

# 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 – SEPTEMBER 13, 2011

### **Call to Order**

A regular meeting of the Forsyth County Board of Elections was held in the Cooper Cardwell Elections Room on September 13, 2011. The meeting convened at 5:35 PM, Chairman Linda Sutton presiding.

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

Board Members not in attendance: none

Staff Members in attendance: Director Robert H. Coffman, Deputy Director Lamar Joyner; Judy Speas

### **Approval of Minutes**

Motion was made by Member Dills and seconded by Secretary Flatow to approve the minutes of the August 16, 2011 meeting. Motion carried. The Board approved the agenda and agreed that the meeting agenda should be emailed in advance.

### **One Stop Hours**

The Board examined a One-Stop Transaction Statistics Report for the 2009 Municipal General Election. A significantly smaller amount of voter participation for the 2011 Municipal General Election was considered probable because of the greater involvement for the additional Winston-Salem Municipal Election in 2009. The Board also examined a draft document of the One-Stop Early Voting Location, Dates, and Times for the 2011 Municipal General Election. Mr. Coffman recommended that One-Stop voting be restricted to the location and times required by statute to be financially responsible for an election with low attendance. It was explained that the One-Stop location and times will be advertised on the website, notices in several newspapers, media releases and a mailing regarding consolidated precincts. Absentee voting by mail is another option for voters in the municipal election. Motion was made by Secretary Flatow and seconded by Member Dills to accept the recommended draft of the One-Stop Early Voting Location, Dates, and Times for the 2011 Municipal General Election. The motion was unanimously adopted. Motion carried.

### **Guilford County Agreement**

The Resolution Regarding the Conduct of Elections for the City of Kernersville document which is an agreement between the Guilford County Board of Elections and the Forsyth County Board of Elections was explained. Forsyth County has eighteen registered voters that reside in the City of Kernersville in a residential area annexed by Guilford County. The Resolution document details the NC State Board recommended procedure for these voters in any election. The voters would be notified by Guilford County to vote at the Kernersville Library in Forsyth County for the 2011 Municipal General Election as there is no ballot for their district in the Guilford County 2011

November Election. Chairman Sutton entertained a motion for the Resolution Regarding the Conduct of Elections for the City of Kernersville. Members Dills moved to approve the Resolution and Secretary Flatow seconded the motion. The motion was unanimously adopted. Motion carried. Chairman Sutton signed the Resolution which would be forwarded to the Guilford County Board of Elections for consideration.

**Precinct Consolidation**

Mr. Coffman stated that the Board had requested a report on the progress of voter notification of precinct consolidation for the 2011 Municipal General Election at the last meeting. Methods of notification would include a notice in general circulation newspapers; a first class mailing to each voter affected by the precinct consolidation which would include information of absentee voting; communication with each municipality and the candidates, a media press release; and signage at the closed precincts on Election Day. Data maintenance would be an advantage in the notification process as voter information is updated through the direct mailing method. The Board members agreed that the notification methods of the precinct consolidation would be sufficient.

**Duties of Director**

The Board examined the Duties of Director document that explained the duties of Board members that may be assigned to the Director. A decision was made to review the document with the statutes in order to finalize the document at the next meeting.

**Other Business**

Chairman Sutton introduced the topic of an October meeting date and time. The Board decided to meet again on October 18, 2011 at 5:30 PM for the first Absentee meeting. All Absentee meetings of October 18<sup>th</sup>, 25<sup>th</sup> and November 1<sup>st</sup> would occur at 5:30 PM to review the executed absentee ballots. Board members would also meet in the near future on November 8 (Election Day), another meeting to audit election returns and November 15 (Canvass Day).

Member Dills stated that additional information to supplement missing precinct judges on the Republican Party list should be available soon.

Mr. Coffman stated that Jimmy Brafford, a candidate for Kernersville Alderman, withdrew from the municipal election. Ballots would be adjusted to remove the candidate's name before printing.

**Adjournment**

Member Dills moved to adjourn the meeting at 6:26 PM. The motion was seconded by Secretary Flatow and unanimously adopted. Motion carried.

**Approved:**

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Linda J. Sutton, Chair

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Date

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Michael Flatow, Secretary

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Date

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

\_\_\_\_\_  
Date

**Attachments on File:** One-Stop Transaction Statistics (2009 Municipal General Election), One-Stop Early Voting Location, Dates, and Times (2011 Municipal Election), Resolution Regarding the Conduct of Elections for the City of Kernersville, Duties of Director of Elections