

Minutes  
Jackson County Board of Elections  
01/04/24 @ 1:00 pm

**Board Members present:** Chair, Kirk Stephens; Michael Moore, Ron Mau, Jenifer Montsinger and Ann Melton

**Board Member not present:** none

**Meeting was called to order by Chair, Kirk Stephens at 1:00 p.m.**

**Public Comment:** none

BOE maintains a list of members of the public attending.

**New Business was added to the agenda:** Cullowhee Recreation Center

**Agenda was approved:** Michael Moore made the motion to approve and Ann Melton seconded, and all members saying yes.

**Minutes from 11/28/23 were approved:** Ron Mau made the motion to approve the minutes as presented and Jenifer Montsinger seconded, and all members saying yes.

**Appoint Early Voting Judges:** Ron Mau made the motion to Approve the list of names submitted by the parties, and was Amended by the board, as a pool of names to be used for potential Early Voting Judges. Michael Moore seconded, and all members saying yes.

**Appoint Multi-Partisan Assistance Team MAT, to wit: Mary Ann Lochner and Susan Clements:** Ron Mau made the Motion to Approve the list as provided, Jenifer Montsigner seconded, and all members saying yes.

**Order Ballots for the March Primary:** the Director gave information indicating the number of registered voters for each party and indicated the number of 17-year-old/Nonpartisan voters. The office will utilize the Ballot on Demand which can be printed as needed. The Board approved the purchase of the ballots as directed in the State Board of Elections Memo 2022-02 as follows: 25- for 17-year-old/Nonpartisan; 4,000 – Democrat; 4,000- Republican; 125-Libertarian. Ron Mau made the motion to approve, Michael Moore seconded, and all members saying yes

**New Business added to the agenda:** The discussion of Cullowhee Recreation Center being inadequate for a voting site of the Cullowhee Precinct due to limited parking and general overcrowding of usual recreation matters. The board took no action. Also discussed and to be designated on 01/30/24 was the campaign area.

**Primary Absentee Meetings:** scheduled for Tuesdays at 1:00 pm on 01/30/24, 2/6/24, 2/13/24, 2/20/24 and 2/27/24. Election day Meeting 03/05/24 at 2:00 pm.

**Personnel Closed Session:** Motion to close session made by Ann Melton, Michael Moore seconded, and all members saying yes. The Board went into closed session at 2:20 pm.

**Return To Open Session:** Motion was made by Michael Moore, seconded by Ron Mau and all members saying yes at 2:40 pm.

Motion for the Director to move forward with the promotion of the vacant position of Voting Equipment Assistant; advertise the position vacated by the promotion and advertise the Directors position due to her retirement. Motion was made by Michael Moore, seconded by Ron Mau and all members saying yes.

**Motion to Adjourn** was made at 2:45 pm by Michael Moore, seconded by Ann Melton and all members saying yes.



Minutes  
Jackson County Board of Elections  
01/30/24 @ 1:00 pm

**Board Members present:** Chair, Kirk Stephens; Michael Moore, Ron Mau, Jenifer Montsinger and Ann Melton

**Board Member not present:** none

**Meeting was called to order by Chair, Kirk Stephens at 1:00 p.m.**

**Public Comment:** none

BOE maintains a list of members of the public attending.

**New Business was added to the agenda:** Webster, Family Resource Center

**Agenda was approved:** Ron Mau made the motion to approve and Michael Moore seconded, and all members saying yes.

**Minutes from 01/04/24 were approved:** Jenifer Montsinger made the motion to approve the minutes as presented and Ron Mau seconded, and all members saying yes.

**Absentee by mail to review and approve:** Michael Moore made the motion and Ron Mau seconded to accept the Two (2) CIV Absentee Ballots which were Reviewed and Approved and to be scanned at a future primary absentee meeting, all members saying yes.

**Resolution:** Ron Mau made the Motion and Jenifer Montsinger seconded the Approval of the Resolution concerning the counting of Absentee Ballots by mail at @ 2:00 p.m. on election day, all members saying yes.

**Approve the Cullowhee Voting Site No Campaign Zone:** Michael Moore made the Motion to approve, Ann Melton seconded, all members saying yes to the designated No Campaign Zone.

**Approve Voting Equipment allotment per voting site:** Ron Moore made the motion, Michael Moore seconded to Approve the Voting Equipment allotment per voting site for the 2024 Primary and General Election, all members saying yes.

**Approve backup Multi-Partisan Assistant Team (MAT) members:** Jenifer Montsinger made the Motion to approve Shannon Quinn, Mary Johnson, Patsy Lovedahl, and Ellerna Forney as backup (MAT) members, Michael Moore seconded, all members saying yes.

**Director Updates:** The Director reported all training except Cashiers have been completed. Two employees have been trained for training. A few more Judges are needed and additional names will soon be submitted. Nearing the deadline for the list of Observers. Memo's are being updated and will be distributed when they have been completed. Early Voting schedule is done. Office staff has been advised that some of the laptops will require updating this year and will need to be included in the budget. The Webster, Family Resource Center will be available for the primary and general election.

**New Business added to the agenda:** The discussion of Webster Family Resource Center being available for the 2024 elections.

**Personnel Closed Session:** Motion to close session made by Ron Mau, Michael Moore seconded, and all members saying yes. The Board went into closed session at 1:45 p.m.

**Return To Open Session:** Motion was made by Ron Mau, seconded by Jenifer Montsinger and all members saying yes at 2:05 pm.

**Motion for the Director to schedule Interview for an applicant on Friday, February 2, 2024.** Motion was made by Ron Mau, seconded by Ann Melton and all members saying yes.

**Motion for Recess:** Ron Mau made the Motion to Recess the meeting until Friday February 2, 2024 for an applicant interview to be scheduled, seconded by Ann Melton and all members saying yes at 2:08 p.m.



Minutes  
Jackson County Board of Elections  
02/02/24 @ 1:00 pm  
Resumption of 01/30/24 meeting

**Board Members present:** Chair, Kirk Stephens; Michael Moore, Ron Mau, Jenifer Montsinger and Ann Melton

**Board Member not present:** none

**Motion To RESUME Meeting from 01/30/24** was made by Ron Mau, Ann Melton seconded, and all members saying yes at 1:00 p.m.

**Motion To go into closed session** resuming personnel matter was made by Ron Mau and Jenifer Montsinger seconded, and all members saying yes at 1:01 p.m.

**Motion for Chair of the Board of Elections** to negotiate the position with the successful applicant was made by Ron Mau, seconded by Jenifer Montsinger and all members saying yes.

**Next Meeting Date of 02/06/24 at 1:00 p.m.** as previously established at 01/04/24 meeting.

**Motion To Adjourn** was made by Michael Moore, seconded by Jenifer Montsinger and all members saying yes at 1:45 p.m.



Minutes  
Jackson County Board of Elections  
02/06/24 @ 1:00 pm

**Board Members present:** Chair, Kirk Stephens; Michael Moore, Jenifer Montsinger and Ann Melton

**Board Member not present:** Ron Mau

**Meeting was called to Order** by Chair, Kirk Stephens at 1:03 p.m.

**Public Comment:** none

BOE maintains a list of members of the public attending.

**New Business added to the agenda:** Personnel (closed session) by Chair, Kirk Stephens.

**Agenda was approved:** Jenifer Montsigner made the motion to approve the Agenda, Michael Moore, seconded and all members saying yes.

**Minutes from 01/30/2024 and 02/02/2024** were approved: Michael Moore made the motion to approve the Minutes from 01/30/2024 and 02/02/2024, Jenifer Montsigner seconded, and all members saying yes.

**Approve Absentee Ballots (2 CIV)** upon Review, Ann Melton made the Motion to approve the two (2) civilian ballots, Michael Moore seconded, and all members saying yes. No ballots are in the curing process.

**Director updated** on the Voting Equipment Testing and Early Voting Judges: Reported 99% completed with the Voting Equipment and Testing. A List is established with a Chief Judge and with two(2) Judges for the Precincts which are Bipartisan with as much equal representation as possible.

**New Business of Personnel** (closed session as per NCGS 143-318.11) Motion to close the session made by Jenifer Montsinger, Michael Moore, seconded and all members saying yes at 1:20 p.m.

No action was taken by the Board upon return to Open Session. General Discussions were made regarding office coverage and duties as related to the retirement of the Director.

**Next Meeting Date of 02/13/24 at 1:00 p.m.** as previously established at 01/04/24 meeting.

**Motion To Adjourn** was made by Jenifer Montsinger, Michael Moore, seconded and all members saying yes at 1:50 p.m.

Minutes  
Jackson County Board of Elections  
02/06/24 @ 1:00 pm

**Board Members present:** Chair, Kirk Stephens; Michael Moore, Jenifer Montsinger and Ann Melton

**Board Member not present:** Ron Mau

**Meeting was called to Order** by Chair, Kirk Stephens at 1:03 p.m.

**Public Comment:** none

BOE maintains a list of members of the public attending.

**New Business added to the agenda:** Personnel (closed session) by Chair, Kirk Stephens.

**Agenda was approved:** Jenifer Montsigner made the motion to approve the Agenda, Michael Moore, seconded and all members saying yes.

**Minutes from 01/30/2024 and 02/02/2024** were approved: Michael Moore made the motion to approve the Minutes from 01/30/2024 and 02/02/2024, Jenifer Montsigner seconded, and all members saying yes.

**Approve Absentee Ballots (2 CIV)** upon Review, Ann Melton made the Motion to approve the two (2) civilian ballots, Michael Moore seconded, and all members saying yes. No ballots are in the curing process.

**Director updated** on the Voting Equipment Testing and Early Voting Judges:  
Reported 99% completed with the Voting Equipment and Testing. A List is established with a Chief Judge and with two(2) Judges for the Precincts which are Bipartisan with as much equal representation as possible.

