

Policy Number: BRE-603

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

Policy Title: **Return of Absentee By Mail Ballots at Advance Voting or Alternate Locations**

Version: **2023-02**

Effective Date: **February 21, 2024**

I. Authority:

The Gwinnett County Board of Registrations and Elections (hereinafter “the Board”) is empowered with all the powers and duties relating to the conduct of elections as election superintendents and with the powers and duties of the board of registrars relating to the registrations of voters and absentee-balloting procedures. Ga. Laws 1988, p. 4296 (Section 9).

II. Purpose:

The purpose of this policy is to establish standards for the return of absentee by mail ballots at advance voting locations or alternate sites established by the Board pursuant to O.C.G.A §21-2-382(a).

III. Applicability and Scope:

This policy is designed to provide a simple and transparent process to ensure confidence when the Board authorizes the return of absentee by mail ballots at advance voting locations or alternate sites established by the Board pursuant to O.C.G.A §21-2-382(a).

IV. Related Documents and References:

- A. O.C.G.A. §21-2-381
- B. O.C.G.A. §21-2-382

- C. O.C.G.A. §21-2-385
- D. Ga. Comp. Rules and Regs 183-1-14-.08(2)

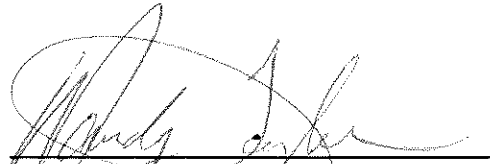
V. Policy:

1. It is the policy of the Gwinnett County Board of Registrations and Elections to establish for each election cycle whether the Board will authorize additional registrar offices for the purpose of receiving absentee ballot under O.C.G.A. § 21-2-382(a).
2. When the Board authorizes the return of absentee ballots at additional locations, then it is important to establish strong ballot security standards.
3. If there is a ballot box drop already at the location as authorized under O.C.G.A. § 21-2-382 (c)(1) then the voters will utilize the drop box and no alternative will be offered.
4. Where the Board authorizes a location to collect hand delivered absentee ballots, then staff shall establish a secure procedure for the return of the ballot to include the following:
 - (a) The voter shall hand deliver the ballot or authorized ballots directly to the poll manager or assistant manager who shall be responsible for applying a time and date stamp.
 - (b) The ballot shall be placed in a secured ballot bag with the appropriate seals.
 - (c) The ballots shall be recorded on the chain of custody forms at the end of the night in a separate category as a hand delivered absentee ballot.
 - (d) Once returned to the office the ballots shall be stored in the ballot vaults until they are ready for processing.
5. The Board shall review this policy each election year when establishing these additional locations for the upcoming election and determine if any revisions are necessary.

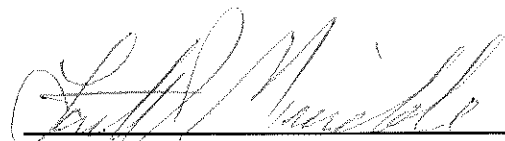
Approved, this 21 day of 2 2024.

GWINNETT COUNTY
BOARD OF REGISTRATIONS AND ELECTIONS

By:


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