

Davidson County Election Commission

July 28, 2025 9:30 a.m.

The Davidson County Election Commission (DCEC) met at 9:30 a.m. at the Metro Southeast Facility in the Green Hills Conference Room. Commissioners Butch Burns, Jenean Davis, Kenny Byrd, Dan Davis, and Betty Lynn Duley were present.

Nicki Eke of the Metropolitan Department of Law was also present.

DCEC staff members present included Administrator of Elections (AOE) Jeff Roberts, Renée Bordelon, Rick Brown, Will French, Laurie Grafton, Jeremy Greene, Kelley Harrison, Ruby Kinkel, Elizabeth McPencow, and Lisa Pierce.

Chairman Burns convened the meeting.

Public Comments

None

Approve minutes from April 25, 2025 meeting

Motion stated: Commissioner Byrd made a motion to approve the minutes from April 25, 2025 meeting as presented.

Seconded by: Commissioner Duley

Outcome of motion: Passed unanimously

Extend waiver of accrued leave limits for Election Commission employees

Motion Stated: Commissioner Byrd made a motion to extend the waiver of accrued leave limits for Election Commission employees due to the two upcoming special elections.

Seconded by: Commissioner Dan Davis

Outcome of motion: Passed unanimously

Approve compensation for Administrator of Elections and machine technicians

Motion Stated: Commissioner Byrd made a motion to approve the compensation for the Administrator of Elections and the machine technicians as approved by the Metro Council in the budget.

Seconded by: Commissioner Dan Davis

Outcome of motion: Passed unanimously

Approve updated List Maintenance Policy for Voter Registration Records

Motion stated: Commissioner Dan Davis made a motion to approve the updated List Maintenance Policy for Voter Registration Records as presented.

Seconded by: Commissioner Jenean Davis

Outcome of motion: Passed unanimously

Appoint Poll Officials for October 7, 2025 Special Primary Election

Motion stated: Commissioner Dan Davis made a motion to appoint all active Poll Officials to be utilized in their needed capacity in the Special Primary Election.

Seconded by: Commissioner Byrd

Outcome of motion: Passed unanimously

Approve Early Voting schedule and locations for October 7, 2025 Special Primary Election

Motion stated: Commissioner Dan Davis made a motion to approve the recommended Early Voting locations, dates, and times for the October 7, 2025 Special Primary Election.

Seconded by: Commissioner Jenean Davis

Outcome of motion: Passed unanimously

Schedule locking of provisional ballot security bags and absentee ballot security bins for October 7, 2025 Special Primary Election

Motion stated: Commissioner Dan Davis made a motion to schedule locking of provisional ballot security bags and absentee ballot security bags for August 11, 2025 at 9:00 a.m., as recommended by staff.

Seconded by: Commissioner Jenean Davis

Discussion ensued regarding the recommended date.

Motion stated: Commissioner Dan Davis made an amended motion to schedule the date for August 8, 2025 at 9:00 a.m.

Seconded by: Commissioner Byrd

Outcome of motion: Passed unanimously

Schedule Absentee Counting Board for October 7, 2025 Special Primary Election

Motion stated: Commissioner Dan Davis made a motion to schedule the Absentee Counting Board to convene on October 7, 2025 at 9:00 a.m. at Metro Southeast in the Green Hills Conference Room.

Seconded by: Commissioner Byrd

Outcome of motion: Passed unanimously

Schedule opening of provisional bags for October 7, 2025 Special Primary Election

Motion stated: Commissioner Dan Davis made a motion to schedule the opening of provisional bags for October 8, 2025 at 9:00 a.m. at Metro Southeast in the Green Hills Conference Room.

Seconded by: Commissioner Byrd

Outcome of motion: Passed unanimously

Schedule Provisional Counting Board for October 7, 2025 Special Primary Election

Motion stated: Commissioner Dan Davis made a motion to schedule the Provisional Counting Board for the Special Primary Election to convene on October 10, 2025 at 2:00 p.m. at Metro Southeast in the Green Hills Conference Room.

Seconded by: Commissioner Jenean Davis

Outcome of motion: Passed unanimously

Schedule meeting to certify October 7, 2025 Special Primary Election

Motion stated: Commissioner Jenean Davis made a motion to schedule the meeting to certify the October 7, 2025 Special Primary Election for Monday, October 13, 2025 at 3:00 p.m. at the Howard Office Building in the Sonny West Conference Center.

Seconded by: Commissioner Dan Davis

Outcome of motion: Passed unanimously

Schedule Provisional Counting Board for December 2, 2025 Special General Election

Motion stated: Commissioner Dan Davis made a motion to schedule the Provisional Counting Board for the Special General Election to convene on December 8, 2025 at 9:00 a.m. at Metro Southeast in the Green Hills Conference Room.

Seconded by: Commissioner Byrd

Outcome of motion: Passed unanimously

AOE Report

- Plans are progressing for the new DCEC office at Airways Plaza
- The entire 3rd floor will be used by DCEC
- Move-in is anticipated for late February 2026
- A multi-level security plan will be implemented
- Alex Mitchell was promoted to manage the new List Maintenance Policy
- AOE Roberts announced his plans to retire at the end of December 2025

Discussion ensued regarding the process for hiring the new AOE. The topic will be addressed at the next scheduled meeting.

