

**MINUTES OF THE REGULAR MEETING
OF THE MAYOR AND BOARD OF ALDERMEN
THURSDAY, APRIL 24, 2025, 7:00 P.M.
City Hall: 5901 Terry Road, Byram MS**

1. Welcome and Call to Order

Mayor White called the meeting to order at 7:01 p.m.

2. Invocation

The Invocation was given by Alderman David Moore

3. Pledge of Allegiance

4. Roll Call

Present: Richard White, Mayor
Erma Johnson, Alderman, Ward I
Diandra Hosey, Alderman, Ward II
Robert Amos, Alderman, Ward III
Roschelle Gibson, Alderman, Ward V
David Moore, Alderman, Ward VI
Angela Richburg, City Clerk
Attorney John Scanlon

Absent: Teresa Mack, Alderman, Ward IV

5. Presented Items

- (a) Approval to amend the agenda to include under Presented Items, presentation of Certificates of Achievement to the Byram Soccer Association Spring 2025 Open Cup Champions, under Approval of Consent Agenda, approval to pay travel expenses which will be reimbursed by DPS, approval of an Agreement with Gotta Go Site Services for the Swinging Bridge Festival, and approval of a Resolution honoring the life of Mr. John C. Williams, and under Discussion and Action, discussion of Keep Byram Beautiful and the Great American Cleanup

Motion to amend the agenda

Moved by Alderman Johnson

Seconded by Alderman Harris-Allen

Motion Passed

Ayes: Johnson, Hosey, Amos, Gibson, Moore, Harris-Allen

- (b) Presentation of Certificates of Achievement to the Byram Soccer Association Spring 2025 U12 Boys Rec Open Cup Champions, U10 Boys Rec Open Cup Champions and U10 Girls Rec Open Cup Champions – Alderman Roschelle Gibson

Motion to approve

Moved by Alderman Gibson

Seconded by Alderman Harris-Allen

Ayes: Johnson, Hosey, Amos, Gibson, Moore, Harris-Allen

6. Approval of Consent Agenda Items

Motion to approve Consent Agenda

Moved by Alderman Gibson

Seconded by Alderman Johnson

Motion Passed

Ayes: Johnson, Hosey, Amos, Gibson, Moore, Harris-Allen

- (a) Approval of minutes of the Regular Work Session of the Mayor and Board held April 7, 2025**
- (b) Approval of minutes of the Regular Meeting of the Mayor and Board of Aldermen held April 10, 2025**
- (c) Approval of renewal of annual membership dues in the amount of \$465.00 to the International Institute of Municipal Clerks for City Clerk Angela Richburg and Deputy City Clerks Julia Kraft and Cynthia Elabor (001-140-622)**
- (d) Approval of payment in the amount of \$125.00 to IIMC for Deputy City Clerk Julia Kraft to apply for her Certified Municipal Clerk designation with IIMC (001-140-611)**
- (e) Approval of annual renewal in the amount of \$5,888.77 with Granicus for agenda management software (001-195-681)**
- (f) Approval for Sergeant Terris Thomas to attend The Prepared Public Information Officer course in Columbus, MS April 27–29, 2025, with \$300.00 registration fee and \$444.00 estimated travel expenses (001-200-610/611)**
- (g) Approval for Officers Shawn Walters and Boris Joiner to attend the 2025 STORM Conference in Biloxi, MS, May 5–8, 2025, with no registration fee and \$204.00 each estimated travel expenses (001-200-610)**
- (h) Approval for Captain Kevin Turner, Corporal Dewayne Smith, Officer Billy Armstrong, Officer Tekea Johnson, Detective Mashanna Gibbs, Sergeant Terris Thomas and Sergeant Mike Aycox to attend the 2025 Mississippi Public Safety Summit Conference in Flowood, MS, May 28-30, 2025, at no cost to the City – Chief David Errington**
- (i) Approval for Dispatchers Patricia Barlow and Chicerah Harper to attend Active Shooter and Workplace Violence Training in Pearl, MS, May 5-6, 2025, with \$300.00 each registration fees that will be reimbursed by the Mississippi Department of Public Safety and no estimated travel expenses (001-200-611)**

