

Davidson County Election Commission

December 5, 2025 1:30 p.m.

The Davidson County Election Commission (DCEC) met at 1:30 p.m. at the Howard Office Building in the Sonny West Conference Center. Commissioners Butch Burns, Jenean Davis, Betty Lynn Duley, Dan Davis, and Kenny Byrd were present.

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

DCEC staff members present included Administrator of Elections (AOE) Jeff Roberts, AOE-elect John Richardson, Elizabeth McPencow, Lisa Pierce, Laurie Grafton, Will French, Jeremy Greene, Alexandria Mitchell, and Kelley Harrison.

Chairman Burns convened the meeting.

Public comments

None

Approve minutes from September 12, 2025 meeting

Motion stated: Commissioner Dan Davis made a motion to approve the minutes from September 12, 2025 as presented.

Seconded by: Commissioner Duley

Outcome of motion: Passed unanimously

Approve minutes from October 3, 2025 meeting

Motion stated: Commissioner Byrd made a motion to approve the minutes from October 3, 2025 as presented.

Seconded by: Commissioner Jenean Davis

Outcome of motion: Passed unanimously

Approve minutes from October 13, 2025 meeting

Motion stated: Commissioner Byrd made a motion to approve the minutes from October 13, 2025 as presented.

Seconded by: Commissioner Duley

Outcome of motion: Passed unanimously

Certify December 2, 2025 U.S. House of Representatives, District 7 Special General Election

AOE Roberts went over the election documents from the December 2, 2025 Special Election including the provisional ballot report.

Discussion ensued. Commissioner Byrd expressed concern that Mr. Van Epps was sworn in prior to the certification of the election.

Motion stated: Commissioner Dan Davis made a motion to certify the December 2, 2025 U.S. House of Representatives, District 7 Special Election.

Seconded by: Commissioner Duley

Outcome of motion: Passed unanimously

Schedule locking of provisional ballot security bags and absentee ballot security bin for March 17, 2026 Berry Hill Municipal Election

Motion stated: Commissioner Byrd made a motion to schedule locking of provisional ballot security bags and the absentee ballot security bin for March 17, 2026 Berry Hill Municipal Election for January 7, 2026 at the conclusion of the DCEC meeting.

Seconded by: Commissioner Duley

Outcome of motion: Passed unanimously

Call May 5, 2026 County Primary Election

Motion stated: Commissioner Jenean Davis made a motion to call the May 5, 2026 County Primary Election.

Seconded by: Commissioner Dan Davis

Outcome of motion: Passed unanimously

Approve Petition Signature Challenge Procedures

AOE Roberts reported that currently there is not an established procedure for handling challenged signatures and the DCEC would like to define rules for challenging signatures on a candidate's nominating petition. A Petition Signature Challenge Procedures document was drafted and included in the Commissioners' packets.

Motion stated: Commissioner Dan Davis made a motion to adopt the Petition Signature Challenge Procedures as presented.

Seconded by: Chairman Burns

Discussion ensued.

2nd Motion stated: Commissioner Byrd made a motion to amend a sentence located on bullet point eight (8) of the submitted draft to remove the words "in conjunction with the State Coordinator or designee" and add additional bullet "requiring the AOE to invite the State Coordinator of Elections or designee to be present at any hearing".

2nd Motion Seconded by: Commissioner Jenean Davis

Outcome of 2nd motion: Passed unanimously

Approve Candidate Residency Challenge Procedures

AOE Roberts reported that currently there is not an established procedure for handling candidate residency challenges and the DCEC would like to define rules for challenging a candidate's residency. A Candidate Residency Challenge Procedures document was drafted and included in the Commissioners' packets.

Motion stated: Commissioner Byrd made a motion to adopt the Candidate Residency Challenge Procedures and apply the same amendments as stated with the Petition Signature Challenge Procedures.

Seconded by: Commissioner Dan Davis

Outcome of motion: Passed unanimously

Approve Election Commission Personnel Policy Manual

AOE Roberts reported that the DCEC personnel policy manual has not been updated since 2003. DCEC drafted a revised manual for approval by the Commission.

Motion stated: Commissioner Dan Davis made a motion to approve the updated DCEC Personnel Policy Manual as presented.

Seconded by: Commissioner Byrd

Outcome of motion: Passed unanimously

Discuss AOE Roberts serving as consultant to Commission

Motion stated: Chairman Burns made a motion to approve Jeff Roberts to be a part-time employee (less than twenty (20) hours per week) to provide assistance to newly hired AOE John Richardson as needed.

Seconded by: Commissioner Byrd

Discussion ensued. AOE-elect Richardson was asked to write a simple job description.

Outcome of motion: Passed unanimously

AOE report

AOE Roberts thanked everyone for all of the support given during his tenure as Administrator of Elections for Davidson County.

Review cards

Commissioners reviewed voter registration applications in accordance with state law requirements.

Schedule next meeting

January 7, 2026 at 3:00 p.m.

Sonny West Conference Center, HOB

Adjourn

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

Seconded by: Commissioner Dan Davis

Outcome of motion: Passed unanimously

Jenean Davis, Secretary