

Policy Number: BRE-105

**Gwinnett County
Board of Registrations and Elections
Board Policy File**

Policy Title: **Board Duties - Certification**

Version: 2024-05

Effective Date: October 16, 2024

I. Authority:

The Gwinnett County Board of Registrations and Elections ("Board") is empowered with all the powers and duties relating to the conduct of elections as election superintendents. See O.C.G.A. §21-2-40, 21-2-70 and 1988 Ga. Laws p. 4296 (Section 9).

II. Purpose:

This policy establishes duties and expectations for Board members and staff regarding certification preparations and procedures.

III. Applicability and Scope:

The policy shall apply to all elections, primaries and runoffs for such primaries and elections conducted by the Board and shall remain in force and effect until revoked.

IV. Related Documents and References:

- A. O.C.G.A. § 21-2-493
- B. Rule 183-1-12-02
- C. Rule 183-1-12-12

V. Policy

Pre-Certification

Gwinnett County Board of Registrations and Elections board members are authorized under Rule 183-1-12-12 to examine all election related documentation created during the conduct of elections prior to certification of results. This policy will guide staff on documentation the Board views as important and should be made available should a board member wish to review such documents. Thousands of forms are created for each election at Gwinnett's advanced voting locations and 156 precincts. This policy

establishes a process to ensure that the requested documentation is compiled within the six-day certification period. This policy will set reasonable expectations for staff to comply with the rule.

The Gwinnett County Board of Registrations and Elections establishes that the following documents should be presented to the Board at the pre-certification meeting:

1. Statement of Votes Cast by Precinct (Unofficial and Incomplete)
2. Numbered List of Voters for Absentee, Advance in Person, and Election Day

The Gwinnett County Board of Registrations and Elections establishes that the following documents should be made available to the requesting Board member no earlier than noon the Thursday after the Election but no later than end of business day on the Friday after the Election:

1. Poll Pad Recap Sheet
2. Scanner Recap Sheet and Results Tape
3. Ballot Recap Sheet
4. Provisional Recap Sheet
5. Election Night Poll Manager Return Checklist
6. Chain of custody forms for all ballots for Advance in Person, and Election Day
7. Absentee Ballot Drop Off Forms
8. Oaths for all poll officials
9. The Board reserves the right to direct the Elections Supervisor to make additional documentation available as the Board deems appropriate.

Any Board Member wishing to review these documents should complete a Pre-Certification Review form and be accompanied by a permanent staff member. Documentation of any findings or concerns should be noted, and the form should be dated and signed by the Board Member. The Board Member shall not include anyone not a Board Member in this review as this is a non-delegable responsibility. Photographic devices to capture images of documents reviewed in this process are prohibited.

The staff will make their best effort to compile every document available during the six-day certification window.

Note: The final documents must be fully compiled for retention procedures after Board certification for the Secretary of State, Board, or Clerk of Courts.

Certification Meeting (Rule 183-1-12-.12)

- 1) After discrepancies have been investigated and resolved as required by O.C.G.A. § 21-2-493, the correct or corrected returns shall be recorded until all the returns

from each precinct which are entitled to be counted are recorded; then they shall be added together, announced, and verified as accurate.

2) The consolidated returns shall then be certified by the superintendent not later than 5:00 P.M. on the Monday following the date on which such election was held, and such returns shall be immediately transmitted to the Secretary of State.

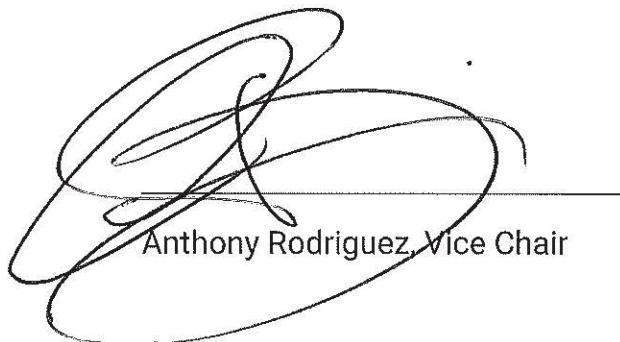
**GWINNETT COUNTY
BOARD OF REGISTRATIONS AND ELECTIONS**



Loretta Mirandola, Member

By: _____

Dr. Wandy Taylor, Chair



Anthony Rodriguez, Vice Chair



David Hancock, Member



Alice O'Lenick, Member