

MCDOWELL COUNTY

BOARD OF ELECTIONS

Board Members:
Barbara Hilty, Chair
Tracey Bolick, Member
Jimmie Hachadurian, Member
Kay House, Member
Della Watson, Member



Meeting Date: January 2, 2026

Board Members Present: Barbara Hilty, Chair *BAH*
Tracey Bolick, Member *JB*
Jimmie Hachadurian, Member *JRH*
Kay House, Secretary

Board Members Absent: Della Watson, Member *DW*

Staff Present: Jane Propst, Director
Baylie Davis, Deputy Director

Public Attendees: Susan Elliott, Elizabeth Gibbs, Patricia Williams

Opening

Barbara Hilty called the meeting to order at 10:30 am.
a. Pledge of Allegiance

Minutes

The minutes of the previous meeting, December 30, 2025, were presented. Barbara Hilty moved to approve the minutes; Kay House seconded the motion. No discussion. The motion carried unanimously, 4-0.

Old Business

a. **Student Elections Officials**

Kay House motioned to approve the student election officials presented in the previous meeting, seconded by Jimmie Hachadurian. No discussion. The motion carried unanimously 4-0.

New Business

a. **Director Duties and Responsibilities**

Jane Propst presented the Duties and Responsibilities of the Director of Elections, noting a correction of information that was listed twice. Kay House motioned to accept the director's duties and responsibilities as presented. Barbara Hilty seconded the motion. No discussion. The motion carried unanimously 4-0.

b. **Buffer Zone**

Jane Propst indicated buffer zones at each location have been inspected and are complete. Kay House moved to accept the current buffer zone as presented; Tracey Bolick seconded the motion. No Discussion. The motion carried unanimously 4-0.

c. **Ballot Duplication Procedures**

Jane Propst presented the Ballot Duplication Procedures resolution. No changes were made. Tracey Bolick motioned to accept the resolution as presented, seconded by Kay House. No discussion. The motion carried unanimously 4-0.

d. Absentee Preparatory Duties

Jane Propst presented a resolution designating staff the authority to prepare absentee ballots. Kay House motioned to adopt the resolution. Barbara Hilty seconded the motion. No discussion. The motion carried unanimously 4-0.

e. Opening Ballot Box During Voting Procedures

Jane Propst presented, read, and explained the resolution authorizing Election Officials and staff to open a ballot box during Early Voting and on Election Day if a ballot becomes jammed in the voting machine. Barbara Hilty made a motion to adopt the resolution, which was seconded by Tracey Bolick. There was no discussion. The motion carried unanimously, 4-0.

General Discussion

a. Election Officials List

Jane Propst offered a brief update on the election's official list, explaining that more officials have been added and that work is still in progress."

Public Comments – None

Adjournment

Tracey Bolick moved to adjourn at 11:04 am.

Respectively Submitted,



Baylie Davis, Elections Assistant

January 2, 2026