Schedule next meeting

Motion stated: Commissioner Byrd made a motion to meet on September 5, 2025 at 3:00 p.m. at the Howard Office Building in the Sonny West Conference Center or a meeting scheduled at the call of the Chair, if necessary to discuss the AOE hiring process.

Seconded by: Commissioner Dan Davis

Outcome of motion: Passed unanimously

Adjourn

With no further election matters to discuss, Commissioner Byrd made a motion to adjourn.

Seconded by: Commissioner Jenean Davis

Outcome of motion: Passed unanimously

Attachments:

Updated List Maintenance Policy for Voter Registration Records

Early Voting Schedule for October 7, 2025 Special Primary Election

Jenean Davis, Secretary

Maintenance of Davidson County Voter Registration Records

The Election Commission is charged with the regular maintenance of voter registration records to ensure the list contains only eligible voters. This responsibility includes the removal of voters who no longer live in Davidson County, have died, have a felony conviction and voting rights have not been restored, and voters who have been determined not to be U.S. citizens. The maintenance of voter registration records is a continuous process. The act of purging a voter is limited to the authority and parameters defined in the Tennessee Code Annotated § 2-2-106 and § 2-2-141.

Timing of Voter Purge

1. Deceased voters will be purged upon notification from the State.
2. Non-U.S. citizens will be purged 30 days after sending letter requesting documentation supporting citizenship, if documentation is not provided.
3. Felons will be purged upon notification from the State.
4. Voters with an INACTIVE status will be purged if they fail to vote, sign a petition, or update their address during the response window of two consecutive regular November elections after being sent an address verification letter.
5. INACTIVE voters will not be purged within 90 days of an election unless they meet the criteria of numbers 1, 2, or 3 described above.

INACTIVE Status

All voters whose status is changed to INACTIVE will be sent an address verification letter. Below are situations that result in voters being made INACTIVE:

1. Voters who have not voted during the time spanning two consecutive regular November elections
2. Voter mail returned by the Postal Service as not deliverable
3. Voter address information received from the Postal Service National Change of Address (NCOA) Program
4. Information received from the Coordinator of Elections after comparing voter registration addresses with the residential addresses of another Tennessee state agency, including, but not limited to, public assistance agencies, and commercially available data
5. Information received from the Coordinator of Elections after comparing voter registrations with registrations of another state

6. Information received from the circuit/criminal jury coordinator or the federal jury coordinator stating a registered voter is disqualified or potentially disqualified as a prospective juror due to not being a Davidson County resident

Updating an INACTIVE Voter's Status

Election commission staff will change an **INACTIVE** voter's status to **ACTIVE** if the voter performs any election-related activities, including, but not limited to:

- Voting in an election
- Registering to vote (including filing a duplicate registration application)
- Requesting an absentee ballot
- Requesting a replacement voter registration card
- Responding to any mail from the election commission confirming the voter's address
- Changing the voter's address from one location to another location within the county
- Signing a nominating petition where the address is provided with the voter's signature
- Signing a referendum petition where the address is provided with the voter's signature

Records and Documentation

The election commission will maintain all purged records and any documentation related to the reason for the purge for two years from the date of purge.

Adopted by the Davidson County Election Commission on July 28, 2025.

At least three (3) commissioners must sign below:

Chairman, Davidson County Election Commission

Secretary, Davidson County Election Commission

Member, Davidson County Election Commission

Member, Davidson County Election Commission

Member, Davidson County Election Commission



EARLY VOTING SCHEDULE

U.S. House of Representatives, District 7
Special Primary Election
Tuesday, October 7, 2025

Six (6) Early Voting Locations Open

Wednesday, September 17, 2025 – Thursday, October 2, 2025

Wednesday, September 17	8:00 am – 4:30 pm
Thursday, September 18	8:00 am – 7:00 pm
Friday, September 19	8:00 am – 5:30 pm
Saturday, September 20	8:00 am – 4:30 pm
Monday, September 22	8:00 am – 5:30 pm
Tuesday, September 23	8:00 am – 7:00 pm
Wednesday, September 24	8:00 am – 4:30 pm
Thursday, September 25	8:00 am – 7:00 pm
Friday, September 26	8:00 am – 5:30 pm
Saturday, September 27	8:00 am – 4:30 pm
Monday, September 29	8:00 am – 5:30 pm
Tuesday, September 30	8:00 am – 7:00 pm
Wednesday, October 1	8:00 am – 4:30 pm
Thursday, October 2	8:00 am – 7:00 pm

Bellevue Library
Bordeaux Library
Hillwood High School
Lentz Public Health Center
Madison Library
Metro Office Building

720 Baugh Road, Nashville 37221
4000 Clarksville Pike, Nashville 37218
6215 Hickory Valley Road, Nashville 37205
2500 Charlotte Avenue, Nashville 37209
610 Gallatin Pike South, Madison 37115
800 President Ronald Reagan Way, Nashville 37210