

**Board Members**

Etsil S. Mason, Chair  
Jeffrey Blick

Debbie Avery, Secretary  
Derek Brown

Patricia C. Dunn

**Meeting Type:** Regular  
**Location:** 1717 West 5<sup>th</sup> Street, Greenville NC  
**Date and Time:** July 20, 2021; 12:00 PM

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**Present:** Chair Etsil S. Mason, Secretary Debbie Avery, Jeffrey Blick, Derek Brown, Patricia C. Dunn, and Director Dave Davis

**Oath of Office:** The five Board Members were administered the oath of office by Director Dave Davis (as a notary public).

**Board Organization:**

- a. **Elect Secretary:** Debbie Avery was nominated and voted unanimously to be Secretary for the 2021-2023 term of office.
- b. **Adopt Rules of Procedure:** A motion was made by Mr. Brown, seconded by Mr. Blick, to adopt the Rules of Procedure. The motion passed unanimously.
- c. **Approve Director of Elections Duties and Responsibilities:** A motion was made by Ms. Avery, seconded by Ms. Dunn, to approve the Director of Elections Duties and Responsibilities. The motion passed unanimously.

**Minutes:** Approved

**Director's Report:**

a. **Municipal Election:**

- i. **Candidate filing:** Candidate filing ended Friday, July 16. All contests have a full slate of candidates with the exception of the Candlewick Area Sanitary District which did not have any candidates file. Filing for Ayden candidates will run from July 26 to August 13.
  - ii. **Greenville:** Greenville did not request an election for Mayor and Council At-Large to be conducted during the 2021 Municipal Elections and as a result all Greenville contests will be held during the 2022 Primary per NC Session Law 2021-56.
  - iii. **One-Stop:** The Board will adopt a One-Stop plan for the 2021 Municipal Elections at their next meeting. Winterville has agreed to host the site for the entire period.
- b. **Wellness Check:** Approximately every ten years each county elections office is required to complete a wellness check. It is a series of questions used to analyze the "health" of the office and its functions.
  - c. **Elections Conference:** The virtual conference will take place the first week of August. Board members and staff can attend in the conference room as a group.
  - d. **Next Board meeting:** Tuesday, August 17 at 4:30 PM

**Public Comment:** Brenda Jones inquired about the reasons a voter may be removed.

**Old Business:** None

**New Business:**

- a. **Extend candidate filing:** A motion was made by Mr. Brown, seconded by Mr. Blick, to not approve the extending of the filing period for the Candlewick Area Sanitary District. The motion passed unanimously.

The Board adjourned.

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Debbie Avery, Secretary