



MEETING MINUTES

Board of Elections Meeting
Monday, November 3, 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, Member 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

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. Beauchaine moved to approve the agenda as submitted by staff. The motion carried unanimously, 5-0.

New Business

a. Review of Absentee By-Mail Ballots

- Mr. Bowens presented the Board with 223 absentee ballots and applications recommended for approval, for review. Following discussion and physical review, Ms. Baxton moved to approve a total of 223 ballots and applications per the recommendation of staff. Ms. Baxton 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 N.C. Gen. Stat. §163-234(2) and (3). The motion carried unanimously, 5-0.
- Mr. Bowens presented the Board with 1 Witness Information Incomplete ballot and application for review. Following physical review and discussion, Mrs. Oxendine moved to disapprove the 1 Witness Information Incomplete ballot and application as recommended by staff. The motion carried unanimously, 5-0.
- Mr. Bowens presented the Board with 1 Civilian Pending Cure and 1 Military/Overseas Pending Cure ballots and applications. Both voters were contacted and sent a cure certification per State Board of Elections Numbered Memorandum 2021-03. The 2 ballots and applications did not require action from the board.

- The approved counts for the November 3, 2025, meeting was 129 Civilian, 13 Civilian Accepted-Exception, 1 Military/Overseas by-mail, 75 Military/Overseas duplicated, 3 Military/Overseas Accepted-Exception duplicated and 2 Military/Overseas Accepted-Cured duplicated ballots and applications. The total approved absentee count was 223.

b. Appointment of Chief Judge and Judge Substitutes

- Mr. Bowens presented the Board with staff recommendations for Chief Judge and Judge Substitutes for the 2025 Municipal General Election. Following review and discussion, Dr. Weaver moved to accept the list of Chief Judges and Judge Substitutes as recommended by staff. The motion carried unanimously, 5-0.

c. Appointment of 2025 Municipal General Election Precinct Assistants

- Mr. Bowens presented the Board with staff recommendations for Election Precinct Assistants for the 2025 Municipal General Election. Following review and discussion, Mrs. Beauchaine moved to accept the list of Election Precinct Assistants as recommended by staff. The motion carried unanimously, 5-0.

d. Approval of 2025 Municipal General Election Certified List

- Mr. Bowens presented the Board with the 2025 Municipal General Election Certified List. Following review, Mrs. Oxendine moved to approve the certified lists. The motion carried unanimously, 5-0. In total, the Board approved 356 absentee ballots to be counted on Election Day.

General Discussion

Mr. Bowens reminded the Board that the Election Day meeting will start at 2:00 p.m. He also updated the Board on Election Day procedures and Election Night Returns.

Public Comments and Questions

No comments were provided in the public comment portal, and one comment was provided in person. Mr. Bowens addressed all comments.

Adjournment

The Board adjourned at approximately 6:35 p.m., on a motion made by Mrs. Beauchaine. The motion carried unanimously, 5-0.

s/Pamela A. Oxendine
Secretary