- (j) Approval for Dispatchers Patricia Barlow and Chicerah Harper to attend a Negotiations and Talk Tactics Training Course for Communications Officers in Flowood, MS, May 12-13, 2025, with \$300.00 each registration fees that will be reimbursed by the Mississippi Department of Public Safety and no estimated travel expenses (001-200-611)
- (k) Approval for Dispatchers Baylee Chance and Anna Mitchell to attend an Officer Involved Shootings and Critical Incidents class in Pearl, MS, July 14-15, 2025, with \$300.00 each registration fees that will be reimbursed by the Mississippi Department of Public Safety and no estimated travel expenses
- (l) Approval for Dispatcher Ze'Neisha Morgan to attend an Emergency Telecommunicator Certification Course in Starkville, MS, May 18-23, 2025, with \$395.00 registration fee that will be reimbursed by the Mississippi Department of Public Safety and \$878.02 estimated travel expenses (001-200-610/611)
- (m) Approval of mileage payment of \$118.30 to Linnie Harrington, to be reimbursed to us by the Mississippi Department of Public Safety, for attending the IAED 40-hour Basic Course (001-200-610)
- (n) Approval of renewal of four-year Public Works copier lease/maintenance agreement in the amount of \$250.00 per month with RJ Young
- (o) Approval of payment in the amount of \$26,027.16 to McMaster & Associates, Inc. for engineering design and construction phase services for the Old Byram Road Bridge Replacement Project (001-301-602)
- (p) Approval of Agreement in the amount of \$3,415.00 with Gotta Go Site Service Rentals for the Swinging Bridge Festival (100-550-640)
- (q) Approval of a Resolution honoring the life of Mr. John C. Williams

7. Discussion and Action

- (a) Approval of Claims Docket in the amount of \$168,355.15 from 4/2/25 to 4/16/25
Motion to approve Claims Docket
Moved by Alderman Harris-Allen
Seconded by Alderman Gibson
Motion Passed
Ayes: Johnson, Hosey, Amos, Gibson, Moore, Harris-Allen

- (b) Request for transition of one full-time Dispatch position to two part-time positions at \$18.00 per hour for State certified dispatchers – Chief David Errington**

Motion to approve

Moved by Alderman Johnson

Seconded by Alderman Gibson

Motion Passed

Ayes: Johnson, Hosey, Amos, Gibson, Moore, Harris-Allen

- (c) Approval of a pay increase to \$14.00 per hour, effective April 28, 2025, for Dispatcher Linnie Harrington upon receiving State certification – Chief David Errington**

Motion to approve

Moved by Alderman Harris-Allen

Seconded by Alderman Gibson

Motion Passed

Ayes: Johnson, Hosey, Amos, Gibson, Moore, Harris-Allen

- (d) Approval to hire part-time Firefighters on an as-needed basis at a rate of \$15.00 per hour to minimize overtime costs – Fire Chief Harry Horton**

Motion to approve

Moved by Alderman Gibson

Seconded by Alderman Harris-Allen

Motion Passed

Ayes: Johnson, Hosey, Amos, Gibson, Moore, Harris-Allen

- (e) Discussion of election process/Election Commissioners – Alderman Roschelle Gibson**

Motion to receive the Resolution Board appointments

Moved by Alderman Gibson

Seconded by Alderman

Motion Passed

Ayes: Johnson, Hosey, Amos, Gibson, Moore, Harris-Allen

- (f) Discussion of Keep Byram Beautiful and the Great American Cleanup**

Alderman Johnson asked that it be noted that she felt disrespected as a Keep Byram Beautiful Board Member by not being included in the Keep Mississippi Beautiful luncheon invitation and expects this not to happen again

No Board action taken

8. Public Comments

Shirley McMullen of Ridgelea Road and Jim Stingley of McCarty Road addressed the Board about their positions as Resolution Board member and Poll Manager

9. Announcements

- (a) Friday, May 2nd from 6:00 to 10:00 p.m. and Saturday, May 3rd from 10:00 a.m. to 10:00 p.m. join us at the Dragway at 7667 South Siwell Road for the Swinging**

Bridge Festival. Free admission, free bounce houses, slides and games, car show, cornhole, vendors, live entertainment and fireworks!

