

# BOARD OF ELECTIONS

**Ken Raymond**  
Chairman

**Stuart Russell**  
Secretary

**Fleming El-Amin**  
Member



**Robert H. Coffman**  
Director of Elections

**Lamar Joyner**  
Deputy Director

## FORSYTH COUNTY BOARD OF ELECTIONS BOARD MEETING MINUTES – AUGUST 12, 2013

### Call to Order

A regular meeting of the Forsyth County Board of Elections was held in the Cooper Cardwell Elections Room on August 12, 2013. The meeting convened at 10:30 AM, Chairman Ken Raymond presiding.

Board Members in attendance: Chairman Ken Raymond, Secretary Stuart Russell,  
Member Fleming El-Amin

Staff Members in attendance: Director Robert Coffman

Legal Counsel in attendance: Lonnie Albright, Gloria Woods

### Responsibilities of the Board of Elections

Chairman Raymond moved for closed session by stating the reason. Member El-Amin then questioned whether Chairman Raymond had received his request of additional agenda items; the presence of legal counsel related to personnel matters and a general statutory review of the responsibilities of Board members. It was agreed that the items could be heard in open session prior to closed session.

Member El-Amin moved that the Board review, for the sake of clarity, the responsibilities of all duties as board members of the Board of Elections according to general statute. Mr. Coffman stated that most of the information is found in the section of NCGS 163-30, County Board of Elections. Secretary Russell seconded the motion. **Motion carried.**

Member El-Amin asked the counsel member to interpret NCGS 163-33, Powers and duties of county boards of elections. Mr. Albright read the thirteen subparagraph items in the statute. Board members had no questions for the legal counsel. Chairman Raymond stated that discussion of the topic would be closed.

### Closed Session

Chairman Raymond moved and Secretary Russell seconded a motion for closed session by stating: I move that the Board go into closed session:

To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded (NCGS 143-318.11(a)(3)).

**Motion carried** and the Board members went into closed session at 10:45 AM. Board members exited closed session at 12:12 PM.

**Adjournment**

Chairman Raymond moved and Secretary Russell seconded the motion to adjourn the meeting. **Motion carried** and the meeting was adjourned at 12:16 PM.

Approved:

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Ken Raymond, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stuart Russell, Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fleming El-Amin, Member

\_\_\_\_\_  
Date

**Attachments on File:** none