

## **HART COUNTY BOARD OF REGISTRARS**

DATE: Thursday September 20, 2012  
LOCATION: Office of the Hart County Board of Registrars  
ATTENDEES: Elizabeth G. Forbes, Chief Registrar  
Hilda B. Mauldin, Board Member  
Ronald J. Walker, Board Member  
Mary S. Stephens, Deputy Registrar/Clerk

**This meeting was called to order at 10:00 A.M. by Elizabeth Forbes, Chief Registrar.**

1. Reviewed reports for Month end August, 2012. The reports reflect that we currently have 14,357 registered voters in Hart County. Heading into the upcoming General Election cycle, we expect that number to increase prior to the October 8<sup>th</sup> registration cutoff date. The Chief and the Clerk processed 3,676 new voter registrations and name/address change transactions during the Month of August. Increased volume is anticipated.
2. Discussions were held regarding the Absentee (mail out) and Advanced (in office) voting periods that are quickly approaching.
  - a. We currently have 174 Absentee Ballot requests on file awaiting paper ballot delivery from the office of the Superintendent of Elections. Expected delivery is tomorrow, September 21<sup>st</sup>. Superintendent of Elections Bob Smith has stated that for security reasons he requires a minimum of 2 Registrars on the premises at all times when paper ballots are in house. A schedule will be set appropriately to insure coverage for the six week mail out period by Registrars.
  - b.. A minimum of 3 Registrars are required to be on duty by Georgia State Law for in office Advanced voting by touch screen for a total of 16 days. This period extends from Monday, October 15<sup>th</sup> through Friday November 2<sup>nd</sup>, including Saturday, October 27<sup>th</sup>. Very heavy traffic is expected.
3. Chief Forbes asked for suggestions as to equipment setup and traffic flow patterns for the Advanced voting period to keep congestion and noise to a minimum. Specific job assignments were suggested as follows:
  - a. Hilda Mauldin will be in charge of the hallway operations where picture ID's are first presented and ballot applications are completed. Deputy Registrar Jan Ertzberger will assist.

- b. Registrar Ron Walker will assist voters with equipment operations and the collection of ballot cards upon completion of voting. Special attention will be focused on smooth traffic movement and noise control within the office official voting area.
- c. Deputy Registrar Jane Kay will be positioned at the second ID check point at the rear of the office operations. Jane will mark the Master voter registration list as a manual backup to the SOS Go Computer System.
- d. Upon this second review and approval of voter information and ID, voters will then proceed into the voting area where their voter applications and ID are checked by Deputy Registrar/Clerk Mary Stephens on the SOS GO Computer database. All names, addresses, ID numbers, and District/ Commission numbers are checked for accuracy prior to the preparation of the ballot card. Voters at this point progress on to Registrar Walker for placement on a touch screen machine. This desk will also process all UOCAVA electronic ballot requests by military and US citizens living and working overseas. Credit for voting is processed at this station.
- e. Deputy Registrar Sandra Gunter will work with Chief Forbes processing Absentee Ballot requests by mail. A special station has been carefully set up and organized for this multi-step process.
- f. Chief Forbes will serve as the election rover relieving workers for breaks when required. Due to the high volume of voters expected, and the tight budget for additional manpower, meals are expected to be consumed at the individual work stations. Food and drink selections should be made accordingly.

Anyone requiring time off for personal reasons during this election cycle must let Chief Forbes know as soon as possible. Changes in personnel will be made to arrange proper coverage. Registrars unanimously agreed on this plan. All workers will be expected to adapt as needed.

Ron Walker made the motion to adjourn the meeting at 10:32 A.M. Hilda Mauldin seconded the motion. With no further discussion this meeting was adjourned.

Respectfully Submitted,

***Mary S. Stephens***

Deputy Registrar/Clerk