

MINUTES OF
CATAWBA COUNTY BOARD OF ELECTIONS
May 12, 2011

Chairman Wood called the meeting to order. The Board welcomed the chairs of both the Democratic and Republican parties, as well as Cliff Moon another party representative. Larry Brewer and the Board went over the list of positions to be filled by each party for the upcoming election cycle. There was also a discussion about training for precinct Judges and other Board of Election functions, and the ways in which the two parties interact with the Board of Elections for the smooth functioning of all voting functions. There was also a discussion of the upcoming budget, which will probably only include one early voting site funded by the County (with the Hickory site for early voting likely to be funded by the city for their municipal elections only).

Chairman Wood then adjourned the meeting.

Respectfully submitted,

David W. Hood, Secretary

via email - Lbrewer@catawbacountync.gov

MINUTES OF
CATAWBA COUNTY BOARD OF ELECTIONS
July 19, 2011

Director Larry Brewer called the meeting to order. The newly appointed Board members Barry Cheney, David Hood, and Karen Hoyle took their oaths as members before The Honorable Robert J. Mullinax, Catawba County District Court Judge. After the oath, the Board members discussed the selection of officers, and unanimously agreed to appoint David Hood chairman and Barry Cheney secretary. The Board then discussed the petition drive in Hickory to change the format of ward elections for the City Council. Brewer reported that he informed the petitioners that they needed 2,554 signatures of registered Hickory voters by the September 9 deadline.

The Board then reviewed the potential redistricting maps and discussed their implications for Catawba County elections. The Board also reviewed the filers for municipal elections through the date of the meeting. Larry Brewer reported that Long View had completed its redistricting lines, but that the City of Hickory was still working on its redistricting of ward lines. Both the Newton/Conover and Hickory City Schools are also drawing new district lines based upon population changes.

Brewer reported that the office was running smoothly, but that certain statutory changes might affect ongoing operations. He informed the members that the State Board is requiring all county boards to scan documents into the state system, which is a process that will take a number of years to complete. He also reported on budgetary implications of the redistricting maps, as the redistricting maps that pass will necessitate sending many thousands of cards to affected voters.

The Board went on to discuss the upcoming training sessions in Chapel Hill on September 8 and 9.

The Board unanimously approved the minutes of all previous meetings through the last meeting on May 12, 2011.

Chairman Hood then adjourned the meeting.

Respectfully submitted,

Barry Cheney, Secretary

via email – bjcheney@charter.net

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

Because 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 Larry E. Brewer, Director of Election of Catawba County, the following duties, powers and responsibilities:

1. To 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 recommendations to the Board of Elections.
2. To perform administrative duties related to the permanent registration system, SEIMS. (Which is supervising all data entered in as new voters or updated information and voter information removed from the State Elections Information Management System)
3. To maintain the handling of Board records and documents; maintain files on previous elections; and provide citizens and news media election results and other information related matters, except when policy or the judicial function of the Board is affected. The chairman shall be consulted when requests are made for an appearance before an official government board.
4. To supervise the selling of requested information to the public and accepting fees.
5. To receive candidates filing forms for elective office and accept filing fees.
6. To prepare all reports required by the State Board of Elections according to General Statutes and supervise the accepting and auditing of campaign reports from candidates. If any reports are not filed on time or include illegal contributions, he will report the violation to the Catawba County Board of Elections and, thereafter, to the State Board of Elections.
7. Prepare necessary correspondence for the Board, maintain timetable of Board duties set forth by State Board of Elections; notify all Board members of all deadlines and meetings, advise Board members of all changes in election laws, and any matter requiring their attention.
8. To prepare ballots for each precinct and one-stop sites. Supervise the storage, maintenance, sealing and delivery to the polls the necessary machines, ballots and other election materials. To insure that all voting machines are logic tested prior to all elections.

