



Board of Elections & Registrations



Irwin County Georgia

Waymond Harris, Chairman

Ethan Compton, Election Supervisor

Charlene Hutchinson, Republican Party Representative / Vice-Chair

Patricia Thurman, Democratic Party Representative

Board Meeting Minutes

Tuesday, August 13th, 2024 @ 4pm

Call to Order: Meeting called to order at 4:05pm. Invocation and Pledge led by Chairman Harris.

Approval of Minutes: Vice-Chair Hutchinson motions to accept minutes as presented, Rep. Thurman seconds, approved 3-0

Old Business: N/A

New Business:

1. Poll Watcher Assignment Procedure and Deadlines
 - a. Each Major Party is entitled to assign up to 2 poll watchers per precinct (Early Voting, Ocilla, Irwinville).
 - b. Each Independent Candidate is entitled to assign 1 poll watcher per precinct.
 - c. The assigning body (the State Party, the County Party or the Independent/Third Party Candidate) must provide training for each Poll Watcher.
 - i. The Poll Watcher assignment letter will need to have:
 1. What party/candidate is assigning the poll watcher
 2. Where are they assigned
 3. Who is the poll watcher

4. The poll watcher's residential address
 5. An oath under penalty of perjury that the assigning body has provided state-required training to the poll watcher
 - ii. While our office cannot provide the training of the poll watchers, we will upon request provide copies of the Secretary of State's Poll Watcher Training Handbook outlining laws surrounding the rights of poll watchers and legal limits of their enhanced access to election procedures.
 - d. The deadline for an assigning body to appoint Poll Watchers for Early Voting is Friday October 4th.
 - e. The deadline for an assigning body to appoint Poll Watchers for Election Day Precincts (Ocilla and Irwinville) is Saturday November 2nd.
 - i. We will not be available on Saturday November 2nd to accept these letters in person but will accept them emailed to our office at elections@irwincounty-ga.gov.
2. Voter Registration Deadline
 - a. The deadline for voters to register to vote or update their information is by close of business on Tuesday October 8th, 2024 by state law.
 - i. Voters can deliver voter registration applications in person by 5pm on 10/8/24
 - ii. Updates made online at mvp.sos.ga.gov will be accepted until 11:59pm on 10/8/24
 - iii. They can also send scans or pictures of said form to our office email address elections@irwincounty-ga.gov by 11:59pm on 10/8/24
3. November Election Schedule
 - a. Poll Worker training will be held on October 3rd and 4th from 9:30am until 12:30pm
 - b. The election project configuration files for the November election are being prepared by the state as we speak, once a proof of the ballot is available, it will be sent to our office to review local candidate audio pronunciations for viewing impaired voters, proofread spelling and precinct/combo ballot style assignments, and approve or deny for finalization.
 - c. Once approved, the project files will be sent to our office via locked bankers bag, loaded into the Elections Management Server, poll worker and technician cards created, smart button keys configured and Ballot Marking Device Ballot information loaded onto a flash drive for installation during Logic and Accuracy Testing.
 - i. Sample ballots will be available in our office at this time, once our office has the sample ballot files which are inside the election configuration files.
 - ii. They will also be available for voters to view online on their My Voter Page at mvp.sos.ga.gov once the elections project is finalized by the state.
 - iii. The ballot files will also be sent to Tattnell Ballot Printing who will begin printing our emergency, provisional and absentee by mail ballot orders at that time for hand delivery to our office upon completion.
 - d. Logic and Accuracy Testing shall be held from 10am-Noon and 1pm-4pm on September 24th until completed, expected completion date of September 25th or 26th.

