



# BOARD OF REGISTRATION AND ELECTIONS SCHEDULED MEETING

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May 11, 2023

4:30 PM

VRE AB Area

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# DeKalb County Board of Registration and Elections

## Meeting Minutes

April 13, 2023

Start Time: 4:40 p.m.

End Time: 5:37 p.m.

Board Attendees: Chair Dele Lowman  
Vice-Chair Nancy Jester  
Anthony Lewis  
Susan Motter  
Karli Swift

Other Attendees: Julietta Henry, Deputy Director  
Terry Phillips, Deputy County Attorney  
Irene Vander Els, Senior Assistant County Attorney

### **APPROVAL OF AGENDA**

Chair Lowman called the meeting to order at 4:40 p.m. Mr. Catherwood read the roll by calling each board member by name. Chair Lowman, Vice-Chair Jester, and Ms. Motter were in attendance. Mr. Lewis and Ms. Swift joined later in the meeting.

Motion by Vice-Chair Jester, seconded by Ms. Motter, to approve the agenda. The motion carried by a vote of 3-0.

### **APPROVAL OF MINUTES**

Motion by Vice-Chair Jester, seconded by Ms. Motter, to approve the minutes of the March 1 special called meeting subject to one modification. The motion carried by a vote of 3-0.

Motion by Vice-Chair Jester, seconded by Ms. Motter, to approve the minutes of the March 9 meeting. The motion carried by a vote of 3-0.

### **PUBLIC COMMENTS**

Mr. Catherwood read the rules for public comment:

Public comments may be made in person or submitted by sending an email of one page or less to [electionspubliccmnt@dekalbcountyga.gov](mailto:electionspubliccmnt@dekalbcountyga.gov) which must be received between 4:30 p.m. and 5:00 p.m. on the day of the meeting. The body of your email must include your first and last name. Abusive, profane, or derogatory language will not be permitted. By submitting an email for public comment, you agree to have your name and the email broadcast on the UStream and entered into the record and minutes. The DeKalb Board of Registration and Elections reserves the right, at the DeKalb Board of Registration and Elections' sole discretion, to (1) add your email to the record/minutes without reading any of it into the broadcast or (2) read all or a portion of your email into the record/minutes.

There were no comments in person or by email.

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## **ITEMS FOR DISCUSSION**

### A) Director's Report

Deputy Director Henry updated the Board on department registration activities, the status of the state's GARViS registration system, scanning of election records, restructuring of the warehouse, cellular poll pads, mailing of polling place contracts, destruction of expired records, election outreach, new hires, ADA surveys of polling places, and the budget.

Vice-Chair Jester asked who makes the Poll Pad systems. The Deputy Director responded that they were made by KnowInk.

Ms. Motter explained to the public that Executive Director Smith was on vacation.

Mr. Lewis asked for more information about the outreach at Beulah Baptist Church. The Deputy Director responded that it was being held in partnership with Delta Sigma Theta sorority on Saturday, April 29 from 10 a.m. to 2 p.m.

### B) Amendment of Bylaws

Ms. Motter resumed the Board's discussion of remote attendance and electronic public comments. She outlined changes to the bylaws that had been proposed by the Law Department. She made her own suggestion to provide for "electronically submitted" comments instead of specifying email, in anticipation of the possibility of a web form.

Other items from the Law Department's recommendation included clarifying the time limit for the reading of electronic comments and the incorporation of the Open Meetings Act.

Ms. Swift asked if there should be procedures for remote attendance. Chair Lowman responded that the Board could work with the Director to document those procedures, but that she didn't think they needed to be expressed in the bylaws. Ms. Motter agreed.

Chair Lowman asked if the Board could vote on the bylaws at the next meeting. Ms. Vander Els responded that they could.

### C) Legislative Update

Ms. Vander Els reported on SB 129, HB 254, HB 572, and SB 222, all of which were passed and awaiting the Governor's signature.

Ms. Swift asked if SB 222's ban on election funding to counties was made retroactive. Ms. Vander Els responded that it was not.

In relation to HB 572, Chair Lowman asked who the law considered to be the "superintendent." Ms. Vander Els responded that in DeKalb County it was the Board of Registration and Elections. The Chair asked if that remained true for municipal elections. Ms. Vander Els responded that in that case it would refer to the municipal superintendent, but there could be relevant details in each municipality's Intergovernmental Agreement with the county.

## **ITEMS FOR DECISION**

### A) Legislative Action

Chair Lowman reintroduced the suggestion of communicating legislative ideas to the state and asked for the Board's input.

Vice-Chair Jester asked if there was a specific legislative proposal. The Chair responded that there was not. The Vice-Chair stated that there may be technical issues that the Board could unanimously agree on, but that she would like to take more time to think about the issues and see a concrete proposal. She also commented that in some cases, items could be brought through the Board of Commissioners as the department's source of funding.

Ms. Swift raised the possibility of engaging the county's lobbyist or hiring another lobbyist. Ms. Motter and Mr. Lewis agreed with the Vice-Chair and Ms. Swift.

Vice-Chair Jester opposed engaging the county's lobbyist, stating that this was a political appointment and that she would prefer to have a separate lobbyist for the Board.

Chair Lowman commented that the item had begun as an effort to communicate the Board's priorities to the County Board of Commissioners in an attempt to inform their legislative agenda. She stated that it was a common practice in her experience with local governments for departmental subject matter experts to do this and did not agree with the characterization of that process as lobbying. She believed that the Board had reached a consensus on identifying what some relevant areas might be to address and who the appropriate recipient might be of the Board's feedback: in some cases the General Assembly, and in other cases the Board of Commissioners or the State Elections Board.

## **BOARD COMMENTS**

Mr. Lewis apologized for having been late, stating that there had been accidents on the road.

Ms. Motter commented that a delegation from DeKalb County had visited Cobb County to see their election space and their voting hubs. She had been impressed with their setup and hoped that DeKalb could have the funding to do something similar.

Vice-Chair Jester had no comments.

Ms. Swift echoed Mr. Lewis's apology.

Chair Lowman agreed with Ms. Motter and commented that she had been impressed by their warehouse. She thanked the Law Department for their help with the bylaws.

## **ADJOURNMENT**

Motion by Mr. Lewis, seconded by Ms. Swift, to adjourn. The meeting was adjourned at 5:37 p.m.

# Director's Report

May 11, 2023

Keisha L. Smith, MPA

Executive Director

Voter Registration and Elections (VRE)

## Topic 1: General Operations Updates

- Registration Totals (April/May)
- Elections Activities

Notes:

## Topic 2: Administrative/Finance Updates

- Personnel
- Budget Activities and Report

Notes:

## Topic 3: Stakeholder Engagement Updates

- Key Stakeholder Meetings
- General Communications

Notes:

Fund	100 - GENERAL FUND	<-Choose Fund	Updated 5/8/2023	# Reg P/Rs Posted:	0 of 2 /month
Dept	02900 - REGISTRAR	<-Choose Dept	May-23	# Monthly P/Rs Posted:	0
			<a href="#">Main</a>	Reg Pay Periods YTD:	7.5 18.80 left

ObjCls	Object	Values								
		Budget \$	Encumbrance \$	Actual \$	Funds Avail Bal	Exp/Enc %	Unexpended Bal	Exp %	Cur Month \$	
<b>51 - Personal Services and Employee Benefits</b>										
	511101 - SALARIES	1,798,533	0	322,271	1,476,262	17.9%	1,476,262	17.9%	0	
	511199 - SALARIES - ADJUSTMENTS	27,044	0	0	27,044	0.0%	27,044	0.0%	0	
	511200 - SALARIES - TEMPORARY	0	213,204	450	-213,654	0.0%	-450	0.0%	0	
	511300 - SALARIES - OVERTIME	190,008	0	2,025	187,983	1.1%	187,983	1.1%	0	
	512100 - COUNTY MATCH - GROUP INSURANCE	0	0	37,423	-37,423	0.0%	-37,423	0.0%	0	
	512101 - COUNTY MATCH - GRP INS - REVER	4,488	0	-37,422	41,910	-833.8%	41,910	-833.8%	0	
	512102 - COUNTY MATCH - GRP INS - ALLOC	417,375	0	139,124	278,251	33.3%	278,251	33.3%	0	
	512200 - COUNTY MATCH - FICA	137,588	0	23,969	113,619	17.4%	113,619	17.4%	0	
	512400 - COUNTY MATCH - PENSION	0	0	0	0	0.0%	0	0.0%	0	
	512402 - 401(a) EMPLOYER CONTRIBUTION	42,105	0	6,428	35,677	15.3%	35,677	15.3%	0	
	512700 - WORKERS COMPENSATION	11,915	0	3,972	7,943	33.3%	7,943	33.3%	0	
	512904 - ALLOWANCE - AUTOMOBILE	4,029	0	3,000	1,029	74.5%	1,029	74.5%	0	
<b>51 - Personal Services and Employee Benefits Total</b>		<b>2,633,085</b>	<b>213,204</b>	<b>501,240</b>	<b>1,918,641</b>	<b>27.1%</b>	<b>2,131,845</b>	<b>19.0%</b>	<b>0</b>	
<b>52 - Purchased / Contracted Services</b>										
	521101 - BOARD MEMBER SERVICES	12,000	2,200	3,800	6,000	50.0%	8,200	31.7%	600	
	521104 - TEMPORARY PERSONNEL SERVICES	2,399,000	147,563	338,992	1,912,445	20.3%	2,060,008	14.1%	10,345	
	521209 - OTHER PROFESSIONAL SERVICES	1,405,181	429,501	132,091	843,589	40.0%	1,273,090	9.4%	24,097	
	522201 - MAINTENANCE & REPAIR SERVICES	167,924	40,268	0	127,656	24.0%	167,924	0.0%	0	
	522311 - RENTAL OF REAL ESTATE	408,504	123,833	124,333	160,337	60.8%	284,171	30.4%	0	
	522321 - RENTAL OF EQUIPMENT	24,252	0	686	23,566	2.8%	23,566	2.8%	0	
	522322 - LEASE PURCHASE OF EQUIPMENT	50,004	0	11,895	38,109	23.8%	38,109	23.8%	0	
	522329 - OTHER RENTALS	33,948	8,505	7,526	17,916	47.2%	26,422	22.2%	0	
	523201 - POSTAGE	399,996	2,556	0	397,440	0.6%	399,996	0.0%	0	
	523202 - POSTAGE - CENTRAL SERVICES	27,552	0	3	27,549	0.0%	27,549	0.0%	0	
	523203 - TELEPHONE SERVICE	5,340	0	0	5,340	0.0%	5,340	0.0%	0	
	523204 - TELEPHONE - LONG DISTANCE	2,208	0	33	2,175	1.5%	2,175	1.5%	0	
	523206 - INTERNET SERVICES	5,640	0	0	5,640	0.0%	5,640	0.0%	0	
	523207 - TELEPHONE - WIRELESS	408,768	0	71,219	337,549	17.4%	337,549	17.4%	0	
	523301 - ADVERTISING SERVICES	1,980	0	3,420	-1,440	172.7%	-1,440	172.7%	0	
	523401 - PRINTING SERVICES	25,488	3,075	3,898	18,515	27.4%	21,590	15.3%	0	
	523501 - MILEAGE - PERSONAL VEHICLE	3,000	0	451	2,550	15.0%	2,550	15.0%	0	
	523505 - TRAVEL - PER DIEM	0	0	396	-396	0.0%	-396	0.0%	0	
	523701 - TRAINING & CONFERENCE FEES - E	30,000	0	8,680	21,320	28.9%	21,320	28.9%	0	
	523702 - TRAINING & CONFERENCE FEES - I	552	0	200	352	36.2%	352	36.2%	200	
	523906 - ELECTION EXPENSES	7,872	0	491,551	-483,679	6244.3%	-483,679	6244.3%	0	
<b>52 - Purchased / Contracted Services Total</b>		<b>5,419,209</b>	<b>757,502</b>	<b>1,199,172</b>	<b>3,462,535</b>	<b>36.1%</b>	<b>4,220,037</b>	<b>22.1%</b>	<b>35,242</b>	
<b>53 - Supplies</b>	531101 - OPERATING SUPPLIES	905,000	57,363	41,161	806,476	10.9%	863,839	4.5%	0	
<b>53 - Supplies Total</b>		<b>905,000</b>	<b>57,363</b>	<b>41,161</b>	<b>806,476</b>	<b>10.9%</b>	<b>863,839</b>	<b>4.5%</b>	<b>0</b>	
<b>54 - Capital Outlays</b>										
	542201 - COMPUTER EQUIPMENT	40,004	21,298	3,980	14,726	63.2%	36,024	9.9%	0	
	542202 - COMPUTER SOFTWARE and TECH	54,996	93	47,446	7,458	86.4%	7,550	86.3%	0	
<b>54 - Capital Outlays Total</b>		<b>95,000</b>	<b>21,390</b>	<b>51,426</b>	<b>22,184</b>	<b>76.6%</b>	<b>43,574</b>	<b>54.1%</b>	<b>0</b>	
<b>55 - Interfund / Interdepartmental Charges</b>										
	551104 - VEHICLE MAINTENANCE CHARGE	3,364	0	0	3,364	0.0%	3,364	0.0%	0	
	551105 - VEHICLE REPLACEMENT CHARGE	3,048	0	1,016	2,032	33.3%	2,032	33.3%	0	
	551107 - VEHICLE INSURANCE CHARGE	500	0	168	332	33.6%	332	33.6%	0	
	551141 - VEHICLE MAINT - FUEL	600	0	884	-284	147.4%	-284	147.4%	0	
	551142 - VEHICLE MAINT - PREV MAINT	0	0	1	-1	0.0%	-1	0.0%	0	
	551144 - VEHICLE MAINT - OVERHEAD	2,095	0	700	1,395	33.4%	1,395	33.4%	0	
<b>55 - Interfund / Interdepartmental Charges Total</b>		<b>9,607</b>	<b>0</b>	<b>2,769</b>	<b>6,838</b>	<b>28.8%</b>	<b>6,838</b>	<b>28.8%</b>	<b>0</b>	
<b>70 - Retirement Services</b>	707009 - COUNTY PENSION ALLOCATION	215,785	0	71,928	143,857	33.3%	143,857	33.3%	0	
<b>70 - Retirement Services Total</b>		<b>215,785</b>	<b>0</b>	<b>71,928</b>	<b>143,857</b>	<b>33.3%</b>	<b>143,857</b>	<b>33.3%</b>	<b>0</b>	
<b>Grand Total</b>		<b>9,277,686</b>	<b>1,049,460</b>	<b>1,867,696</b>	<b>6,360,530</b>	<b>31.4%</b>	<b>7,409,990</b>	<b>20.1%</b>	<b>35,242</b>	

# OVERVIEW OF PRECINCT BOUNDARY CHANGES

## PURPOSE

Twenty-two proposed precinct boundary changes are attached. The changes have no effect on the voters' assigned districts or municipalities. Instead, they move voters into precincts which are better suited to their existing districts.

## LEGEND



Existing precinct boundary



Proposed precinct boundary



District/municipality

# PRECINCT BOUNDARY CHANGE

**NAME**

2023-001 (Oakcliff to Doraville North)

**REASON**

Annexation. This change does not affect any registered voters because the marked areas are not residential properties. However, it is best to keep the precinct boundary aligned with the municipal boundary.

