

DAVIDSON COUNTY ELECTION COMMISSION

“SPECIAL CALLED” MEETING

January 21, 2016

The Davidson County Election Commission (DCEC) met on January 4, 2016 at 4:00 p.m. in the Antioch Conference room at Metro Southeast. Commissioners AJ Starling, Jim DeLanis, Jennifer Lawson, Tricia Herzfeld and Ron Buchanan were present. DCEC Staff present included Joan Nixon, Meredith McKay, Bobby Medley, Carlatina Hampton, Courtney Mott, Nancy DeKalb, Lisa Pierce, John Hite and Kelley Harrison. Administrator of Elections (AOE) Wall was not present.

Chairman Buchanan called the meeting to order.

- 1. Establish the minimum qualifications for candidates applying for the position of Administrator of Elections** and the procedure to be followed to solicit, screen and interview applicants.

Stated motion: Delanis moved to approve AOE job description as amended per working draft.

Second: Starling

Discussion of specifics of job requirements, job posting specifics, and where the position will be advertised.

Outcome of motion: Passed unanimously

- 2. Weather Emergency Policy:** Bobby Medley updated the Commission on the working Weather Emergency Draft Policy.
- 3. Adjourn.**

Stated motion: Herzfeld made a motion to adjourn.

Second: Delanis

Outcome of motion: Passed unanimously

With no further business to discuss, the meeting adjourned.

Tricia Herzfeld, Secretary