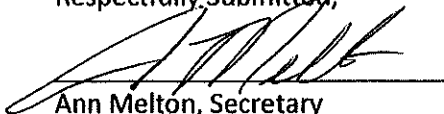
**New Business of Personnel (closed session as per NCGS 143-318.11)** Motion to close the session made by Jenifer Montsinger, Michael Moore, seconded and all members saying yes at 1:20 p.m.

No action was taken by the Board upon return to Open Session. General Discussions were made regarding office coverage and duties as related to the retirement of the Director.

**Next Meeting Date of 02/13/24 at 1:00 p.m.** as previously established at 01/04/24 meeting.

**Motion To Adjourn** was made by Jenifer Montsinger, Michael Moore, seconded and all members saying yes at 1:50 p.m.

Respectfully Submitted,

  
Ann Melton, Secretary

  
Kirk Stephens, Chair

2/20  
Date

Minutes  
Jackson County Board of Elections  
02/13/24 @ 1:00 pm

**Board Members present:** Chair, Kirk Stephens; Michael Moore, Jenifer Montsinger and Ann Melton

**Board Member not present:** Ron Mau

**Meeting was called to Order** by Chair, Kirk Stephens at 1:00 p.m.

**Public Comment:** none

BOE maintains a list of members of the public attending.

**Agenda was approved:** Michael Moore made the motion to approve the Agenda, Jenifer Montsinger, seconded and all members saying yes.

John Noce, Election Field Specialist, was in attendance.

**Pending Absentee Ballot was considered:** One (1) of the civilian absentee ballots did not include the seal expiration date of the notary. The Board reviewed the absentee ballot and determined it was not necessary for a cure and could be approved.

**Absentee Ballots were considered and Approved:**

Jenifer Montsinger made the **Motion to approve** the sixteen (16) civilian ballots, Michael Moore seconded, and all members saying yes.

The sixteen (16) absentee ballots from today, two (2) absentee ballots from 01-30-24, and two (2) absentee ballots from 02-03-24 which totaled twenty (20) absentee ballots were opened and scanned.

**No New Business added to the agenda**

**Next Meeting Date of 02/20/24 at 1:00 p.m.** as previously established at 01/04/24 meeting.

**Motion To Adjourn** was made by Ann Melton, Michael Moore, seconded and all members saying yes at 1:38 p.m.

Respectfully Submitted,

  
Ann Melton, Secretary

  
Kirk Stephens, Chair      2/20  
Date



Minutes  
Jackson County Board of Elections  
02/20/24 @ 1:00 pm

**Board Members present:** Chair, Kirk Stephens; Michael Moore, Jenifer Montsinger, Ron Mau and Ann Melton

**Board Member not present:** none

**Meeting was called to Order** by Chair, Kirk Stephens at 1:00 p.m.

**Public Comment:** none

BOE maintains a list of members of the public attending.

**No new business** was added to the agenda.

**Agenda was approved:** Michael Moore made the motion to approve the Agenda, Ann Melton, seconded and all members saying yes.

**Minutes from 02-06-24 and 02-13-24 were approved:** Jenifer Montsinger made the Motion to Approve the Minutes from 02-06-24 and 02-13-24, Michael Moore seconded, and all members saying yes.

**Absentee Ballots were considered and Approved:**

Ann Melton made the Motion to Approve seven (7) civilian absentee ballots, Ron Mau seconded, and all members saying yes.

The seven (7) approved civilian absentee ballots were opened and scanned totaling twenty-seven (27) civilian absentee ballots which have been opened and scanned.

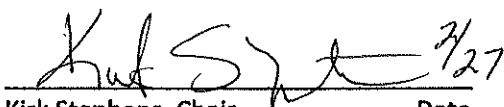
**Next Meeting Date of 02/27/24 at 1:00 p.m.** as previously established at 01/04/24 meeting.

**Motion To Adjourn** was made by Michael Moore, seconded by Ron Mau and all members saying yes at 1:44 p.m.

Respectfully Submitted,



Ann Melton, Secretary



Kirk Stephens, Chair

3/27  
Date

Minutes  
Jackson County Board of Elections  
02/27/24 @ 1:00 pm

**Board Members present:** Chair, Kirk Stephens; Michael Moore, Jenifer Montsinger, Ron Mau and Ann Melton

**Board Member not present:** none

**Meeting was called to Order** by Chair, Kirk Stephens at 1:00 p.m.

The Oath of Office was administered to incoming Director of the Board of Elections, Amanda Pressley Allen.

**Public Comment:** none

BOE maintains a list of members of the public attending.

**No new business** was added to the agenda.

**Agenda was approved:** Ron Mau made the motion to approve the Agenda, Michael Moore, seconded and all members saying yes.

**Minutes from 02-20-24 were approved:** Ron Mau made the Motion to Approve the Minutes from 02-20-24, Jenifer Montsinger seconded, and all members saying yes.

**Resolution Assigning Duties and Authority to the Director was approved:** Michael Moore made the Motion to adopt the Resolution Assigning Duties and Authority to the Director, Ron Mau seconded, and all members saying yes.

**Absentee Ballots were considered and Approved:**

Jenifer Montsinger made the Motion to Approve two (2) OVR (overseas) absentee ballots, Michael Moore seconded, and all members saying yes.

Michael Moore made the Motion to Approve thirty-four (34) CIV absentee ballots, Ann Melton seconded, and all members saying yes.

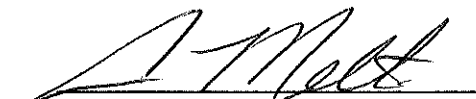
The thirty-four (34) approved CIV absentee ballots and the two (2) approved OVR absentee ballots were opened and scanned totaling sixty-one (61) absentee ballots which have been opened and scanned.

Three (3) Civilian absentee ballots were not approved but were set to be cured.

**Next Meeting Date of 03/05/24 at 2:00 p.m.**

**Motion To Adjourn** was made by Michael Moore, seconded by Ron Mau and all members saying yes at 2:45 p.m.

Respectfully Submitted,

  
Ann Melton, Secretary

 3/5  
Kirk Stephens, Chair Date



JACKSON COUNTY  
BOARD OF ELECTIONS  
876 SKYLAND DR, SUITE 1  
SYLVA, NC 28779  
PHONE 828-586-7538

## RESOLUTION

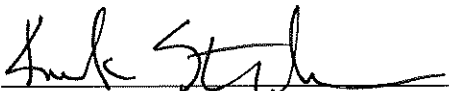
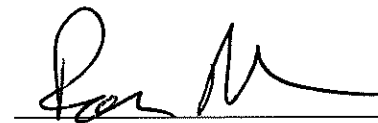
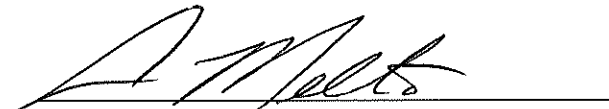
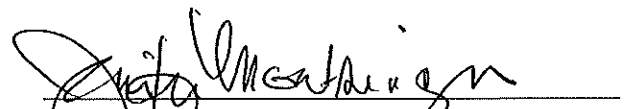

### Assigning Duties, Responsibilities and Authority to the Jackson County Director of Elections

WHEREAS North Carolina General Statute 163-35(b) requires county boards of elections to enter in the official minutes the specified duties, responsibilities and designated authority assigned to its director; and,

WHEREAS the members of the Jackson County Board of Elections desire to guide clearly and definitively the director and convey the duties, responsibilities, and authority of said position; now,

THEREFORE, BE IT RESOLVED that the attached duties, responsibilities, and authority be assigned to the Jackson County Director of Elections, Amanda P. Allen, and that a copy of this resolution be filed with the State Board of Elections.

ADOPTED this 27th day of February 2024 by the Jackson County Board of Elections.

  
Kirk Stephens, Chair  
Ron Mau, Member  
Ann Melton, Secretary  
Jenifer Montsinger, Member  
Michael Moore, Member

**Duties, Responsibilities and Authority  
Assigned to the Jackson County Director of Elections**

Administer the functions of the office of the Board of Elections, including the voter registration processes, the voter registration records, the regulation of contributions and expenditures in political campaigns, and the conduct of elections, adhering to those duties delegated to the county boards of elections in NCGS 163-33:

- Administer all functions of the board of elections office and comply with mandates and directives by the Executive Director of the North Carolina State Board of Elections.
- Provide information and guidance to members of the Jackson County Board of Elections to effectively comply with North Carolina elections laws.
- Plan for various elections, including primaries, second primaries, municipal, general, and special.
- Recruit, manage, and train staff and temporary employees.
- Advise the county Board of Elections regarding appointment and removal of employees and precinct officials.
- Prepare and provide required and requested reports to the State Board of Elections and the Board regarding election activities, and to county administration staff regarding personnel, payroll, and finance.
- Project and recommend an annual budget to the Board of Elections and supervise revenues and expenses of the annual budget as appropriated by the county board of commissioners.
- Organize and supervise procedures and methods of receiving and processing applications for voter registration.
- Supervise the removal from the voter registration records according to the state guidelines of routine list maintenance.
- Maintain custody of voter registration records in a safe and secure manner and location.
- Purchase voting equipment and supplies and maintain their security and safekeeping.
- File candidates for election, including determining amounts of and receiving filing fees.
- Inform candidates and campaign treasurers of campaign finance laws, regulations, and procedures, including provision of manuals and required forms.
- Identify voting locations that meet accessibility standards and negotiate usage as needed.
- Organize and prepare for each election, including training precinct officials, preparing ballots, programming and testing voting machines, and assuring precinct supplies are provided.
- Plan and supervise the printing and distribution of absentee ballots, ensuring compliance with all statutes and procedures issued by the State Board of Elections.
- Ensure the security of blank and voted absentee ballots.
- Coordinate delivery of voting equipment, signs and supplies to voting places and chief judges; arrange for the return of these items to the Board of Elections office and storage area.
- Receive, compile, and report unofficial election results to the media, candidates and citizens on election night and submit required reports to the State Board of Elections.
- Assist the county Board of Elections in conducting recounts and investigating election protests.
- Prepare audit materials and official Canvass results for the State Board of Elections and the Clerk of Superior Court; maintain copies of official results in the office archives.
- Furnish certificates of election as directed by the county Board of Elections.
- Administer campaign finance laws and regulations, receive campaign committee disclosure reports, and audit the reports for compliance.