**COUNTY PRECINCTS**

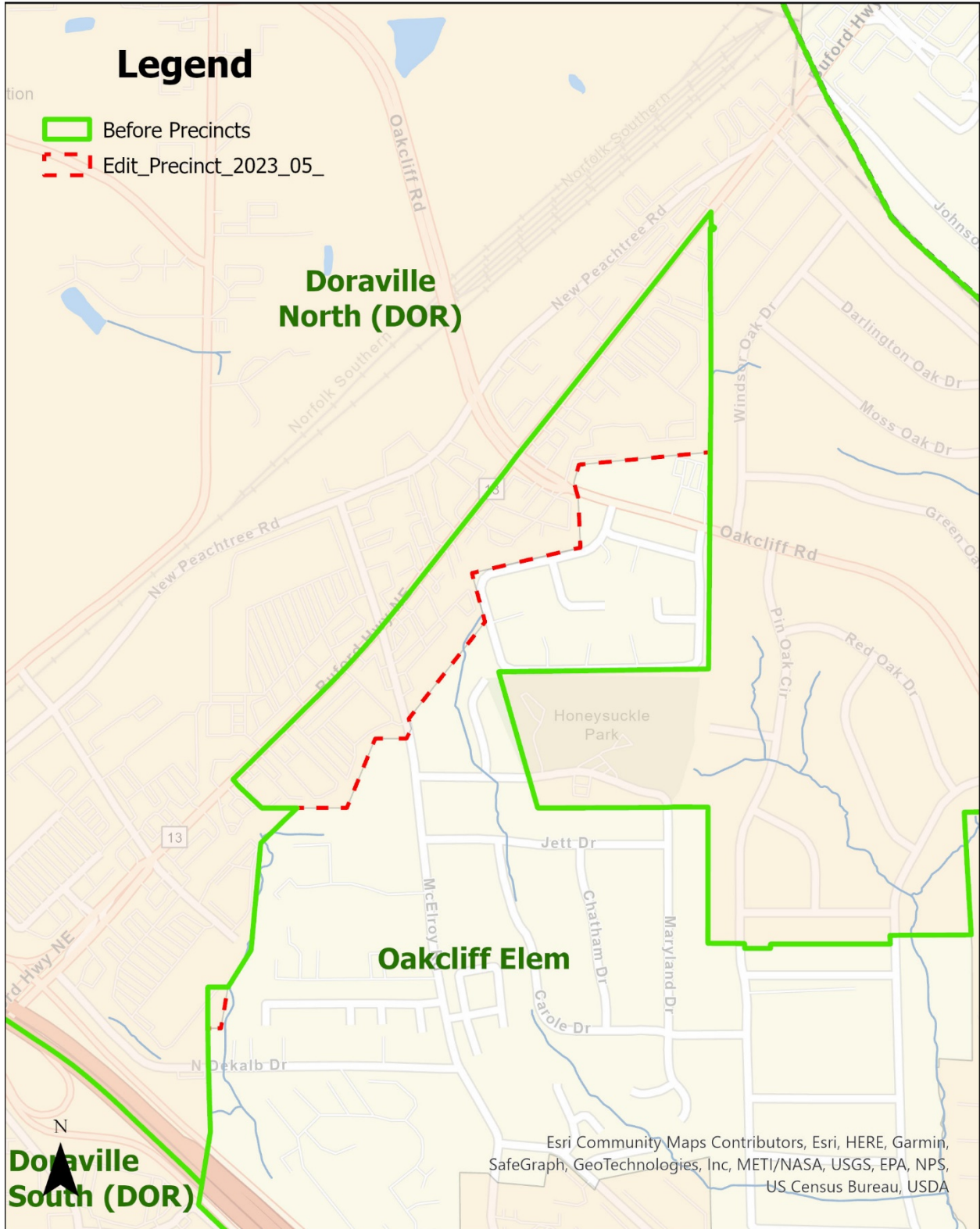
Precinct	Change	Registration
Doraville North (DA)	Add 5629 Buford Hwy and the larger marked area off Buford Hwy.	Before: 3,441 After: 3,441
Oakcliff Elem (OB)	Remove 5629 Buford Hwy and the larger marked area off Buford Hwy.	Before: 2,197 After: 2,197

**APPROVAL**

Submitted to BRE	
Approved by BRE	
Submitted to Commission	
Approved by Commission	



# Precinct Boundary Change 2023-001 (Oakcliff to Doraville North)



# PRECINCT BOUNDARY CHANGE

**NAME**

2023-002 (Emory South to Johnson Estates)

**REASON**

Annexation into Atlanta. Six registered voters are affected.

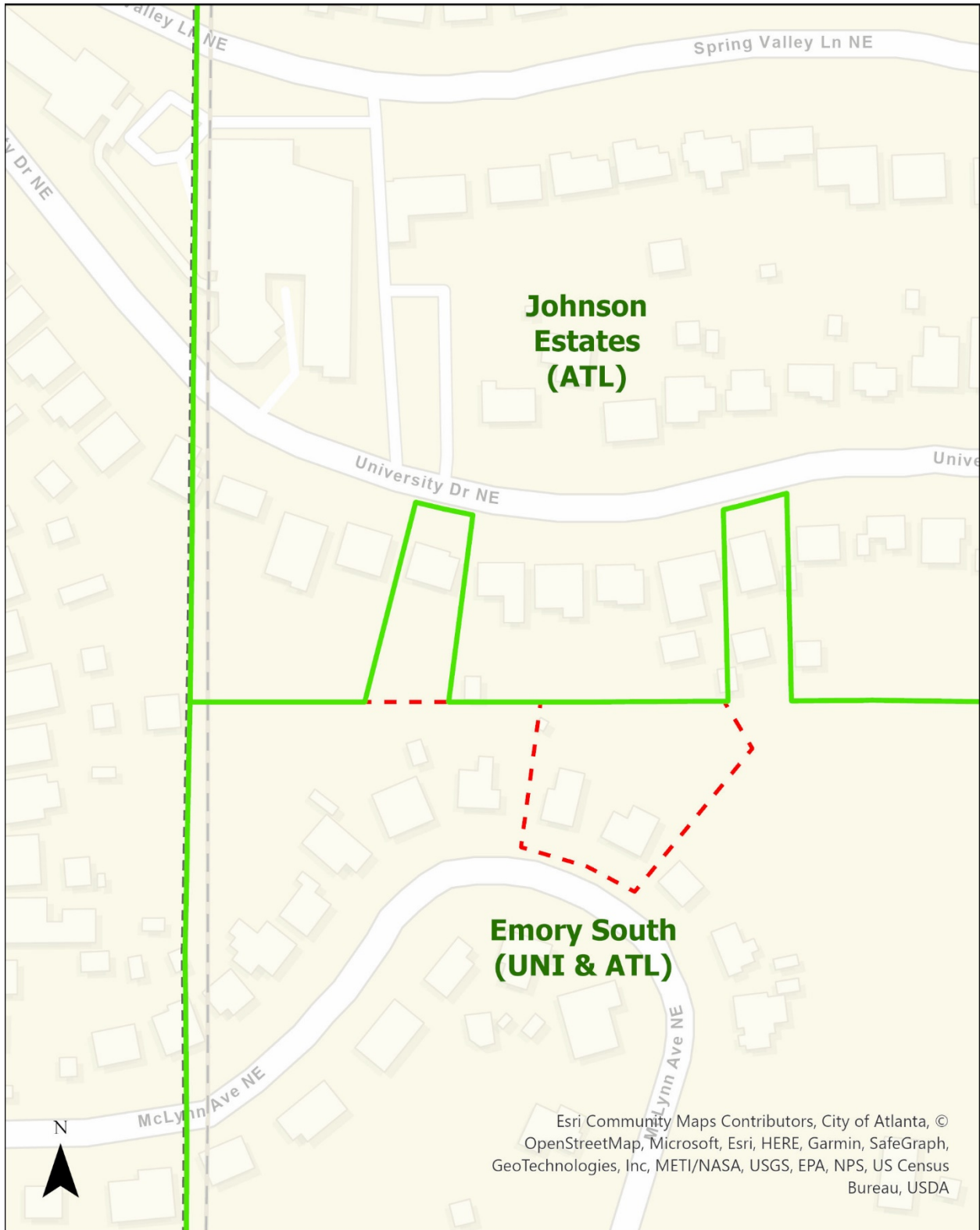
**CHANGES**

Precinct	Change	Registration
Johnson Estates (JA)	Add 1195 University Dr, 1222-1226 McLynn Ave.	Before: 1,673 After: 1,679
Emory South (EG)	Remove 1195 University Dr, 1222-1226 McLynn Ave.	Before: 3,470 After: 3,464

**APPROVAL**

Submitted to BRE	
Approved by BRE	
Submitted to Commission	
Approved by Commission	

# Precinct Boundary Change 2023-002 (Emory South to Johnson Estates)



# PRECINCT BOUNDARY CHANGE

**NAME**

2023-003 (2004 Swazey Dr.)

**REASON**

Annexation into Atlanta. Two registered voters are affected.

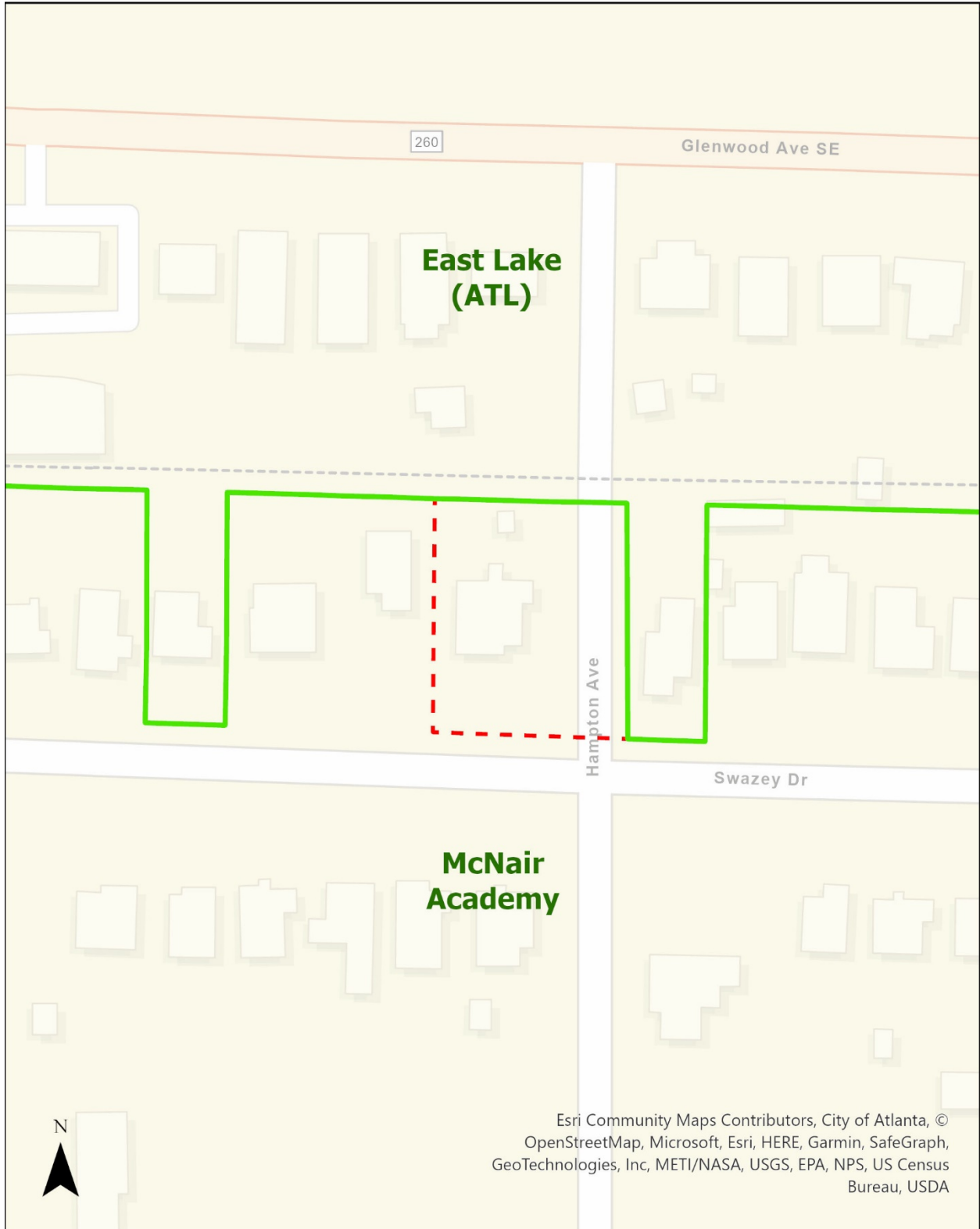
**CHANGES**

Precinct	Change	Registration
East Lake (EA)	Add 2004 Swazey Dr.	Before: 4,464 After: 4,466
McNair Academy (MP)	Remove 2004 Swazey Dr.	Before: 1,939 After: 1,937

**APPROVAL**

Submitted to BRE	
Approved by BRE	
Submitted to Commission	
Approved by Commission	

# Precinct Boundary Change 2023-003 (2004 Swazey Dr)



# PRECINCT BOUNDARY CHANGE

## NAME

2023-004 (McNair to East Lake)

## REASON

Annexation into Atlanta. No registered voters are affected.

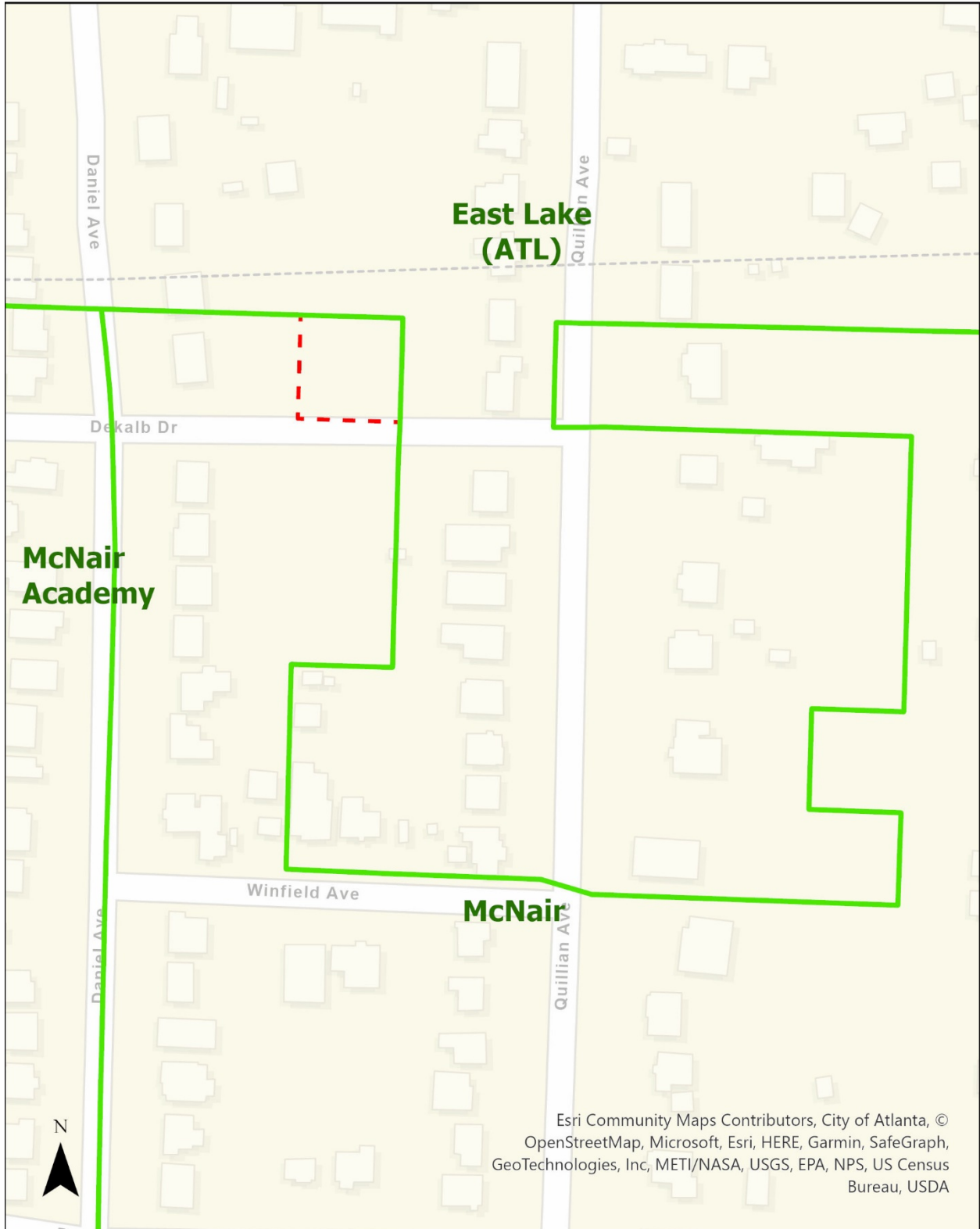
## CHANGES

Precinct	Change	Registration
East Lake (EA)	Add 2234 DeKalb Dr.	Before: 4,464 After: 4,464
McNair (MD)	Remove 2234 DeKalb Dr.	Before: 1,939 After: 1,939

## APPROVAL

Submitted to BRE	
Approved by BRE	
Submitted to Commission	
Approved by Commission	

# Precinct Boundary Change 2023-004 (McNair to East Lake)



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GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census  
Bureau, USDA

# PRECINCT BOUNDARY CHANGE

**NAME**

2023-005 (McNair High to Burgess Elem)

**REASON**

Annexation into Atlanta. 20 registered voters are affected.

