



catawba county elections

STATE OF NORTH CAROLINA COUNTY OF CATAWBA DUTIES OF THE DIRECTOR OF ELECTIONS (GS 163-35(d))

The Catawba County Board of Elections has a full time Director of Elections, with a staff of full-time, part-time, and supplemental personnel, and that any action taken by the Director is done in the name of the Board, we feel it prudent to enumerate the areas in which the Director may act for the Board;

THEREFORE, BE IT RESOLVED that the Catawba County Board of Elections of the State of North Carolina does hereby execute the authority contained in GS 163-35 and delegates to Amanda H. Duncan, Director of Election of Catawba County, the following duties, powers and responsibilities:

1. Organize and supervise daily work of the office and supervise the full-time and part-time staff. To review employee applications, interview applicants, and make three recommendations to the Board of Elections.
2. Supervise the maintenance of Board records, preparation of documents concerning the Board, routine correspondence of the board and keep the Board members informed of all matters requiring their attention.
3. Maintain contact with precinct officials and keep them informed of changes in election laws. Supervise and assist in training precinct officials in conducting elections and supplying them with election materials.
4. Prepare recommendations for the Board regarding the establishment, division, discontinuance or combination of election precincts. Prepare necessary information for submission to the State Director of Elections for approval. Divide or alter precincts upon authority of the Board.
5. Prepare voting equipment and ballot proofs for Board approval. Supervise the storage, maintenance and delivery of all equipment and ballots to the polls. To ensure that all ballots and equipment are tested for logic and accuracy prior to all elections.
6. Supervise and assist with the filing of candidates for elective office and the receipt of the required filing fees.

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Board of Elections Building

145 Government Drive | PO Box 132 | Newton NC 28658 | 828.464.2424

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7. Under the direction of the Board, supervise the issuing of absentee ballot applications, absentee ballots, counting of absentee ballots and keep correct records of same.
8. Supervise the receiving of returns from precinct officials on election night.
9. Prepare abstracts and assist the Board in canvassing the returns of all elections.
10. Maintain contact with the North Carolina State Board of Elections, Catawba County Officials, and the officials in the eight Catawba County municipalities concerning election matters.
11. Supervise and assist in the selling of public records maintained by the office and collecting the required fees.
12. Prepare and supervise staff in conducting the Sample Head to Eye Count and report to the State Board of Elections.
13. Purchase all equipment and supplies, including all printed materials necessary to the maintenance or the permanent registration system, and printing of ballots, etc., for the conduct of all elections in Catawba County.
14. Under the direction of the Board, supervise and assist in the research and processing of provisional ballots, the counting of provisional ballots and keeping correct records of the same.
15. Prepare an annual budget for approval for this Board prior to submission to the County Manager and County Commissioners.
16. Certify, supervise and assist in reviewing and examining the validity of petitions submitted to the office.
17. Notify Board members of all deadlines and meetings, advise Board members of all changes in elections laws, and any matter requiring their attention.
18. Supervise and assist in the processing and auditing of campaign reports received from candidates and political committees, including notifying the State Board of Elections of delinquent reports.
19. Release material and information concerning registration and elections to the public, publish elections notices and to release information to the press except when policy or the judicial function of the board is affected.
20. Attend State Board of Elections seminars and be aware of all changes in the General Statutes pertaining to the Board of Elections.
21. Perform authorized administrative duties related to the state registration system (SEIMS), Help America Vote Act, National Voter Registration Act, and NC Election laws.
22. Perform such other duties as may be assigned by the State Board and/or the County Board of Elections.

23. The board retains the power to restrict or exclude the Director of Elections from performing any of the duties outlined above.

Adopted this 22nd day of July 2025 and entered into the official minutes of the Catawba County Board of Elections.

David Hood, Chairman



Barry Cheney, Member



Tommy Lookadoo, Member



Felicia Culbreath-Setzer, Member



Kelsey Williams, Member