- (b) Monday, May 5th – Regular Work Session of the Mayor and Board of Aldermen, 6:30 p.m. at City Hall**
- (c) Thursday, May 8th the Opening Ceremonies of “The Greatest American Cleanup” will be held at Davis Road Park at 8:00 a.m., with volunteers invited to work on cleanup and beautification both there and at the Pocket Park**
- (d) Thursday, May 8th – Regular Meeting of the Mayor and Board of Aldermen, 7:00 p.m. at City Hall**
- (e) Wednesday, May 21st – ‘Mental Health Matters – Navigating the Parth to Mental Well-Being, One Conversation At A Time’ – presented by the Mayoral Health Council, 1:00 p.m. to 3:00 p.m. at City Hall**
- (f) Thursday, May 22nd – Regular Meeting of the Mayor and Board of Aldermen, 7:00 p.m. at City Hall**
- (g) Monday, May 26th – City Administrative Offices will be closed in observance of Memorial Day**

10. Adjourn

Motion to adjourn at 8:08 p.m.

Moved by Alderman Gibson

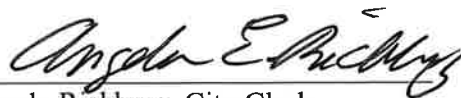
Seconded by Alderman Harris-Allen

Motion Passed

Ayes: Johnson, Hosey, Amos, Gibson, Moore, Harris-Allen

APPROVED: 
Richard White, Mayor

DATE: 5-8-25

ATTEST: 
Angela Richburg, City Clerk

DATE: 5-8-25



CITY OF BYRAM
Claims Docket
04/02/2025 to 04/16/2025
APRIL 25, 2025 CHECK RUN

Paid Claims:

PACKET # 8967	\$57,577.32	04/11/2025 AGENDA RUN (IN HOUSE)	Pages 1-3 attached
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Unpaid Claims:

PACKET # 8978	\$15,670.59	04/25/2025 2nd A.P. (IN HOUSE)	Pages 4-5 attached
PACKET # 8979	\$90,048.67	04/25/2025 2nd A.P. (A/P AUTOMATION)	Pages 6-10 attached
PACKET # 8980	\$5,058.57	04/25/2025 2nd A.P. (SEWER AUTOMATION)	Page 11 attached

Total Claims:	\$168,355.15
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City of Byram, MS

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Docket of Claims Register

APPKT008967 - 04/11/2025 AGENDA RUN (IN HOUSE)

By Docket/Claim Number

Vendor #	Vendor Name	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount	Payment Amount
00161	AT & T	6043880011	ACCT# 8310012904295 (CIRCUIT) 03/2	Invoice	03/29/2025	ACCT# 8310012904295 (CIRCUIT) 03/2	001-200-605	235.68	235.68
01992	C SPIRE BUSINESS SOLUTIONS	0000684790-81	PHONES - ALL DEPARTMENTS	Invoice	03/26/2025	PHONES - ALL DEPARTMENTS	001-110-605	122.91	5,441.76
							001-190-605	168.44	
							001-195-605	1,170.88	
							001-200-605	1,900.92	
							001-260-605	1,236.43	
							001-280-605	168.44	
							001-301-605	336.87	
							400-700-605	336.87	
00048	CENTERPOINT ENERGY	FD04012025	ACCT# 6400010056-6 (FIRE) 02/25/25	Invoice	04/01/2025	ACCT# 6400010056-6 (FIRE) 02/25/25	001-260-630	93.85	93.85
00048	CENTERPOINT ENERGY	PW04012025-1	ACCT# 9314167-9 (PUBLIC WORKS) 02	Invoice	04/01/2025	ACCT# 9314167-9 (PUBLIC WORKS) 02	001-301-630	23.52	47.05
							400-700-630	23.53	
00048	CENTERPOINT ENERGY	PD04012025-2	ACCT# 6402101524-9 (POLICE) 02/25/	Invoice	04/01/2025	ACCT# 6402101524-9 (POLICE) 02/25/	001-200-630	41.48	41.48
00048	CENTERPOINT ENERGY	CH04012025	ACCT# 10679376-3 (GENERATOR) 02/2	Invoice	04/01/2025	ACCT# 10679376-3 (GENERATOR) 02/2	001-195-630	42.59	42.59
00048	CENTERPOINT ENERGY	PD04012025-1	ACCT# 8751379-2 (POLICE) 02/25/25 -	Invoice	04/01/2025	ACCT# 8751379-2 (POLICE) 02/25/25 -	001-200-630	119.48	119.48
00048	CENTERPOINT ENERGY	PW04012025-2	ACCT# 11826065-2 (GENERATOR) 02/2	Invoice	04/01/2025	ACCT# 11826065-2 (GENERATOR) 02/2	400-700-630	55.96	55.96
02932	CITY OF BYRAM CADENCE GENE	04082025	APRIL 2025 TRANSFER	Invoice	04/08/2025	APRIL 2025 TRANSFER	400-000-005	12,959.93	12,959.93
00052	COMCAST	PW03282025	ACCT# 8396 41 046 0073014 (04/03/2	Invoice	03/28/2025	ACCT# 8396 41 046 0073014 (04/03/2	001-301-605	79.04	158.08
							400-700-605	79.04	
01102	DISPATCHING AND TRAINING SO	7294	REGISTRATION - ORLANDO REDD, APR	Invoice	03/21/2025	REGISTRATION - ORLANDO REDD, APR	001-200-611	300.00	900.00
		7295-1	REGISTRATION - PATRICIA BARLOW, AF	Invoice	03/21/2025	REGISTRATION - PATRICIA BARLOW, AF	001-200-611	300.00	
		7295-2	REGISTRATION - CHICERAH HARPER, A	Invoice	03/21/2025	REGISTRATION - CHICERAH HARPER, A	001-200-611	300.00	