**Duties, Responsibilities and Authority  
Assigned to the Jackson County Director of Elections**

- Coordinate Board meetings, prepare agendas and minutes of meetings, correspondence, and reports for the Board.
- Inform Board of Elections members of changes in election laws or procedural changes of implementation.
- Issue election-related notices and advertisements in accordance with North Carolina General Statutes.
- Maintain public records in accordance with North Carolina General Statutes, managing public access, preservation, and disposal.
- Prepare maps of precincts and submit to State Board of Elections, North Carolina General Assembly, and other governmental agencies upon request.
- Attend local, district, state, and federal meetings pertinent to the role of Elections Director.

Maintain expertise and knowledge of the State Election Information Management System (SEIMS) and ensure that the office staff has a working knowledge of SEIMS:

- Purchase and maintain computer system hardware for voter registration and voting equipment programming, in consultation with the staff of the State Board of Elections, SEIMS, and the county department of Information Technology.
- Attend SEIMS training and ensure that staff is also trained and proficient in SEIMS applications, policies, and procedures.

Comply with the educational requirements of the State Board of Elections and county government, as well as participate in other educational opportunities to advance the director's knowledge of developments, compliance, and trends in election administration:

- Achieve and maintain certification issued by the State Board of Elections.
- Receive training required and conducted by the State Board of Elections.
- Attend relevant classes regarding personnel practices, software applications, etc.
- Coordinate Board members' attendance of state and district seminars and meetings, including those held by the University of North Carolina's School of Government.
- Maintain certification as a Notary Public.

Maintain an effective working relationship with the Board, public, precinct officials, the media, and other employees and officials of local, state, and federal government agencies:

- Supervise the preparation and distribution of sample ballots.
- Provide education to voters, including public speaking engagements at meetings of political parties and civic organizations; and in writing and orally to various newspapers, television, and radio stations, regarding voter registration, candidate filing and election processes and results.
- Ensure that the office of the Jackson County Board of Elections is not used for any partisan political activity.
- Provide requested information concerning elections and election law to members of the Board of Commissioners and county administrative staff through attendance at meetings of the Commissioners and written reports.

Minutes  
Jackson County Board of Elections  
03/05/24 @ 2:00 pm

**Board Members present:** Chair, Kirk Stephens; Michael Moore, Jenifer Montsinger, Ron Mau and Ann Melton

**Board Member not present:** none

**Meeting was called to Order** by Chair, Kirk Stephens at 2:00 p.m.

**Public Comment:** none

BOE maintains a list of members of the public attending.

**New business** added to the agenda for discussion at a later meeting: Chair added following Roberts Rules.

**Agenda was approved:** Michael Moore made the motion to approve the Agenda, Ron Mau, seconded and all members saying yes.

**Minutes from 02-27-24 were approved:** Ron Mau made the Motion to Approve the Minutes from 02-27-24, Jenifer Montsinger seconded, and all members saying yes.

**Absentee Ballots were considered and Approved:**

Michael Moore made the Motion to Approve the three (3) CIV absentee ballots which were set for curing on 02-27-24 plus an additional thirty-seven (37) CIV absentee ballots which were also approved for a total of forty (40) CIV absentee ballots; One (1) CIV absentee ballot was rejected. Jenifer Montsinger seconded, and all members saying yes.

The forty (40) approved CIV absentee ballots were opened and scanned totaling One hundred three (103) absentee ballots.

**Next Meeting Date of 03/15/24 at 9:00 a.m. for Provisional and Supplemental Absentee Ballots and 11:00 a.m. for canvass.**

**Motion To Adjourn** was made by Michael Moore, seconded by Jenifer Montsinger and all members saying yes at 3:20 p.m.

Respectfully Submitted,

  
Ann Melton, Secretary

 3/15  
Kirk Stephens, Chair Date

Minutes  
Jackson County Board of Elections  
CANVASS MEETING  
03/15/24 @ 11:00 a.m.

**Board Members present:** Chair, Kirk Stephens; Michael Moore, Jenifer Montsinger, Ron Mau and Ann Melton

**Board Member not present:** none

**Meeting was called to Order** by Chair, Kirk Stephens at 11:00 a.m.

**Public Comment:** none

BOE maintains a list of members of the public attending.

No New business was added to the agenda.

**Agenda was approved:** Ron Mau made the motion to approve the Agenda, Michael Moore, seconded and all members saying yes.

**The Official Abstract of Results were Approved.**

The Canvass was conducted pursuant to G.S. § 163-182.5 and NCSBE Numbered Memo 2023-04.

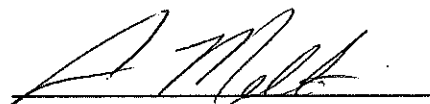
Ron Mau made the Motion to Certify the Primary Election of 2024; Jenifer Montsinger seconded, and all members saying yes.

The CBE staff were recognized for their dedicated work during the election and canvass processes.

**Next Meeting Date of 03/26/24 at 1:00 p.m.**

**Motion To Adjourn** was made by Ron Mau, seconded by Michael Moore and all members saying yes at 11:55 a.m.

Respectfully Submitted,

  
Ann Melton, Secretary

 3/26/24  
Kirk Stephens, Chair Date

**Minutes**  
**Jackson County Board of Elections**  
**Supplemental and Provisional Ballot Meeting**  
**03/15/24 @ 9:00 a.m.**

**Board Members present:** Chair, Kirk Stephens; Michael Moore, Jenifer Montsinger, Ron Mau and Ann Melton

**Board Member not present:** none

**Meeting was called to Order** by Chair, Kirk Stephens at 9:00 a.m.

**Public Comment:** none

BOE maintains a list of members of the public attending.

**No New business was added to the agenda**

**Agenda was approved:** Ron Mau made the motion to approve the Agenda of the Supplemental and Provisional Ballot Meeting; Michael Moore, seconded and all members saying yes.

**Minutes from 03-05-24 were approved:** Ron Mau made the Motion to Approve the Minutes from 03-05-24, Jenifer Montsinger seconded, and all members saying yes.

**Counted Absentee Ballots were considered and Approved:**

Michael Moore made the Motion to Approve nine (9) CIV absentee ballots, One (1) Overseas absentee ballot and to disallow seven (7) CIV absentee ballots received after the deadline; Ron Mau seconded, and all members saying yes.

The ten (10) approved absentee ballots were opened and scanned.

**Counted Provisional Ballots were considered and Approved:**

Ann Melton made the Motion to Approve forty (40) provisional ballots, one (1) partial provisional ballot and to disallow twenty-six (26) provisional ballots; Jenifer Montsinger seconded, and all members saying yes.

The forty (40) approved provisional ballots and one (1) approved partial provisional ballot were opened and scanned.

**The Upcoming Second Primary** working calendar of the board was attached to the agenda.

**Early Voting Schedule for Second Primary was considered and Approved:**

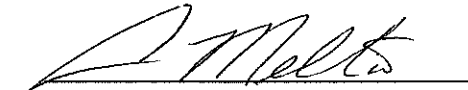
Jenifer Montsinger made the Motion to Adopt the Early Voting Schedule located at the County Board of Elections during their regular office hours of 8:00 a.m. through 5:00 p.m. on Monday through Friday and ending on Saturday, May 11<sup>th</sup>, 2024 during the hours of 8:00 a.m. through 3:00 p.m., as required by the NC General Statutes. Early Voting is to commence on Thursday, April 25<sup>th</sup>, 2024 and end on Saturday, May 11<sup>th</sup>, 2024; Michael Moore, seconded, and all members saying yes.

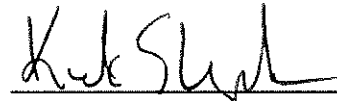



**Next Meeting Date of 03/15/24 at 11:00 a.m. for canvass as previously set on 03/05/24 and  
03/26/24 at 1:00 p.m. for budget review**

**Motion To Adjourn** was made by Ron Mau, seconded by Michael Moore and all members saying yes at 10:30 a.m.

Respectfully Submitted,

  
Ann Melton, Secretary

   
Kirk Stephens, Chair Date

**Minutes**  
**Jackson County Board of Elections**  
**03/26/24 @ 1:00 p.m.**

**Board Members present:** Chair, Kirk Stephens; Michael Moore, Ron Mau and Ann Melton

**Board Member not present:** Jenifer Montsinger

**Meeting was called to Order** by Chair, Kirk Stephens at 1:00 p.m.

**Public Comment:** none

**New business** added to the agenda: Ron Mau requested to Add discussion of Email request; Chair, Kirk Stephens requested to add Election Day and Canvas Meetings; Michael Moore made the Motion to ADD New Business; Ann Melton seconded, and all members saying yes.

**Agenda was approved:** Michael Moore made the motion to approve the Agenda; Ann Melton seconded, and all members saying yes.

**Minutes were Approved** from 03/15/24 Provisional Meeting and 03/15/24 Canvass Meeting: Ron Mau made the Motion to Approve the Minutes of 03/15/24 Provisional Meeting and 03/15/24 Canvass Meeting as presented; Michael Moore seconded, and all members saying yes.

**Budget Review and Approval:** Ron Mau made the Motion To Approve the Draft Budget as presented by the Director Allen; Michael Moore seconded, and all members saying yes.

Debrief of March Primary.

General Discussion regarding the SBE handling email requests for public records as Added to the Agenda.

**Meeting times added to the Agenda were approved:** Michael Moore made the Motion for the

05/14/24, Election Day meeting to be held at 4:00 p.m.

