FORSYTH COUNTY
BOARD OF ELECTIONS

RESOLUTION OF THE FORSYTH COUNTY BOARD OF ELECTIONS

Regarding Delegation to Staff of Preparatory Steps for Absentee Ballots in the November 3, 2026, General Election

WHEREAS the Forsyth County Board of Elections hereby delegates to its director and staff so much of the administrative details of the election functions, duties, and work of the board, its officers and members, as is now, or may hereafter be vested in the board or its members as the county board of elections may see fit.

WHEREAS the Forsyth County Board of Elections may not delegate to its director or other staff any of its quasi-judicial or policymaking duties and authorities.

WHEREAS, the Forsyth County Board of Elections delegate the following specific preparatory steps, as provided in Numbered Memo 2020-25, that staff can perform prior to absentee board meetings, and the delegation provide for oversight by the Board:

(1) Inspecting container-return envelopes for deficiencies and contacting voters as required by Numbered Memo 2021-03;
(2) Sorting container return envelopes into categories for the board to review and approve;
(3) Verifying the list of ballot envelopes against the absentee pollbook; and
(4) Performing ballot duplication (remarking)

WHEREAS the Forsyth County Board of Elections will spot-check no less than 20 per Board Member, but up to 10%, of approved ballot envelopes with an acceptable photo ID have been reviewed and recommended by staff for approval and can accept staff's recommendations for those ballot envelopes. Otherwise, approved ballot envelopes less than a total of 60 must be fully reviewed by all Board Members present. This can be done in accordance with the rules as provided in Numbered Memo 2020-25.

WHEREAS the Forsyth County Board of Elections must individually review all ballot envelopes that: (1) have been recommended for disapproval by staff, (2) have a cure certification associated with that ballot envelope, (3) have a Photo ID exception form in lieu of an acceptable photo ID or (4) where staff need further guidance from the board as to whether the envelope was properly executed.

WHEREAS the Forsyth County Board of Elections shall have a quorum of three members physically present with at least one member from each political party represented at each absentee meeting to approve or disapprove whether an envelope is properly executed by a vote of the board as a whole.

WHEREAS the Forsyth County Board of Elections will sign a cover sheet containing a list of envelopes that were acted upon during each meeting and indicating whether they were approved or disapproved in lieu of signing the individual envelopes. This may also apply to the review and approval of One-Stop absentee applications.

WHEREAS the Forsyth County Board of Elections authorizes the counting of approved ballots during absentee board meetings, in accordance with the rules as provided in Numbered Memo 2020-25, instead of waiting until Election Day.

WHEREAS, the Forsyth County Board of Elections shall have a majority of the board members and at least one board member of each political party in attendance before the counting can commence. If a board member of each political party is not available, the chair or other member of the executive committee of the county political party may serve as an official witness to the counting and shall sign the absentee ballot abstract as an "observer."

WHEREAS the Forsyth County Board of Elections shall observe and supervise the opening of the envelopes and counting of the ballots as the approved ballots are entered into the tabulator by staff. The staff will follow the steps provided in the Absentee Ballot Pre-Processing Procedures approved by this board. It is not permissible for approved ballot envelopes to be opened, for ballots to be removed from the envelope, or for ballots to be inserted into the tabulator outside of a board meeting.

WHEREAS the Forsyth County Board of Elections authorizes a bipartisan team of staff members to duplicate ballots outside of an absentee board meeting in accordance with the rules and procedures as provided in Numbered Memo 2020-25.

THEREFORE, BE HEREBY RESOLVED, that the delegation to staff of preparatory steps for absentee ballots be effective for November 3, 2026, Midterm Election.

Approved August 20, 2026

s:/A. L. Collins
Board Chair