

**MADISON COUNTY
BOARD OF ELECTIONS AND REGISTRATION**

**JULY 1, 2014
MINUTES**

MEMBERS PRESENT:

Tracy Dean, Chairperson
Lisa Mathis
Leo Smith

MEMBERS ABSENT:

None

OTHERS PRESENT:

Teresa Hilburn
Jewel Ramirez
Rennie Fulford
Nedra Legg
Mike Mathis
Alisa Chandler
Jeff Hilburn

Chairperson Tracy Dean called in to order the regular meeting of the Madison County Board of Elections and Registration at 6:35p.m., July 1, 2014, in the Jury room in the Madison County Government Complex.

OLD BUSINESS:

Item No. 1. Approval of Minutes

Minutes of Regular Meeting of June 10, 2014. Minutes have been distributed.

Motion was made by Ms. Mathis to approve the minutes of the June 10, 2014 meeting. Mr. Smith seconded the motion. Motion passed by unanimous consent.

In the June 10, 2014 meeting, Mr. Smith suggested the data collected on the Excel Spreadsheet would be helpful in determining how many DRE's would be needed at each precinct.

Item No. 2. Chairperson's Report

Robert's Rules of Order:

Ms. Dean stated that it had been brought to her attention that proper procedure for conducting a meeting may not be properly followed as stated in Robert's Rules of Order

Newly Revised which the BOER had adopted. Mr. Smith states according to Robert's Rules, small boards with 12 members or less may suspend formal rules. He also states he doesn't see a need to go through the formal process of approving an agenda. Agendas are posted on the bulletin board in the government complex for the public to view. Board members have the opportunity to place items on the agenda before each meeting. Ms. Mathis is concerned about length of meetings and being prepared to discuss an issue not already on the agenda. Any item can be tabled. The public may comment during discussion, rather than waiting until the end of the meeting.

Mr. Smith stated that if there are no corrections to be made on the minutes, they are automatically approved. No vote needs to be taken.

Early voting began on June 30, 2014.

Ms. Dean will place the Call for Special Election for tax commissioner in the legal organ. This election will run in conjunction with the General Election in November. Qualifying will be August 4-6, 2014, 9:00a.m.-4:00p.m. in the BOER office.

Ms. Dean has contacted Linda Ford, Director of Elections with the Secretary of State's office, and Mike Pruitt, county attorney, concerning authorization to follow instructions from Linda Ford instead of directly from SOS Brian Kemp. Ms. Dean does receive instructions in email form from Ms. Ford if changes in procedure are made. Ms. Ford and Mr. Pruitt told Ms. Dean that she would be in violation of the law if she did not comply. Ms. Ford also stated the poll worker manual is only a guide and can be altered as long as it does not violate any laws. Ms. Mathis suggests something in writing to protect chairperson. Ms. Dean will look in to the matter further.

Lt. Wilbanks, chief of security at the government complex, has checked with Sheriff Thomas and was instructed not to accept BOER office keys since he no longer has keys to other offices. Ms. Dean will check with Chairman Dove to come up with a solution.

Assisting Voters:

Linda Ford has spoken to the lead investigator at the Attorney General's office concerning assisting voters. He stated if a federal candidate is on the ballot, a poll worker is allowed to assist a voter if the voter did not bring anyone with them to assist, refuses to use the VWD device or refuses the assistance of another voter if there is one available. The poll worker must sign the Oath of Assisted Voter if they read the ballot to the voter. A poll worker does not need to sign the oath if they are giving instructions only on how the DRE units operate. If there are no federal candidates on the ballot, a poll worker can not assist the voter. Ms. Dean will inform poll managers of this procedure.

Item No. 3. Poll Worker Training

Mr. Smith read the code section concerning poll worker training. He suggests three separate trainings for managers, assistant managers and clerks. Ms. Mathis asked the poll managers that were present at the meeting their opinion about separate trainings. Each

manager would like for managers and assistant managers to be in a training class together. After further discussion, Ms. Dean made a motion to have two poll worker trainings. One would be for managers, assistant managers and clerks that have worked in the past and a separate training for any new workers. Ms. Mathis seconded the motion. Mr. Smith opposed. Motion passed.

NEW BUSINESS:

None

Statements and Remarks from Citizens

Audience member thanked the board and the poll workers for their service to the county.

No Further Business

Ms. Mathis made a motion to adjourn meeting. Mr. Smith seconded the motion. Motion passed by unanimous consent.

Meeting Adjourned at 8:13p.m.

These minutes are hereby approved by the board this 5 day of August, 2014.



Tracy Dean, Chairperson
Madison County Board of Elections and Registration