



**ORANGE COUNTY**  
NORTH CAROLINA  
BOARD OF ELECTIONS

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## **Absentee Meeting Conduct**

### 1. Review of Absentee Materials

- a. Staff should inspect the returned envelopes and make an initial determination as to whether the envelope was properly executed.
- b. ~~Staff should follow the cure process outlined in [Numbered Memo 2020-19](#).~~ All envelopes with deficiencies will be held until further notice in accordance with Numbered Memo 2020-28.
- c. Staff should also perform an initial sort of ballot envelopes into categories upon initial review and present those recommendations to the Board at each absentee board meeting. Those categories will include designations for recommended approval, ~~those recommended for approval with an Absentee Cure Certification~~, recommended disapproval, and those that staff have questions about that require deliberation by the Board.
- d. The Board will not review individual ballot envelopes that have been recommended by staff for approval and will accept staff's recommendation for those ballot envelopes. The Board will spot check those recommended for approval by having each board member in attendance randomly pull fifty (50) envelopes and confirm in a bipartisan manner they were properly executed.
- e. The Board will individually review all ballot envelopes that: (1) have been recommended for disapproval by staff, ~~(2) have a cure certification associated with that ballot envelope~~, or (3) where staff need further guidance from the board as to whether the envelope was properly executed.
- f. Duplicated ballots will be individually reviewed by a bipartisan team of board members to ensure staff accuracy.
- g. The board will sign a cover sheet containing a list of envelopes that were acted upon during the meeting and indicating whether those envelopes were approved or disapproved in lieu of signing the individual envelopes.

### 2. Scanning of Absentee Ballots

- a. Absentee ballots shall be scanned during each absentee meeting.
- b. Staff may enter the approved ballots into the tabulator, but each board member present is responsible for and will observe and supervise the opening of the envelopes and scanning of the ballots.
- c. The number of approved absentee ballots must be reconciled with the number of ballots inserted into the tabulator. Reconciliation will be completed at each board meeting.

### 3. Public Conduct

- a. The public is not permitted to disrupt the process of adjudicating the validity of absentee applications by the board and is not part of the deliberation process during absentee board meetings.
- b. The Board will not permit public comment while absentee envelopes are being adjudicated, or while ballots are being duplicated, sorted, or tabulated.
- c. The Board will not permit questions from the public as the Board approves absentee envelopes.
- d. The decision of the Board as to the validity of an envelope is final and is not subject to public comment, objection, or review.