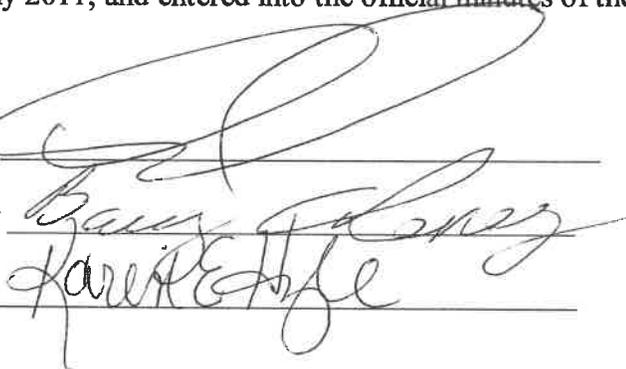
9. To supervise the issuing of absentee ballots and maintain the appropriate records.
10. To receive returns from precinct officials on election night.
11. To prepare abstracts and assist the board in canvassing the returns of all elections.
12. To maintain contact with the precinct Chief Judge and Judges, notify them of all elections and, with the chairman of the Board, instruct the precinct officials in conducting elections at the instructional meeting held before each election. Keep the officials informed of changes in the laws concerning their duties.
13. To purchase all equipment and supplies, including all printed materials necessary to the maintenance or the permanent registration system, negotiating specifications and printing of ballots, etc., for the conduct of all elections in Catawba County.
14. To review validity of petitions and prepare reports for local and State Board of Elections and present to the Board for certification.
15. To prepare the budget for approval for this Board prior to submission to the County Manager and County Commissioners. The director will serve as budget officer for the Board of Elections.
16. To attend State Board of Elections seminars and be aware of all changes in the General Statutes pertaining to the Board of Elections.
17. To provide input in the acquisition of new voting and/or election equipment.
18. To perform such other duties as may be assigned by the State Board and/or the County Board of Elections.

Adopted this 19th day of July 2011, and entered into the official minutes of the Catawba County Board of Elections.

David W. Hood, Chairman

Barry R. Cheney, Secretary

Karen E. Hoyle, Member



MINUTES OF
CATAWBA COUNTY BOARD OF ELECTIONS
August 16, 2011

Chairman Hood called the meeting to order. Larry Brewer reported that the ward line changes for Hickory have been completed and that the Newton-Conover School Board confirmed to us that no changes were necessary to its boundary lines. He also reported to the Board that the supporters of the petition drive in Hickory had submitted some signatures so that we could verify the electoral status of the signers. The drive will continue until its September deadline.

The Board discussed the candidate list through the end of the August 15 filing, and confirmed that there would be no Hickory primary for the 2011 election. The Board also unanimously approved the proposed list of precinct judges as appointed by the two party chairs. There are still a few empty slots, but all the judges needed for the municipal elections in November have been submitted and approved.

The Board then discussed the possibility of moving voting locations in precincts 2 and 3, since those are the last precincts in which the Board uses schools as voting locations. Brewer will investigate alternative locations in each of those two precincts and report back to the Board for further action.

Chairman Hood then adjourned the meeting.

Respectfully submitted,

Barry Cheney, Secretary

via email – bjcheney@charter.net

MINUTES OF
CATAWBA COUNTY BOARD OF ELECTIONS
September 23, 2011

Chairman Hood called to order the specially designated meeting of the Board. Secretary Cheney was present, but Member Hoyle was out of town. The Board discussed the recent death of P.J. Stanley, an incumbent member of the Claremont City Council who was running for re-election in November. State law dictates that the Board re-open the filing period for three days if there is sufficient time for ballots to be reprinted. The Board unanimously concluded that there was sufficient time to reprint the ballots, so the Board re-opened the filing period for the Claremont City Council. The filing period shall end on Wednesday, September 28, 2011, at 5:00 p.m. Larry Brewer will inform local news media, and Chairman Hood will call the Claremont City Manager.

Chairman Hood then adjourned the meeting.

Respectfully submitted,

Barry Cheney, Secretary

via email – bjcheney@charter.net
via email – Lbrewer@catawbacountync.gov

MINUTES OF
CATAWBA COUNTY BOARD OF ELECTIONS
October 18, 2011

Chairman Hood called the meeting to order. Hood and Cheney were in attendance, but not member Hoyle. The following mail in absentee ballots were approved: MIL 1; CIV 2, 6, 7 and 9. The Board considered a request from the City Attorney of Conover that a press release be generated regarding the withdrawal of candidate Corpening. The Board unanimously agreed to send out a press release discussing the start of early voting on Thursday in Newton, and on Monday in Hickory, as well as an announcement of the two withdrawing candidates (one in Conover and one in the Hickory School Board) which would include the fact that votes for those two candidates will not be counted at the canvass of the November election. Larry Brewer reported that the early voting plan was approved by the State Board, along with the County's proposal to move voting location for certain precincts for the upcoming November election only. The Board then had a brief discussion about need for additional judges at particular precincts for the May election.

Chairman Hood then adjourned the meeting.

Respectfully submitted,

Barry Cheney, Secretary

via email – bjcheney@charter.net
via email – Lbrewer@catawbacountync.gov

MINUTES OF
CATAWBA COUNTY BOARD OF ELECTIONS
October 25, 2011

Chairman Hood called the meeting to order. Hood and Hoyle were in attendance, but not secretary Cheney. The following mail in absentee ballots were approved: CIV 14, 20 and 21. Larry Brewer then reported on the progress of the petition in Hickory to change the ward voting system. As of now, 842 signatures had been submitted for review, of which 550 were declared valid by the Board. The others are either duplications, not registered voters in Hickory, eligible, or otherwise invalid. Brewer also reported on the progress of early voting in both the Newton and Hickory sites. There have been no issues to date.