**CHANGES**

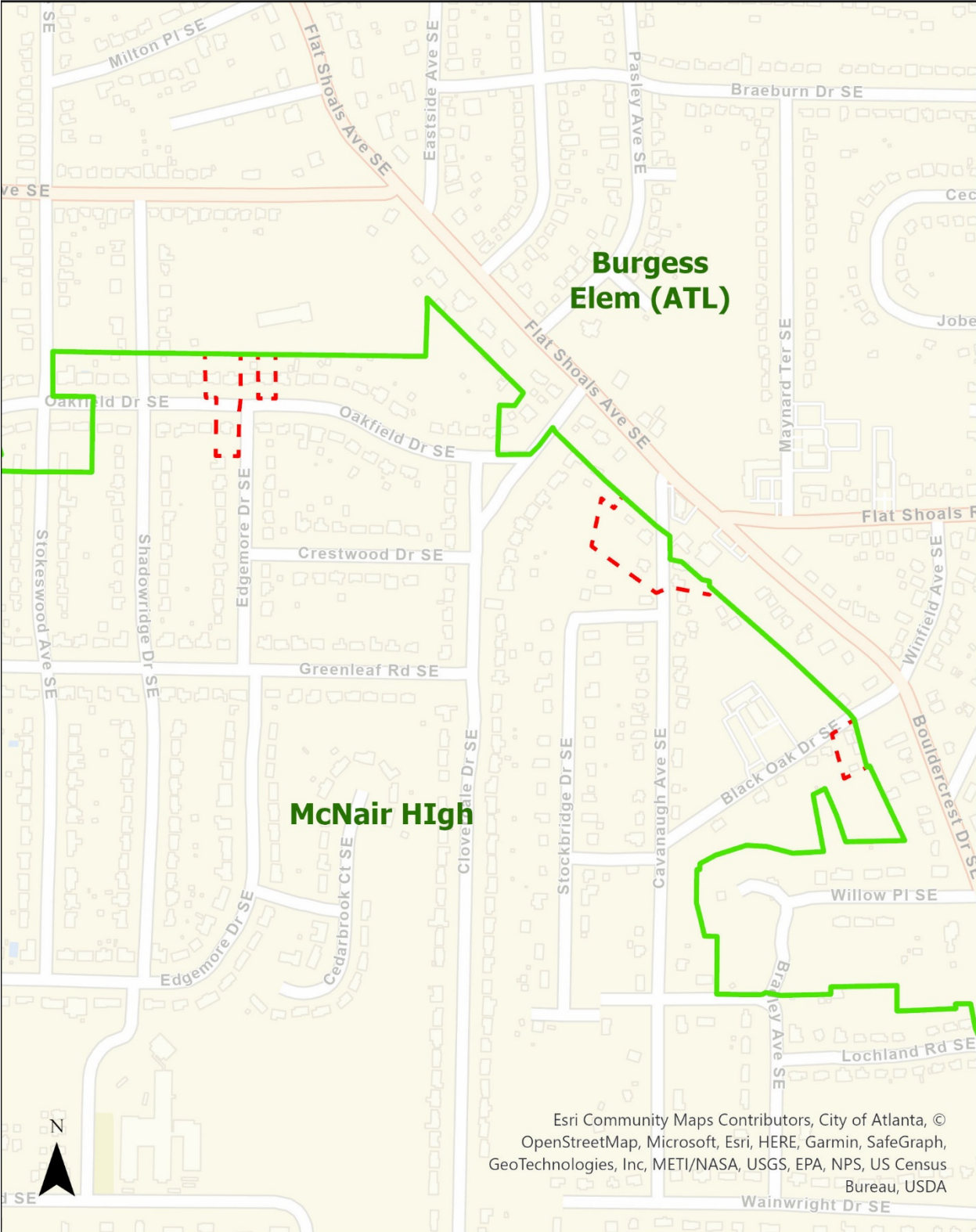
Precinct	Change	Registration
Burgess Elem (BR)	Add 1363 Black Oak Dr; 2071, 2080, 2083, and 2084 Cavanaugh Ave; and 1162, 1165, 1166, and 1178 Oakfield Dr.	Before: 3,656 After: 3,676
McNair High (MB)	Remove 1363 Black Oak Dr; 2071, 2080, 2083, and 2084 Cavanaugh Ave; and 1162, 1165, 1166, and 1178 Oakfield Dr.	Before: 4,228 After: 4,208

**APPROVAL**

Submitted to BRE	
Approved by BRE	
Submitted to Commission	
Approved by Commission	



# Precinct Boundary Change 2023-005 (McNair High to Burgess Elem)



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GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census  
Bureau, USDA

# PRECINCT BOUNDARY CHANGE

**NAME**

2023-006 (3216 Caldwell Rd.)

**REASON**

Annexation into Chamblee. 1 registered voter is affected.

**CHANGES**

Precinct	Change	Registration
Chamblee (CE)	Add 3216 Caldwell Rd.	Before: 2,697 After: 2,698
Ashford Park Elem (AB)	Remove 3216 Caldwell Rd.	Before: 2,543 After: 2,542

**APPROVAL**

Submitted to BRE	
Approved by BRE	
Submitted to Commission	
Approved by Commission	

# Precinct Boundary Change 2023-006 (3216 Caldwell Rd)



# PRECINCT BOUNDARY CHANGE

**NAME**

2023-007 (Glenwood Ave.)

**REASON**

Annexation into Atlanta. 5 registered voters are affected.

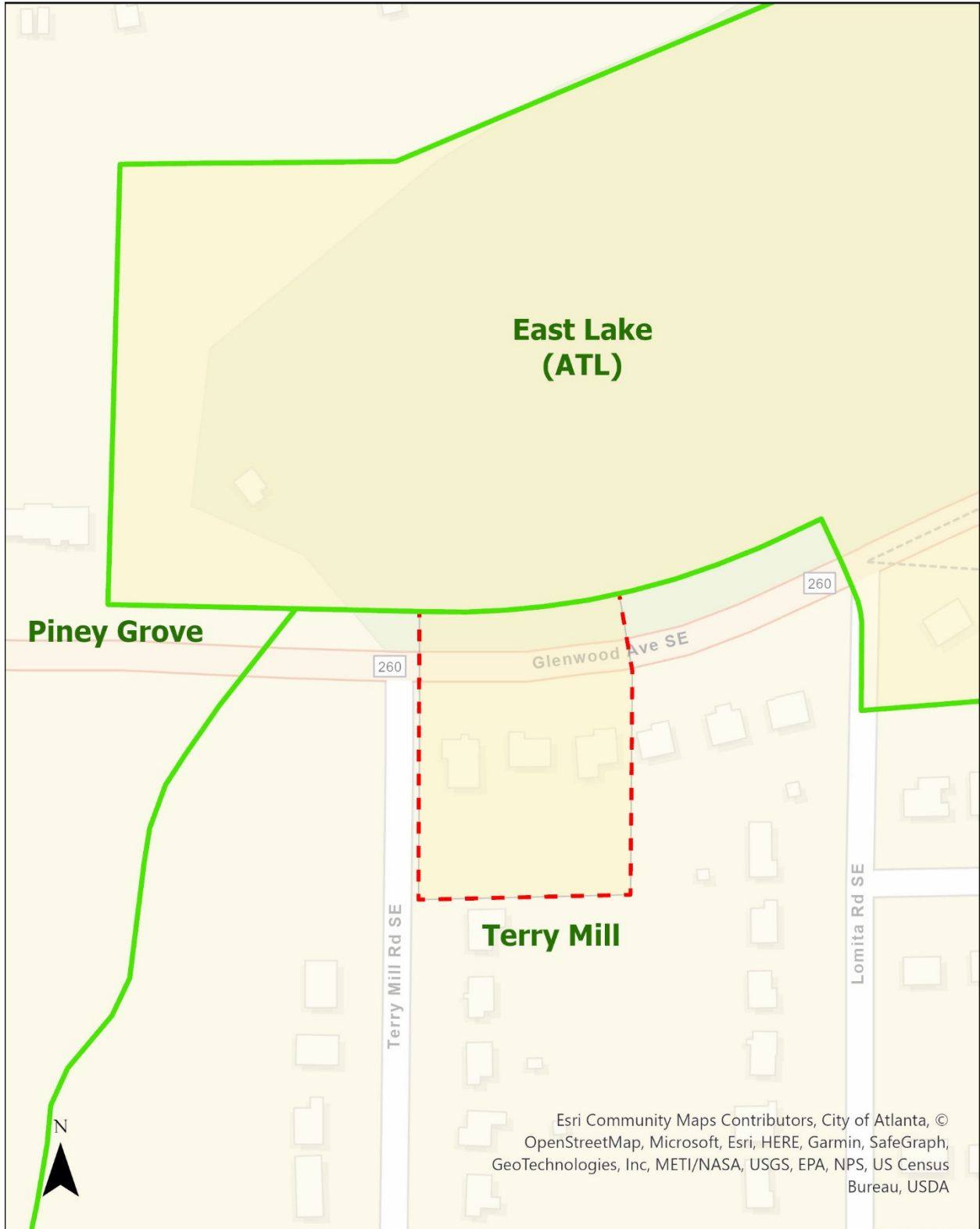
**CHANGES**

Precinct	Change	Registration
East Lake (EA)	Add 2001, 2007, and 2013 Glenwood Ave.	Before: 4,464 After: 4,469
Terry Mill (TA)	Remove 2001, 2007, and 2013 Glenwood Ave.	Before: 2,631 After: 2,626

**APPROVAL**

Submitted to BRE	
Approved by BRE	
Submitted to Commission	
Approved by Commission	

# Precinct Boundary Change 2023-007 (Glenwood Ave)



# PRECINCT BOUNDARY CHANGE

**NAME**

2023-008 (923 Springdale Rd.)

**REASON**

Annexation into Atlanta. 2 registered voters are affected.

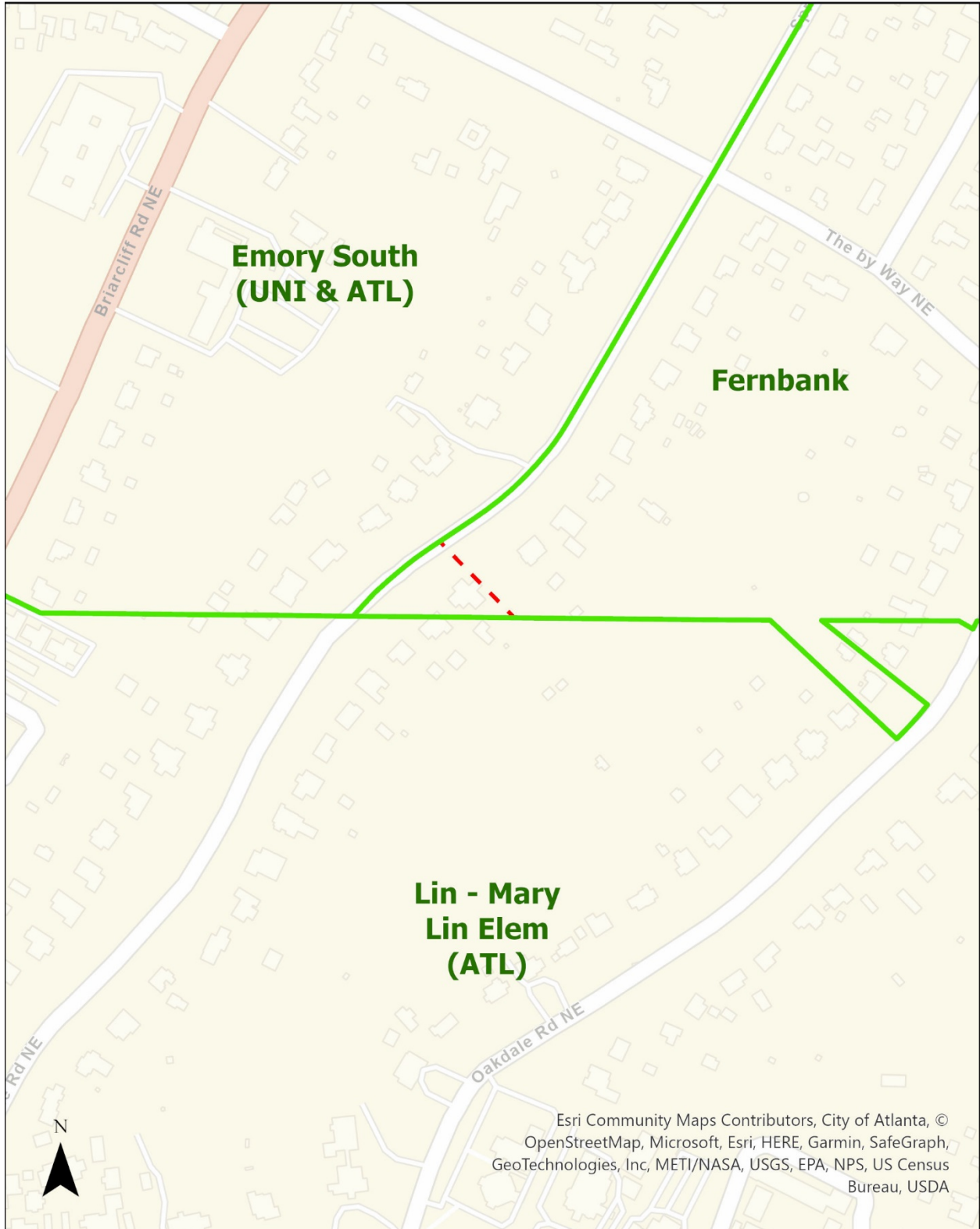
**CHANGES**

Precinct	Change	Registration
Lin-Mary Lin Elem (LE)	Add 923 Springdale Rd and the vacant triangle next to it.	Before: 3,265 After: 3,267
Fernbank (FB)	Remove 923 Springdale Rd and the vacant triangle next to it.	Before: 2,270 After: 2,268

**APPROVAL**

Submitted to BRE	
Approved by BRE	
Submitted to Commission	
Approved by Commission	

**Precinct Boundary Change  
2023-008 (923 Springdale Rd)**



# PRECINCT BOUNDARY CHANGE

**NAME**

2023-009 (3310 Herrenhut Rd.)

**REASON**

This change is necessary due to a difference between the existing precinct boundaries and the 2022 Georgia House District boundaries. 3310 Herrenhut Rd is currently the only address in the Snapfinger Road South precinct that votes in the 84<sup>th</sup> House District. We need to redraw the precinct boundary to match the House District boundary to eliminate this problem. One voter is affected.

**CHANGES**

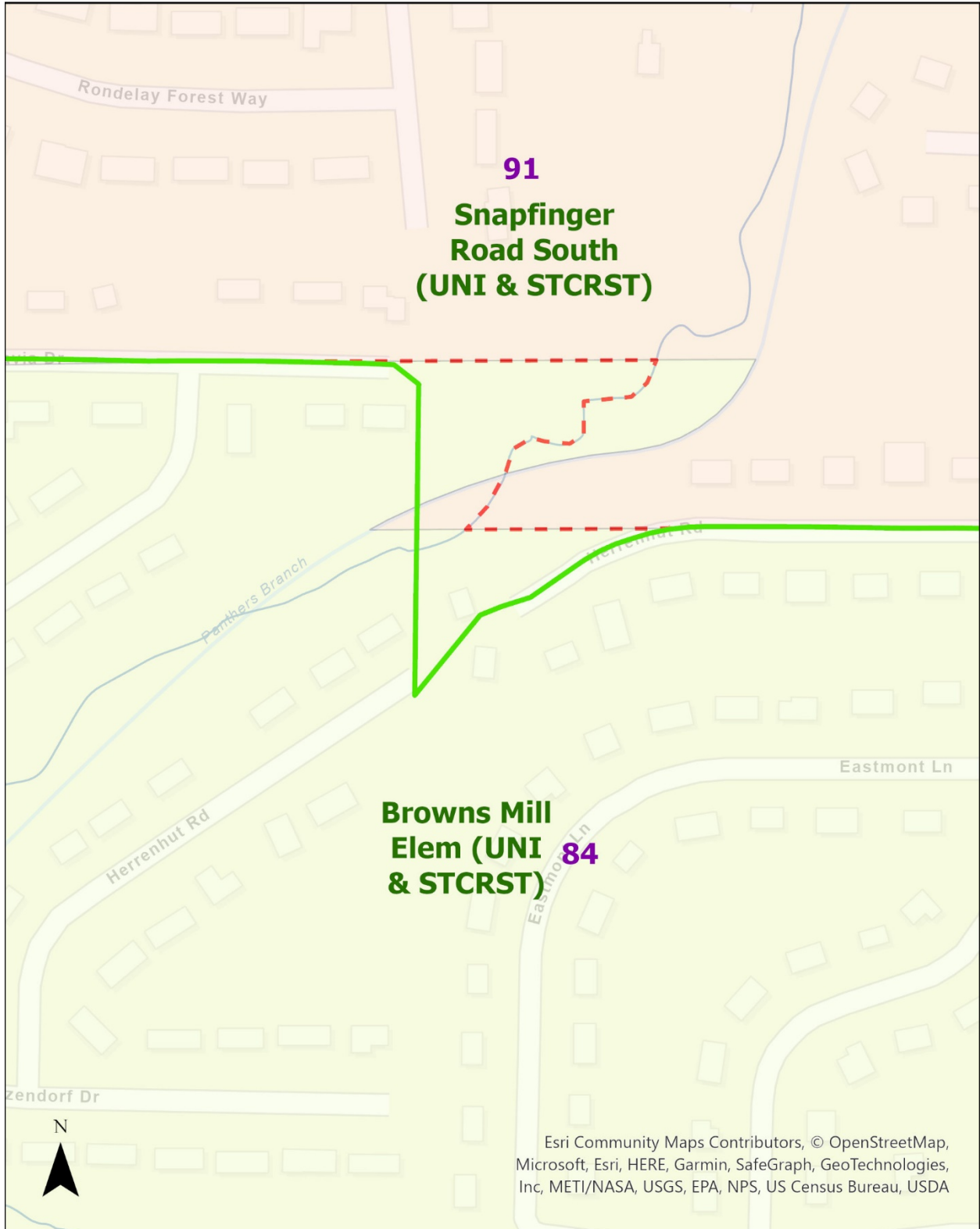
Precinct	Change	Registration
Browns Mill Elem (BJ)	Add 3310 Herrenhut Rd.	Before: 3,890 After: 3,891
Snapfinger Road S (SS)	Remove 3310 Herrenhut Rd.	Before: 1,961 After: 1,960

**APPROVAL**

Submitted to BRE	
Approved by BRE	
Submitted to Commission	
Approved by Commission	



# Precinct Boundary Change 2023-009 (3310 Herrenhut Rd)



# PRECINCT BOUNDARY CHANGE

**NAME**

2023-010 (1432 Tugaloo Dr.)