- ii. If the application is scanned or pictures of it sent to our email at elections@irwincounty-ga.gov, the deadline is 11:59pm that day.
 - iii. If the application is completed online at securemyabsenteeballot.sos.ga.gov, the deadline is 11:59pm that day.
- g. A notice alerting voters of the Early Voting dates/times, of the Absentee by Mail registration deadlines and the full text of the SPLOST Special Referendum language has been run in the Ocilla Star in July, and will be run again in the October 9th, 16th, 23rd, and 30th issues of the Ocilla Star as well for public notice.
- h. On Election Day, November 5th, all Board Members need to be available on call from 7am-7pm as a continuous special called meeting in order to be able to be called upon to respond and make decisions in a crisis if needed.
- i. At 5pm, the Early Voting precinct tabulator shall be closed in public view, the result tapes placed into an envelope to not be viewed until close of polls at 7pm, and finalization paperwork for that precinct shall be completed and the ballots for that ballot box removed and sealed in a secure container to be stored for further auditing when the time is announced for the statewide Risk Limiting Audit by the Secretary of State's Office.
 - ii. At 6pm, Board Members or their designees will need to be present within the Elections Office to be sworn in as Absentee by Mail Processing, Adjudication and Duplication Panel members.
 - 1. At that time, Absentee by Mail ballot Oath Envelopes will be checked for the voter's signature, ID or SSN #, and their date of birth being present, as well as for the signature of the absentee clerk and their date and timestamp of receipt.
 - 2. Those envelopes will then be opened and processed, and the ballots stacked into batches of 50, identifying potential ballots needing adjudication or duplication if they fail scanning.
 - 3. The ballots will then be scanned but not yet tabulated until the close of polls at 7pm.
 - 4. This entire process is performed within public view and view of poll watchers, and public notice will be run in the October 23rd issue of the Ocilla Star, posted on the county website, in person at the courthouse and in the lobby for our building.
 - iii. At 7pm, the Election Day results for the Ocilla Precinct will begin to be tabulated, and the results including the Absentee by Mail and Early Voting results will be printed and placed in our lobby and copies provided for all observers, then a digital copy will be sent to the state for online posting.
 - 1. Once the Ocilla Election Day precinct results are printed and the scanner is closed (estimated time ~7:05pm), another set of election results will be printed for all observers and posted, then sent to the state.
 - 2. Once the Irwinville Election Day precinct results are transported back to our office (estimated time ~7:15pm-7:35pm), they will be compiled into the totals and Election Night Complete results (only missing potential provisional and/or

yet unreceived UOCAVA ballots) will be provided on paper to public observers, posted in our office and on the county website, then sent to the state for online posting.

3. Reports of provisional ballots and votes cast shall be sent to the state, and we will then await Secretary of State's Office authorization to leave the office (estimated time ~8:20pm-11pm).
 - a. A minimum of 3 sworn election officers must remain in the office until released to safeguard ballot chain of custody procedures.
- i. The Provisional Ballot cure deadline and the UOCAVA ballot receipt deadlines will both be passed at 5pm Friday, November 8th. Immediately after that time, the Official and Complete results will be printed for review for Elections Board members and our meeting to certify the results of the November 5th, 2024 Presidential Election shall be held at 5:15pm on November 8th.
 - i. Public notice of this meeting will be run in the October 30th issue of the Ocilla Star, posted on the county website, in person at the courthouse and in the lobby for our building.

Public Comment:

N/A

Board Comment:

Chairman Harris commended Supervisor Compton for his work on GAVREO's Legislative Committee as well as his appointment as Election Systems Committee Chairman for the state association.

Vice-Chair Hutchinson acknowledged that she had received an agenda for this meeting a week beforehand but did not notice one posted when entering the building. Supervisor Compton pointed out the agenda posting in the main building lobby on the corkboard, which was publicly posted the same time that the agendas were sent to board members.

Executive Session: Entered executive session @ _____ due to request by _____ to discuss:

~~Exited executive session @~~

Meeting Adjourned: *Vice-Chair Hutchinson motions to adjourn, Rep. Thurman seconds, meeting adjourned 3-0 at 5:02pm.*

1. Next Meeting: Tuesday, September 10th, 2024 @ 4:00pm