05/24/24 Provisional Meeting to be held at 9:00 a.m.

05/24/24 Canvass Meeting to be held at 11:00 a.m.

Ron Mau seconded, and all members saying yes.



**Personnel closed session:** Motion to close the session was made by Ron Mau, Michael Moore, seconded, all members saying yes. The Board went into closed session at 2:16 p.m.

Motion To Return to Open Session was made by Michael Moore, Ron Mau seconded and all members saying yes. The Board returned to an open session at 2:28 p.m.

**Next Meeting date of 04/09/24 at 1:00 p.m.** as previously established on the 03/15/24 meeting.

**Motion to Adjourn** was made by Michael Moore, Ron Mau seconded, and all members saying yes at 2:30 p.m.

Respectfully Submitted,

  
Ann Melton, Secretary  
Kirk Stephens, Chair

4/9/24  
Date



Jackson County  
Board of Elections  
876 Skyland Dr., Suite 1  
Sylva, NC 28779  
828.586.7531

**RESOLUTION OF THE JACKSON COUNTY BOARD OF ELECTIONS**  
**CONCERNING THE COUNTING OF ABSENTEE BALLOTS**

On March 26, 2024 the Jackson County Board of Elections met at the Board of Elections office and adopted the following resolution:

BE IT RESOLVED by the Jackson County Board of Elections that:

1. The Jackson County Board of Elections shall meet at 4:00 p.m. on Election Day, Tuesday, May 14 at the Board of Elections office to count absentee ballots.
2. Any voter of the county may attend this meeting and observe the count.
3. The results of the absentee ballot count will not be announced before 7:30 p.m. that night.

ADOPTED this 26 of March, 2024 by the Jackson County Board of Elections.

A handwritten signature in black ink, appearing to read "Kirk Stephens", written over a horizontal line.

Kirk Stephens, Chair

Minutes  
Jackson County Board of Elections  
Second Primary – 1<sup>st</sup> Absentee Meeting  
04/09/24 @ 1:00 p.m.

**Board Members present:** Chair, Kirk Stephens; Michael Moore, Ron Mau and Ann Melton

**Board Member not present:** Jenifer Montsinger

**Meeting was called to Order** by Chair, Kirk Stephens at 1:00 p.m.

**Public Comment:** none

**Agenda was approved:** Michael Moore made the motion to approve the Agenda; Ron Mau seconded, and all members saying yes.

**Minutes were Approved** Ron Mau made the Motion to Approve the Minutes of 03/26/24; Michael Moore seconded, and all members saying yes.

Zero Absentee Ballots have been received.

**Early Voting Plans:** Michael Moore made the Motion to establish the following Early Voting times, dates and sites for the General Election 2024: Early Voting to be held on

Weekdays; **Monday through Friday from 08:00 a.m. through 7:30 p.m.**

Early Voting to begin on *Thursday, 10-17-24, Friday, 10-18-24;*

*Monday 10-21-24 through Friday 10-25-24*

*Monday 10-28-24 through Friday 11-1-24*

**Saturday 10-26-24 from 8:00 a.m. through 3:00 pm.** With the *conclusion* of early voting on

**Saturday 11-2-24 from 8:00 a.m. through 3:00 p.m.**

At the five (5) Site that have historically been used, to wit:

*Cashiers Recreation Center, Cullowhee Recreation Center, WCU University Center, Qualla Community Building and County Board of Elections Office.*

Ron Mau seconded the Motion, and all members saying yes

**Personnel closed session:** Motion to close the session was made by Ron Mau, Michael Moore, seconded, all members saying yes. The Board went into closed session at 1:17 p.m.

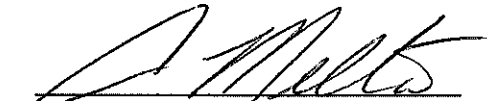
Motion To Return to Open Session was made by Michael Moore, Ann Melton seconded and all members saying yes. The Board returned to an open session at 1:35 p.m.

Ron Mau made the Motion for the Chair to continue with the hiring process for the Election Data Manager, Ann Melton seconded, and all members saying yes.

**Next Meeting date of 04/16/24 at 1:00 p.m.** as previously established at the 03/15/24 meeting.

**Motion to Adjourn** was made by Michael Moore, Ron Mau seconded, and all members saying yes at 1:35 p.m.

Respectfully Submitted,

  
Ann Melton, Secretary

 4/16/24  
Kirk Stephens, Chair Date

Minutes  
Jackson County Board of Elections  
Second Primary – 2<sup>nd</sup> Absentee Meeting  
04/16/24 @ 1:00 p.m.

**Board Members present:** Chair, Kirk Stephens; Michael Moore, Ron Mau and Ann Melton

**Board Member not present:** Jenifer Montsinger

**Meeting was called to Order** by Chair, Kirk Stephens at 1:00 p.m.

**Public Comment:** none

**New Business added to Agenda** by Chair, Kirk Stephens included the Testing of Voting Machines and Town Boards.

**Agenda was approved:** Ron Mau made the motion to approve the Agenda as Amended; Michael Moore seconded, and all members saying yes.

**Minutes were Approved** Ron Mau made the Motion to Approve the Minutes of 04/09/24 as presented ; Michael Moore seconded, and all members saying yes.

**Absentee Ballots were Approved by the Board:** Michael Moore made the Motion to approve one (1) CIV Absentee Ballot, Ron Mau seconded and all members saying yes.

Testing of voting machine set for Tuesday, April 23, 2024.

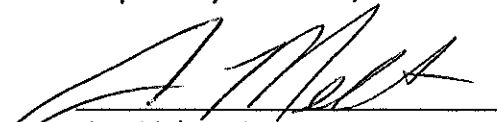
The Sylva Town Board Election will remain in 2025 as board members are filling vacant position due to a member resignation.

The CBE Director advised on all precincts being ADA compliant and the near completion of an Emergency Manual.

**Next Meeting date of 04/23/24 at 1:00 p.m.** as previously established at the 03/15/24 meeting.

**Motion to Adjourn** was made by Ann Melton, Michael Moore seconded, and all members saying yes at 1:20 p.m.

Respectfully Submitted,

  
Ann Melton, Secretary

 4/23/24  
Kirk Stephens, Chair Date

Minutes  
Jackson County Board of Elections  
Second Primary –3<sup>rd</sup> Absentee Meeting  
04/23/24 @ 1:00 p.m.

**Board Members present:** Chair, Kirk Stephens; Michael Moore, Ron Mau and Ann Melton

**Board Member not present:** Jenifer Montsinger

**Meeting was called to Order** by Chair, Kirk Stephens at 1:00 p.m.

**Public Comment:** none

**New Business added to Agenda** was the NC Trusted Elections Town Hall Meeting by Ron Mau.

**Agenda was approved:** Ron Mau made the motion to approve the Agenda as Amended; Michael Moore seconded, and all members saying yes.

**Minutes were Approved** Ron Mau made the Motion to Approve the Minutes of 04/16/24 as presented; Michael Moore seconded, and all members saying yes.

**Absentee Ballots were Approved by the Board:** There were zero (0) Absentee Ballots.

**DS-200 Testing Activity and Report:** The Director reported all machines have been tested and the Mock Election was accurate.

Ron Mau accepted an invitation to participate, on behalf of the CBE, in the NC Trusted Elections Town Hall Meeting being held on 04/30/24 from 6:30 pm till 8:00 pm located at the UC theatre on WCU campus.


The CBE Director advised of the completion of an Emergency Manual.

The Board inspected the portable cart to be used for curbside voting and toured the portion of the safe area which had been cleaned and organized.

**Next Meeting date of 04/30/24 at 1:00 p.m.** as previously established at the 03/15/24 meeting.

**Motion to Adjourn** was made by Ann Melton, Ron Mau seconded, and all members saying yes at 1:30 p.m.

Respectfully Submitted,

  
Ann Melton, Secretary

  
Kirk Stephens, Chair Date



Minutes  
Jackson County Board of Elections  
Second Primary –4th Absentee Meeting  
04/30/24 @ 1:00 p.m.

**Board Members present:** Chair, Kirk Stephens; Michael Moore, Ron Mau, Jenifer Montsinger and Ann Melton

**Board Member not present:** No one

**Meeting was called to Order** by Chair, Kirk Stephens at 1:00 p.m.

**Public Comment:** none

**Agenda was approved:** Ann Melton made the motion to approve the Agenda as presented; Jenifer Montsinger seconded, and all members saying yes.


**Minutes were Approved** Ron Mau made the Motion to Approve the Minutes of 04/23/24 as presented; Michael Moore seconded, and all members saying yes.

**Absentee Ballots were Approved by the Board:** There were zero (0) Absentee Ballots.

**Next Meeting date of 05/07/24 at 1:00 p.m.** as previously established at the 03/15/24 meeting.

**Motion to Adjourn** was made by Michael Moore, Ron Mau seconded, and all members saying yes at 1:06 p.m.

Respectfully Submitted,

  
Ann Melton, Secretary

  
Kirk Stephens, Chair      5/7  
Date

Minutes  
Jackson County Board of Elections  
Second Primary –5th Absentee Meeting  
05/07/24 @ 1:00 p.m.

**Board Members present:** Chair, Kirk Stephens; Michael Moore, Ron Mau, and Jenifer Montsinger

**Board Member not present:** Ann Melton; Amanda Allen will prepare minutes

**Meeting was called to Order** by Chair Kirk Stephens at 1:00 p.m.

**Public Comment:** none

**Agenda was approved:** Ron Mau made the motion to approve the Agenda as presented; Jenifer Montsinger seconded, and all members saying yes.

**Minutes were Approved** Ron Mau made the Motion to Approve the Minutes of 04/30/24 as presented; Michael Moore seconded, and all members saying yes.