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APPKT008967 - 04/11/2025 AGENDA RUN (IN HOUSE)

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
03202	DORSEY, MALCOLM	DKT0039465					501.00
	04082025	REFUND FOR OVERPAYMENT OF COUR	Invoice	04/08/2025	REFUND FOR OVERPAYMENT OF COUR	001-000-398	501.00
03200	EARLS, CLINT	DKT0039466					92.36
	04072025	TRAVEL REIMBURSEMENT - BILOXI, M	Invoice	04/07/2025	TRAVEL REIMBURSEMENT - BILOXI, M	001-200-610	92.36
00859	GOLDEN NUGGET BILOXI HOTEL	DKT0039467					4,964.95
	04072025-1	CONF# VB5ZQ, ROBERT AMOS, JULY 21	Invoice	04/07/2025	CONF# VB5ZQ, ROBERT AMOS, JULY 21	001-100-610	413.53
	04072025-10	CONF# TCP5K, ANGELA RICHBURG, JULY 21	Invoice	04/07/2025	CONF# TCP5K, ANGELA RICHBURG, JULY 21	001-140-610	413.53
	04072025-11	CONF# FG32S, RICHARD WHITE, JULY 21	Invoice	04/07/2025	CONF# FG32S, RICHARD WHITE, JULY 21	001-120-610	413.53
	04072025-12	CONF# VRZKJ, JULIA KRAFT (FOR WARI	Invoice	04/07/2025	CONF# VRZKJ, JULIA KRAFT (FOR WARI	001-100-610	413.53
	04072025-13	CONF# PPTPP, JULIA KRAFT (FOR WAR	Invoice	04/07/2025	CONF# PPTPP, JULIA KRAFT (FOR WAR	001-100-610	413.53
	04072025-2	CONF# F233N, CYNTHIA ELABOR, JULY 21	Invoice	04/07/2025	CONF# F233N, CYNTHIA ELABOR, JULY 21	001-140-610	413.53
	04072025-3	CONF# L523M, ERMA JOHNSON, JULY 21	Invoice	04/07/2025	CONF# L523M, ERMA JOHNSON, JULY 21	001-100-610	413.53
	04072025-4	CONF# ZYGNV, VERA JONES, JULY 22-2	Invoice	04/07/2025	CONF# ZYGNV, VERA JONES, JULY 22-2	001-110-610	276.55
	04072025-5	CONF# W6XVF, JULIA KRAFT, JULY 20-2	Invoice	04/07/2025	CONF# W6XVF, JULIA KRAFT, JULY 20-2	001-140-610	413.53
	04072025-6	CONF# VW2R2, TERESA MACK, JULY 21	Invoice	04/07/2025	CONF# VW2R2, TERESA MACK, JULY 21	001-100-610	413.53
	04072025-7	CONF# DC5GW, BILL MILEY, JULY 20-24	Invoice	04/07/2025	CONF# DC5GW, BILL MILEY, JULY 20-24	001-301-610	413.53
	04072025-8	CONF# TPX6V, PAULA MORRISON, JULY 21	Invoice	04/07/2025	CONF# TPX6V, PAULA MORRISON, JULY 21	001-110-610	276.55
	04072025-9	CONF# V5RD4, DARNISHIA NORWOOD	Invoice	04/07/2025	CONF# V5RD4, DARNISHIA NORWOOD	001-110-610	276.55
03204	GRAND CENTENNIAL	DKT0039468					477.00
	04072025	CONF# 8620SF091892, DIANDRA HOSI	Invoice	04/07/2025	CONF# 8620SF091892, DIANDRA HOSI	001-100-610	477.00
03201	HARRINGTON, LINNIE	DKT0039469					35.60
	04072025	TRAVEL REIMBURSEMENT - JACKSON, N	Invoice	04/07/2025	TRAVEL REIMBURSEMENT - JACKSON, N	001-200-610	35.60
03198	HINDS COUNTY DISTRICT ATTOR	DKT0039470					286.00
	04032025	20% OF CURRENCY SEIZED IN CASE # 2	Invoice	04/03/2025	20% OF CURRENCY SEIZED IN CASE # 2	001-200-603	286.00
03205	HOMETOWN SUITES	DKT0039471					2,321.40