**REASON**

This change is necessary due to a difference between the existing precinct boundaries and the 2022 Georgia Senate District boundaries. 1432 Tugaloo Dr is currently the only address in the Brookhaven precinct that votes in the 42nd House District. We need to redraw the precinct boundary to match the Senate District boundary to eliminate this problem. Three voters are affected.

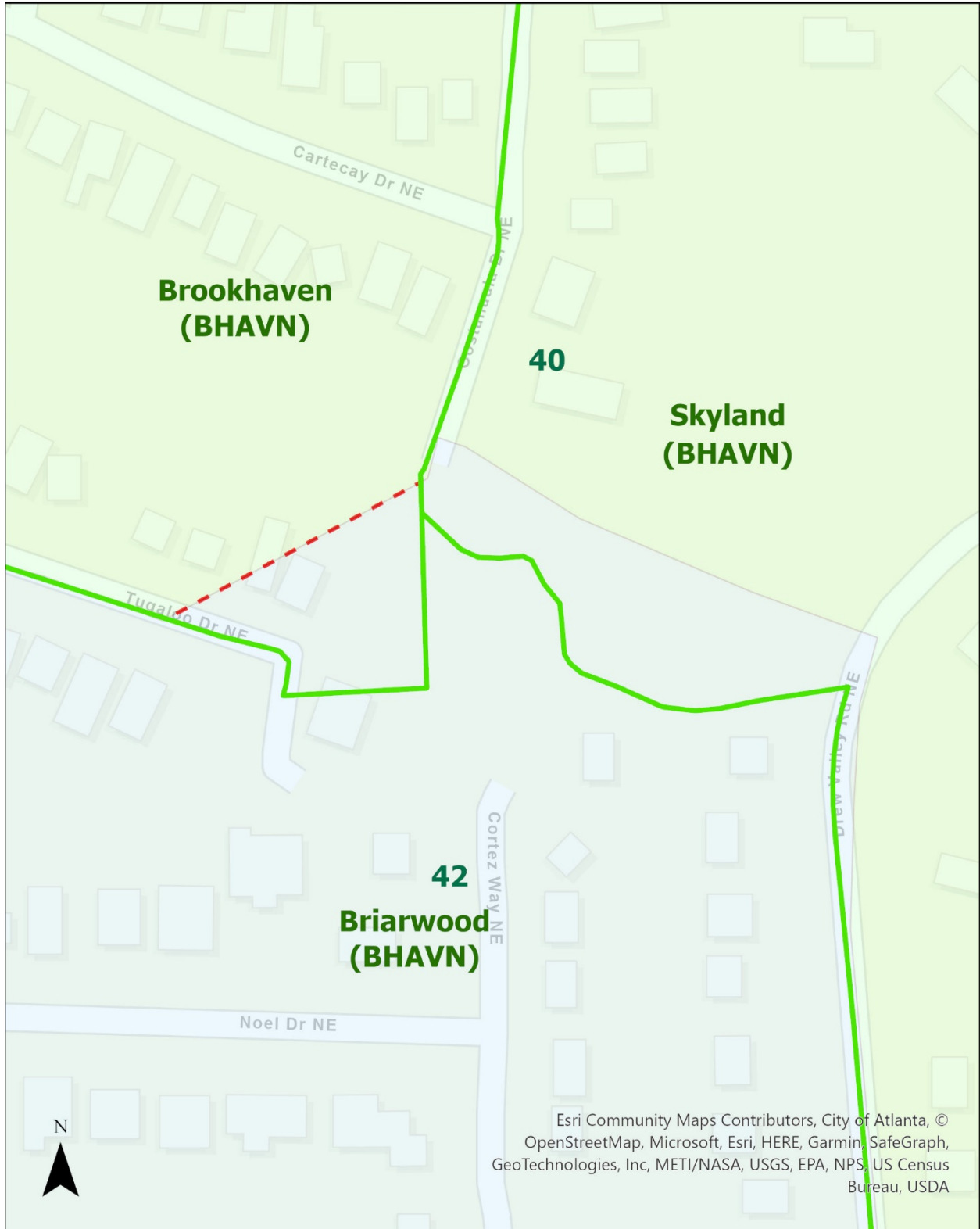
**CHANGES**

Precinct	Change	Registration
Briarwood (BE)	Add 1432 Tugaloo Dr.	Before: 2,703 After: 2,706
Brookhaven (BI)	Remove 1432 Tugaloo Dr.	Before: 3,636 After: 3,633

**APPROVAL**

Submitted to BRE	
Approved by BRE	
Submitted to Commission	
Approved by Commission	

# Precinct Boundary Change 2023-010 (1432 Tugaloo Dr)



# PRECINCT BOUNDARY CHANGE

**NAME**

2023-011 (Calico Ct.)

**REASON**

This change is necessary due to a difference between the existing precinct boundaries and the 2022 Georgia House District boundaries. 5822 and 5824 Calico Ct are the only addresses in the Marbut Elem precinct that vote in the 88th House District. We need to redraw the precinct boundary to match the House District boundary to eliminate this problem. Nine voters are affected.

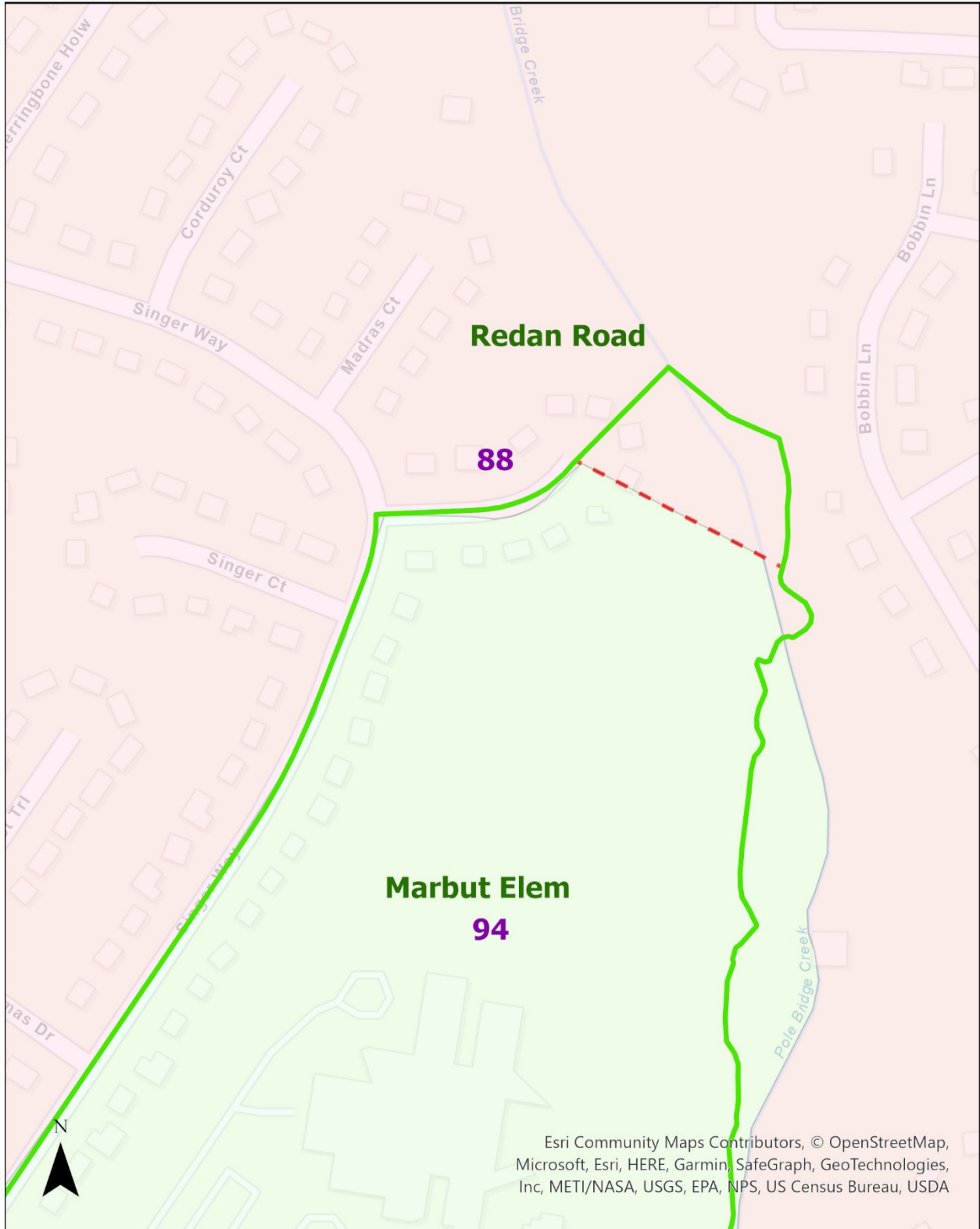
**CHANGES**

Precinct	Change	Registration
Redan Road (RK)	Add 5822 and 5824 Calico Ct.	Before: 2,967 After: 2,976
Marbut Elem (MC)	Remove 5822 and 5824 Calico Ct.	Before: 4,233 After: 4,224

**APPROVAL**

Submitted to BRE	
Approved by BRE	
Submitted to Commission	
Approved by Commission	

# Precinct Boundary Change 2023-011 (Calico Ct)



# PRECINCT BOUNDARY CHANGE

## NAME

2023-012 (Melinda Ct.)

## REASON

This change is necessary due to a difference between the existing precinct boundaries and the 2022 Georgia Senate District boundaries. The houses on the east side of Melinda Ct are the only addresses in the Lakeside High precinct that vote in the 40th Senate District. We need to redraw the precinct boundary to match the Senate District boundary to eliminate this problem. Sixteen voters are affected.

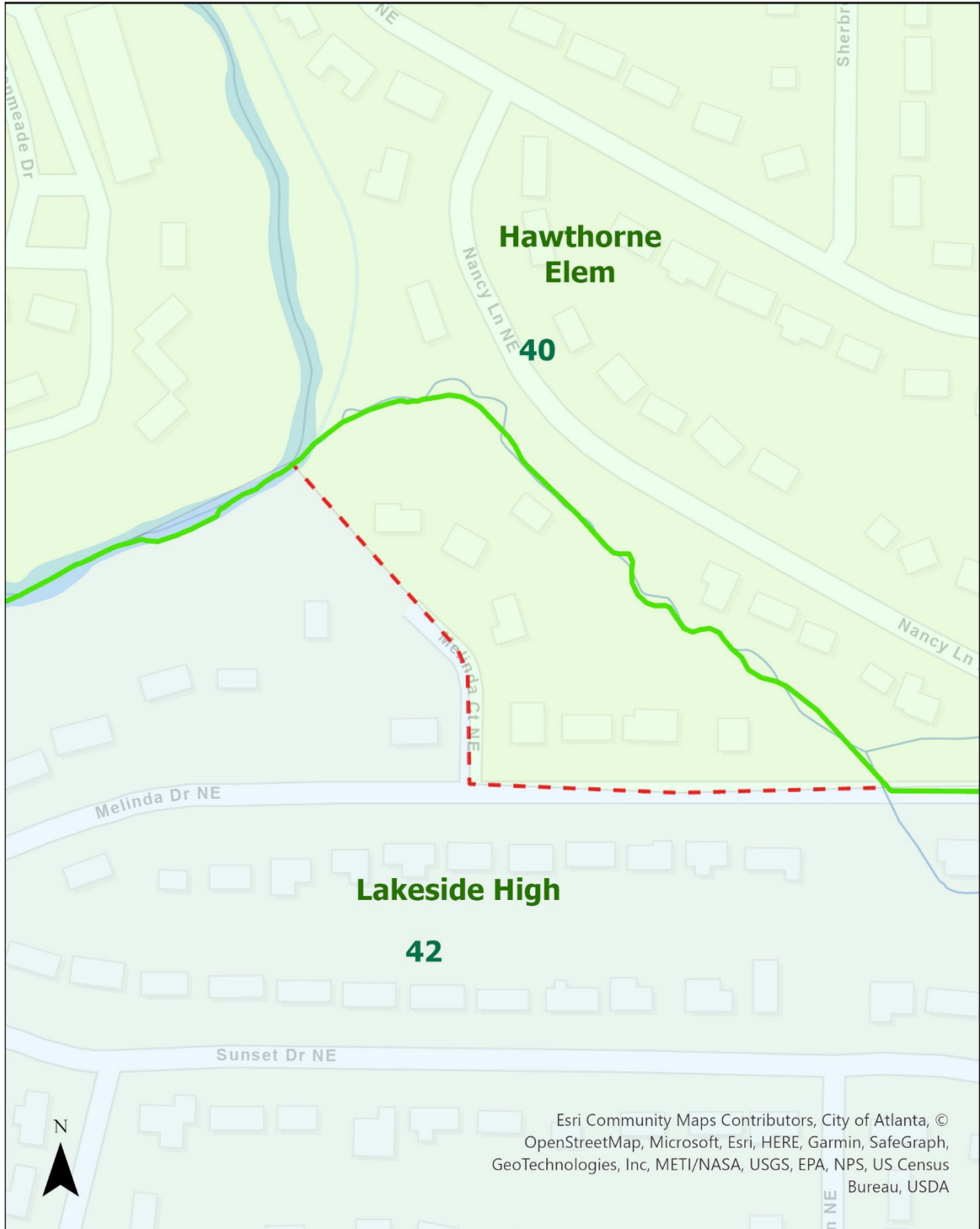
## CHANGES

Precinct	Change	Registration
Hawthorne Elem (HB)	Add 2409, 2419, 2425, and 2430 Melinda Ct; and 2468, 2476, 2486 Melinda Dr.	Before: 4,077 After: 4,093
Lakeside High (LA)	Remove 2409, 2419, 2425, and 2430 Melinda Ct; and 2468, 2476, 2486 Melinda Dr.	Before: 3,366 After: 3,350

## APPROVAL

Submitted to BRE	
Approved by BRE	
Submitted to Commission	
Approved by Commission	

# Precinct Boundary Change 2023-012 (Melinda Ct)



# PRECINCT BOUNDARY CHANGE

**NAME**

2023-013 (Drew Valley Rd.)

**REASON**

This change is necessary due to a difference between the existing precinct boundaries and the 2022 Georgia Senate District boundaries. The named houses on Drew Valley Rd are the only addresses in the Skyland precinct that vote in the 40th Senate District. We need to redraw the precinct boundary to match the Senate District boundary to eliminate this problem. Twelve voters are affected.

