

Policy Number: BRE – 102

Gwinnett County Board of Registrations and Elections Board Policy File

Policy Title: **Board Member Duties – Election Prep**

Version: **2025-02**

Effective Date: **May 21, 2025**

I. Authority:

The Gwinnett County Board of Registrations and Elections (Board) is empowered with all the powers and duties relating to the registration of voters as well as the conduct of elections as election superintendent. 1988 Ga. Laws p. 4296 (Section 9 and Section 11(b))

II. Purpose:

This policy establishes duties and expectations for Board members regarding Election Prep activities.

III. Related Documents and References:

A. O.C.G.A. 21-2-70

IV. Policy

- A) Approval of the list of Poll Officials for Election Day.
- B) Approval of proposed polling locations and changes to precinct boundaries. These recommendations for precinct boundary changes are forwarded to the Gwinnett County Board of Commissioners for consideration.
- C) The Board Chairman's signature is required on all lease agreements and contracts for polling locations.

- D) Prior to the upcoming election, the Board shall establish any dates and times for any Special meetings required by law.
- E) Any document that necessitates the calling of a Special Election shall be presented to the Board for the purpose of calling a Special Election. All Board members will sign the Order for the election, and the Chairman will sign the Call and any required Notice of the Election. The Call shall be published as mandated by law, along with any Notice of Election that may be required.
- F) The date for the public testing of the tabulation system, Logic and Accuracy testing, will be selected and advertised as required by law. This is to ensure that the voting equipment is programmed and tabulating correctly. The results of the Logic and Accuracy testing shall be shared with the Board members prior to utilization of equipment but not require a Board vote if the Elections Supervisor has approved the results.
- G) Training for all poll officials will be offered before each primary or election. Staff will notify Board members of upcoming training dates to allow for possible attendance. Board members are encouraged to attend one session. Board members will make any recommended training changes to the Elections Supervisor at least 120 days prior to next primary or election due to online training schedule.
- H) In accordance with O.C.G.A. § 21-2-283.1, the Board will make available the final set of approved physical ballot proofs for candidates review for 24 hours. The Board will notify all candidates, each party chair with candidates appearing on the ballot, and all Board members via email of the availability of the proofs. Following the review process, the Board delegates to the Elections Supervisor the final approval of all ballots.

Approved, this 21 day of May 2025.

BOARD OF REGISTRATIONS AND ELECTIONS
OF GWINNETT COUNTY, GEORGIA

By:



David Hancock, Chair



Loretta Mirandola, Vice Chair

Alice O'Lenick, Member



Richard Porter, Member

Vacant, Member