

**WILLIAMSON COUNTY ELECTION
COMMISSION (WCEC)**

AUGUST 12, 2025

**APPROVED & SIGNED MINUTES WITH
ATTACHMENTS**



WANDA BRUCE GRAHAM

SECRETARY, WCEC

**WILLIAMSON COUNTY ELECTION COMMISSION
MINUTES – August 12, 2025**

The Williamson County Election Commission (WCEC) met in person on Tuesday, August 12, 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 all five of the Williamson County Election Commissioners were present as follows: Chair Jonathan Duda; Commissioner James “Jim” Burnett, III; Commissioner Donna Choate; Commissioner Rodney “Rod” Williamson and Secretary Wanda Bruce Graham. Administrator of Elections, Chad Gray was present.

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

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

- Dorinda Carlyle Smith, Franklin resident, League of Women Voters Williamson County (LWVWC), addressed WCEC regarding Commissioner Williamson’s remarks last meeting related to the League’s report on accessibility at certain voting locations. Ms. Smith requested that the public be made aware of the less accessible locations. She remarked that August 12, 2025 is “National Poll Worker Recruitment Day” and the National League of Women Voters sent out notices to all its members as well as the State of Tennessee League as did the Williamson County League, so she expects more poll worker applications.
- Chair Duda remarks after Public Comments: Chair Duda thanked Ms. Smith for her comments and remarked that WCEC can’t conduct its elections without our many poll officials. He remarked that the most accessible voting locations are the government ones such as our schools unlike the private ones such as church locations.

IV. OLD BUSINESS:

(1) Approve the minutes of the , Williamson County Election Commission Meeting. Commissioner Williamson made a motion to approve the Minutes of the July 28, 2025, Election Commission meeting; Commissioner Choate seconded the motion. It was approved unanimously by 5-0 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 there is no current update on the competition and this topic will be deferred until the next WCEC meeting.

(3) Discuss relative dates pertaining to the upcoming United States House of Representatives 7th Congressional District Special Primary Election & October 28, 2025, City of Franklin Municipal Election. Administrator Gray remarked that the State Election Office has requested that the 14 counties affected by the 7th Congressional District Special Primary Election, October 7, 2025 certify that election on or before Monday, October 13, 2025. After discussion between Administrator Gray, Chair Duda, and Commissioners it was determined that WCEC will meet on Monday, October 13, 2025 at 11:00 a.m. in the County Mayor's Conference Room located at 1320 West Main Street, Franklin.

Administrator Gray advised Commissioners that he was informed by officials from the "Church of the City" that due to ongoing construction, this Vote Center location will only be available for the 7th Congressional District Special Primary Election, October 7, 2025 and the City of Franklin Municipal Election, October 28, 2025 but unavailable for the 7th Congressional District Special General Election, December 2, 2025.

Chair Duda and Administrator Gray discussed communication methods to notify voters that this voter center would be unavailable on December 2, 2025. There will be eleven (11) 7th Congressional District Special Primary Election Vote Center locations on October 7, 2025 as follows: Westwood Elementary (Fairview); Fairview Recreation Center (Fairview); Hillsboro Middle School (Franklin); Independence High School (Thompson's Station); Legacy Middle School (Franklin); Hunters Bend Elementary School (Franklin); Pearce Creek Elementary (Franklin); First Presbyterian Church (Franklin); County Enrichment Center (Franklin); The Church of the City (Franklin); and Longview Recreation Center (Spring Hill). Of these eleven Vote Center locations only ten (10) will be available for the 7th Congressional District Special General Election, December 2, 2025 as the "Church of the City" Vote Center will be unavailable.

A motion was made by Chair Duda to approve the eleven (11) Vote Center locations: Westwood Elementary (Fairview); Fairview Recreation Center (Fairview); Hillsboro Middle School (Franklin); Independence High School (Thompson's Station); Legacy Middle School (Franklin); Hunters Bend Elementary School (Franklin); Pearce Creek Elementary (Franklin); First Presbyterian Church (Franklin); County Enrichment Center (Franklin); The Church of the City (Franklin); and Longview Recreation Center (Spring Hill) to be used for the 7th Congressional District Special Primary Election on October 7, 2025; and the ten (10) Vote Center locations: Westwood Elementary (Fairview); Fairview Recreation Center (Fairview); Hillsboro Middle School (Franklin); Independence High School (Thompson's Station); Legacy Middle School (Franklin); Hunters Bend Elementary School (Franklin); Pearce Creek Elementary (Franklin); First Presbyterian Church (Franklin); County Enrichment Center (Franklin); and Longview Recreation Center (Spring Hill) to be used for the 7th Congressional District Special General Election, December 2, 2025 (noting that the "City of the Church" Vote Center location will not be available). Motion further notes that the "City of the Church" Vote Center location will be available for the City of Franklin Municipal Election, October 28, 2025. The motion was seconded by Secretary Graham. It passed unanimously by 5-0 vote.

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After discussion with Chair Duda and Commissioners, Administrator Gray established the WCEC Voting Machine Inspection/Open House for the 7th Congressional District Special Election

would be held on Monday, September 8, 2025 at 4:30 p.m. and the WCEC Voting Machine Inspection/Open House for the City of Franklin Municipal Election would be held on Wednesday, September 10, 2025 at 4:30 p.m.