**CHANGES**

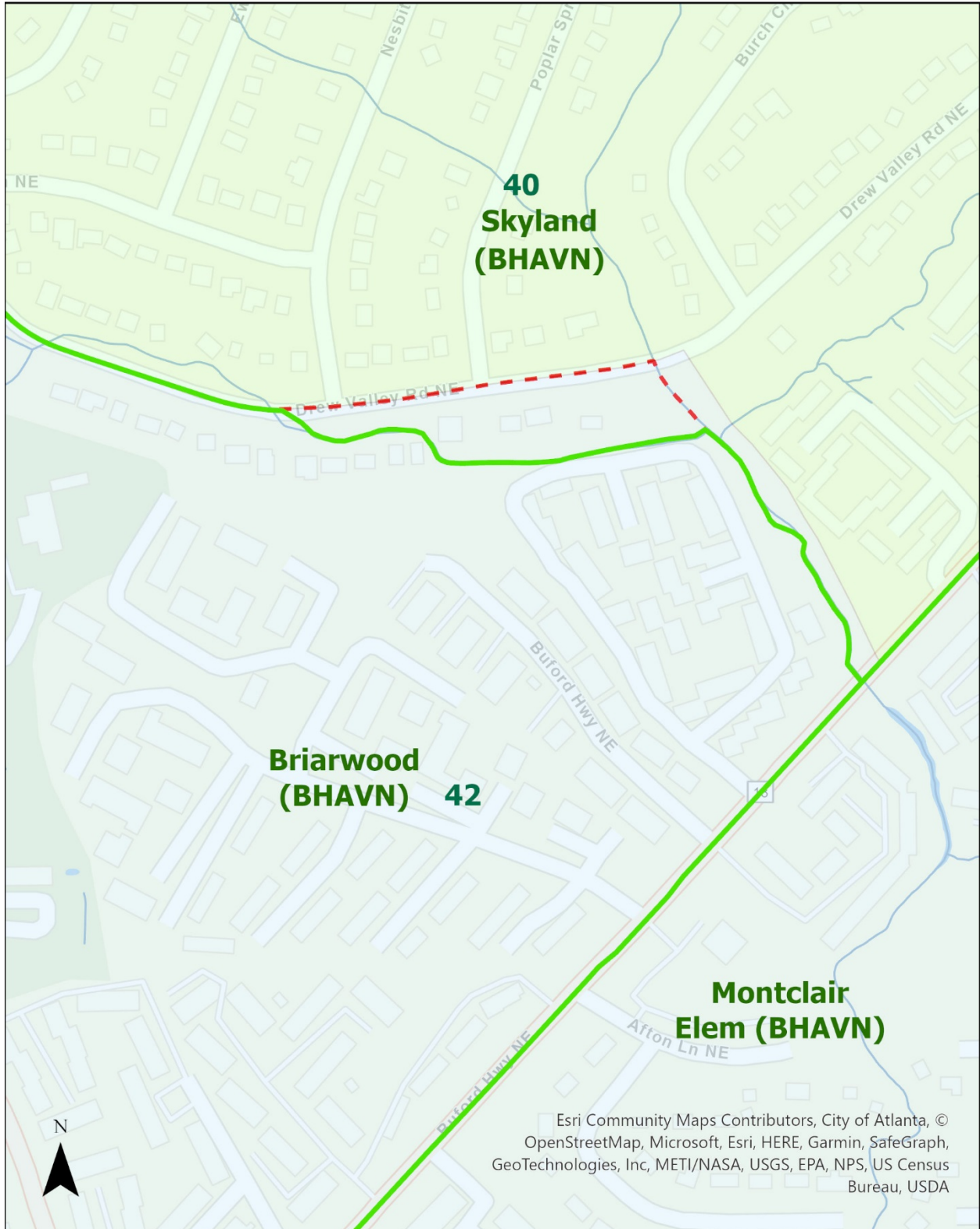
Precinct	Change	Registration
Briarwood (BE)	Add even addresses from 2166 to 2200 Drew Valley Rd.	Before: 2,703 After: 2,715
Skyland (SF)	Remove even addresses from 2166 to 2200 Drew Valley Rd.	Before: 2,301 After: 2,289

**APPROVAL**

Submitted to BRE	
Approved by BRE	
Submitted to Commission	
Approved by Commission	



# Precinct Boundary Change 2023-013 (Drew Valley Rd)



# PRECINCT BOUNDARY CHANGE

**NAME**

2023-014 (Treadway Dr.)

**REASON**

This change is necessary due to a difference between the existing precinct boundaries and the 2022 County Commission District boundaries. The houses mentioned are the only addresses in the Snapfinger Road South precinct that vote in the 3rd Commission District. We need to redraw the precinct boundary to match the Commission District boundary to eliminate this problem. 16 registered voters are affected.

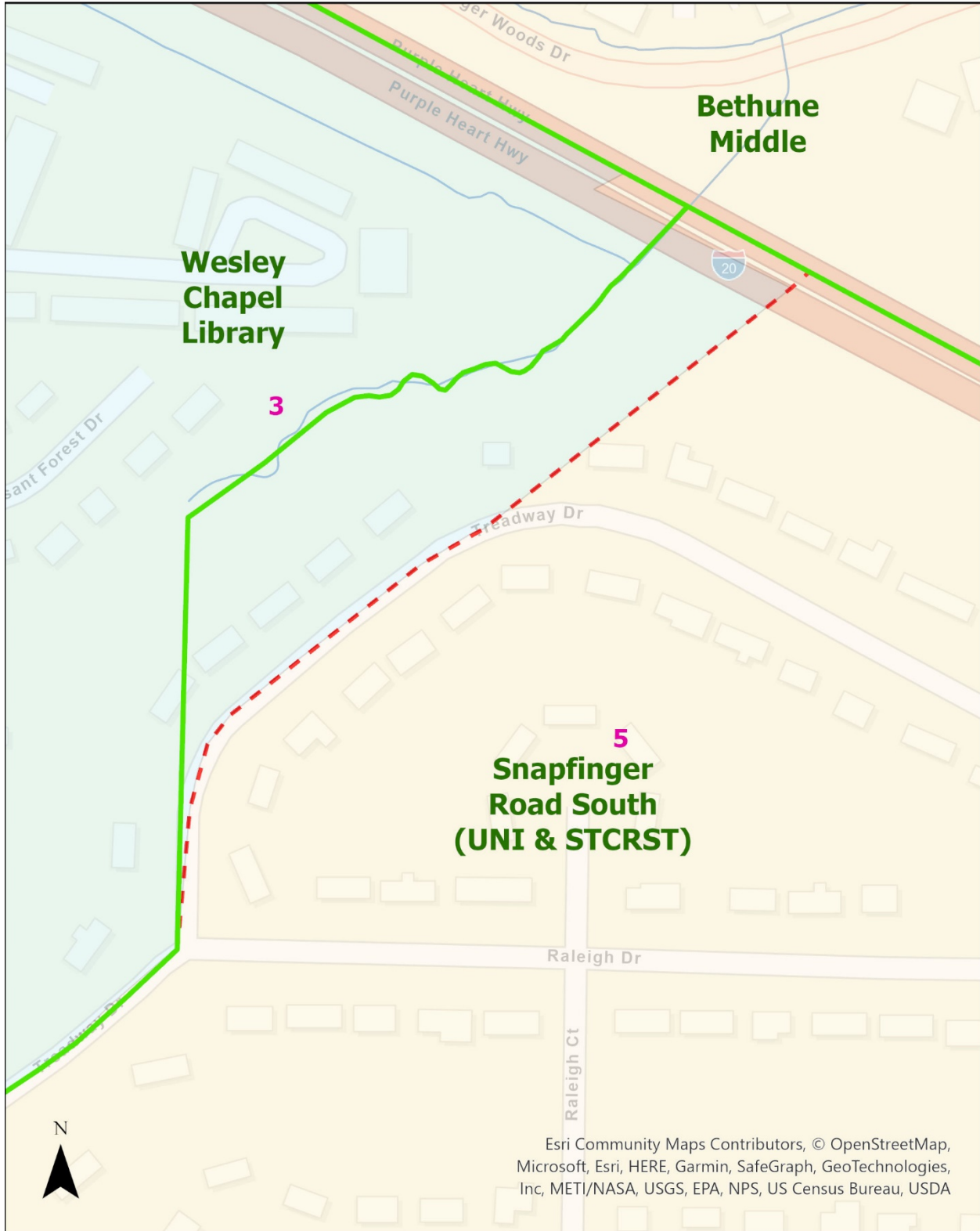
**CHANGES**

Precinct	Change	Registration
Wesley Chapel (WB)	Add odd addresses from 2731 to 2767 on Treadway Dr.	Before: 2,926 After: 2,942
Snapfinger Road South (SS)	Remove odd addresses from 2731 to 2767 on Treadway Dr.	Before: 1,961 After: 1,945

**APPROVAL**

Submitted to BRE	
Approved by BRE	
Submitted to Commission	
Approved by Commission	

# Precinct Boundary Change 2023-014 (Treadway Dr)



# PRECINCT BOUNDARY CHANGE

**NAME**

2023-015 (1435 Montreal Rd W)

**REASON**

This change aligns the precinct boundary to the Tucker city limits. 28 voters are affected.

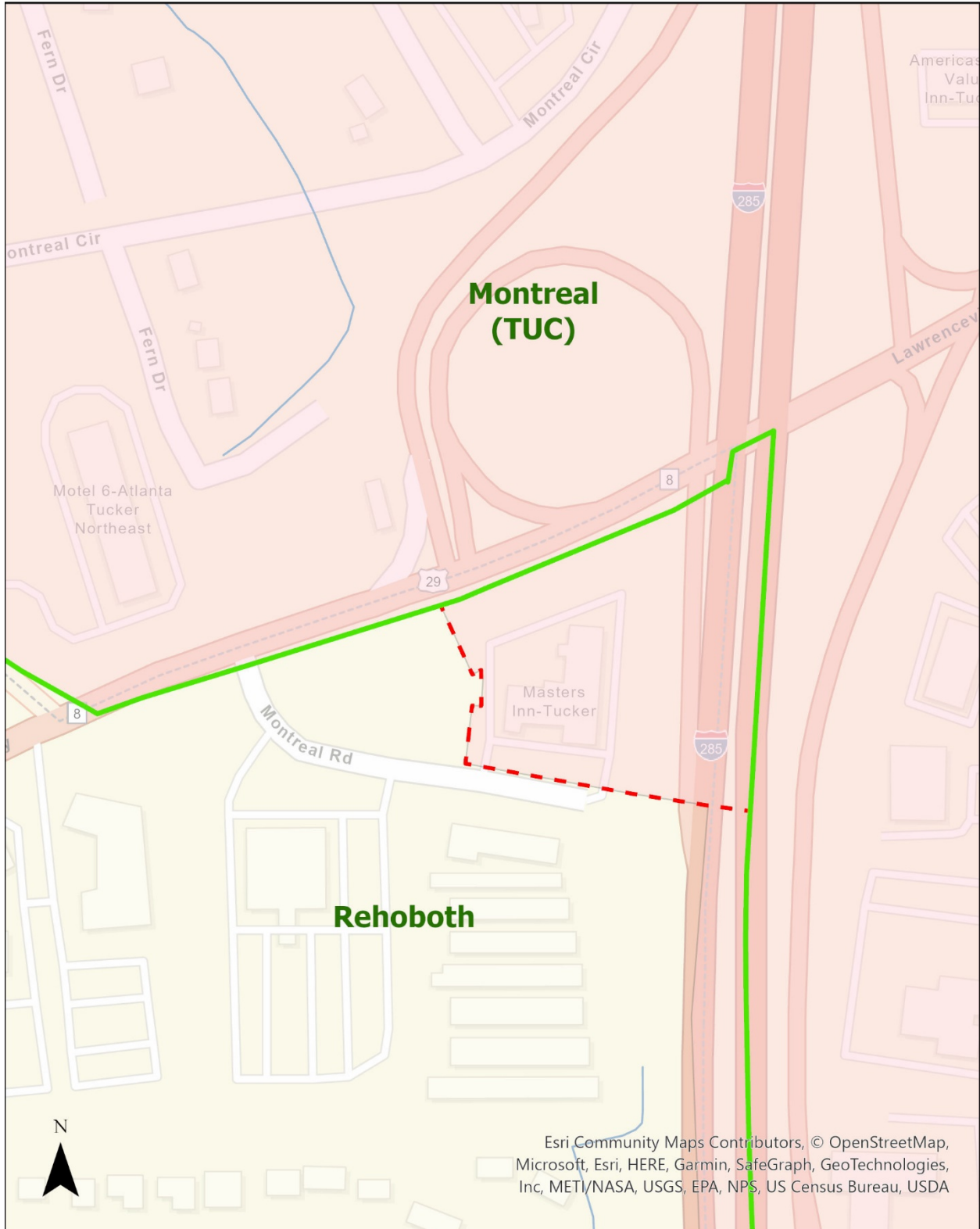
**CHANGES**

Precinct	Change	Registration
Montreal (MK)	Add 1435 Montreal Rd W.	Before: 2,779 After: 2,807
Rehoboth (RD)	Remove 1435 Montreal Rd W.	Before: 1,905 After: 1,877

**APPROVAL**

Submitted to BRE	
Approved by BRE	
Submitted to Commission	
Approved by Commission	

# Precinct Boundary Change 2023-015 (1435 Montreal Rd W)



# PRECINCT BOUNDARY CHANGE

## NAME

2023-016 (Cross Keys Woodward)

## REASON

This change aligns the precinct boundary to the Brookhaven Council District boundary. No voters will change polling places because Cross Keys High and Woodward are combined. 679 voters will switch precincts.

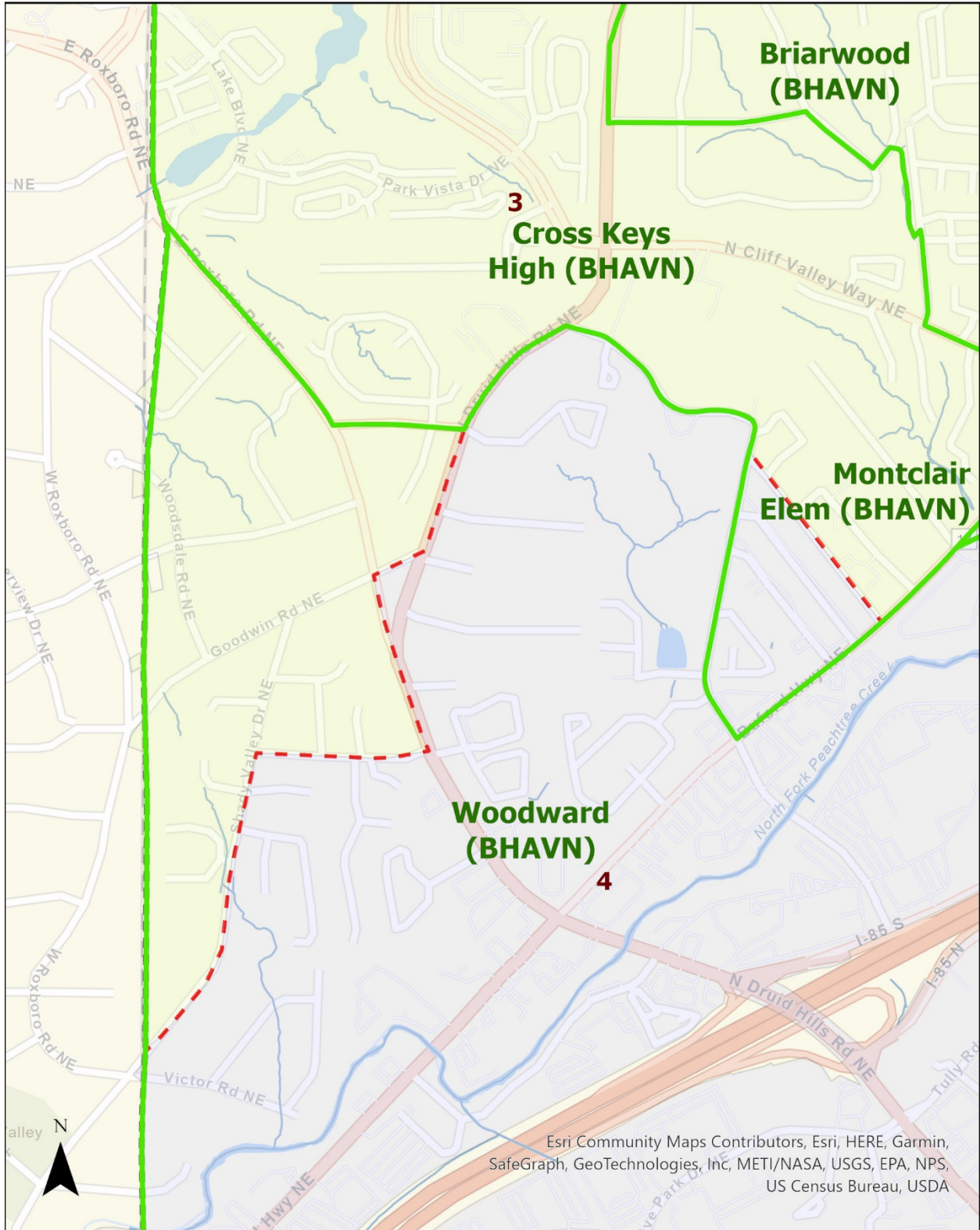
## CHANGES

Precinct	Change	Registration
Cross Keys High (CO)	Align the precinct boundary to the Brookhaven Council District boundary as shown.	Before: 2,420 After: 2,759
Woodward (WJ)	Align the precinct boundary to the Brookhaven Council District boundary as shown.	Before: 3,564 After: 3,225

## APPROVAL

Submitted to BRE	
Approved by BRE	
Submitted to Commission	
Approved by Commission	

# Precinct Boundary Change 2023-016 (Cross Keys Woodward)



# PRECINCT BOUNDARY CHANGE

**NAME**

2023-017 (N Druid Hills Rd)

**REASON**

This change aligns the precinct boundary to the Brookhaven city limits. No voters are affected because the lots are not residential.