**Absentee Ballots were Approved by the Board:** Jenifer Montsinger made the Motion to approve one (1) CIV Absentee Ballot, Michael Moore seconded and all members saying yes.

**Municipal Elections Finances:** We are in the process of preparing invoices for 11/07/2023 municipal elections and due to substantial cost increases are considering new processes for future municipal elections. The CBE Director will reach out to municipalities and Jackson County Finance for further advice on 2023 invoices before fiscal year end.

**Community Outreach:** Director emphasized the importance of community engagement/education leading up to November. Highlighted two upcoming events:


- 07/23/2024 from 3-5 pm was selected as "Open House"-style reception to thank precinct workers, community and county partners and introduce Board and BOE staff; and kick-off the General Election cycle.
- Jackson Co. 4H is offering "civic engagement" programming at Jackson Co. Parks & Rec summer camp. BOE will be providing voting activities, including a sticker contest. The Board was asked to pick the top three sticker submissions.

**Resignation of Jenifer Montsinger:** Jenifer confirmed she will continue through Canvass (05/24/2024). The Director will submit information to SBE to process replacement, Roy Osborne.

**Next Meeting date of Election Day 5/14/2024 at 4:00 p.m.** as previously established at the 03/15/24 meeting.

**Motion to Adjourn** was made by Michael Moore, Ron Mau seconded, and all members saying yes at 1:25 p.m.

Respectfully Submitted,

  
Amanda Allen, Director

 5/14  
Kirk Stephens, Chair Date

Minutes  
Jackson County Board of Elections  
Second Primary – ELECTION DAY MEETING  
05/14/24 @ 4:00 p.m.

**Board Members present:** Chair, Kirk Stephens; Michael Moore, Ron Mau, Jenifer Montsinger and Ann Melton

**Board Member not present:** No one

**Meeting was called to Order** by Chair, Kirk Stephens at 4:00 p.m.

**Public Comment:** none

**Agenda was approved:** Ron Mau made the motion to approve the Agenda as presented; Michael Moore seconded, and all members saying yes.

**Minutes were Approved** Ron Mau made the Motion to Approve the Minutes of 05/07/24 as presented; Jenifer Montsinger seconded, and all members saying yes.

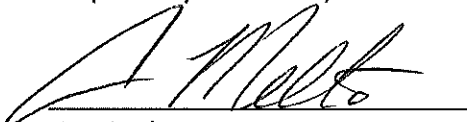
**Absentee Ballots were Approved by the Board:** There were zero (0) Absentee Ballots.

The two (2) previously approved Civilian Absentee Ballots were scanned

**Next Meeting date of 05/24/24 at 9:00 am for Provisional & Supplemental Meeting**  
**05/24/24 at 11:00 am for CANVASS MEETING**

**Motion to Adjourn** was made by Ann Melton, Ron Mau seconded, and all members saying yes at 4:20 p.m.

Respectfully Submitted,

  
Ann Melton, Secretary

  
Kirk Stephens, Chair      Date 5/24

Minutes  
Canvass Meeting  
Jackson County Board of Elections  
05/24/24 @ 11:00 a.m.

**Board Members present:** Chair, Kirk Stephens; Michael Moore, Ron Mau, Jenifer Montsinger and Ann Melton

**Board Member not present:** none

**Meeting was called to order by Chair, Kirk Stephens at 11:00 a.m.**

**Public Comment:** none

The Agenda was reviewed with no new business added. Minutes from 05/24/24 **9:00 a.m.** meeting to be considered at the next board meeting.

The Director presented and Board approved the Sample Hand-to-Eye Paper Counts from Canada and Caney Fork Precincts.

The Director presented and the Board accepted, approved and certified the OFFICIAL ABSTRACT OF RESULTS from the 05/14/24 Election.

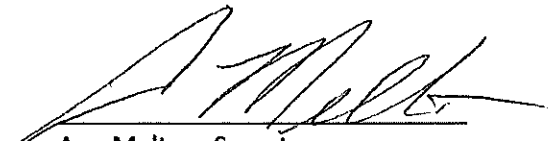
The Chair acknowledged the great work of the staff.

The Chair acknowledged the professionalism, experience and the cooperative nature of the outgoing board member.

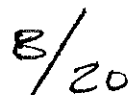
**Motion To Adjourn was made by Jenifer Montsinger, Michael Moore seconded and all members saying yes at 11:20 a.m.**

**The next meeting will be called by the Director toward the end of June, 2024.**

Respectfully Submitted,

  
Ann Melton, Secretary

  
Kirk Stephens, Chairperson

  
Date

Minutes  
Supplemental & Provisional Ballot Meeting  
Jackson County Board of Elections  
05/24/24 @ 9:00 a.m.

**Board Members present:** Chair, Kirk Stephens; Michael Moore, Ron Mau, Jenifer Montsinger and Ann Melton

**Board Member not present:** none

**Meeting was called to order by Chair, Kirk Stephens at 9:00 a.m.**

**Public Comment:** none

**No New Business was added to the Agenda:**

**The Agenda was approved:** Michael Moore made the motion to approve the agenda, Ann Melton seconded, and all members saying yes.

**The Minutes from 05/14/24 were approved:** Ron Mau made the Motion to approve the Minutes from Election Day, 05/14/24. Jenifer Montsinger seconded, and all members saying yes.

**Approve the return of Supplemental absentee ballots:** There were zero(0) Supplemental absentee ballots.


**Counting of Provisional Ballots:** There were nine (9) provisional ballots for consideration. Ron Mau made the Motion to allow eight (8) Provisional Ballots and to disallow one (1) Provisional Ballot, Michael Moore seconded, and all members saying yes.

The Board tabulated the eight (8) approved Provisional ballots and scanned them.

**Motion To Adjourn was made by Jenifer Montsinger, Michael Moore seconded and all members saying yes at 11:20 a.m.**

**The next meeting is scheduled for 05/24/24 at 11:00 a.m**

Respectfully Submitted,

  
Ann Melton, Secretary

 8/20  
Kirk Stephens, Chairperson Date

Minutes  
Jackson County Board of Elections  
08/20/24 @ 1:00 pm

**Board Members Present:** Chair, Kirk Stephens, Michael Moore, Ron Mau, Roy Osborn and Ann Melton

**Board Members Not Present:** none

Meeting was called to Order by Chair, Kirk Stephens at 1:00 p.m.

Roy Osborn was sworn in as a board member of the Jackson County Board of Elections.

**Public Comment:** none

No new business added to the agenda.

**Agenda was approved:** Michael Moore made the motion to approve, Ron Mau seconded, and all members saying yes.

**Minutes from 05/24/24 9:00 a.m. Provisional Meeting and 05/24/24 11:00 a.m. Canvass Meeting** were approved: Ron Mau made the motion to approve, Roy Osborn seconded, and all members saying yes.

**External Review Updates:** No action required.

The CBE Director reported the SBE Wellness Check site visit was completed in July 2024. Cybersecurity and Infrastructure security agency review was also completed on site. Suggestions included to upgrade the badge system and camera systems. Also needed is an improvement to the telephone system and to add an upgrade to protect county computer systems if a contaminated email is opened. Full time staff, administrators and individuals with remote access will receive background checks.

**Voter Registration Removals were approved:** Routine List Maintenance revealed addresses of two (2) voters with Whittier addresses located in Swain County. Ron Mau made the motion to approve the removals in question, Michael Moore seconded and all members saying yes.

**Communications and Transparency:** The CBE Director advised she will be exploring options to allow individuals to sign up, without a fee, to the Sunshine List.

**Meeting Minutes to be posted on the CBE Website was approved:** Ann Melton made the motion for the minutes to be posted on the CBE Website beginning in 2024 and the agendas to be posted with the minutes effective 08/20/2024, Michael Moore seconded, and all members saying yes.

**General Election Absentee Meeting schedule was approved:**

The Absentee Meeting schedule for the General Election 2024 was set at 1:00 pm on Tuesdays: 10-1-24, 10-8-24, 10-15-24, 10-22-24, and 10-29-24.

General Election Day, 11-5-24:

Ron Mau made the Motion to adopt a Resolution for the scanning and tabulation of early voting to begin at 2:00 p.m. on Election Day, Tuesday, 11-05-24, Roy Osborn seconded and all members saying yes.

The Canvass Meeting will begin at 11:00 a.m. on Friday, November 15, 2024.

The Provisional and Supplemental meeting will be held at 9:00 a.m. on Canvass Day, 11-15-24.

**Personnel Closed Session:** Ron Mau made the Motion to enter into a closed session, Michael Moore seconded and all members saying yes. The Board went into closed session at 1:50 p.m.

**Return to Open Session:** Ron Mau made the motion, Roy Osborn seconded, and all members saying yes.

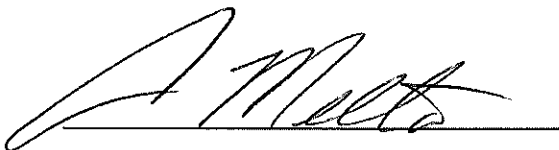
Upon the return to an Open Session at 2:35 p.m., no action was taken.

**Updates to the MAT Team were approved:** Michael Moore made the motion to approve Mary Johnson and Patsy Lovedahl as members of the MAT Team, Roy Osborn seconded and all members saying yes.

