

**WILLIAMSON COUNTY ELECTION
COMMISSION (WCEC)**

JULY 28, 2025

**APPROVED & SIGNED MINUTES WITH
ATTACHMENTS**



WANDA BRUCE GRAHAM

SECRETARY, WCEC

**WILLIAMSON COUNTY ELECTION COMMISSION
MINUTES – July 28, 2025**

The Williamson County Election Commission (WCEC) met in person on Monday, July 28, 2025, at the Williamson County Election Commission Office located at 405 Downs Boulevard, Franklin, Tennessee.

I. CALL TO ORDER: Chair Jonathan Duda called the meeting to order at 4:00 p.m. The agenda is Attachment 1. A roll call of members was taken, and four of the Williamson County Election Commissioners were present as follows: Chair Jonathan Duda; Commissioner Donna Choate; Commissioner Rodney “Rod” Williamson and Secretary Wanda Bruce Graham. Commissioner James “Jim” H. Burnett, III was absent. Administrator of Elections, Chad Gray was present.

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

III. PUBLIC COMMENT: Chair Duda reviewed the Meeting/Public Comment sign-in sheet, 13 guests signed in and one guest signed in to make public comments. The sign-in sheet is Attachment 2.

➤ Sharon Spigel, Franklin resident remarked to the WCEC regarding complying with the President’s Election Executive Order #14248, “Preserving and Protecting the Integrity of American Elections” dated March 15, 2025 and Voluntary Voting System (VSG) guidelines. She commented about questions regarding to updating the standards and testing of Williamson County ES&S voting machines, voter-verifiable paper records, and WCEC overall plans to comply with the President’s March 25, 2025, Executive Order.

➤ Chair Duda remarks after Public Comments:

- Chair Duda had previously remarked at the June 24, 2025 WCEC meeting regarding the President’s Executive Order #14248 as follows: “...over the past six weeks he had consulted with the State Division of Elections, our County Attorney’s Office, and our election system vendor, ES&S related to the order’s impact on operation of elections in Williamson County. Chair Duda stated that the Election Commission will operate elections for the citizens of Williamson County that are in full compliance of the law and the regulations provided to the commission. He stated that the Election Assistance Commission (EAC) has yet to promulgate new rules that change how elections are to be operated across the country. Chair Duda advised that the EAC adopted a resolution which approved the paper ballot policy. As it relates to Voluntary Voting System Guidelines (VVSG) 2.0, that standard was adopted in 2021, tested in 2022, and approved in 2023. There are presently only three systems approved by the EAC, and none yet approved by the State Division of Elections for use in Tennessee. Chair Duda remarked that when the State Division of Elections provides an approved system WCEC will evaluate and consider it; currently there are no plans by the EAC to decertify VVSG 1.0 systems. Chair Duda further remarked that Tennessee Code Annotated requires precincts with over 500 registered voters to use machines. Finally, since 2019, every vote cast in Williamson County is

in fact on a paper ballot consistent with the EAC guidance and the President's Executive Order." Chair Duda concluded by stating that WCEC will continue to conduct our elections accordingly.

- Commissioner Williamson remarked that the President's Executive Order has been challenged by over 20 States.

- Chair Duda advised that the previously approved ES&S update will occur sometime in January 2026 after the two upcoming elections: City of Franklin Municipal Election and US House District 7 Special Elections (Primary and General).

IV. OLD BUSINESS:

(1) Approve the minutes of the June 24, 2025, Williamson County Election Commission Meeting. Commissioner Choate made a motion to approve the Minutes of the June 24, 2025, Election Commission meeting; Commissioner Williamson seconded the motion. It was approved unanimously by 4-0 vote.

(2) Update on Franklin Tomorrow's Current "I Voted Sticker" Competition in advance of the October 28, 2025 City of Franklin Municipal Election. Chair Duda advised that the results are expected to be provided at the next Williamson County Election Commission meeting.

(3) Accept the Call for Election for the October 28, 2025, City of Franklin Municipal Election for Four (4) Ward Alderman. Chair Duda made a motion to accept the Call for Election for the October 28, 2025, City of Franklin Municipal Election for Four (4) Ward Alderman; Secretary Graham seconded the motion. It was approved unanimously by 4-0 vote.

