



# MEETING MINUTES

Board of Elections Meeting  
Tuesday, August 19, 2025  
5:30 P.M.

## Board Members:

David K. Boone, Chairman  
Pamela A. Oxendine, Secretary  
Dawn Y. Baxton, Member  
Natalie Beauchaine, Member  
James P. Weaver, Member

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**Board Members Present:** Chairman David K. Boone, Secretary Pamela A. Oxendine, Member James P. Weaver, Member Natalie F. Beauchaine and Member Dawn Y. Baxton

**Board Staff Present:** Elections Director Derek L. Bowens and Systems Specialist Julius Richards

**Guests in Attendance:** See attendance sheet

**Meeting Type:** In-Person

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## Meeting Opening

Chairman Boone called the meeting to order at approximately 5:30 p.m. at the Durham County Board of Elections Office (3825 S. Roxboro St. Suite 101 Durham, NC 27713) 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, Mrs. Oxendine moved to approve the agenda as submitted by staff. The motion carried unanimously, 5-0.

## Approval of Minutes

Mr. Bowens presented the Board with a request to approve minutes from the 7/22/2025 Board meeting. Following review, Mrs. Baxton moved to approve the minutes as submitted by staff. The motion carried unanimously, 5-0.

## Director's Report

Mr. Bowens provided updates on List Maintenance, Finances, and the State Board of Elections Registration Repair Project (HAVA).

## Public Comments and Questions

One comment was submitted through the public comment portal and addressed by Mr. Bowens.

## New Business

### a. Appointment of 2025-2027 Precinct Chief Judges, Judges, and Assistants

- Mr. Bowens presented the Board with party recommendations for Chief Judge, Judge, and Assistant appointments as agreed upon by the local political parties. Following review and discussion, Mrs. Beauchaine moved to accept the list of Chief Judge, Judge, and Assistant nominations as recommended by staff. The motion carried unanimously, 5-0.

The list of appointed Chief Judges, Judges, and Assistants for the 2025-2027 term will be attached to these minutes.

**b. Appointment of 2025 Municipal Elections Early Voting Workers**

- Mr. Bowens presented the Board with staff recommendations for the Appointment of 2025 Municipal Elections Election Early Voting Workers. Following review and discussion, Mrs. Oxendine moved to accept staff recommendations for the Appointment of 2025 Municipal Elections Early Voting Workers. The motion carried unanimously, 5-0.

**c. Resolution to Adopt the Consolidation of Precincts 16 and 53-1**

- Mr. Bowens presented the Board with a resolution to consolidate Precincts 16 and 53-1, effective beginning with the March 3, 2026, Statewide Primary and Election due to lack of suitable facilities within the boundaries of Precinct 16. Following review and discussion, Mrs. Baxton moved to approve the resolution to consolidate Precincts 16 and 53-1, per staff recommendation, pending the approval of the Executive Director of the State Board of Elections consistent with N.C. Gen. Stat. §163-132.3(d). The motion carried unanimously, 5-0.

The resolution and consolidation proposal will be submitted to the State Board of Elections Executive Director for a final decision.

**d. Adoption of Absentee Ballot Sampling Policy**

- Mr. Bowens presented the Board with an Absentee Ballot Sampling Policy to establish minimum envelope review requirements, if the Board uses the sampling provision authorized under Numbered Memorandum 2020-25. Following discussion and review, Dr. Weaver moved to adopt the Absentee Sampling Policy as recommended by staff. The motion carried unanimously, 5-0.

**e. Resolution to Adopt a Time for Counting 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 and review, 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 10/07/2025, 1:00 p.m. on 10/10/2025, and 2:00 p.m. on 10/13/2025, to review and count absentee by-mail ballots.

**General Discussion**

There was no general discussion.

**Adjournment**

The Board adjourned at approximately 6:20 p.m., on a motion made by Mrs. Baxton. The motion carried unanimously, 5-0.

s/Pamela A. Oxendine  
Secretary