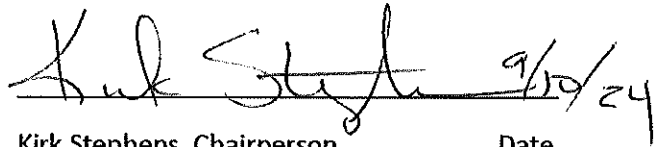
**Next Meeting date scheduled for Tuesday, 09-10-24 at 1:00 p.m.**

**Motion To Adjourn** was made by Michael Moore, seconded by Ron Mau and all members saying yes at 2:55 p.m.

Respectfully Submitted,



Ann Melton, Secretary



Kirk Stephens, Chairperson

Date



Jackson County  
Board of Elections  
876 Skyland Dr., Suite 1  
Sylva, NC 28779  
828.586.7531

**RESOLUTION OF THE JACKSON COUNTY BOARD OF ELECTIONS  
CONCERNING THE COUNTING OF ABSENTEE BALLOTS**

On August 20, 2024 the Jackson County Board of Elections met at the Board of Elections office and adopted the following resolution:

BE IT RESOLVED by the Jackson County Board of Elections that:

1. The Jackson County Board of Elections shall meet at 2:00 p.m. on Election Day, Tuesday, November 5 at the Board of Elections office to count absentee ballots.
2. Any voter of the county may attend this meeting and observe the count.
3. The results of the absentee ballot count will not be announced before 7:30 p.m. that night.

ADOPTED this 20 of August, 2024 by the Jackson County Board of Elections.

A handwritten signature in black ink, appearing to read "Kirk Stephens", is written over a horizontal line.

Kirk Stephens, Chair



Minutes  
Jackson County Board of Elections  
09/10/24 @ 1:00 pm

**Board Members Present:** Chair, Kirk Stephens, Michael Moore, Ron Mau, Roy Osborn and Ann Melton

**Board Members Not Present:** none

Meeting was called to Order by Chair, Kirk Stephens at 1:00 p.m.

**Public Comment:** Teresa Cruz Paul, Director of Community Engagement and Service Learning, reported the WCU campus voter registration and student events for September, 2024.

**Agenda was approved:** Ron Mau made the motion to approve, Michael Moore seconded, and all members saying yes.

**Minutes from 08/20/24 were approved:** Ron Mau made the motion to approve, Roy Osborn, seconded, and all members saying yes.

Communication & Transparency-

A. Website update: CBE Director Allen informed the board that all minutes from 2024 have been placed on the Website. The website was reorganized to alleviate the users from being directed to the SBE website when searching candidates and various other topics.

B. **Sylva Herald Ads:** Michael Moore made the motion for the publication of the sample ballot in the Sylva Herald to coincide with early voting, Ann Melton, seconded, and all members saying yes.

C. WRGC spots: CBE Director Allen advised of radio advertising spots to encourage voting by everyone eligible to vote.

**Social Media Face Book to be created:** Michael Moore made the motion to create a new official Face Book page for the CBE to manage and due to lack of CBE staff time and resources, comments to be disabled, Roy Osborn, seconded and all members saying yes.

General Election –

Absentee Ballot Update: CBE Director Allen advised the board that the absentee ballots held by the CBE are not usable due to removal of the We the People candidates. The CBE was prepared to mail ballots to voters but with the recent court decision revised ballots will have to be reprinted. The new ballots are having to be reprinted at the additional cost of a 25% (twenty-five percent) increase. This reorder places the CBE on track with the uniformity of all North Carolina counties. All counties will begin sending ballots on the same day.

Numbered Memos update: CBE Director Allen supplied board members with 2 (two) new memos. Memo 2023-02 was revised and memo 2024-05 was new.

**Closed Session Personnel issue:** Ron Mau made the Motion to enter into a closed session pursuant to NCGS 143-318.11 (a)(6), Michael Moore, seconded and all members saying yes at 1:50 p.m.

**Return to Open Session:** Ron Mau made the Motion to Return to Open Session, Michael Moore, seconded and all members saying yes.

Upon the return to an Open Session at 2:23 p.m., no action was taken.

**Next Meeting date is scheduled for Tuesday, October 1, 2024 at 1:00 pm.**

**Motion to Adjourn** was made by Michael Moore, seconded by Ron Mau and all members saying yes at 2:26 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Ann Melton", written over a horizontal line.

Ann Melton, Secretary

A handwritten signature in cursive script, appearing to read "Kirk Stephens", written over a horizontal line.

Kirk Stephens, Chairperson

10-1-24

Date

Minutes  
Jackson County Board of Elections  
10/01/24 @ 1:00 pm

**Board Members Present:** Chair, Kirk Stephens, Michael Moore, Ron Mau, Roy Osborn and Ann Melton

**Board Members Not Present:** none

I. The meeting was called to Order by Chair, Kirk Stephens at 1:00 p.m.

**II. Public Comment:** None

**III. Agenda was Amended:** VI. To amend Absentee Ballots *Update* in lieu of Absentee Ballots for Approval by the Board. IX. Internship and Numbered Memo 2018-12 were added to the agenda. X. No Precinct Personnel issues to discuss. XI. No General Election Poll Worker lists are available due to loss of Internet.

**Agenda as Amended was approved:** Ron Mau made the motion to approve the Agenda as Amended, Roy Osborn, seconded, and all members saying yes.

**IV. Minutes from 09/10/24 were approved:** Ron Mau made the motion to approve the minutes, Michael Moore, seconded, and all members saying yes.

**V. Emergency Operations:** CBE Director Allen updated the Board that all the polling sites are intact and accessible in Jackson County. The five (5) early voting sites are accessible but are without internet access and phone coverage at this time.

**VI. Absentee Ballots update:** CBE Director Allen updated the Board of her challenge to keep all office operations up to date because of no Internet access as well as the office telephone system being inoperable. The Mobile Unit for the CBE is being set up in the ROD. Absentee Ballots are being received but the CBE can't print or log into the SEAMS portal because of no internet access.

**VII. Notice of Buffer Zones for Election Day and Early voting sites were approved:** Michael Moore made the Motion to approve, Ann Melton seconded, and all members saying yes.

**VIII. Logic and Accuracy Testing/Mock Election** delegated to CBE with each Board Member testing a voting machine. All concepts were tested.

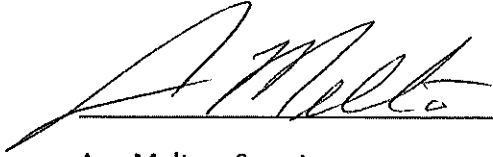
**IX. CBE Director Allen** advised that an individual is interested in a possible Internship during the summer or spring.

CBE Director Allen informed the Board to refer to Memo numbered 2018-12 in lieu of an updated Memo.

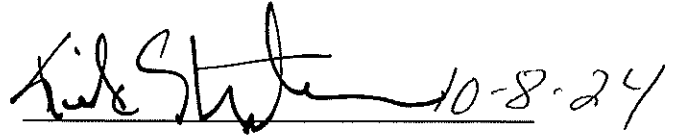
**Next Meeting date is scheduled for 10-08-24 at 1:00 p.m.**

**Motion To Adjourn** was made by Michael Moore, seconded by Ron Mau and all members saying yes at 2:30 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "A Melton", written over a horizontal line.

Ann Melton, Secretary

A handwritten signature in cursive script, appearing to read "Kirk Stephens", followed by the date "10-8-24", written over a horizontal line.

Kirk Stephens, Chairperson

Date

Minutes  
Jackson County Board of Elections  
10/08/24 @ 1:00 pm

**Board Members Present:** Chair, Kirk Stephens, Michael Moore, Ron Mau, Roy Osborn and Ann Melton

**Board Members Not Present:** none

The meeting was called to Order by Chair, Kirk Stephens at 1:00 p.m.

**Public Comment:** None

**Agenda was approved:** Michael Moore made the motion to approve the agenda, Ann Melton seconded, and all members saying yes.

**Minutes from 10/01/24 were approved:** Ron Mau made the motion to approve the minutes as presented, Roy Osborn seconded, and all members saying yes.

**Emergency Operations:** CBE Director Allen furnished all members with a memo from SBE providing guidance for emergencies. Special exceptions can include Jackson County Board of Elections accepting out of county absentee ballots and Jackson County poll workers being able to work in one of the counties affected by hurricane Helene. The Director of Jackson County Board of Elections reported that she is meeting all deadlines and is on track for the election.

**Absentee Ballots were approved by the Board:** The board considered, approved, and scanned a total of eighty-eight (88) absentee ballots as follows:

Ron Mau made the motion to approve sixty-three (63) civilian absentee ballots, Michael Moore seconded, and all members saying yes.

Michael Moore made the motion to approve one (1) military absentee ballot and twenty-four (24) overseas absentee ballots and all members saying yes.

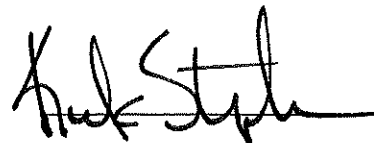
**Next Meeting date is scheduled for October 15<sup>th</sup>, 2024 at 1:00 p.m.**

**Motion To Adjourn** was made by Michael Moore, seconded by Ron Mau and all members saying yes at 2:30 p.m.

Respectfully Submitted,



Ann Melton, Secretary

 10-15-24

Kirk Stephens, Chairperson

Date

Minutes  
Jackson County Board of Elections  
10/15/24 @ 1:00 pm

**Board Members Present:** Chair, Kirk Stephens, Michael Moore, Ron Mau, Roy Osborn and Ann Melton

**Board Members Not Present:** none

The meeting was called to Order by Chair, Kirk Stephens at 1:00 p.m.

**Public Comment:** Keith Blaine expressed concern regarding WCU early voting and election site.

**Agenda was Amended:** Ron Mau requested the WCU site concern and Cullowhee Recreation site to be added to the Agenda.

**Agenda was approved:** Michael Moore made the motion to approve the agenda as Amended, Ann Melton seconded, and all members saying yes.

**Minutes from 10/08/24 were approved:** Ron Mau made the motion to approve the minutes as presented, Roy Osborn seconded, and all members saying yes.

**Items added to the Agenda of WCU site and Cullowhee Rec site.**

A. Director Allen advised there has been a policy change at WCU which adds a zone to allow for all people to electioneer. This policy change will provide a solution to the public comment issues.

B. Director Allen advised that signage would be posted at all areas of concern for the Cullowhee Recreation site. This will include the present entrance door as well as the previous entrance door.