	04072025	CONF# 53430877, JAMON JACKSON, N	Invoice	04/07/2025	CONF# 53430877, JAMON JACKSON, N	001-200-610	2,321.40
03203	KELLY, SAVANNAH	DKT0039472					43.20
	04082025	REFUND FOR OVERPAYMENT OF COUR	Invoice	04/08/2025	REFUND FOR OVERPAYMENT OF COUR	001-000-398	43.20
00007	MILLS, SCANLON, DYE & PITTMAN	DKT0039473					9,753.55
	MARCH2025	GENERAL SERVICES	Invoice	04/02/2025	GENERAL SERVICES	001-100-603	35.00
						001-110-671	3,986.55
						001-190-603	1,855.00
						001-195-603	3,194.00
						001-200-603	201.25
						001-280-603	122.50
						001-301-603	359.25
00007	MILLS, SCANLON, DYE & PITTMAN	DKT0039474					12,623.75
	MARCH2025-S	SEWER SERVICES	Invoice	04/02/2025	SEWER SERVICES	400-700-603	192.50
						400-700-603	12,431.25

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APPKT008967 - 04/11/2025 AGENDA RUN (IN HOUSE)

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
03191	MISSISSIPPI TENNESSEE TACTICA	DKT0039475					1,000.00
	04072025	MTTOA SWAT COURSE #41 REGISTRAT	Invoice	04/07/2025	MTTOA SWAT COURSE #41 REGISTRAT	001-200-611	1,000.00
00990	MS BLACK CAUCUS OF LOCAL ELI	DKT0039476					900.00
	04072025-1	REGISTRATION - ROBERT AMOS, JULY 2	Invoice	04/07/2025	REGISTRATION - ROBERT AMOS, JULY 2	001-100-611	225.00
	04072025-2	REGISTRATION - DIANDRA HOSEY, JULY	Invoice	04/07/2025	REGISTRATION - DIANDRA HOSEY, JULY	001-100-611	225.00
	04072025-3	REGISTRATION - ERMA JOHNSON, JULY	Invoice	04/07/2025	REGISTRATION - ERMA JOHNSON, JULY	001-100-611	225.00
	04072025-4	REGISTRATION - TERESA MACK, JULY 2	Invoice	04/07/2025	REGISTRATION - TERESA MACK, JULY 2	001-100-611	225.00
02817	QUINN, SHAMEKA R	DKT0039477					75.00
	04032025	DIRECTOR OF COACHING 04/03/2025	Invoice	04/03/2025	DIRECTOR OF COACHING 04/03/2025	001-550-665	25.00
	04072025	DIRECTOR OF COACHING 04/07/2025	Invoice	04/07/2025	DIRECTOR OF COACHING 04/07/2025	001-550-665	25.00
	04082025	DIRECTOR OF COACHING 04/08/2025	Invoice	04/08/2025	DIRECTOR OF COACHING 04/08/2025	001-550-665	25.00
02198	WILLIAMS SCOTSMAN, INC	DKT0039478					3,953.25
	9023456397	LIBRARY - BLDG RENT 04/06/2025 - 05	Invoice	04/06/2025	LIBRARY - BLDG RENT 04/06/2025 - 05	001-195-688	3,953.25
03066	WILLIAMS, BREANNA	DKT0039479					314.40
	04082025	REFUND FOR OVERPAYMENT OF COUR	Invoice	04/08/2025	REFUND FOR OVERPAYMENT OF COUR	001-000-398	314.40
01516	WILLIAMS, LEWIS L	DKT0039480					140.00
	04042025	REFEREE ASSIGNOR WEEK ENDING 04,	Invoice	04/04/2025	REFEREE ASSIGNOR WEEK ENDING 04,	001-550-665	70.00
	04112025	REFEREE ASSIGNOR WEEK ENDING 04,	Invoice	04/11/2025	REFEREE ASSIGNOR WEEK ENDING 04,	001-550-665	70.00
Total Claims: 27						Total Payment Amount:	57,577.32



