

MCINTOSH COUNTY BOARD OF ELECTIONS AND REGISTRATION POLICY AND PROCEDURES

The Open Meeting Act in Georgia grants citizens the right to attend, monitor and observe all public meetings. The opportunity to speak at any Board of Elections meeting is offered to the public by the Board's Policy of Public Participation.

I. Policy of Public Participation

The procedures to speak are as follows:

- 1) Sign the public participation form prior to the meeting.
- 2) Speaking time shall be limited to three (3) minutes per participant with a maximum of ten (10) participants.
- 3) Speaking time may not be transferred.
- 4) Please refrain from personal attacks or disparaging remarks.
- 5) Please be advised that the Board will not respond to any questions or comments made by public participants.

II. Complaints

All complaints will be processed as follows:

- 1) Complete complaint form (located in office)
- 2) Please identify rule/law that is being violated, if appropriate.
- 3) All complaints shall be initially reviewed by the Chairperson of the Board of Elections and if determined dilatory under Roberts Rules of Order, shall be dismissed.
- 4) Any complaint not dismissed under #3, shall be reviewed by the Board who shall issue a response in writing when appropriate.

III. Certifying Election Results

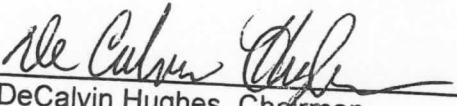
As soon as practicable after every election, a special called meeting shall be held for the purpose of certifying the election results.

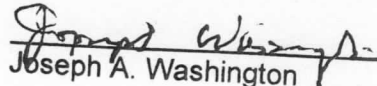
IV. Board Members

- 1) All Board members should become certified by the Georgia Secretary of State within 12 months of being appointed to the Board.
- 2) Newly appointed Board member(s) should undergo an orientation with the Chairperson of the Board and the Elections Supervisor within one (1) month of appointment.

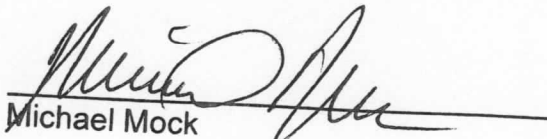
- 3) Each Board member should be assigned to a designated polling site. He/she shall be responsible for the efficiency of that site according to the guidelines of the Georgia Secretary of State.
- 4) The Poll Manager must submit to the Board a written Incident Report for each "reportable" incident that occurs at their voting precinct. This report is in addition to any immediate direct reporting to the Elections Supervisor that occurs at the time of the incident. The Incident Report from a polling site must signed by the designated Board member, the Poll Manager, and the Assistant Poll Manager.
- 5) A Board member is expected not to be absent from a monthly Board meeting more than three (3) times in a calendar year.

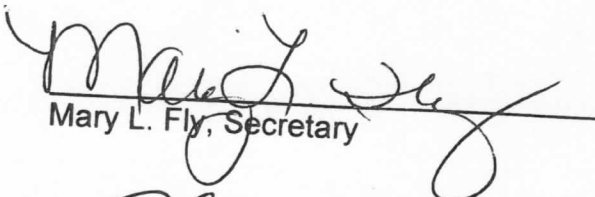
ADOPTED BY THE MCINTOSH COUNTY BOARD OF ELECTIONS AND
REGISTRATION AT ITS MEETING June 12, 2023.

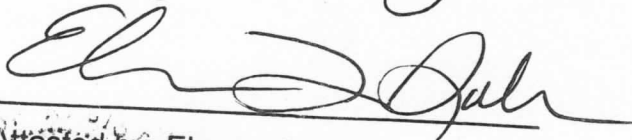

DeCalvin Hughes, Chairman


Joseph A. Washington

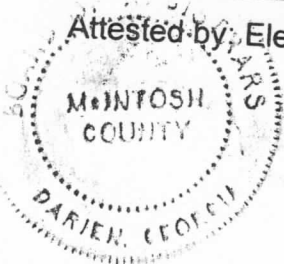

Marilyn T. Lynn, Vice-Chairperson


Michael Mock


Mary L. Fly, Secretary



Attested by: Elenore L. Gale



McIntosh County Board of Elections and Registration

Definition of "Incident"

McIntosh County Board of Elections and Registration Policy and Procedures require that Poll Managers "submit to the Board a written Incident Report for each "reportable" incident that occurs at their voting precinct." This document provides guidelines for determining what constitutes a reportable incident.

