



MEETING MINUTES

Board of Elections Meeting
Tuesday, November 4, 2025
2:00 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, Voter Services Manager Daniel Lassiter, 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 2:00 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.

New Business

a. Review of Absentee By-Mail Ballots (2:00 PM)

- Mr. Bowens presented the Board with 35 absentee ballots and applications recommended for approval, for review. Following discussion and physical review, Ms. Baxton moved to approve a total of 35 ballots and applications per the recommendation of staff. The motion carried unanimously, 5-0.
- Mr. Bowens presented the Board with 1 Pending ballot and application for review, noting that the Photo ID Exception form appeared to have been sealed in the ballot envelope. Following discussion and physical review, Dr. Weaver moved to allow staff to open the envelope to retrieve the Photo ID Exception form. The motion carried unanimously, 5-0.

Following the opening of the envelope and review of the Photo ID Exception form, Ms. Baxton moved to approve the 1 Pending ballot and application per the recommendation of staff. The motion carried unanimously, 5-0. The 1 Pending ballot and application was moved from Pending to Approved status.

- Mr. Bowens presented the Board with 2 Civilian Witness Information Incomplete ballots and applications for review. Following discussion and physical review, Dr. Weaver moved to disapprove the 2 ballots and applications as recommended by staff. The motion carried unanimously, 5-0.
- The approved counts for the November 4, 2025, meeting as of 2:00 p.m. was 36 Civilian ballots and applications. The total approved absentee count was 36.

Recess

The Board recessed at approximately 2:28 p.m. and unanimously agreed to reconvene at 6:00 p.m. for the closing of the polls on early voting tabulators and to oversee Election Night Returns.

a. Review of Absentee By-Mail Ballots (6:00 PM)

- Mr. Bowens presented the Board with a total of 54 ballots and applications recommended for approval, for review. Following discussion and physical review, Ms. Baxton moved to approve a total of 54 ballots and applications per the recommendation of staff. The motion carried unanimously, 5-0.
- The approved counts for the November 4, 2025, meeting following recess was 8 Civilian, 43 Military/Overseas duplicated, 2 Military/Overseas Accepted-Exception duplicated, and 1 Military/Overseas Accepted-Cured duplicated ballots and applications.

b. Counting of Early Voting Ballots (7:30 PM)

- The Board authorized staff to close the polls on all tabulators used during the early voting period. Upon completion of the counting process, the Board signed results tapes from each tabulator. Following the signing of the results tapes, Ms. Baxton moved to authorize staff to upload all results into the tabulation software and publish them to the State Board of Elections website for public access. The motion passed unanimously, 5-0.
- The Board also authorized staff to close the polls on the transfer precinct tabulator, required under N.C. Gen. Stat. §163-82.15(e).

c. Voter Challenges

- Mr. Bowens presented the Board with a request to enter a challenge against voter Mr. Michael Sarratt, who has been adjudicated guilty of a felony as reported by the North Carolina Department of Adult Corrections (NCDAC) in accordance with Numbered Memorandum 2022-05. Following discussion, Mrs. Beauchaine moved to enter the challenge against Michael Saratt in accordance with Numbered Memorandum 2022-05. The motion passed unanimously, 5-0. The voter will be notified and a challenge hearing will be held at the county canvass.

General Discussion

Mr. Bowens reminded the Board that the meeting on Friday, November 7, 2025, will begin at 1:00 p.m. to count approved supplemental absentee and provisional ballots.

Public Comments and Questions

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

Adjournment

The Board adjourned at approximately 10:25 p.m., on a motion made by Mrs. Oxendine. The motion carried unanimously, 5-0.

s/Pamela A. Oxendine
Secretary