

**SUMNER COUNTY ELECTION COMMISSION
REGULAR MEETING MINUTES
Tuesday, July 08, 2025, 4:00 p.m.**

Members present: Acting Chairman J. Michael Fussell, Secretary Denise D. Shepherd, Commissioner Patricia D. Collins and Commissioner Jeffery B. Hulsey. **Members Absent:** Chairman M. Allen Ehmling. Also present: Lori D. Atchley, Administrator of Elections and Annette Haw, Assistant Administrator of Elections.

I. CALL MEETING TO ORDER

The meeting was called to order at 4:00 p.m. by Acting Chairman Fussell. A quorum was present.

II. APPROVE AGENDA

Commissioner Hulsey made a motion to approve the agenda, seconded by Commissioner Collins and the motion passed 4 – 0.

III. PUBLIC COMMENTS

None.

IV. APPROVE MINUTES

Motion by Commissioner Hulsey to approve the June 10, 2025 regular meeting minutes, seconded by Commissioner Collins and the motion passed 4 – 0.

V. NEW BUSINESS

A. NEW BUSINESS INSPECTION – APPEAL PROCESSED VOTER REGISTRATION APPLICATIONS

There were four (4) appeals. BJK, KLS, HO and RC marked “Yes” to the “Have you been convicted of a felony?” declaration question. An appeal form was mailed to each voter who clarified with their signatures that there had been no felony conviction. After the Commissioners reviewed the documentation for each voter individually, a motion was made by Commissioner Shepherd, seconded by Commissioner Hulsey to accept the voter registration application of BJK to appropriately register the voter to vote and the motion passed 4 – 0. A motion

was made by Commissioner Shepherd, seconded by Commissioner Collins to accept the voter registration application of KLS to appropriately register the voter to vote and the motion passed 4 – 0. A motion was made by Commissioner Shepherd, seconded by Commissioner Collins to accept the voter registration application of HO to appropriately register the voter to vote and the motion passed 4 – 0. A motion was made by Commissioner Shepherd, seconded by Commissioner Collins to accept the voter registration application of RC to appropriately register the voter to vote and the motion passed 4 – 0.

B. INSPECTION – NEWLY PROCESSED VOTER REGISTRATION APPLICATIONS

Commissioners inspected 49 voter registration applications out of 486 new registration applications with no discrepancies noted. Commissioners present signed the report to be submitted to the State Division of Elections.

C. REPORT FROM ADMINISTRATOR

- FACILITY UPDATE

AOE stated that the situation remains unchanged. SCEC Attorney Tom Lee submitted the request for a status hearing with the Chancery Court. No response was received as of the meeting.

- BUDGET UPDATE

AOE advised that the second SCEC budget hearing was held July 2, 2025. AOE intended to do a presentation, then entertain discussion and answer questions from the budget committee members. AOE was repeatedly interrupted by budget hearing members. AOE relayed to the budget committee members that decisions regarding CVCs, early voting and elections are the sole responsibility of the SCEC. Budget committee members continued to attempt to interject recommendations regarding CVCs, funding, dates, times and locations of early voting. AOE presented the facts regarding early voting participation, separation of powers and the intent of the law for elected officials, particularly incumbent county commissioners, not to interfere with elections in terms of controlling actions by denying funding per TCA 2-12-109. AOE voiced the possibility of perceived voter interference and voter suppression by the county commission. AOE was allowed one final comment,

which was to request that the budget committee properly fund CVCs, as the SCEC had voted to implement them beginning with the May, 2026 election. Later that day on July 2, at the budget committee workshop, the budget committee voted to recommend all original cuts to the SCEC budget, which would not allow funding of CVCs or additional precincts, in addition to cuts for the election commission move, regardless of ultimate location determination, and other budget line items necessary to properly administer elections in Sumner County. Several Election Commissioners requested a special call meeting with executive session following the final budget approval, anticipated to occur July 21, 2025. A tentative special call meeting has been scheduled for July 22, 2025.

- **EARLY VOTING LOCATIONS**

AOE and AAOE presented statistical data and analysis regarding early voting locations, dates and times. AOE recommended adoption of the early voting schedule as presented. Motion by Commissioner Shepherd, seconded by Commissioner Hulsey to approve the early voting locations as presented by the AOE, and the motion passed 4 – 0.