**Emergency Operations:** Status update by CBOE Director Allen who advised of concerns for future natural disasters regarding communication in rural areas, and the availability of trucks with lift gates.

**Legislation and SBE guidance** were provided by the Legislative Disaster Recovery Act of 2024 for Hurricane Helen which was extended to twenty-five (25) counties. The SBE provided Memo 2024-51, which the Board members received from Director Allen. CBOE Director Allen summarized Memo 2024-51 and requested CBOE staff/notary public to witness any of the absentee ballots brought to the CBOE. This issue will be considered next week at the board meeting.

**General Election Poll Worker Appointments were approved:**

Michael Moore made the motion to approve the revised lists for Early Voting Chief Judges and Party Judges and Election Day Chief Judges and Party Judges; and in the event of last-minute changes; the Director has the authority to make any last-minute substitutions as necessary, Roy Osborn seconded, and all members saying yes.

**Absentee Ballots were approved by the Board:** The board considered, approved, and scanned a total of One hundred fifty-nine (159) absentee ballots as follows:

Ron Mau made the motion to approve six (6) overseas ballots, Roy Osborn seconded, and all members saying yes.

Michael Moore made the motion to approve one hundred fifty-three (153) civilian ballots, Ann Melton, seconded, and all members saying yes.

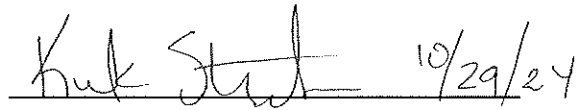
**Next Meeting date is scheduled for October 22, 2024 at 1:00 p.m.**

**Motion To Adjourn** was made by Michael Moore, seconded by Ann Melton and all members saying yes at 2:40 p.m.

Respectfully Submitted,



Ann Melton, Secretary



Kirk Stephens, Chairperson

Date

Minutes  
Jackson County Board of Elections  
10/22/24 @ 1:00 pm

**Board Members Present:** Chair, Kirk Stephens, Michael Moore, Ron Mau, Roy Osborn and Ann Melton

**Board Members Not Present:** none

The meeting was called to Order by Chair, Kirk Stephens at 1:00 p.m.

**Public Comment:** none

**Agenda was approved:** Michael Moore made the motion to approve the agenda, Roy Osborn, seconded, and all members saying yes.

**Minutes from 10/15/24 were approved:** Michael Moore made the motion to approve the minutes as revised, Ron Mau, seconded, and all members saying yes.

**Election Day**

- A. Outreach opportunity delegated to CBE Director Allen.
- B. Board Assistance will be discussed at the 10/29/24 meeting.

**Absentee Ballots were approved by the Board:** The board considered, approved, and scanned a total of One hundred twenty (120) absentee ballots as follows:

Michael Moore made the motion to approve One hundred eleven (111) civilian ballots, seven (7) overseas ballots, and two (2) Military ballots, Roy Osborn seconded, and all members saying yes.

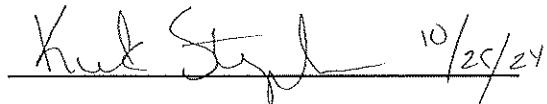
**Next Meeting date is scheduled for October 29, 2024 at 1:00 p.m.**

**Motion To Adjourn** was made by Michael Moore, seconded by Ron Mau, and all members saying yes at 2:30 p.m.

Respectfully Submitted,



Ann Melton, Secretary



Kirk Stephens, Chairperson

Date



Minutes  
Jackson County Board of Elections  
11/05/24 @ 2:00 pm

**Board Members Present:** Chair, Kirk Stephens, Michael Moore, Ron Mau, Roy Osborn and Ann Melton

**Board Members Not Present:** none

The meeting was called to Order by Chair, Kirk Stephens at 2:00 p.m.

**Public Comment:** none

**Agenda was approved:** Ron Mau made the motion to approve the agenda, Roy Osborn seconded, and all members saying yes.

**Minutes from 10/29/24 were approved:** Ron Mau made the motion to approve the minutes for 10/29/24 as presented, Michael Moore, seconded, and all members saying yes.

**Absentee Ballots were approved by the Board:** The board considered, approved, and scanned a total of two hundred fifty-nine (259) absentee ballots as follows:

Michael Moore made the motion to approve two hundred fifty (250) civilian ballots, six (6) overseas ballots, and three (3) military ballots, Roy Osborn seconded, and all members saying yes.

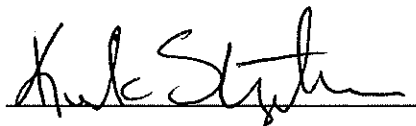
**Next Meeting date is scheduled for November 15<sup>th</sup>, 2024 at 9:00 a.m.** and to Canvass at 11:00 a.m.

**Motion To Adjourn** was made by Ann Melton, seconded by Roy Osborn, and all members saying yes at 4:00 p.m.

Respectfully Submitted,



Ann Melton, Secretary

 11/12/24

Kirk Stephens, Chairperson

Date

Minutes  
Jackson County Board of Elections  
11/12/24 @ 10:00 a.m.  
Voter Challenge Meeting

**Board Members Present:** Chair, Kirk Stephens, Michael Moore, Ron Mau, Roy Osborn and Ann Melton

**Board Members Not Present:** none

The meeting was called to Order by Chair, Kirk Stephens at 10:00 a.m.

**Public Comment:** none

**Amendment to Agenda:** Schedule a meeting

**Agenda was approved as Amended:** Michael Moore made the motion to approve the agenda as Amended, Ann Melton, seconded, and all members saying yes.

**Minutes from 11/05/24 were approved:** Ron Mau made the motion to approve the minutes as presented, Roy Osborn, seconded, and all members saying yes.

**Absentee Challenges:** The Board voted to enter one (1) Absentee challenge.

Roy Osborn made the motion to proceed with the challenge, Michael Moore, seconded, and all members saying yes.

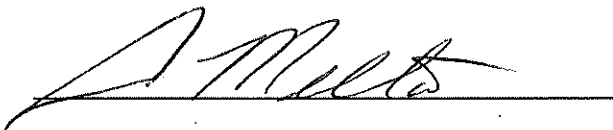
**Early Voting Challenges:** The Board voted to enter four (4) Early Voting challenges.

Roy Osborn made the motion to proceed with the challenges, Michael Moore, seconded, and all members saying yes.

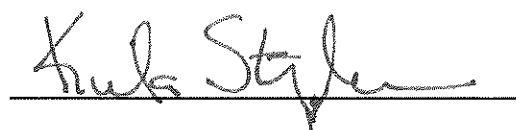
**Next Meeting date** is 11/15/24 at 9:00 a.m. for Provisional Ballots and 11:00 a.m. for Canvass as previously scheduled. A recount meeting is tentatively scheduled for November 22nd 2024 at 8:00 a.m.

**Motion To Adjourn** was made by Michael Moore, seconded by Roy Osborn, and all members saying yes at 10:31 a.m.

Respectfully Submitted,



Ann Melton, Secretary



Kirk Stephens, Chairperson

Date

Minutes  
Jackson County Board of Elections  
11/15/24 @ 11:00 a.m.  
Canvas Meeting

**Board Members Present:** Chair, Kirk Stephens, Michael Moore, Ron Mau, Roy Osborn and Ann Melton

**Board Members Not Present:** none

The meeting was called to Order by Chair, Kirk Stephens at 11:00 a.m. The meeting was Recessed to finish processing the provisional ballots at 11:00 a.m. The meeting Resumed at 11:18 a.m.

**Agenda was approved:** Ann Melton made the motion to approve the agenda, Ron Mau, seconded, and all members saying yes.

**Unverified voters:** Ron Mau made the motion to approve the removal of twenty-seven (27) of the twenty-nine (29) same day Unverified Registrations, Roy Osborn, seconded, and all members saying yes.

**Challenges:** Ron Mau made the Motion to Sustain the four (4) early voting challenges, Michael Moore, seconded, and all members saying yes.

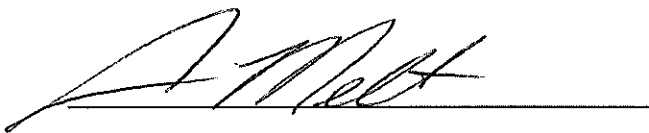
**The Board examined and reviewed all Canvas Materials.**

The CBE Director presented and the Board accepted, approved and certified the OFFICIAL ABSTRACT OF RESULTS from the 11/05/24 Election.

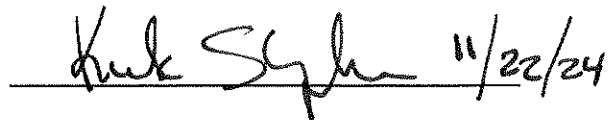
**Next Meeting date is scheduled for December 5, 2024 at 10:00 a.m.** A recount meeting is tentatively scheduled for November 22nd 2024 at 8:00 a.m.

**Motion To Adjourn** was made by Ann Melton, seconded by Michael Moore, and all members saying yes at 2:30 p.m.

Respectfully Submitted,



Ann Melton, Secretary



Kirk Stephens, Chairperson

Date

**Minutes**  
**Jackson County Board of Elections**  
**11/15/24 @ 9:00 a.m.**  
**Supplemental & Provisional Ballot Meeting**

**Board Members Present:** Chair, Kirk Stephens, Michael Moore, Ron Mau, Roy Osborn and Ann Melton

**Board Members Not Present:** none

The meeting was called to Order by Chair, Kirk Stephens at 9:00 a.m.

**Public Comment:** none

**Agenda was approved:** Michael Moore made the motion to approve the agenda, Ron Mau seconded, and all members saying yes.

**Minutes from 11/12/24 were approved:** Ron Mau made the motion to approve the minutes as presented, Roy Osborn, seconded, and all members saying yes.