Any of the following events shall be considered a reportable incident.

1. Any disruption to an elector following the normal voting process.

The "normal" voting process consists of a "reasonable" wait in line, check-in at that poll pad, minimal wait to access the BMD, printing of their ballot, minimal wait to scan their ballot, ballot scan, and departure from the premises. If this process is disrupted due to excessive waiting times at any step, repeating steps due to failure of equipment, inadequate numbers of equipment or personnel, or other reason, then an incident has occurred.

2. Any deviation from the required precinct opening or closing time, or any temporary or permanent voting stoppage in between, is an incident.
3. Any altercation, argument, profanity, heated discussion, serious disagreement with or by an elector is an incident.

When issues arise, a typical interaction with an elector involves polite exchange of information and amicable resolution of the outcome through reference to posted signs, poll pad data, reference to the Poll Manager, calls to the Elections Supervisor, or the offer of a Provisional Ballot. If any elector, Poll Worker or Watcher creates undue contention during resolution of the issue, then the issue constitutes an incident.

4. Any violation of election law by electors, unless the issue is immediately resolved by polite amicable means.

For example, if an elector pulls out a camera and is politely asked to put it away, then responds accordingly, then an incident has not occurred. If the elector ignores the request to put the camera away and instead takes a photo of their ballot, then an incident has occurred (even if they subsequently delete the image).

5. Any willful misconduct on the part of Poll Workers or Poll Watchers.

Willful misconduct includes but isn't limited to falsification of any reports, interfering with elector voting, wearing political apparel, discussing a candidate with an elector, assisting an elector in voting, handling an elector's ballot, or any other deliberate misconduct. Even if the misconduct is immediately addressed and corrected "on the spot," the issue must be documented. It is important to gather the true and correct facts as they happen in case future resolution or reprimand is required. An elector may have been involved or may have witnessed the misconduct and may file complaints in the future, hence reference to the incident reports will be important.

6. Any equipment failures, software glitches or freezes, printer failures, building issues such as failed air conditioning, electrical problems, inadequate building security, water leaks, etc. shall be reported as incidents.
7. Mistakes made by Poll Workers that could be attributable to inadequate training.

Proper conduct of elections can be complex, and we get precious little practice, hence making mistakes is only human. Contributors to human error can include stress, fatigue, general background and education, distraction, or a myriad of other things. It isn't practical to address all root causes of human error, but the degree and quality of Poll Worker training is something we can directly control. If a Poll Worker makes an error on a report, or improperly operates equipment, or provides incorrect information or guidance to an elector, and the response from the Poll Worker is "I didn't know that" or "I don't know how to do that," then training might be root cause of the mistake. The issue should be reported as an incident so that the Board has the opportunity to improve training accordingly.

8. Cutting a seal outside of the normal setup or closing process isn't by itself an incident.

However, immediate consideration should be given as to whether the events leading up to cutting the seal might be an incident. Cutting equipment seals outside the normal process is, by definition, "abnormal," thus its cause should be evaluated as potentially an incident. As a minimum, the Poll Manager shall log the unusual seal cutting, seal numbers, and reason for cutting the seal.

9. Issue of a Provisional Ballot is a "normal" resolution process and is not by itself an incident.

However, circumstances leading up to issue of a Provisional Ballot should be evaluated as potentially an incident, since Provisional Ballots inherently stem from abnormal situations. In any case, it is useful for the Poll Manager to make a log entry documenting the reason that a Provisional Ballot was issued.