- **LIST MAINTENANCE**

AOE presented a new 2025/2027 list maintenance program to replace the list maintenance program approved by the SCEC in February 2025. The change was due to recently passed legislation effective May 5, 2025, regarding list maintenance. The list maintenance program presented to the Sumner County Election Commissioners for approval was provided by the State Division of Elections. The primary change was related to making voters inactive after two November general elections with no voting activity. AOE recommended approval. Motion by Commissioner Hulsey, seconded by Commissioner Collins to approve the list maintenance program as presented and the motion passed 4 – 0.

- **OTHER**

None.

VI. REPORT FROM ELECTION COMMISSIONERS

A. CHAIRMAN

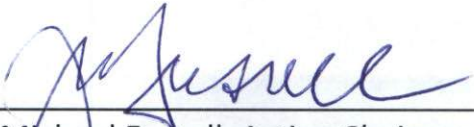
No report.

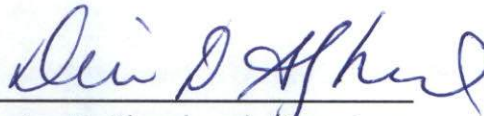
B. ELECTION COMMISSIONERS

No reports.

VII. ADJOURNMENT

Motion by Commissioner Hulsey, seconded by Commissioner Collins to adjourn the meeting and the motion passed 4 – 0. The meeting was adjourned at 4:52 p.m.


J. Michael Fussell, Acting Chairman


Denise D. Shepherd, Secretary


Lori D. Atchley, Administrator of Elections AOE

ABBREVIATION LEGEND:

SCEC: Sumner County Election Commission

AOE: Administrator of Elections

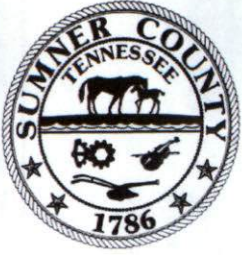
AAOE: Assistant Administrator of Elections

SCC: Sumner County Commission

SCM: Sumner County Mayor

CVCs: Convenient Vote Centers

2026 TENTATIVE EARLY VOTING DATES AND HOURS OF OPERATIONS AND LICENSED FACILITY DATES		
CITY	DATES	HOURS OF OPERATION
GALLATIN	4/15-4/30	M-F 8AM-4:30PM SAT 9-12PM
	7/17-8/1	M-F 8AM-4:30PM SAT 9-12PM
	10/14-10/29	M-F 8AM-4:30PM SAT 9-12PM
HENDERSONVILLE	4/15-4/30	M-F 10AM-6PM SAT 9-12 PM
	7/17-8/1	M-F 10AM-6PM SAT 9-12 PM
	10/14-10/29	M-F 10AM-6PM SAT 9-12 PM
GOODLETTSVILLE	4/24	10AM-6PM
	7/31	10AM-6PM
	10/22-10/23	10AM-6PM TH&FR
WHITE HOUSE	4/20	10AM-6PM
	7/27	10AM-6PM
	10/26-10/27	10AM-6PM Mon&Tu
WESTMORELAND	4/21	10AM-6PM
	7/28	10AM-6PM
	10/21	10AM-6PM
PORTLAND	4/17	10AM-6PM
	7/24	10AM-6PM
	10/16-10/17	M-F 10AM-6PM SAT 9-12 PM
LICENSED FACILITIES		
25 LOCATIONS THROUGHOUT SUMNER COUNTY, TN AS OF 7/2/2025 NO NEW FACILITIES IN AREA	4/8-4/10, 4/13 & 14	AS SCHEDULED WITH
	7/10,7/13-16	FACILITIES - ONE WEEK BEFORE
	10/7-9, 10/12-13	
REV 7/8/2025		



SUMNER COUNTY ELECTION COMMISSION

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The list maintenance program adopted by the Sumner County Election Commission on July 8, 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

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.
 - 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 Sumner County Election Commission on the 8th day of July, 2025.

M. Allen Ehmling, Chairman

Denise D. Shepherd, Secretary

Patricia D. Collins, Member

J. Michael Fussell, Member

Jeff B. Hulsey, Member