

# Anderson County Election Commission Minutes

January 25, 2024

The meeting was called to order at 5:07 p.m. by Acting Chair Miller. In addition, to Miller, Commissioners Bradshaw, Gallaher, Matheny and Stephenson were present along with Administrator Stephens, Deputies Harness and Price. Diane Leto and Robert Walker were also present.

A motion was made by Matheny to approve the minutes from 11/16/2023 and 1/4/2024. Gallaher seconded the motion with all voting in favor.

The board conducted the quarterly inspection of voter registration forms. 60 forms were inspected with no deficiencies found.

There were public comments made by Robert Walker.

Acting Chair Miller requested to add an item to the agenda and Stephenson seconded the request and all commissioners were in favor. She requested a review of the job description of the Administrator of Elections for informational purposes. She handed out copies of the TCA 2-12-201 code to be reviewed by commissioners and discussed at the next meeting.

Stephens welcomed our newly appointed commissioner, David Bradshaw. Commissioner Bradshaw was sworn in by Chancellor Brooks, prior to the call to order.

Stephens explained a need to appoint an acting Chair before the meeting, due to the previous military deadline to send out ballots. The corresponding law that states a Chair must be designated on all ballots. Commissioner Miller was tabbed to be acting Chair, until a formal selection would take place after the March 5<sup>th</sup> election is certified.

Stephens reported that the new North Anderson site would be completed for us to hold early voting in February. The new site is located in the shopping center next to the old site.

A Sample Ballot for the March election was distributed to the Commission by Stephens.

Stephens stated that they were unable to set the voting machines and that it would take place next Thursday and Friday.

The next order of business was to set hours for early voting and Election Day on March 5, 2024.

Commissioner Stephenson made a motion to set the hours for early voting from 10:00 a.m. to 6:00 p.m. Monday through Friday and Saturdays 9:00 a.m. until noon. Matheny seconded the motion all commissioners voted in favor. Commissioner Stephenson made a motion to set the hours for Election Day from 9:00 a.m. to 8:00 p.m. Matheny seconded the motion and all commissioners voted in favor.

The upcoming early voting period for the March election will include the Presidents Day holiday. After some discussion, Matheny made a motion to stay open for early voting. A second was made by Gallaher with all voting in favor.

Stephens said that the snow plan for Election Day in March is that if we have snow and need assistance to the office, that someone from the Highway Department of Sheriff's Office would pick everyone up.

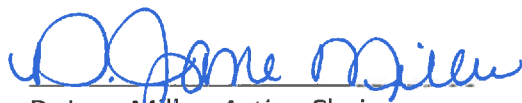
Stephens mentioned that the first day to pick up a candidate petitions for the August election is February 5, 2024. He noted that this election includes the State and Federal Primary, State and County General and there is also a special election for Oak Ridge City Judge.


Stephens stated that we have two new part time employees Kaitlyn Fisher and Charlotte Hancock. Also, we are looking to fill a full time deputy position.

According to Stephens, no progress has been made in finding a new machine technician to replace Jeff Davis.

The next meeting was set for February 15, 2024 at 5 p.m.

A motion to adjourn was made by Commissioner Matheny with a second by Gallaher. All voted in favor and the meeting was adjourned at 5:27 p.m.

  
D. Jane Miller, Acting Chairman

  
Mary Matheny, Secretary

  
William T. Gallaher, Commissioner

  
David Bradshaw, Commissioner

  
Bear Stephenson, Commissioner