chunn explained the rejection reason for the absentee ballot. Secretary Flatow moved to approve the staff recommendation of absentee ballots. Member Dills seconded the motion and the motion carried.

### **Open Meetings Presentation**

Chairman Sutton welcomed Mr. McGuckin, Assistant County Attorney, who gave a detailed presentation on open meeting laws. A general outline and several handouts related to General Statutes 143-318.9 – 318.18 were given to the Board members. Regulations regarding the conduct of public meetings, including site visits were presented. Different types of meetings, as well as closed sessions, were reviewed. Chairman Sutton thanked Mr. McGuckin for the essential information regarding the conduct of meetings.

### **Municipal Election**

The Board discussed a concern from the Town of Kernersville regarding the consolidation of polling places for the Municipal Election. Mr. Coffman confirmed that town officials had agreed that the consolidation was fiscally responsible in earlier communication. The public were notified of the

temporary consolidation by the media and a direct mailing which explained several options. Visible signs would be placed at the closed locations for direction. A cost savings of almost \$12,000 would be helpful to the town.

Early voting reports show that 92 votes have been cast currently. Precinct supplies will be picked up Friday afternoon. Trucks with voting equipment will be loaded and delivered on Monday. One Stop ends on Saturday, November 5, 2011 at 1:00 PM.

### **Other Business**

The Board examined a One Stop History chart that included all locations and total votes cast since 1998. The Board should begin considerations about the 2012 Primary Election One Stop locations. The Board of Elections office is traditionally open all available days while other sites begin later in the schedule. Mr. Coffman explained the budget for early voting, including 99% for personnel expense. Different options for the satellite locations must be considered to allocate the services and to create the One Stop schedule. Ten electronic voting machines and four computer laptops would be favorable for each site. The best alphabetical split for voter names must be determined for each location. Additional staff would be helpful, especially for curbside voter assistance. The One Stop Plan would be due to the State Board of Elections in February, 2012. Mr. Coffman suggested that a letter be sent to the traditional locations to reserve the 2012 Primary and General Election early voting sites.

The Board discussed the role of the County Commissioners and County Attorney regarding litigation representation.

### **Adjournment**

The next Absentee Ballot meeting of the Forsyth County Board of Elections will be held in the Cooper Cardwell Elections Room on Election Day, November 8, 2011 at 2:00 PM. Secretary Flatow moved to adjourn the meeting. Member Dills seconded the motion and the meeting adjourned at 7:12 PM. Motion carried.

Approved:

\_\_\_\_\_  
Linda J. Sutton, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael Flatow, Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jonathan S. Dills, Member

\_\_\_\_\_  
Date

**Attachments on File:** A General Discussion of the Open Meetings Law, The Whole Enchilada: NC Court of Appeals Rules on Access Requirements Under the Open Meetings Law, NCGS 143-318.11 – Closed Sessions, Email as a Public Record: Five Things You Should Know, Voting and Taking Action in Closed Sessions, One-Stop History, Duties of Director of Elections, NC Election Acronyms