(4) Discuss Election Dates, Early Voting Dates & Locations & Election Day Vote Centers relative to the upcoming United States House of Representatives 7th Congressional District vacancy for a Primary Election & General Election. Administrator Gray previously emailed a list of proposed Early Voting Sites, Hours and Election Day Vote Center Sites – October 7, 2025 Primary Election & December 2, 2025 General Election to all Commissioners on July 25, 2025 for review. Commissioner Williamson made inquiry regarding accessibility as referenced from a previous League of Women Voters Williamson County report. Administrator Gray advised all locations are reviewed for accessibility. Administrator Gray also advised Commissioners that the Primary Election will occur during Williamson County Fall Break, and the General Election will occur while school is in session. Chair Duda made a motion to approve the Early Voting Dates and Locations for the Primary Election and General Election submitted by Administrator Gray with the discretion to edit if necessary; Commissioner Williamson seconded the motion. It was approved unanimously by 4-0 vote. Chair Duda made a motion to approve the Election Day Vote Center locations for the Primary Election and General Election submitted by Administrator Gray with the addition of Longview Recreation Center; Secretary Graham seconded the motion. It was approved unanimously by 4-0 vote.

V. NEW BUSINESS:

(1) Approve the Qualified Candidates for the upcoming October 28, 2025, City of Franklin Municipal Election for Four (4) Ward Alderman. Administrator Gray advised Commissioners that all Candidates meet residency requirements in accordance with City of Franklin ordinances and requirements. Secretary Graham made a motion to approve the Qualified Candidates for the upcoming October 28, 2025, City of Franklin Municipal Election for Four (4) Ward Alderman; Chair Duda seconded the motion. It was approved unanimously by 4-0 vote.

(2) Approve the Election Day Vote Centers & Early Voting Location and Hours for the upcoming October 28, 2025, City of Franklin Municipal Election. Chair Duda made a motion to approve the Election Day Vote Centers & Early Voting Location and Hours for the upcoming October 28, 2025, City of Franklin Municipal Election with Administrator Gray having discretion to edit as necessary; Commissioner Choate seconded the motion. It was approved unanimously by 4-0 vote.

(3) Discuss/Adopt a new Voter List Maintenance Policy for 2025-2027 relative to recent state law changes. Administrator Gray provided Commissioners a Sample Copy of County List Maintenance Program with added state law changes for review. Chair Duda highlighted various changes since Williamson County Election Commission adopted it's List Maintenance Program on December 19, 2023. Chair Duda remarked regarding sending every registered voter a registration card when vote center locations are updated; Williamson County Election Commission will review and adopt a new Voter List Maintenance Policy for 2025-2027 at our next meeting.

VI. OTHER BUSINESS (No Action to be Taken): Chair Duda asked Commissioners to check their schedules to meet on Tuesday, August 12, 2025 @ 4:00 p.m.

VII. ADJOURNMENT: The next meeting of the WCEC is scheduled for Tuesday, August 12, 2025 @ 4:00 p.m. The WCEC meeting adjourned at 5:10 p.m.



Wanda Bruce Graham
Secretary, WCEC

- Attachment 1 - WCEC 7-28-2025 Meeting Agenda
- Attachment 2 - WCEC 7-28-2025 Public Comment Sign-in Sheet
- Attachment 3 – Call for Election, October 28, 2025, City of Franklin Municipal Election For Four (4) Ward Alderman
- Attachment 4 – Key Dates for U.S. House District 7 Special Elections
- Attachment 5 – Qualified Candidates for October 28, 2025, City of Franklin Municipal Election for Four (4) Ward Alderman
- Attachment 6 – Election Day Vote Centers & Early Voting Location & Hours for October 28, 2025, City of Franklin Municipal Election for Four (4) Ward Alderman
- Attachment 7 – Sample Language – County List Maintenance Program

Williamson County Election Commission
405 Downs Blvd
Franklin, Tennessee 37064
(615) 790-5711
Fax (615) 790-5617
www.williamsonvotes.net



Jonathan Duda, Chairman
Wanda Bruce Graham, Secretary
Jim Burnett, Member
Donna Choate, Member
Rod Williamson, Member
Chad Gray, Administrator of Elections

PUBLIC NOTICE

Notice is hereby given that the Williamson County Election Commission will convene in person on Monday, July 28, 2025 at 4:00 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

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 June 24, 2025 Meeting

(2) Update on Franklin Tomorrow's Current "I Voted Sticker" Competition in advance of the October 28, 2025 City of Franklin Municipal Election

