



MEETING MINUTES

Board of Elections Meeting
Tuesday, September 23, 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

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, Deputy Director Brenda Baker, Systems Specialist Julius Richards and Ballot Processing and Audit Manager Adam Byrnes

Guests in Attendance: See attendance sheet

Meeting Type: In-Person

Meeting Opening

Mr. Bowens 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, Ms. Baxton moved to approve the agenda as submitted by staff. The motion carried unanimously, 5-0.

Public Comments and Questions

No comments were provided in the public comment portal or in person.

New Business

a. Review of Absentee By-Mail Ballots

- Mr. Bowens presented the Board with 40 absentee ballots and applications recommended for approval, for review. Following discussion and physical review, Mrs. Beauchaine moved to approve a total of 40 ballots and applications per the recommendation of staff. Mrs. Beauchaine also moved to allow staff to open and scan all approved absentee ballots as preparatory steps prior to the count on Election Day in accordance with NCGS 163-234(2) and (3). The motion carried unanimously, 5-0.
- Mr. Bowens presented the Board with 1 Pending application and ballot where the expiration date was not legible on a scanned copy of an NC Photo Identification card issued by the Board of Elections. Given that NC Photo Identification Cards are valid for 10 years from the date of issuance, with the earliest issuance date being 2019, staff recommended that the Board accept the provided identification. Following discussion and review, Ms. Baxton moved to accept the 1 Pending application and ballot per the recommendation of staff. The motion carried unanimously, 5-0.

- Mr. Bowens presented the Board with 1 Civilian Pending Cure application and ballot where the voter did not sign the included Photo ID Exception Form. The voter was contacted and sent a cure certification per State Board of Elections Numbered Memorandum 2021-03. The 1 application and ballot did not require action from the Board.
- The approved counts for the September 23, 2025, meeting was 18 Civilian, 1 Military by-mail and 22 Military/Overseas duplicated ballots and applications. The total approved absentee count was 41.

b. Adoption of 2026 Statewide Primary Election Early Voting Plan

- Mr. Bowens presented the Board with the staff proposed 2026 Statewide Primary Election Early Voting Plan. Following discussion and review, Mrs. Oxendine moved to adopt the 2026 Statewide Primary Election Early Voting Plan as presented by staff. The motion carried unanimously, 5-0.

c. 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. Beauchaine 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 11/04/2025, 1:00 p.m. on 11/07/2025, and 2:00 p.m. on 11/13/2025, to review and count absentee by-mail ballots.

General Discussion

Mr. Bowens provided an update on the absentee request deadline, the State Board of Elections Registration Repair Project, and early voting participation.

Adjournment

The Board adjourned at approximately 6:25 p.m., on a motion made by Mrs. Oxendine. The motion carried unanimously, 5-0.

s/Pamela A. Oxendine
Secretary