(4) Discuss/Adopt a New Voter List Maintenance Policy for 2025-2027. Chair Duda included two additions to the recommended Voter List Maintenance Policy which were discussed at the July 28, 2025 WCEC meeting. There being no further discussion, Chair Duda made a motion to approve and adopt the WCEC 2025-2027 Voter List Maintenance Program; Commissioner Burnett seconded the motion. It passed unanimously by a 5-0 vote; signed WCEC 2025-2027 Voter List Maintenance Program is *Attachment 3*.

V. NEW BUSINESS:

(1) Appoint the Election Day and Early Voting Poll Officials for the October 7, 2025, Special Primary Election. Commissioner Williamson remarked that WCEC relies on the staff regarding the recommended poll officials for WCEC elections. Secretary Graham made a motion to approve the Election and Early Voting Poll Officials list provided by Administrator Gray to WCEC for the 7th Congressional District Special Primary Election, October 7, 2025 with Administrator Gray having the discretion to revise as Chair Duda seconded the motion. It was unanimously approved by 5-0 vote.

(2) Inspect Voter Registration Forms filed since April 5, 2025. Commissioners reviewed 200 Voter Registration Forms filed since April 5, 2025 and found zero discrepancies.

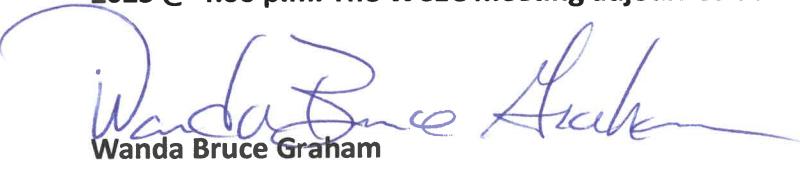
(3) Lock the Early Voting/Absentee and Election Day Ballot Boxes for the October 7, 2025, Special Primary Election. Chair Duda advised that Commissioners will lock the Early Voting/Absentee and Election Day Ballot Boxes for the October 7, 2025, Special Primary Election immediately following the adjournment of the WCEC August 12, 2025 meeting.

VI. OTHER BUSINESS (No Action to be Taken):

- Next WCEC meeting to be held on Monday, September 8, 2025 at 4:00 p.m.
- WCEC Voting Machine Inspection/Open House for the 7th Congressional District Special Primary Election to be held on Monday, September 8, 2025 at 4:30 p.m.
- WCEC Voting Machine Inspection/Open House for the City of Franklin Municipal Election will be held on Wednesday, September 10, 2025 at 4:30 p.m.
- WCEC will meet on Monday, October 13, 2025 at 11:00 a.m. to certify the 7th Congressional District Special Primary Election results; location tentatively scheduled at 1320 West Main St., Mayor's Conference Room.

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VII. ADJOURNMENT: The next meeting of the WCEC is scheduled for Monday, September 8, 2025 @ 4:00 p.m. The WCEC meeting adjourned at 4:50 p.m.



Wanda Bruce Graham
Secretary, WCEC

- **Attachment 1 - WCEC 8-12-2025 Meeting Agenda**
- **Attachment 2 - WCEC 8-12-2025 Public Comment Sign-in Sheet**
- **Attachment 3 - Adopted Williamson County Election Commission 2025-2027 Voter List Maintenance Program – 8/12/2025**

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 Tuesday, August 12, 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 July 28, 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) Discuss relative dates pertaining to the upcoming United States House of Representatives 7th Congressional District Special Primary election & October 28 City of Franklin Municipal Election
- (4) Discuss/Adopt a new Voter List Maintenance Policy for 2025-2027

V. New Business

Attachment 1

- (1) Appoint the Election Day and Early Voting Poll Officials for the October 7, 2025, Special Primary Election
- (2) Inspect Voter Registration Forms filed since April 5, 2025
- (3) Lock the Early Voting/Absentee and Election Day Ballot Boxes for the October 7, 2025, Special Primary Election

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

**WILLIAMSON COUNTY ELECTION COMMISSION
LIST MAINTENANCE PROGRAM 2025-2027
(Does Not Include use of Audit Notices)**

The list maintenance program adopted by the Williamson County Election Commission (WCEC) on August 12, 2025, 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; however, it is the policy of the Williamson County Election Commission that methods other than sending a Voter Registration Card, such as a Verification Card, Voter Inquiry Letter, or other Non-Forwardable Mailer, will be preferred unless there is a need to send a Voter Registration Card.
4. Sending a Voter Registration Card to Each Active Voter at a minimum of once every five (5) years during the period of time between each Federal decennial census, or after an addition or deletion of a Voting Center utilized by the Williamson County Election Commission.

The WCEC 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

Attachment 3

WCEC 2025-2027 List Maintenance Program – 8/12/2025

- 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.
- 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, the voter shall be presumed a resident of the address on record and shall remain on **ACTIVE STATUS**.

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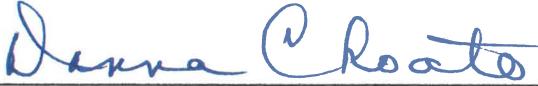
3. The staff shall update an inactive voter's status upon any of the activity, including, but not limited to the following:
 - a. Voting in an election
 - b. Registering to vote (including filing a duplicate registration form at state agencies)
 - c. Requesting an absentee ballot
 - d. Requesting a voter 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.

WCEC 2025-2027 List Maintenance Program – 8/12/2025

Adopted by the Williamson County Election Commission on the 12th day of August, 2025.


Chairman, Williamson County Election Commission


Secretary, Williamson County Election Commission


Member, Williamson County Election Commission


Member, Williamson County Election Commission


Member, Williamson County Election Commission