**CHANGES**

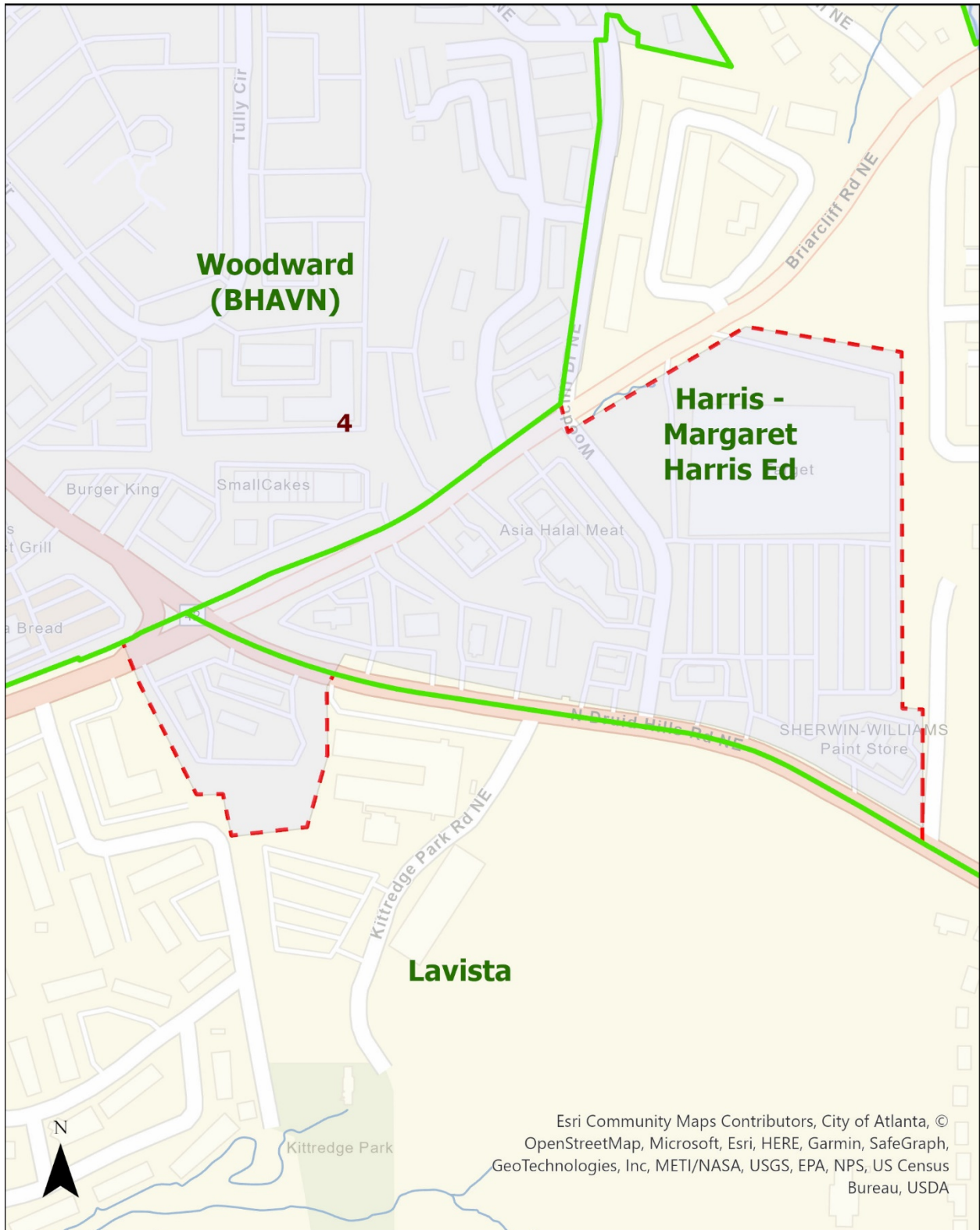
Precinct	Change	Registration
Woodward (WJ)	Add N Druid Hills Rd addresses as shown to align the precinct boundary to the municipal boundary.	Before: 3,564 After: 3,564
LaVista (LC)	Align the precinct boundary to the municipal boundary as shown.	Before: 3,504 After: 3,504
Harris-Margaret Harris Ed (HI)	Align the precinct boundary to the municipal boundary as shown.	Before: 1,605 After: 1,605

**APPROVAL**

Submitted to BRE	
Approved by BRE	
Submitted to Commission	
Approved by Commission	



# Precinct Boundary Change 2023-017 (North Druid Hills Rd)



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GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census  
Bureau, USDA

# PRECINCT BOUNDARY CHANGE

**NAME**

2023-018 (Beverage Dr.)

**REASON**

This change aligns the precinct boundary to the Tucker city limits. No voters are affected because the lots are not residential.

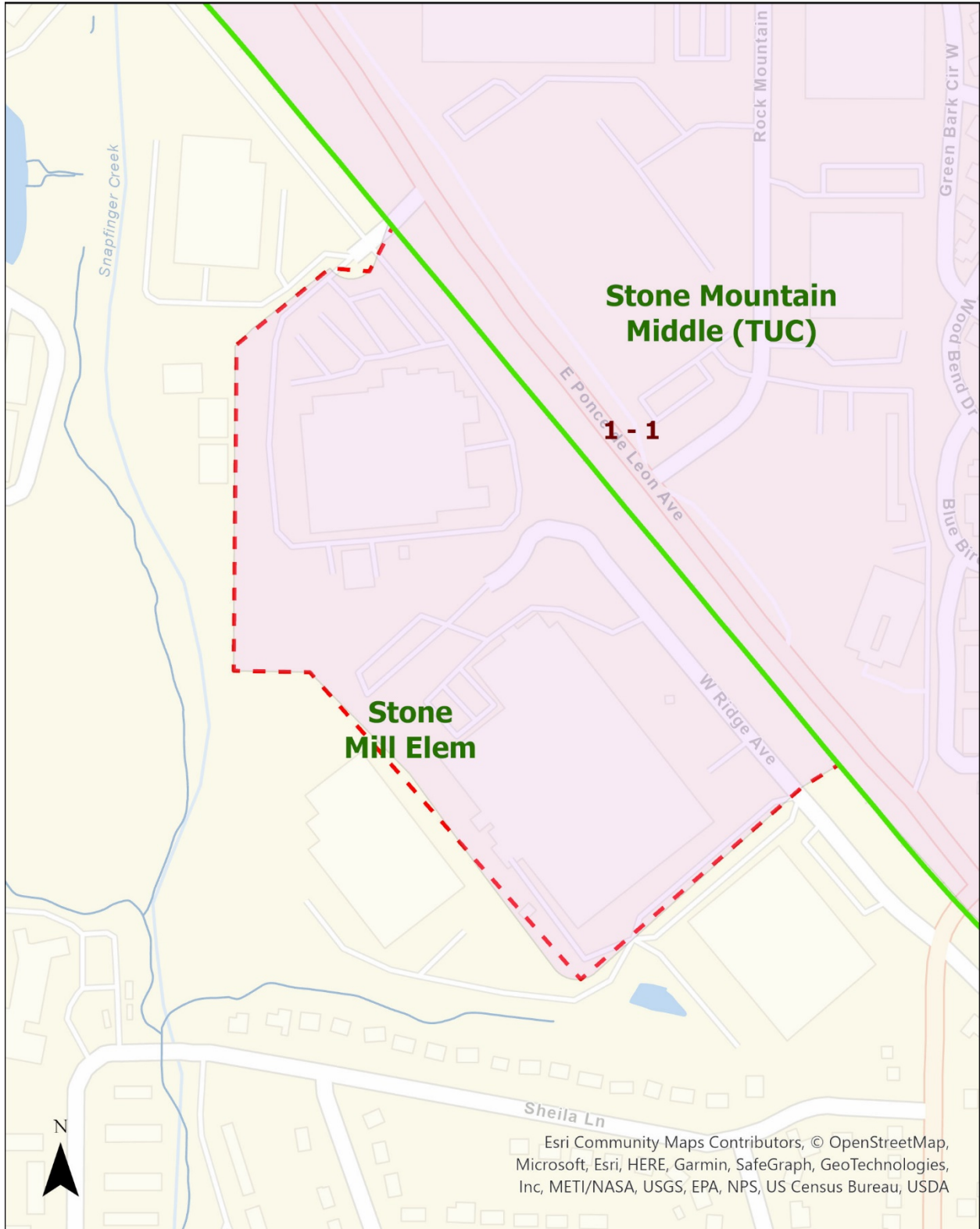
**CHANGES**

Precinct	Change	Registration
Stone Mountain Middle (SI)	Add 1375 Beverage Dr and 5853 E Ponce De Leon Ave.	Before: 3,592 After: 3,592
Stone Mill Elem (SJ)	Remove 1375 Beverage Dr and 5853 E Ponce De Leon Ave.	Before: 3,962 After: 3,962

**APPROVAL**

Submitted to BRE	
Approved by BRE	
Submitted to Commission	
Approved by Commission	

# Precinct Boundary Change 2023-018 (Beverage Dr)



# PRECINCT BOUNDARY CHANGE

**NAME**

2023-019 (Northlake Mall)

**REASON**

This change aligns the precinct boundary to the Tucker city limits. No voters are affected because the lots are not residential.

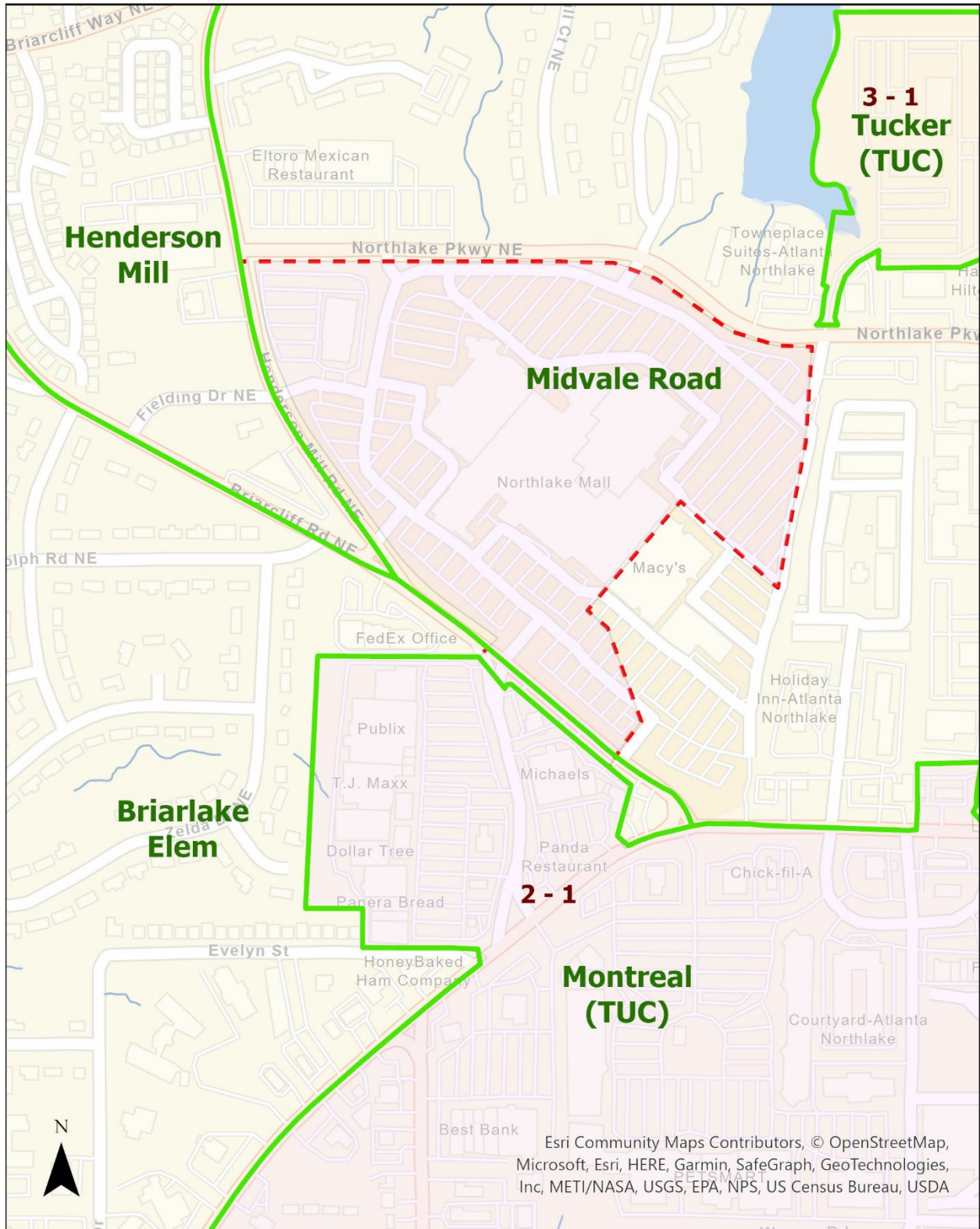
**CHANGES**

Precinct	Change	Registration
Montreal (MK)	Add the displayed area bounded by Northlake Pkwy, Henderson Mill Rd, and Briarcliff Rd.	Before: 2,779 After: 2,779
Briarlake (BD)	Remove 4030 LaVista Rd.	Before: 1,798 After: 1,798
Midvale Road (MW)	Remove the displayed area bounded by Northlake Pkwy, Henderson Mill Rd, and Briarcliff Rd. Add 4030 LaVista Rd.	Before: 1,845 After: 1,845

**APPROVAL**

Submitted to BRE	
Approved by BRE	
Submitted to Commission	
Approved by Commission	

# Precinct Boundary Change 2023-019 (Northlake Mall)



# PRECINCT BOUNDARY CHANGE

**NAME**

2023-020 (McDaniel St)

**REASON**

This change aligns the precinct boundary to the Georgia House District boundary. No voters are affected because there are currently no residences built on the affected lots.

