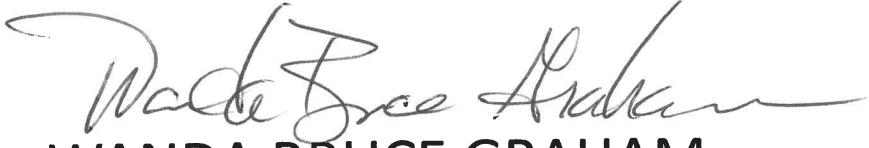


WILLIAMSON COUNTY ELECTION COMMISSION  
(WCEC)

APRIL 22, 2025

APPROVED & SIGNED MINUTES WITH  
ATTACHMENTS



WANDA BRUCE GRAHAM

SECRETARY, WCEC

**WILLIAMSON COUNTY ELECTION COMMISSION  
MINUTES – April 22, 2025**

The Williamson County Election Commission (WCEC) met in person on Tuesday, April 22, 2025, at the Williamson County Election Commission Office located at 405 Downs Boulevard, Franklin, Tennessee.

**I. CALL TO ORDER:** Senior Republican Commissioner Donna Choate called the meeting to order at 3:15 p.m. and apologized for the delay. Administrator Gray was notified by Commissioner Duda that he was unfortunately delayed but would arrive to the meeting on or about 3:35 p.m. The agenda is Attachment 1. A roll call of members was taken and four of the five Williamson County Election Commissioners appointed by the State Election Commission on Monday, April 7, 2025, were present as follows: James “Jim” H. Burnett, III; Donna Choate; Wanda Bruce Graham, and Rodney “Rod” Williamson. Administrator of Elections, Chad Gray was present. Commissioner Duda arrived on or about 3:35 p.m.

**II. PLEDGE OF ALLEGIANCE:** Commissioner Graham led the WCEC in the pledge.

**III. PUBLIC COMMENT:** Commissioner Choate reviewed the Meeting/Public Comment sign-in sheet, eight guests present, and zero guests signed in to make public comments. The sign-in sheet is Attachment 2.

**IV. OLD BUSINESS:**

(1) Approve the minutes of the April 3, 2025, Election Commission Meeting Minutes. Commissioner Williamson made a motion to approve the Minutes of the April 3, 2025, Election Commission meeting; Commissioner Burnett seconded the motion. It was approved by 4-0 vote.

**V. NEW BUSINESS:**

(1) Organizational Session to elect a Chairperson (Majority Party) and Secretary (Minority Party) for the ensuring two years ending in April 2027. Administrator Gray advised that at the beginning of each new appointment term per TCA 2-12-103, the Chair of the County Election Commission shall be a member of the majority party, and the Secretary of the County Election Commission shall be a member of the minority party. Commissioner Graham nominated Commissioner Jonathan Duda to serve as Chairperson; Commissioner Williamson seconded the motion. It was approved by 4-0 vote. Commissioner Williamson nominated Commissioner Wanda Bruce Graham to serve as Secretary; Commissioner Burnett seconded the motion. It was approved by 4-0 vote.

Administrator Gray provided an update on the City of Brentwood Municipal Election Early Voting and Absentee Ballots to date. At the time of the meeting, less than 50 absentee ballots had been received by mail. If the Election Commission receives less than 100 absentee ballots, WCEC Commissioners will serve as the Absentee Ballot Counting Board. Administrator Gray

recommended Commissioners meet at 3:00 p.m. on May 6, 2025, to begin the Absentee Ballot Counting process. He also advised Commissioners that every two years WCEC must adopt a new list maintenance program; it will be an agenda item at our next scheduled meeting. Administrator Gray advised that WCEC follows TCA 2-2-106.

**(2) Conduct State Election Commission mandated Sexual Harassment Training.**  
Administrator Gray had WCEC Election Systems Specialist, Rebecca Cundiff facilitate the Commissioners mandated Sexual Harassment Training; all Commissioners attended as shown at Attachment 3.

**VI. OTHER BUSINESS (No Action to be Taken):** Administrator Gray discussed prior to conduct of the mandated Sexual Harassment Training.

**VI. ADJOURNMENT:** Chair Duda and Administrator Gray invited Commissioners as their schedules allowed to join them at the Williamson County Administrative Building – Executive Conference Room for the County Budget Committee Review of County Departments’ “Capital Requests” to include the WCEC’s submission. Commissioner Choate and Secretary Graham said they would attend. Chair Duda told Commissioners that we will meet at 3:00 p.m. on May 6, 2025, to process City of Brentwood Municipal Election Absentee & Nursing Home Ballots.

The next meeting of the WCEC will be scheduled for Monday, May 19, 2025, at 4:00 p.m. and the City of Brentwood Municipal Election will be certified at this meeting. The WCEC meeting adjourned at 3:50 p.m.



Wanda Bruce Graham  
Secretary, WCEC

**Attachments:**

- Attachment 1 - WCEC 4-22-2025 Meeting Agenda
- Attachment 2 - WCEC 4-22-2025 Public Comment Sign-in Sheet
- Attachment 3 - WCEC 4-22-2025 Annual Workplace & Sexual Harassment Training Record



## PUBLIC NOTICE

Notice is hereby given that the Williamson County Election Commission will convene in person on Tuesday, April 22, 2025 at 3:00 p.m. at the Williamson County Election Commission Office located at 405 Downs Blvd, Franklin. Time for Public Comment is provided during the meeting.

For more information, please email Chad Gray, Administrator of Elections at [chad.gray@williamsoncounty-tn.gov](mailto:chad.gray@williamsoncounty-tn.gov)

I. Call to Order

II. Pledge of Allegiance

III. Public Comment (Pursuant to Public Chapter 300)

(Attendees will sign up prior to the start of the meeting)

IV. Old Business

(1) Approve the minutes from the April 3, 2025 Meeting

V. New Business

(1) Organizational Session to elect a Chairperson (Majority Party) and Secretary (Minority Party) for the ensuing two years ending in April 2027

(2) Conduct State Election Commission mandated Sexual Harrasment Training

VI. Other Business (No Action to be Taken)

Attachment 1

**VII. Adjournment**

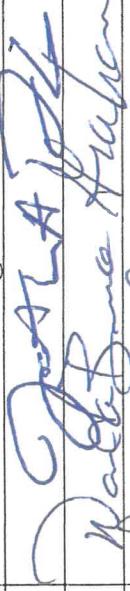
**WILLIAMSON COUNTY ELECTION COMMISSION (WCEC)**  
**MEETING/PUBLIC COMMENT SIGN-IN SHEET**  
**405 DOWNS BLVD. FRANKLIN, TN 37064**

Williamson

County Election Commission

Annual Workplace and Sexual Harassment Training

Annual Training for: 2025.

Name - Please Print	Signature	Position	Training Date
Tonja N Duda		Chairman	4/22/25
Wanda Bruce Graham		Secretary	4/22/25
Donna Groat		Member	4/22/25
Rodney Williamson		Member	4/22/25
Jim Bennett		Member	4/22/25
Dee Dee Chal Gray		Administrator	4/22/25

- Training is to be given at a county election commission meeting.
- Completed training forms must be sent to the State Election Commission annually, as required by State Election Commission on January 11, 2021. \*
- Submitted by: Dee Dee Chal Gray on 4/22/25  
(Administrator of Elections) (Date)

\* Note: After the annual training has been given any new member filling a vacancy must complete the training in the county election commission office.

Attachment 3