Chairman Hood then adjourned the meeting.

Respectfully submitted,

David Hood, Chairman

via email – bjcheney@charter.net
via email – Lbrewer@catawbacountync.gov

MINUTES OF
CATAWBA COUNTY BOARD OF ELECTIONS
November 1, 2011

Chairman Hood called the meeting to order. Hood and Cheney were in attendance, but not Hoyle. The following mail in absentee ballots were approved: OVR-1, MIL-3, CIV 3, 5, 8, 11 thru 14, 18 thru 21, 24, 29 and 30. Larry Brewer reported that 549 voters had used early voting thus far, with the vast majority being at the Newton location given the lack of competitive race for Hickory City Council. Brewer reported on budgetary issues, and the Board discussed the possibility of renting laptops during the 2012 election cycle to use for electronic poll books, rather than paying the full costs of buying them. Brewer will investigate this in the coming months.

Chairman Hood then adjourned the meeting.

Respectfully submitted,

Barry Cheney, Secretary

via email – bjcheney@charter.net
via email – Lbrewer@catawbacountync.gov

MINUTES OF
CATAWBA COUNTY BOARD OF ELECTIONS
November 7, 2011

Chairman Hood called the meeting to order. The Board considered and approved the following mail absentee ballots: CIV 1, 17, 22, 23, 25, 26, 31, 32, 36 thru 39. Larry Brewer reported a total of 966 voters in one stop early voting, for a total cost of \$11,787. He also reported that 12 voters registered during the one stop voting process.

Larry Brewer reported that Kelly Hoke had resigned from the Soil and Water Conservation Board. The Board then discussed plans for the election on November 8, 2011. After this, Chairman Hood adjourned the meeting.

Respectfully submitted,

Barry Cheney, Secretary

via email – bjcheney@charter.net
via email – Lbrewer@catawbacountync.gov

MINUTES OF
CATAWBA COUNTY BOARD OF ELECTIONS
November 8, 2011

Chairman Hood called the meeting to order. Larry Brewer reported that the election in general was going well. There was an issue between the computer and printer at precinct 25, so that voting location did not get up and running until about 7:15 a.m. Three voters came into that precinct and were told to wait or come back because of the problem. The voters left but it is not clear whether they returned to vote later in the day.

A fire alarm was pulled at the library in precinct 40. The election workers exited the building after securing the ballots and important components of the tabulator. The workers were able to reenter the building 15 minutes later and all voters identified as such at the location during this time waited to reenter the building when it was clear and in fact voted. The Board unanimously determined no further action was necessary to extend hours at that precinct or otherwise.

When the polls closed at 7:30 p.m. the Board began tabulation of the unofficial results. All of the precincts had returned their results to the county office by 9:00 p.m. so the meeting was then adjourned after publication of unofficial results.

Respectfully submitted,

Barry Cheney, Secretary

via email – bjcheney@charter.net
via email – Lbrewer@catawbacountync.gov

MINUTES OF
CATAWBA COUNTY BOARD OF ELECTIONS
November 15, 2011

Chairman Hood called the meeting to order. Secretary Cheney was in attendance, but member Hoyle was to come to the Board of Elections later in the day to sign off on the canvass results. The Board proceeded to consider four provisional ballots. The Board decided to count provisional's 7-1 and 20-1 as precinct transfers, and to disapprove ballots LIB -1 and 38-1 as the former was a registrant who needed to show ID but did not do so and the latter was not registered in the County. Larry Brewer then reported that the sample recount mandated by the State Board turned out completely accurate. The school board race for both Newton and Conover was recounted in precinct 7, and the school board races in Hickory were recounted in precinct 15.

Two additional mail in absentee ballots came in by the Friday deadline, including MIL-4 and CIV-27 (which included within a copy of a valid ID) so the Board opted to count these two ballots.

The Board discussed the need for additional space for offices and storage/testing of voting equipment, as well as the need for brighter lights outside at the loading dock area and an additional early voting site in Hickory for next year's elections. The Board also discussed the possibility of looking into a new precinct location in the Conover east precinct. The Board will consider that further in January.

The Board considered, approved and signed the official canvass of the election from November 8 and transmitted the results to the State Board of Elections. Chairman Hood then adjourned the meeting.

Respectfully submitted,

Barry Cheney, Secretary

via email – bjcheney@charter.net
via email – Lbrewer@catawbacountync.gov