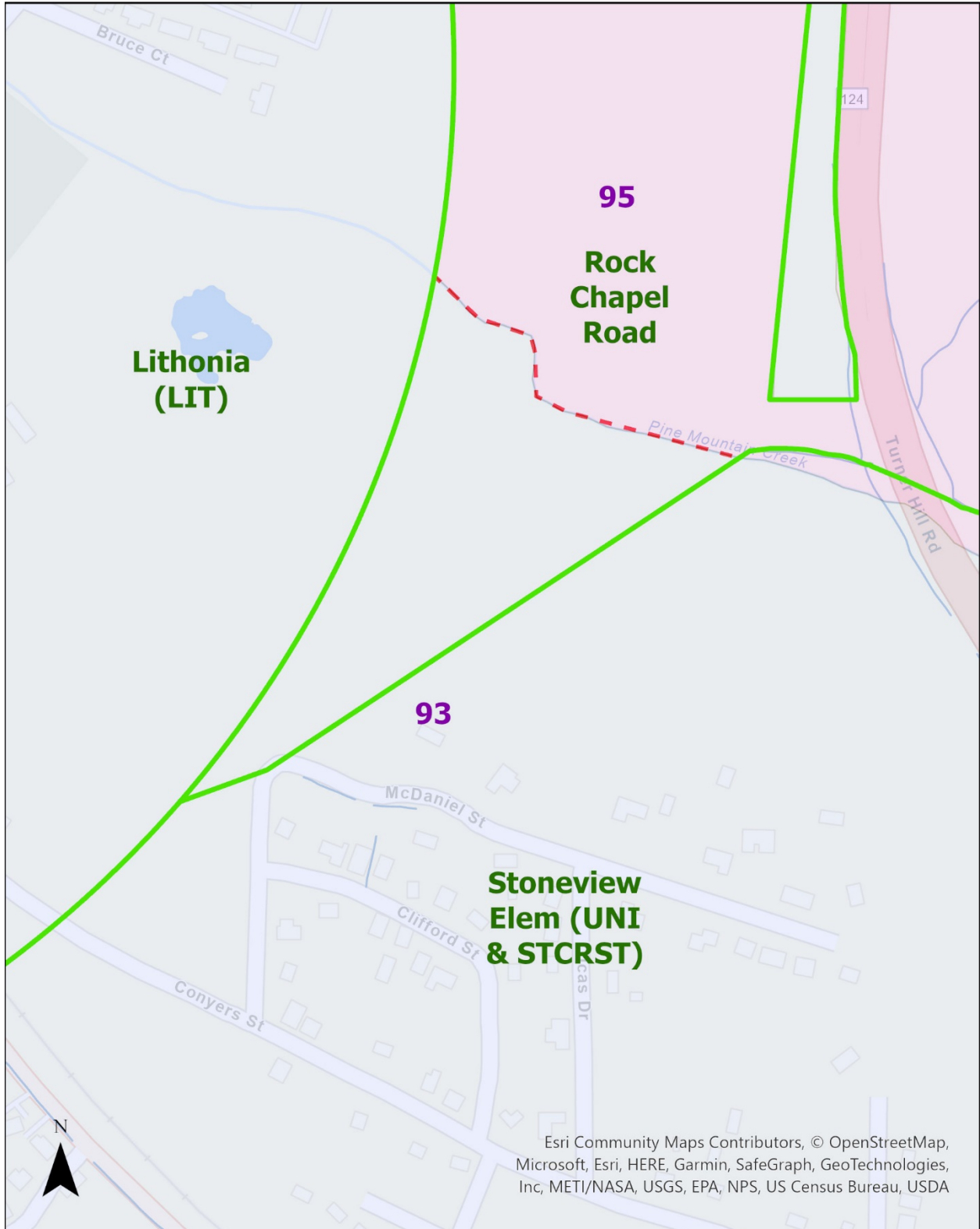
**CHANGES**

Precinct	Change	Registration
Stoneview Elem (SL)	Add the displayed area off McDaniel St.	Before: 2,131 After: 2,131
Rock Chapel Road (RL)	Remove the displayed area off McDaniel St.	Before: 4,652 After: 4,652

**APPROVAL**

Submitted to BRE	
Approved by BRE	
Submitted to Commission	
Approved by Commission	

# Precinct Boundary Change 2023-020 (McDaniel St)



# PRECINCT BOUNDARY CHANGE

**NAME**

2023-021 (Emory Road)

**REASON**

This change aligns the precinct boundary to the Atlanta municipal boundary. 29 voters are affected.

**CHANGES**

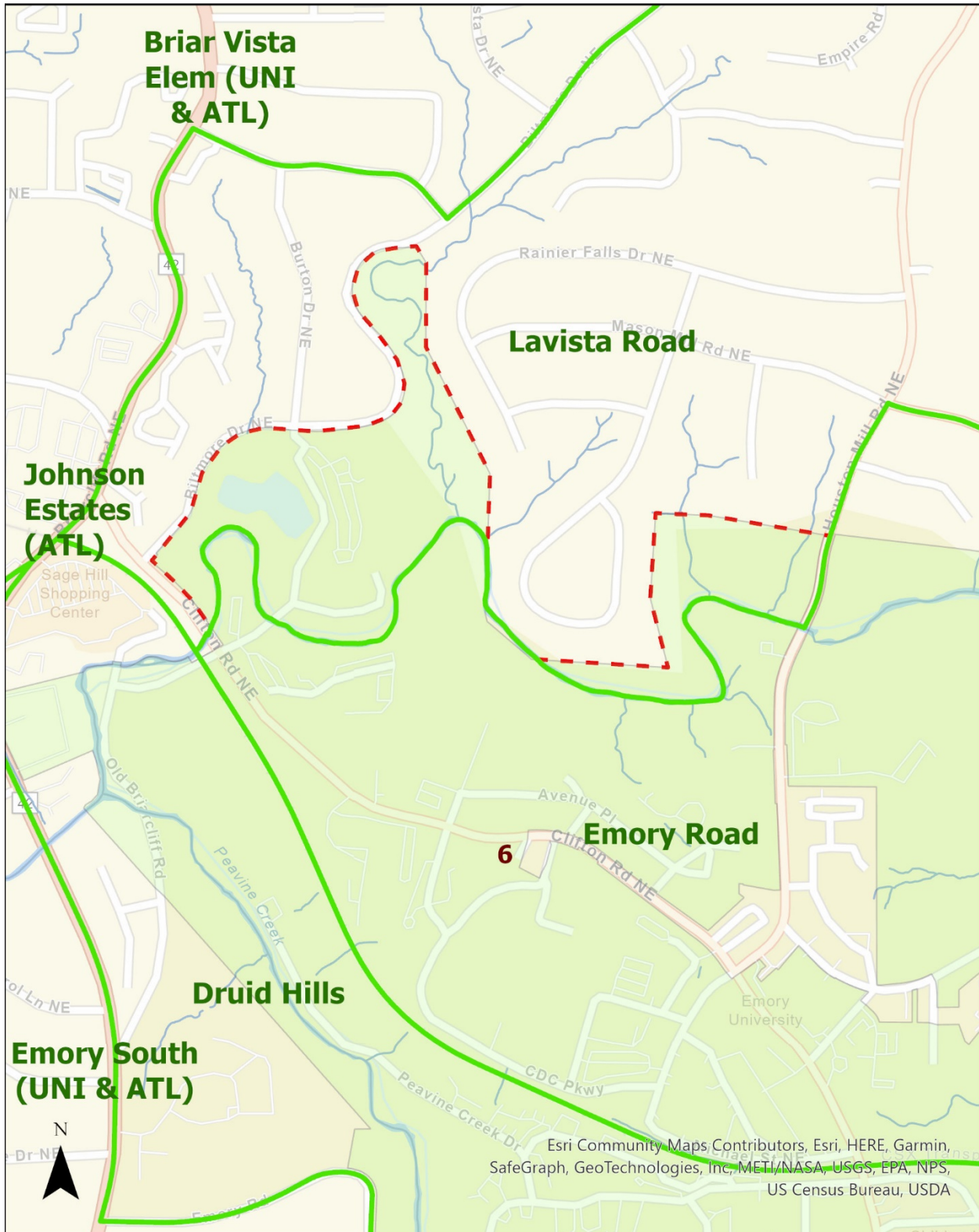
Precinct	Change	Registration
Emory Road (ER)	Add 850 Biltmore Dr; 840 Castle Falls Dr; and 866 and 890 Houston Mill Rd.	Before: 3,427 After: 3,456
LaVista Road (LB)	Remove 850 Biltmore Dr; 840 Castle Falls Dr; and 866 and 890 Houston Mill Rd.	Before: 2,490 After: 2,461

**APPROVAL**

Submitted to BRE	
Approved by BRE	
Submitted to Commission	
Approved by Commission	



# Precinct Boundary Change 2023-021 (Emory Road)



# PRECINCT BOUNDARY CHANGE

**NAME**

2023-022 (Livsey)

**REASON**

This change aligns the precinct boundary to the Tucker municipal boundary. 84 voters are affected.

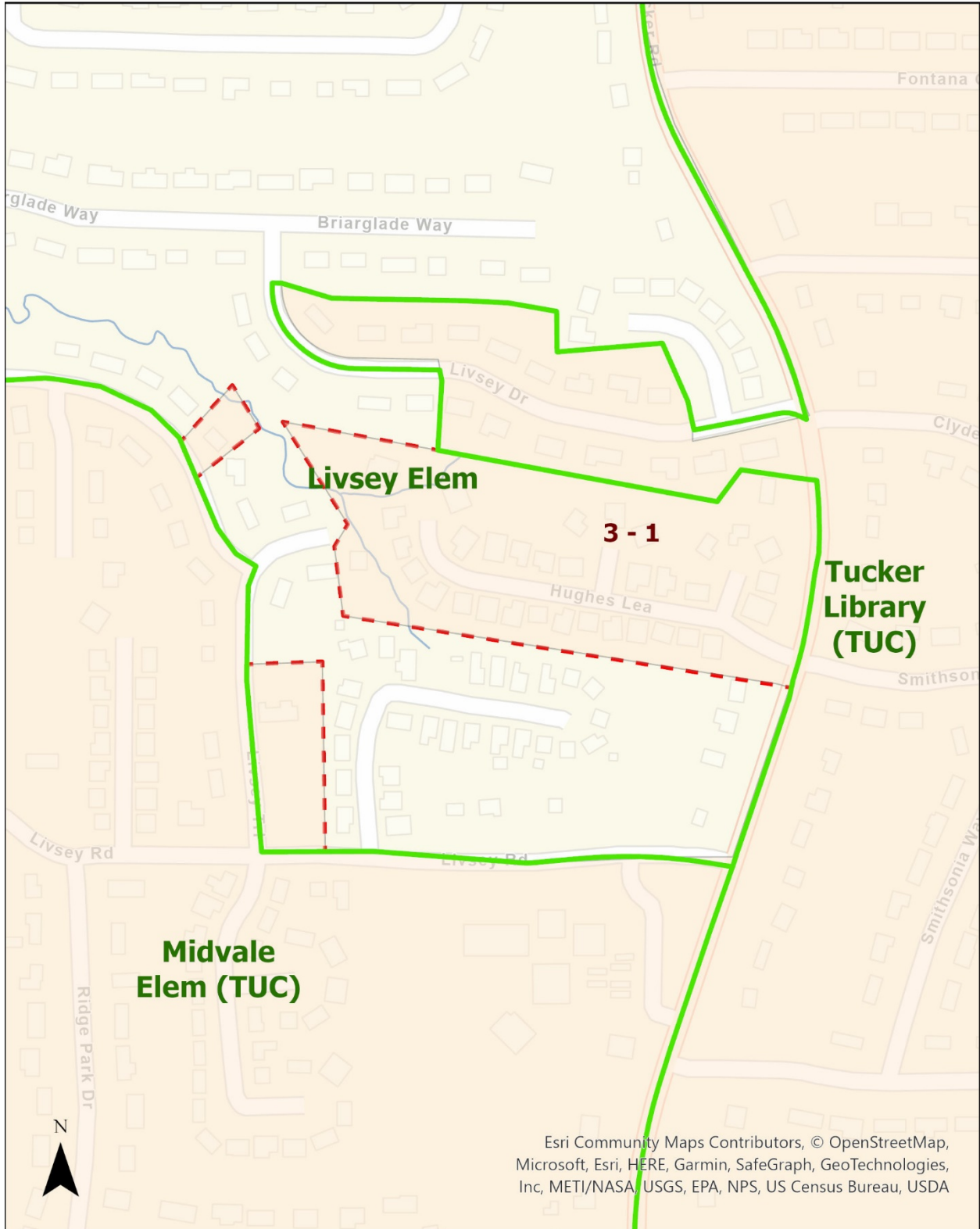
**CHANGES**

Precinct	Change	Registration
Tucker Library (TF)	Add all lots on Hughes Lea, Saint George Ct, and Warrington Close.	Before: 3,670 After: 3,747
Midvale Elem (MH)	Add 2954 Thornridge Dr and 4090 Livsey Rd.	Before: 2,807 After: 2,800
Livsey Elem (LV)	Remove all lots on Hughes Lea, Saint George Ct, and Warrington Close. Remove 2954 Thornridge Dr and 4090 Livsey Rd.	Before: 1,386 After: 1,302

**APPROVAL**

Submitted to BRE	
Approved by BRE	
Submitted to Commission	
Approved by Commission	

# Precinct Boundary Change 2023-022 (Livsey)



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**DEKALB COUNTY, GEORGIA  
BOARD OF REGISTRATION AND ELECTIONS**

**AMENDED AND RESTATED BOARD BYLAWS**

**I. NAME AND AUTHORITY**

The DeKalb County Board of Registration and Elections (the “Board”) has been created by the Georgia General Assembly, pursuant to Georgia Laws 2003, p. 4200, § 1 and O.C.G.A § 21-2-40.

**II. PURPOSE AND DUTIES**

- a. Purview. The Board’s purpose and duties include but are not limited to:
- i. Carrying out registration and elections-related responsibilities as specified by state and local law
  - ii. Ensuring that all elections and related activities in DeKalb County are conducted in accordance with the spirit and the letter of applicable federal, state, and local laws such that they are free, impartial, fair, accurate, convenient, accessible, credible and trustworthy in the eyes of the public
  - iii. Educating the public and increasing public awareness of upcoming elections, where and how to cast votes, and voter registration; ensuring voters, candidates, and the media receive excellent customer service from the Department of Voter Registration & Elections (the “Department”)
  - iv. Appointing, overseeing, evaluating, and/or removing the Executive Director of the Department ~~of Voter Registration & Elections (the “Department”)~~ as necessary or appropriate
  - v. Determining and adopting procedural rules and regulations for the Department; adopting bylaws; specifying policies for the functions and duties of Department employees, custodians, independent contractors, and poll workers; and taking such actions as is necessary and appropriate to the management of the affairs committed to the Department’s supervision as well as the affairs of the Board
  - vi. Providing budget and resource oversight and advocacy for the ~~department~~Department to ensure such that the Department has sufficient operating capacity
  - vii. In partnership with the Executive Director, establishing high-level priorities and/or goals for areas and activities under the Board’s purview.
- b. Training. In order to effectively carry out its purpose and duties, Board members shall obtain relevant annual training provided by the Secretary of State or such other training as determined relevant by the Board for the purpose of carrying out its duties (including, but not limited to, the annual conference held by the Georgia Association of Voter Registration and Election Officials (GAVREO)). At

minimum, the Executive Director and one member of the Board shall participate in such training at the GAVREO conference to ensure compliance with state law. Fees and travel costs for such training shall be paid by the Department in accordance with DeKalb County policies.

### III. MEMBERSHIP

- a. The Board shall be composed as set forth in Georgia Laws 2003, p. 4200, § 2, as the same may be amended from time to time. Any conflict between Georgia Laws 2003, p. 4200, § 2 and these bylaws shall be resolved in favor of § 2. At the time of the adoption of these bylaws, Georgia Laws, 2003, p. 4200, § 2 provides as follows:
  - i. Such board shall be composed of five members. Each member of the board shall be an elector and a resident of the county and shall be appointed by the chief judge of the superior court of DeKalb County.
  - ii. Four of the five members of the board shall be appointed by said chief judge from nominees selected in the following manner:
    1. Two members of the board shall be nominated by the county executive committee of the political party whose candidate for the office of Governor at the last election for such office received the highest number of votes cast for such office within DeKalb County; and
    2. Two members of the board shall be nominated by the county executive committee of the political party whose candidate for the office of Governor at the last election for such office received the second highest number of votes cast for such office within DeKalb County.
  - iii. The fifth member of the board, to be known as the member at large, shall be appointed by said chief judge, but shall not have been a person nominated pursuant to subsection (ii) of this section.
  - iv. The county executive committee of a political party making a nomination pursuant to subsection (ii) of this section shall nominate potential board members at least 30 days prior to the beginning of the term of office to be filled, or within 30 days of the creation of a vacancy in the office to be filled. In the event that a political party entitled to make a nomination pursuant to subsection (ii) of this section does not have an active and functioning county executive committee, the state executive committee of such political party shall make the nomination.
  - v. The chief judge of the superior court of DeKalb County may reject any nominee for appointment to the board and the political party that nominated such nominee shall nominate another qualified person.
- b. Eligibility of members shall be determined as set forth in Georgia Laws 2003, p.4200, § 3, as the same may be amended from time to time. Any conflict between Georgia Laws 2003, p. 4200, § 3 and these bylaws shall be resolved in

favor of § 3. At the time of the adoption of these bylaws, Georgia Laws 2003, p. 4200, § 3 provides as follows: No person who holds public office, whether elective or appointive, shall be eligible to serve as a member of the board during the term of such office, and the position of membership of any member shall be deemed vacant upon such member qualifying as a candidate for any elective public office. Neither the acting elections supervisor nor the elections supervisor shall be eligible to serve as a member of the board, nor shall either of them be appointed or elected to serve as a member of the board.

