

# BOARD OF ELECTIONS

**Ken Raymond**  
Chairman

**Stuart Russell**  
Secretary

**Fleming El-Amin**  
Member



**Steve Hines**  
Director of Elections

## FORSYTH COUNTY BOARD OF ELECTIONS September 17, 2014

1. **Call To Order**
2. **Pledge of Allegiance**
3. **Moment of Silence**
4. **Public Comments (limited to two minutes)**
5. **Buffer Zones for Electioneering**
6. **MAT (Multipartisan Assistance Team)**
7. **Vacant Positions in the Elections Office**
8. **EViD Contract for General Election**
9. **Notice of Election**
10. **Public Contact for Board Members**
11. **Voter Registration Update**
  - a. **Precincts 063 and 904**
  - b. **Registration Status**
12. **Director Duties**
13. **Minutes for Approval**
14. **Closed Session (if needed)**
15. **Other Business (if needed)**

## **FORSYTH COUNTY BOARD OF ELECTIONS BOARD MEETING MINUTES – SEPTEMBER 17, 2014**

### **Meeting Called to Order**

A special meeting of the Forsyth County Board of Elections was called to order in the second floor meeting room on September 17, 2014. The meeting convened at 12:00 PM, Chairman Ken Raymond presiding.

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

Staff Members in attendance: Director-Steve Hines, Deputy Director-Lamar Joyner  
Chris Duffey, Jacob Wright  
Other County Staff - Assistant County Attorney-Lonnie Albright  
Barbara Cassidy (Risk Management)

### **Pledge of Allegiance**

Chairman Raymond led the pledge of allegiance.

### **Moment of Silence**

Chairman Raymond led a moment of silence.

### **Buffer Zones for Electioneering**

Director Hines and staff reached out to Risk Management and General Services Departments to derive a policy that specified areas for campaigning in the parking deck (map provided) and the front entrance of the Forsyth County Government Center. The proposed policy will detail parking spaces for campaigners and curbside voters. Chairs will only be allowed in certain areas in the front of the building designated by Risk Management/General Services. Secretary Russell moved and Member El-Amin seconded a motion to revisit the plan at next meeting (noon, Sept. 24, 2014) after a map of the front of the building is created and Attorney Albright has a chance to review the plan. **Motion carried unanimously.**

### **MAT (Multipartisan Assistance Team)**

Director Hines presented the Board with names of individuals that will assist with the absentee process at care facilities. The teams that are sent to a location will represent different political parties. Member El-Amin moved and Secretary Russell seconded a motion to approved the names provided and have the parties notified of the individuals participating. **Motion carried unanimously.**

### **Vacant Positions in the Elections Office**

There are currently two positions, Senior Office Assistant and Office Assistant, that are vacant. Mr. Hines is requesting a salary increase for the Senior position due to the vast job duties. This Senior OA will perform duties of the Board Clerk and Campaign Finance. The OA will perform the Absentee Coordinator duties. These positions will likely be posted sometime after the General Election.

### **EVID Contract for General Election**

The BOE will continue to use the EViD service provided by Decision Support LLC. The contract has been approved and provides laptops, software and support services for election day.

### **Notice of Election**

The standard notice has been sent to the local print media outlets.

### **Public Contact for Board Members**

The Board decided to use the department provided cell phones for public contact and have emails forwarded to them by the staff.

### **Voter Registration Update**

New voter cards were sent to voters in Precincts 063-East Forsyth Middle School and 904-W-S Professional Fire Fighters HQ. Also, a notice was sent to the local print media detailing these precinct changes. Voter registrations are current after the opening of the voter rolls due the completion of the 2nd Primary.

### **Director Duties**

Mr. Hines suggested the deletion of Duty #3 and add wording to Duty #4 that will cover communicating to the Board during the hiring process. Member El-Amin will provide language that will reference employee respect and good customer service. Secretary Russell made a motion and Member El-Amin seconded the motion to adopt the changes to the duties proposed by Mr. Hines and revisit the subject at the next meeting, when all members will be present. **Motion carried unanimously.**

### **Approval of Minutes**

Chairman Raymond requested that the Board members review the minutes of July 28 and August 25, 2014. Member El-Amin moved and Secretary Russell seconded a motion to approve the Board minutes of July 28, 2014. **Motion carried unanimously.** Secretary Russell moved and Member El-Amin seconded a motion to approve the Board minutes of August 25, 2014 **Motion carried unanimously.**

### **Other Business**

Chairman Raymond stated his concern about an advertisement on Craigslist for canvassers to register voters for \$12/hour. Attorney Albright suggested that as long as no one is paid by the number of registrations that are turned in, then that complies with NCGS 163-274 (14).

### **Adjournment**

Secretary Russell made and Member El-Amin seconded a motion to adjourn the meeting. **Motion carried unanimously** and the meeting was adjourned at 12:58 PM.

Approved:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Attachments on File:** Electioneering Policy, Parking deck map, Director Duties