



# MEETING MINUTES

Board of Elections Meeting  
Thursday, August 8, 2024  
5:30 P.M.

## Board Members:

Dawn Y. Baxton, Chairwoman  
David K. Boone, Secretary  
James P. Weaver, Member  
Pamela A. Oxendine, Member  
Donald H. Beskind, Member

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**Board Members Present:** Chairwoman Dawn Y. Baxton, Member Pamela A. Oxendine, Member James P. Weaver, Member Donald H. Beskind, and Secretary David K. Boone

**Board Staff Present:** Elections Director Derek L. Bowens and Deputy Director Brenda Baker

**Guests in Attendance:** N/A

**Meeting Type:** Zoom Webinar

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## Meeting Opening

Chairwoman Baxton called the meeting to order at approximately 5:30 p.m. via Zoom Webinar and led the pledge of allegiance.

## Approval of Agenda

Mr. Bowens presented the Board with a request to approve the agenda for the meeting. Following review, Dr. Weaver moved to approve the agenda as submitted by staff. The motion carried unanimously, 5-0.

## Approval of Minutes

Mr. Bowens presented the Board with minutes from the 6/13 and 7/9 Board meetings for approval. Following review, Mrs. Oxendine moved to approve the minutes as submitted by staff. The motion carried unanimously, 5-0.

## Director's Report

Mr. Bowens provided an update on List Maintenance, Finances, the Carol Snow Complaints, a Public Comment Policy and the new BOE Facility.

## Public Comment

Two comments were provided in the chat function and addressed by Mr. Bowens.

## Old Business

### a. Board of Elections Production of Certain Spanish Language Materials

- Mr. Bowens presented the Board with a request to instruct staff as to the next steps regarding the production of certain outreach materials in Spanish. Pursuant to a public request to produce certain outreach materials in Spanish, the Board requested staff to provide data on the demographic makeup of Durham County. On June 3, 2024, staff transmitted the data to

the Board as provided by the United States Census Bureau. Following discussion and review, Mr. Boone moved to approve the Voting Methods Flyer, Early Voting Flyer and Elections Calendar to be translated to Spanish for all current and future elections. The motion passed unanimously, 5-0.

### New Business

#### **a. Approval of College Campus Registration Policy**

- Mr. Bowens presented the Board with a request to approve a policy for College Campus Registrations (BOE-002). The policy will ensure uniform practice regarding processing voter registration forms received from on-campus dormitory residents at North Carolina Central University and Duke University. Following discussion and review, Mrs. Oxendine moved to accept the policy as submitted by staff. The motion carried unanimously, 5-0. The policy will be executed by Chairwoman Baxton and distributed to both universities.

#### **b. Resolutions to Adopt Polling Place Changes for Precincts 26, 04, 29, 25 and 56**

- Mr. Bowens presented the Board with a request to adopt polling place changes for precincts 26, 04, 29, 25 and 56. Following discussion and review, Mr. Beskind moved to adopt polling place changes for precincts 26, 04, 29, 25 and 56. The motion carried unanimously, 5-0.

#### **c. Appointment of 2024-2026 Multi-Partisan Assistance Teams**

- Mr. Bowens presented the Board with a list of 18 Multipartisan Assistance Team Member Appointments for the 2024-2026 term. Following discussion and review, Mr. Boone moved to approve the list of 18 Multipartisan Assistance Team Member Appointments for the 2024-2026 term, as recommended by staff. The motion carried unanimously, 5-0.

#### **d. Resolution to Adopt a Time to Count Absentee Ballots**

- Mr. Bowens presented the Board with a Resolution to Adopt a Time for Counting Absentee Ballots as per N.C. Gen. Stat. § 163-234(a)(2) and (11). Following discussion, Mrs. Oxendine moved to adopt the resolution as presented by staff. The motion carried unanimously, 5-0. Pursuant to the resolution, the Board will meet at 2:00 p.m. on 11/05/2024 to count absentee by-mail ballots and on November 14, 2024, at 2:00 p.m., to address supplemental absentee by-mail and provisional ballots.

### General Discussion

Mr. Bowens provided general office updates.

### Ask the Board

Five questions were presented in the chat function and addressed by Mr. Bowens.

### Adjournment

The Board adjourned at approximately 6:24 p.m. on a motion made by Mr. Beskind. The motion carried unanimously, 5-0.

s/David K. Boone  
Secretary