#### IV. TERMS OF BOARD MEMBERS

- a. Terms of board members shall be as set forth in Georgia Laws 2003, p. 4200, § 6, as the same may be amended from time to time. Any conflict between Georgia Laws 2003, p.4200, § 6, and these bylaws shall be resolved in favor of § 6. At the time of the adoption of these bylaws, Georgia Laws 2003, p.4200, § 6 provides as follows: Each appointed or elected member of the board shall
  - (i) serve for a term of two (2) years and until his or her successor is appointed or elected and qualified, except in the event of resignation or removal as hereinafter provided;
  - (ii) be eligible to succeed himself or herself and have the right to resign at any time by giving written notice of his or her resignation to the respective appointing or electing authority and to the clerk of the superior court.
- b. Each Board member shall be subject to removal from the Board at any time for cause, after notice and hearing, in the same manner and by the same authority as is provided for the removal of registrars under Georgia law.

#### V. OFFICERS OF THE BOARD

- a. Names. The officers of the Board shall be the Chairperson (the “Chair”) and the Vice-Chairperson (the “Vice-Chair”).
- b. Selection of Officers. Every two years, the five member board shall select from its membership a chair and a vice-chair. The process for this selection of officers commences every two years on July 1. Selection of officers is solely within the discretion of a majority of the Board.
- c. Duties of the Chair. It shall be the duty of the Chair to:
  - i. Preside over monthly meetings of the Board and all other Special Called meetings. The Chair shall have the authority to call meetings of the Board as deemed necessary to accomplish and fulfill the powers vested in the Board.
  - ii. Approve the agenda for Board meetings-, subject to amendment by the Board at the meeting to which the agenda applies.
  - iii. Convey the Board’s directives and policies to the Executive Director and ensure they are carried out.
  - iv. Serve as spokesperson for the Board in accordance with Board directives.
  - v. Coordinate the Executive Director’s annual performance evaluation.

- d. Duties of the Vice-Chair. It shall be the duty of the Vice-Chair to preside over meetings of the Board in the absence of the Chair, and fulfill any other duty of the Chair as warranted by the absence of the Chair.

## VI. COMMITTEES OF THE BOARD

In order to fulfill the Board's purpose and duties, the Chair may establish one or more committees with the concurrence of a majority of the Board. The Board may also elect to designate one or more Board members to serve on outside committees as representatives of the Board.

## VII. MEETINGS OF THE BOARD

- a. Monthly. The Board shall hold regular monthly meetings at a date and time agreed upon by a majority of the Board.
- b. Special Called. The Board may hold other such meetings as may be necessary at the request of the Chair, or any two members of the Board, in accordance with notice requirements in Georgia law.
- c. Public. All meetings shall be open to the public. Public Comment shall immediately follow Approval of Minutes on the Board agenda, or prior to the commencement of any old business or new business. Each, provided however, that the public comment period may be moved to a different part of the agenda with the concurrence of a majority of the Board during the meeting. Public comments may be made in such manner as directed in the meeting notice and may generally be made in person or by correspondence via electronic means including, but not limited to, email. Any other available means or method by which the public can submit comments shall be set forth in the meeting notice.
  - i. In-person public comments. Each in-person speaker must sign up for public comment in the manner directed at the meeting prior to the start of Public Comment the public comment period. In-person speakers who are residents of DeKalb County shall be allowed to speak before non-residents and before emailed public comments are read. In-person speakers shall be allowed to speak before emailed comments are read into the record (where time permits) and may speak for up to two minutes.
  - ii. Electronically provided public comments. Each electronically provided public comment must be received by the Board between 35 and 5 minutes before the meeting start time set forth in the meeting notice. Electronically provided public comments must be one printed page or less at a minimum font of 12. If time remains in the prescribed public comment portion of said meeting, electronically provided public comments or portions of them will be read into the record by the Executive Director's designee. Any remaining public comments received during the designated period not read into the record will be incorporated into the minutes by staff and will be forwarded to each Board member by email after the meeting.

- ~~c.iii.~~ Time limit on public comment. Individual speaking time for both in-person speakers and electronically provided public comment shall be two minutes per comment and the total time allotted for public comment shall not exceed 30 minutes; provided, however, that the time for public comment may be extended with the concurrence of a majority of the Board, provided that it is extended uniformly for all speakers. ~~If public comments are expected to exceed 30 minutes, the Chair may limit the total number of speakers with the concurrence of a majority of the Board.~~ Speakers shall not be required to read their addresses into the public record in order to participate.
- d. Quorum. A simple majority of the members of the Board shall constitute a quorum. No official action shall be taken except upon the affirmative vote of a majority of the members of the Board.
- e. Parliamentary Authority. Robert's Rules of Order shall provide the parliamentary framework of the Board.
- f. Agenda of Board Meetings. The Executive Director shall solicit items for discussion from Board members, including matters the Executive Director deems necessary for consideration by the Board. The agenda shall be approved by the Chair and provided to Board members no less than 48 hours prior to the meeting.
  - i. Form of Agenda. Each agenda item shall describe the nature of the action required by the Board or shall be designated as informational only. Any such material as is necessary to understanding an agenda item shall be provided to Board members with the agenda.
  - ii. Posting. Agendas for monthly meetings shall be made publicly available in accordance with applicable Georgia law but not less than 48 hours prior to the meeting. Such posting shall include all supplemental materials not deemed privileged by the County Attorney.
  - iii. Minutes. Minutes of all meetings shall be taken and made available for inspection in accordance with Georgia law. At minimum, the minutes shall include the substance of any motion, the names of those who made and seconded the motion, and a breakdown of the vote. The minutes shall additionally include the names of Public Comment speakers, a summary of key points discussed in each agenda item, and any follow-up or action items requested by Board members. A verbatim recording of the meeting shall be made publicly available alongside the written minutes.
- g. Compliance with O.C.G.A. § 50-14-1. The requirements in this § VII are intended to comply with the provisions of O.C.G.A. § 50-14-1 as amended from time to time and, to the extent not included herein, are incorporated herein by reference. Notwithstanding the foregoing, the Board may adopt such rules and regulations for the conduct of its meeting as it deems appropriate, provided such rules and regulations are consistent with O.C.G.A. § 50-14-1 and otherwise permitted by law.



**VIII. EMPLOYEES**

- a. Executive Director. The Executive Director, identified in Georgia Laws 2003, p. 4200, § 15 as the “election supervisor,” is appointed by and accountable to the Board.
  - i. Purview. The Executive Director is authorized and has the duty to manage the employees and operations of the Department. These responsibilities include, but are not limited to, the management of all elections-related processes; support of and collaboration with the Board; oversight of employees and related human resources duties; management of Department budget and related duties; and engagement with stakeholders, partners, media, and members of the public.
  - ii. Employment. The Executive Director may be appointed or removed by a majority vote of the Board in accordance with applicable laws.
  - iii. Performance Evaluation. On an annual basis, the Board shall evaluate the Executive Director’s performance in the areas under their purview. The Chair shall coordinate the evaluation process, soliciting feedback from Board members and from other key stakeholders as appropriate. Evaluations shall be in writing and shall be administered and communicated to the Executive Director in a private forum to the extent provided under Georgia law.
- b. Limitations. No individual member of the Board shall direct or discipline any employees under the purview of the Executive Director. In the event of an absence of the Executive Director, the senior tenured employee in the next level of position, selected by tenure and rank of position descending until one is identified that is present to fill any vacancy of the Executive Director, shall serve as interim director until the Executive Director’s return. In the alternative to an interim director selected by tenure and rank of position, the Chair shall as soon as practicable convene a meeting at which the Board shall appoint an interim director to serve until the Executive Director’s return; provided however, that an interim director shall serve according to tenure and rank of position as set forth above until the Board makes such appointment.



# DeKalb County Government

Manuel J. Maloof Center  
1300 Commerce Drive  
Decatur, Georgia 30030

## Agenda Item

September 13, 2022

File ID: 2022-2022

Substitute

Public Hearing: YES  NO

Department: Board of Commissioner - District 3

**SUBJECT:** The VOTE (Voting Opportunity and Translation Equity) Resolution

**Commission District(s):** District 3

The VOTE (Voting Opportunity and Translation Equity) Resolution

**Information Contact:** Larry Johnson, Commissioner District 3

**Phone Number:** 404 371-2425

**PURPOSE:**

To urge the DeKalb County Board of Registration and Elections to adopt policies and procedures for the translation of elections materials beyond the current requirements of federal law to create multilingual language access as a standard in DeKalb County.

**NEED/IMPACT:**

In 2020 DeKalb County was the first county in Georgia to voluntarily expand its ballots in Spanish and Korean. The policies and procedures proposed in this resolution, if adopted by the DeKalb County Board of Registration and Elections, will provide for the translation of election materials and create translation equity for all that chose to exercise their right to vote.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

To approve the resolution urging the DeKalb County Board of Registration and Elections to adopt policies and procedures for the translation of elections materials beyond the current requirements of federal law to create multilingual language access as a standard in DeKalb County

**RESOLUTION****A RESOLUTION OF THE GOVERNING AUTHORITY OF DEKALB COUNTY,  
GEORGIA TO URGE THE DEKALB COUNTY BOARD OF REGISTRATION AND  
ELECTIONS TO TRANSLATE ELECTIONS MATERIALS INTO LANGUAGES  
OTHER THAN ENGLISH, AND FOR OTHER LAWFUL PURPOSES****Sponsored by: Commissioner Larry Johnson**

**WHEREAS**, DeKalb County is committed to the values of equity, engagement, and excellence; and

**WHEREAS**, one in five residents of DeKalb County speaks a language other than English at home; and

**WHEREAS**, research suggests that civic engagement is a significant predictor of economic opportunity across states; and

**WHEREAS**, the United States Congress found in Section 203 of the Voting Rights Act of 1965, P.L. 94- 73, 42 U.S.C. §1973aa-1a, that, "through the use of various practices and procedures, citizens of language minorities have been effectively excluded from participation in the electoral process;" and

**WHEREAS**, DeKalb County complies with the Voting Rights Act, which dictates which languages are translated for ballots and voting materials; and

**WHEREAS**, the Voting Rights Act has not been updated since 1992, and only requires that covered states or political subdivisions translate voting materials in English and for persons of American Indian, Asian American, Alaskan Native or Spanish heritage who meet a threshold of 10,000 or more limited English speakers. Additionally, state or political subdivisions are only required to evaluate these numbers every ten years following the decennial census; and

**WHEREAS**, there is no legal prohibition against expanding the languages that are used for translating voting material; and

**WHEREAS**, research shows that targeted minority language voting materials and related outreach can improve voter turnout. According to a report by the Asian American Legal Defense and Education Fund, after coverage provided under Section 203 of the Voting Rights Act of 1965 was expanded in 1992, the number of Asian Americans registered to vote increased dramatically. As cited in the journal Legislation and Public Policy vol. 10:195 2006, "in covered areas where the Department of Justice brought section 203 enforcement actions, participation not only in voting but in running for political office increased dramatically;" and

**WHEREAS**, Section 208 of the Voting Rights Act allows voters who need assistance to vote by reason of blindness, disability, or inability to read or write may be given assistance by a person of the voter's choice, other than the voter's employer or agent of the employer or officer or agent of the voter's union; and

**WHEREAS**, the DeKalb County Board of Registration and Elections serves as the chief election authority for the entire county, and has jurisdiction over the conduct of primaries and elections and the registration of electors in DeKalb County, one of the most diverse counties in Georgia; and

**WHEREAS**, the right to vote is a fundamental principle of our democracy; and

**WHEREAS**, the Governing Authority of DeKalb County believes that further research into, and the adoption of, policies and procedures for the translation of election materials beyond what is required under the Voting Rights Act will facilitate the delivery of democracy to citizens with limited English proficiency who wish to participate in the electoral process.

**NOW, THEREFORE BE IT RESOLVED BY THE DEKALB COUNTY GOVERNING AUTHORITY IN THE STATE OF GEORGIA, AS FOLLOWS:**

1. That the DeKalb County Board of Registration and Elections is urged to consider the adoption of policies and procedures related to the translation of election materials set out herein; and
2. That the cost of providing the materials and services described in the proposed policies and procedures below, if adopted by the DeKalb County Board of Registration and Elections, shall be considered an expense of conducting elections;
3. That the Executive Assistant or his designee deliver a copy of this Resolution to each member of the DeKalb County Board of Registration and Elections and to the Executive Director of the Department of Voter Registration and Elections.

**Proposed Policy and Procedures for the Translation of Voting Materials**

- (a) For all elections administered by the VRE, the VRE shall prepare voting materials and a fully translated ballot where applicable, to the extent not already provided by the Office of the Georgia Secretary of State, in languages determined through the process described herein, in addition to those languages required by Section 203 of the Voting Rights Act of 1965, P.L. 94-73, 42 U.S.C. §1973aa-1a, and those languages for which DeKalb County is covered in the Federal Register of Covered Areas for Voting Rights Bilingual Election Materials.
- (b) By September 1, 2023, and at least every three years thereafter, the Department of Voter Registration and Elections (the “VRE”) or their designee shall review data on limited-English-proficient populations in DeKalb County and shall determine, in consultation with community leaders of limited-English-proficient populations and appropriate budgetary and other offices under the president, and also by referring to the best available data from the United States Census Bureau, the American Community Survey, voter registration and language assistance requests for materials in languages other than English, or other sources the VRE considers relevant and reliable, each single language group that has 1,500 or more limited-English-proficient DeKalb County residents. The VRE will then provide a fully

translated ballot and voting materials in those determined languages in all subsequent elections unless it is determined in a future evaluation that an identified language group no longer includes at least 1,500 residents.

- (c) At all applicable poll locations during Advance Voting and on Election Day, the VRE shall ensure that
1. Bilingual poll workers wear badges that identify the languages they speak, translated in the languages that they speak;
  2. A “language assistance sign” is posted or located on the main table at each polling place staffed by bilingual poll workers that identifies the languages spoken by the poll workers present and is translated into the relevant languages;
  3. A sign is posted at each voting booth reading, “Do you want to see a sample ballot in [insert language]? Ask a poll worker for assistance.” and is translated into the relevant languages;
  4. A sign is clearly posted addressing the fact that voters may bring individuals with them to the polls to assist in voting as required by Section 208 of the Voting Rights Act of 1965;
  5. A “vote here” sign or other signage indicating the poll location be posted outside each polling location and is translated into the relevant languages; and
  6. The language assistance hotline number is clearly posted and translated into the relevant languages.
- (d) The VRE shall make voting materials available to any resident of DeKalb County upon request of that person, and in addition shall make all necessary voting materials, including voter registration materials, mail-in ballot applications, and voter guides broadly available, including at DeKalb County offices and buildings. The VRE shall make a best effort to broadly distribute the previously described voting materials to all offices of elected officials within DeKalb County, the offices of local municipal, township or county-wide government offices, the residents at the County jail, and through nonprofits and community organizations.
- (e) The VRE may make best efforts to ensure a robust, multi-lingual and culturally competent outreach and community engagement program, including, but not limited to:
1. Recruiting and retaining bilingual poll workers;
  2. Training all poll workers on cultural competency, language access rules and procedures, and that voters may bring individuals with them to the polls to assist in voting as required by Section 208 of the Voting Rights Act of 1965; and
  3. Working in partnership with community leaders and organizations serving limited-English proficiency communities to engage in outreach to educate residents on their rights, and language services offered, distribute voting materials and recruit bilingual poll workers.
- (f) The VRE shall publish a report by September 1, 2023 and annually thereafter, listing data and information related to language access at the ballot including, but not limited to:
1. The language groups that have 1,500 or more limited- English-proficient DeKalb County residents as determined by the VRE pursuant to the procedures set forth herein;

- 2. The number of sample ballot requests and distributions in each language other than English, by precinct;
- 3. The number of ballots submitted, including during Advance Voting, Election Day Voting, and Absentee Ballots submitted in person or by mail, in each language other than English, by precinct;
- 4. Voting material requests and distributions, as applicable, in each language other than English, by precinct where applicable;
- 5. Voter assistance requests and provided in each language other than English, by precinct; and
- 6. Bilingual poll workers required and recruited in each language other than English, by precinct.

(g) The VRE shall make the report, along with underlying data and analysis, available online and upon request, in hard copy.

(h) Beginning in the first election after the VRE publishes the annual report as required by the VRE shall post on the county elections website the polling places that will have translated ballots, sample ballots and/or bilingual poll workers and translate this content into the relevant languages.

**ADOPTED** by the Board of Commissioners of DeKalb County, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
**ROBERT J. PATRICK**  
 Presiding Officer  
 Board of Commissioners  
 DeKalb County, Georgia

**APPROVED** by the Chief Executive Officer of DeKalb County, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
**MICHAEL L. THURMOND**  
 Chief Executive Officer  
 DeKalb County, Georgia

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**BARBARA NORWOOD-SANDERS, CCC**

\_\_\_\_\_  
**VIVIANE H. ERNSTES**

Clerk to the Board of Commissioners and  
Chief Executive Officer  
DeKalb County, Georgia

County Attorney Chief