**Counting Supplemental Absentee Ballots:** The Board considered, approved, and scanned forty-seven (47) Supplemental Absentee Ballots as follows:

Roy Osborn made the motion to approve five (5) military ballots, Ron Mau, seconded, and all members saying yes.

Michael Moore made the motion to approve nine (9) overseas ballots, Roy Osborn, seconded, and all members saying yes.

Ann Melton made the motion to approve thirty-three (33) civilian ballots, Ron Mau, seconded, and all members saying yes.

**Counting of Provisional Ballots:** The board considered, approved and scanned one hundred sixty-seven (167) Provisional Ballots as follows:

Ann Melton made the motion to allow one (1) provisional ballot and to disallow one (1) provisional ballot, Roy Osborn, seconded, and all members saying yes.

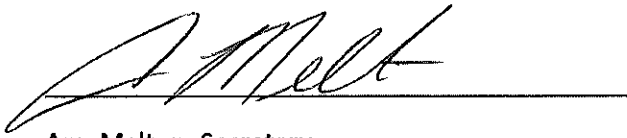
Ron Mau made the motion to allow one hundred sixty-five (165) provisional ballots as allowed by statute, Michael Moore, seconded, and all members saying yes.

The meeting was Recessed at 10:58 a.m.

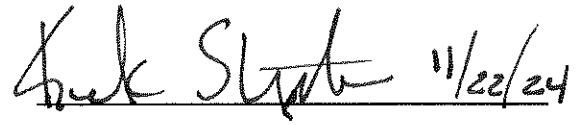
The meeting Resumed at 11:00 a.m. for the continued scanning of the provisional ballots.

**Motion To Adjourn** was made by Ron Mau, seconded by Michael Moore, and all members saying yes at 11:18 a.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "A Melton", written over a horizontal line.

Ann Melton, Secretary

A handwritten signature in cursive script, appearing to read "Kirk Stephens", followed by the date "11/22/24", written over a horizontal line.

Kirk Stephens, Chairperson

Date

Jackson County Board of Elections

Minutes

21-Nov-2024

Preliminary Protest Consideration Meeting

Meeting was called to Order by Kirk Stephens, Chair at 3:00 p.m. Members present were Mau, Moore, Osborn, and Stephens.

Agenda was approved with motion by Mau; second by Osborn; motion carried 100%.

Approval of minutes was tabled until the next meeting.

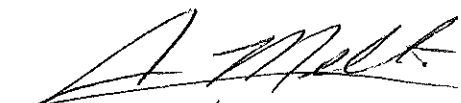
At issue before the board were protests from the Griffin campaign regarding ten Jackson county voters, one flagged as "moved within state" and nine flagged as "verification returned undeliverable."

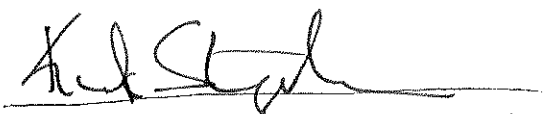
The board authorized the chair to sign the order to advance the protest and that a hearing be held as required by law. Motion by Mau; second by Moore; motion carried 100%.

The protest hearing will be held Wednesday, November 27, 2024 at 1:00 p.m.

The next board meeting will be Friday, November 22, 2024 at 8:00 a.m.

Meeting adjourned at 3:30. Motion by Moore; second by Mau; motion carried 100%.

  
Secretary

  
Chair                      date

Minutes  
Jackson County Board of Elections  
11/22/24 @ 8:00 a.m.  
Recount NC Supreme Court Associate Justice Seat 06

**Board Members Present:** Chair, Kirk Stephens, Michael Moore, Ron Mau, Roy Osborn and Ann Melton

**Board Members Not Present:** none

The meeting was called to Order by Chair, Kirk Stephens at 8:00 a.m.

**Public Comment:** none

**Agenda was approved:** Ron Mau made the motion to approve the agenda, Michael Moore seconded, and all members saying yes.

**Minutes from 11/15/24 @ 9:00 a.m., 11/15/24 @ 11:00 a.m. and 11/21/24 were approved:** Roy Osborn made the motion to approve the minutes as presented, Ron Mau, seconded, and all members saying yes.

The Recount Process was commenced, continued throughout the day and the meeting was recessed at 5:20 p.m.; to resume Monday, 11/25/24 at 8:00 a.m.

**The meeting was called out of recess and to Resume Recount @ 8:00 a.m. on Monday, 11/25/24 by** act Chair, Ann Melton.

Members present were Ron Mau, Michael Moore, Roy Osborn, and Ann Melton

The Recount was completed with NO changes.

**Motion To Adjourn** was made by Ron Mau, seconded by Roy Osborn, and all members saying yes at 1:20 p.m.

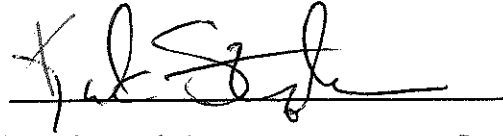
The protest hearing will be held Wednesday, November 27, 2024 at 1:00 p.m.

**The next board meeting will be Thursday, December 5, 2024 at 10:00 a.m.**

Respectfully Submitted,



Ann Melton, Secretary



Kirk Stephens, Chairperson

Date

Minutes  
Jackson County Board of Elections  
11/27/24 @ 1:00 p.m.  
Evidentiary Hearing

**Board Members Present:** Chair, Kirk Stephens, Michael Moore, Ron Mau, Roy Osborn and Ann Melton

**Board Members Not Present:** none

The meeting was called to Order by Chair, Kirk Stephens at 1:00 p.m.

**Public Comment:** none

**Agenda was approved:** Ron Mau made the motion to approve the agenda, Michael Moore seconded, and all members saying yes.

**Minutes from 11/22/24 @ 8:00 a.m. were approved:** Ron Mau made the motion to approve the minutes as presented, Roy Osborn, seconded, and all members saying yes.

**Evidentiary Hearing:** Jefferson Griffin Protest

***The Board is going to Dismiss all ten (10) challenges.*** The protest failed to show substantial evidence of any violation, irregularity, misconduct sufficient to cast doubt on the results of the General Election for 2024.

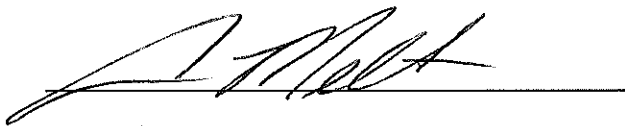
Ron Mau made the Motion to Dismiss the one (1) Protest filed on Camilla Carrington Lane, Michael Moore, seconded and all members saying yes.

Ron Mau made the Motion to Dismiss the nine (9) Protests of the category of voters whose notice was undeliverable, Michael Moore seconded and all members saying yes.

**The next board meeting will be Thursday, December 5, 2024 at 10:00 a.m.**

**Motion To Adjourn** was made by Ron Mau, seconded by Roy Osborn, and all members saying yes at 1:30 p.m.

Respectfully Submitted,

  
Ann Melton, Secretary

  
Kirk Stephens, Chairperson                      Date



Minutes  
Jackson County Board of Elections  
12/04/24 @ 10:30 a.m.  
Hand-to-Eye Recount: NC Supreme Court Associate Judge Seat 06  
Emergency Meeting

**Board Members Present:** Ron Mau, Roy Osborn and Ann Melton

The meeting was called to Order by acting Chair, Ann Melton at 10:30 a.m.

**Public Comment:** none

**Agenda was approved:** Ron Mau made the motion to approve the agenda, Roy Osborn, seconded, and all members saying yes.

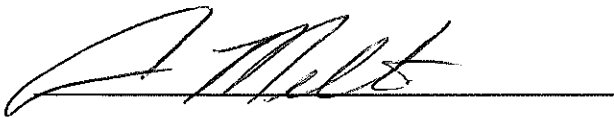
**Minutes from 11/27/24 were approved:** Ron Mau made the motion to approve the minutes as presented, Roy Osborn, seconded, and all members saying yes.

The Election Day Hand-to-Eye Recount for NC Supreme Court Associate Justice Seat 06 for the Sylva Dillsboro precinct was concluded with NO CHANGE.

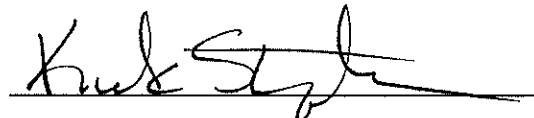
**The next board meeting will be Thursday, December 5, 2024 at 10:00 a.m.**

**Motion To Adjourn** was made by Ron Mau, seconded by Roy Osborn, and all members saying yes at 12:02 p.m.

Respectfully Submitted,



Ann Melton, Secretary



Kirk Stephens, Chairperson

Date

Minutes  
Jackson County Board of Elections  
12/05/24 @ 10:00 a.m.  
Regular Meeting

**Board Members Present:** Kirk Stephens, Ron Mau, Michael Moore, Roy Osborn and Ann Melton

**Board Members Not Present:** none

The meeting was called to Order by Chairman, Kirk Stephens at 10:00 a.m.

**Public Comment:** none

**Agenda was approved** with the change to 10:00 a.m. in lieu of 10:30 a.m.: Roy Osborn made the motion to approve the agenda, Ron Mau, seconded, and all members saying yes.

**Minutes from 12/04/24 were approved:** Ron Mau made the motion to approve the minutes as presented, Michael Moore, seconded, and all members saying yes.

An after action discussion of the general election operations was held.

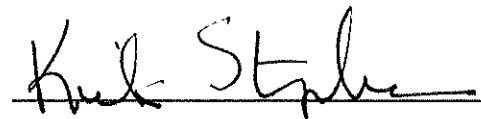
**The next board meeting will be held as deemed necessary and noticed by the CBE Director.**

**Motion To Adjourn** was made by Michael Moore, seconded by Roy Osborn, and all members saying yes at 11:35 a.m.

Respectfully Submitted,



Ann Melton, Secretary

 2/5/2025

Kirk Stephens, Chairperson

Date