(3) Accept the Call for Election for the October 28, 2025, City of Franklin Municipal Election for Four (4) Ward Alderman

(4) Discuss Election Dates, Early Voting Dates & Locations & Election Day Vote Centers relative to the upcoming United States House of Representatives 7th Congressional District vacancy for a Primary election & General Election

Attachment 1

V. New Business

- (1) Approve the Qualified Candidates for the upcoming October 28, 2025, City of Franklin Municipal Election for Four (4) Ward Alderman
- (2) Approve the Election Day Vote Centers & Early Voting Location and Hours for the upcoming October 28, 2025, City of Franklin Municipal Election
- (3) Discuss/Accept a new Voter List Maintenance Policy for 2025-2027 relative to recent state law changes

VI. Other Business (No Action to be Taken)

VII. Adjournment

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

WCEC MEETING	DATE: 7/28/2025	CHAIR: JONATHAN DUDA	
FIRST AND LAST NAME (PLEASE PRINT)	CITY OF RESIDENCE	WISH TO SPEAK (X)	AGENDA ITEM OR GENERAL TOPIC
Michael Kortesbein	Franklin		
BRENDA Fogg	FRANKLIN		
Shelly Shiflett	Brentwood		
FRANKLIN/MOS	FRANKLIN		
Sharon Spigel	Franklin	X	General
Colleen Clark	Franklin		
Linda SHERMAN	FRANKLIN		
Bruce Dyson	Brentwood		
Albert Smith	Franklin		
DORINDA Smith	FRANKLIN		
Karen Pardee	Franklin		
Rose Ballard	Brentwood		
Christine Vertucci	Spring Hill		
<hr/>		Nothing follows	<hr/>



HISTORIC
FRANKLIN
TENNESSEE

July 17, 2025

Mr. Chad Gray
Administrator of Elections
Williamson County Election Commission
1320 West Main Street, Suite 140
Franklin, TN 37064

Re: 2025 Municipal Ward Alderman - Early Voting Request

Dear Chad:

In accordance with the City Charter, Article III, as amended, and in my appointed capacity as City Administrator for the City of Franklin, the purpose of this letter is to respectfully request that early voting be implemented in conjunction with this October's Municipal Election in Franklin. Specifically, we are requesting that early voting which is scheduled from October 8th-23rd, 2025 include the following voting hours:

- Monday through Friday from 8 a.m. through 6 p.m.
- Saturday 8 a.m. through noon.

It is our understanding that early voting will be conducted at the Williamson County Election Commission Offices.

After review, please advise if there is any assistance needed of the City. The City of Franklin has approved the allocation of sufficient funds within the Fiscal Year 2026 budget to reimburse the Williamson County Elections Commission for all eligible expenses incurred with the conduct of the election. Please publish the required legal election notices in the Williamson Herald.

Thank you for your assistance, and we look forward to working with you on the election process. Please contact either City Recorder Angie Skarp or me if you need further information.

Sincerely,

Eric S. Stuckey
City Administrator

cc: Board of Mayor and Aldermen
Shauna Billingsley, City Attorney
Angie Skarp, City Recorder



Tennessee Secretary of State

Secretary of State Tre Hargett

Division of Elections
Mark Goins, Coordinator of Elections

Key Dates for United States House District 7 Special Elections

Thursday, July 24	Writs of election issued and first day to issue petitions
Tuesday, August 12	Qualifying deadline at 12:00 Noon
Friday, August 15	Withdrawal deadline at 12:00 Noon
Monday, September 8	Voter registration deadline for primary election
Wednesday, September 17	Early voting begins for primary election
Saturday, September 27	Absentee request deadline for primary election
Thursday, October 2	Early voting ends for primary election
Tuesday, October 7	ELECTION DAY – Special Primary
Monday, November 3	Voter registration deadline for general election
Wednesday, November 12	Early voting begins for general election
Saturday, November 22	Absentee request deadline for general election
Wednesday, November 26*	Early voting ends for general election
Tuesday, December 2	ELECTION DAY – Special General

Attachment 4

Rev. July 17, 2025: 12 NOON

**WILLIAMSON COUNTY ELECTION COMMISSION
405 DOWNS BLVD
FRANKLIN, TN 37064
CANDIDATES**

ID	PHONE	BALLNAME	POSITION	MAILING	PETDATE	FILEDATE	PARTY
57836	615-498-4794	BEV BURGER	CITY OF FRANKLIN, ALDERMAN - WARD 1	CITY OF FRANKLIN, LIBERTY PK, FRANKLIN, TN, 37067	2025-05-19	2025-05-21	
1373 LIBERTY PK, FRANKLIN, TN, 37067							
45503	614-403-4258	MATT BROWN	CITY OF FRANKLIN, ALDERMAN - WARD 2	CITY OF FRANKLIN, ALDERMAN - WARD 2	2025-05-19	2025-06-16	
821 WALDEN DR, FRANKLIN, TN, 37064-4231			821 WALDEN DR, FRANKLIN, TN, 37064-4231				
24771	615-465-8011	B K MUUVALA	CITY OF FRANKLIN, ALDERMAN - WARD 2	CITY OF FRANKLIN, ALDERMAN - WARD 2	2025-06-23	2025-07-14	
510 ELK HOLLOW CT, FRANKLIN, TN, 37069			510 ELK HOLLOW CT, FRANKLIN, TN, 37069				
89485	615-212-8155	ERINN WATKINS	CITY OF FRANKLIN, ALDERMAN - WARD 2	CITY OF FRANKLIN, ALDERMAN - WARD 2	2025-07-15	2025-07-17	
11206 SOUTH COURSE VIEW, FRANKLIN, TN, 37067			11206 SOUTH COURSE VIEW, FRANKLIN, TN, 37067				
53985	615-554-7626	JASON POTTS	CITY OF FRANKLIN, ALDERMAN - WARD 3	CITY OF FRANKLIN, ALDERMAN - WARD 3	2025-05-19	2025-06-18	
615 WATSON BRANCH DR, FRANKLIN, TN, 37064			615 WATSON BRANCH DR, FRANKLIN, TN, 37064				
140419	615-955-0411	PATRICK BAGGETT	CITY OF FRANKLIN ALDERMAN - WARD 4	CITY OF FRANKLIN ALDERMAN - WARD 4	2025-05-19	2025-06-13	
422 MURFREESBORO RD, FRANKLIN, TN, 37064			422 MURFREESBORO RD, FRANKLIN, TN, 37064				
122518	615-594-6742	RODNEY TAYLOR	CITY OF FRANKLIN ALDERMAN - WARD 4	CITY OF FRANKLIN ALDERMAN - WARD 4	2025-07-02	2025-07-07	
900 VINTAGE GREEN LN #305, FRANKLIN, TN, 37064-2361			900 VINTAGE GREEN LN #305, FRANKLIN, TN, 37064-2361				
TOTAL :7							

Attachment 5

**City of Franklin
Municipal Election**

Tuesday, October 28, 2025

Offices to be Elected:

**Four Ward Alderman
(Wards 1, 2, 3 & 4)**

**(Vote for One Alderman Candidate
in Your Ward of Residence)**

Voter Registration Deadline:
Monday, September 29, 2025

Early Voting Period:
(Dates, Location and Hours)
October 8-October 23, 2025

Election Commission Office
405 Downs Blvd
Franklin, TN 37064

Hours: 8:00 a.m. to 6:00 p.m.

Weekdays
8:00 a.m. to 12:00 p.m. Noon
Saturdays
(Saturday, October 11 &
Saturday, October 18)

The Church of the City
828 Murfreesboro Rd
The Gate Community Church
4040 Murfreesboro Road

Legacy Middle School
2380 Henpeck Lane

**City of Franklin Municipal
Election Day Vote Centers-**

Tuesday, October 28, 2025
(Polls open 7am to 7pm)

*(Voters may cast ballots at any
location below regardless of their
place of residence)*

Cool Springs Conference Center
(Marriott Hotel)
700 Cool Springs Blvd

Hunters Bend Elementary
2121 Fieldstone Pkwy

Pearre Creek Elementary
1811 Townsend Blvd

First Presbyterian Church
101 Legends Club Lane

County Enrichment Center
110 Everbright Ave

Saturday, October 18, 2025

**(Ballots must be mailed to the
voter and returned by mail by the
voter. Voted ballots may not be
hand delivered to the Election
Office or any polling place). All
voted ballots must be received by
the close of the polls on Election
Day in order to be counted.**

**City of Franklin Absentee Voting
Information**

Absentee Ballots are permitted for
certain types of voters. To see if you
qualify, visit our website at
www.williamsonvotes.net



Sample Language

Insert County Name County List Maintenance Program **(Does not include use of Audit Notices)**

The list maintenance program adopted by the Insert County Name County Election Commission on Insert Date shall involve the following activities to be done by the staff of the county election commission:

1. Mailing a Confirmation Notice to Voters
2. Purging Ineligible Voters
3. Using the Verification Card, Voter Inquiry Letter, or other Non-Forwardable Mailer, such as the Voter Registration Card as needed

The list maintenance program must be completed every two (2) years.

Purges of inactive voters who have been on inactive status for a period of two (2) November general elections since sending the confirmation notice must be completed no later than ninety (90) days before any federal primary or general election.

During each odd-numbered year, the election commission staff shall:

1. Identify each voter who has been on Inactive Status for a period of two (2) November general elections since the confirmation notice was sent and purge those voters.
2. Review the following sources to identify voters to whom a confirmation notice must be sent, and mail the confirmation notices to the address of registration.
 - a. A voter who has had inactivity over two (2) consecutive regular November elections (Inactivity = Voter's failure to vote, or otherwise update the voter's registration)
 - b. Returned Mail that was sent by the County Election Commission Office
 - c. Information received through the National Change of Address (NCOA) Program
 - d. Information received from the Coordinator of Elections as a result of a comparison of voter registration addresses with the residential addresses of record with another Tennessee state agency, including, but not limited to, state welfare and public assistance agencies, and commercially available data.
 - e. Information received from the Coordinator of Elections as a result of a comparison of voter registrations with another State.

Attachment 7

- f. Information received from the jury coordinator serving the circuit/criminal court or the federal jury coordinator stating a registered voter is disqualified or potentially disqualified as a prospective juror from jury service due to not being a resident of this state or not being a resident of the county (Tenn. Code Ann. §§ 2-2-113 and 22-3-317).
- g. Different Address Listed on a Petition (*Keep a copy of the signature page with the voter's records*)

3. Immediately upon sending the confirmation notice, the staff must change the status of the voter from **Active Status** to **Inactive Status**.
4. Staff must attach the documentation, such as, any returned mail, to the voter registration record as proof of the reason for making the voter inactive.

Throughout each month of each year, the election commission staff shall perform the following duties:

1. Anytime the post office returns a mailer as undeliverable, including the **non-forwardable verification card, a voter registration card, or a letter**, which has been mailed to a registered voter by the election commission staff, the voter shall be mailed a **forwardable confirmation notice** and placed on **INACTIVE STATUS**. The returned mailer shall be kept with the applicable voter registration record.
2. As needed, mail the **non-forwardable verification card, voter inquiry letter**, or voter registration card to voters. If the card does not return to the election commission office, the voter shall be presumed a resident of the address on record and shall remain on **ACTIVE STATUS**.
3. The staff shall update an inactive voter's status if the voter does any election-related activities, including, but not limited to, the following:
 - a. Voting in an election
 - b. Registering to vote (including filing a duplicate registration form at state agencies)
 - c. Requesting an absentee ballot
 - d. Requesting a voter registration card
 - e. Returning a properly completed confirmation notice
 - f. Returning a properly completed verification notice
 - g. Changing the voter's address from one location to another location within the county
 - h. Signing a nominating petition where the address is provided with the voter's signature (*Keep a copy of the signature page for your records*)
 - i. Signing a referendum petition where the address is provided with the voter's signature (*Keep a copy of the signature page for your records*)

4. The election commission staff shall maintain records and documentation related to the list maintenance program, including, but not limited to:
 - a. The date of sending the confirmation notices.
 - b. A list of all voters and their addresses to which confirmation notices have been sent.
 - c. Any evidence supporting the reason for sending the confirmation notice or for removing a voter's name must be maintained with the voter's records.
5. Records shall be electronically retained and physically retained.
6. The election commission staff shall maintain all purged records and any documentation related to the reason for purge for two (2) years from the date of purge.

Adopted by the Insert County Name County Election Commission on the _____ day of _____, 20 ____.

At least three (3) commissioners must sign below:

Chairman, County Election Commission

Secretary, County Election Commission

Member, County Election Commission

Member, County Election Commission

Member, County Election Commission