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APPKT008978 - 04/25/2025 2nd A.P. (IN HOUSE)

By Docket/Claim Number

Vendor #	Vendor Name	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
00233	CARTRUST	223610	OIL CHANGE	Invoice	04/04/2025	OIL CHANGE	001-301-570	73.46
00361	DPS CRIME LAB	90160253	ANALYTICAL FEES	Invoice	04/07/2025	ANALYTICAL FEES	001-200-614	660.00
01498	ELABOR, CYNTHIA	04112025	TRAVEL REIMBURSEMENT, HATTIESBU	Invoice	04/11/2025	TRAVEL REIMBURSEMENT, HATTIESBU	001-140-610	45.08
02212	GRAY DANIELS AUTO FAMILY	265163	GRAY DANIELS FORD	Invoice	04/02/2025	REPLACEMENT DOOR LATCH VEH# 21-	001-200-570	500.38
02438	iHEART MEDIA ENTERTAINMENT I	8822553373	RADIO AND MOBILE ADVERTISING FO	Invoice	03/31/2025	RADIO AND MOBILE ADVERTISING FO	100-550-615	1,333.33
01899	KEES, TERRY J	04032025	PO8024 CUT TREE ON KAYBROOK IN T	Invoice	04/03/2025	PO8024 CUT TREE ON KAYBROOK IN T	001-301-638	3,500.00
02856	KRAFT, JULIA	04112025	TRAVEL REIMBURSEMENT, HATTIESBU	Invoice	04/11/2025	TRAVEL REIMBURSEMENT, HATTIESBU	001-140-610	87.99
02046	LAMAR	116958978	SBF 2 BILLBOARDS/1 MONTH	Invoice	04/04/2025	SBF 2 BILLBOARDS/1 MONTH	100-550-615	3,450.00
02449	MUNICIPAL INTERCEPT COMPAN	04082025	REFUND FOR PAYMENT SENT TO US 2>	Invoice	04/08/2025	REFUND FOR PAYMENT SENT TO US 2>	001-000-398	432.60
02817	QUINN, SHAMEKA R	04102025	DIRECTOR OF COACHING 04/10/2025	Invoice	04/10/2025	DIRECTOR OF COACHING 04/10/2025	001-550-665	25.00
		04142025	DIRECTOR OF COACHING 04/14/2025	Invoice	04/14/2025	DIRECTOR OF COACHING 04/14/2025	001-550-665	25.00
		04152025	DIRECTOR OF COACHING 04/15/2025	Invoice	04/15/2025	DIRECTOR OF COACHING 04/15/2025	001-550-665	25.00
02891	RADIOTRONICS	296802	ACE K9 WATCH DOG SERVICE RENEWA	Invoice	04/14/2025	ACE K9 WATCH DOG SERVICE RENEWA	001-200-515	168.00
03167	SHELTERED WINGS, INC	2216450	VORTEX OPTICS	Invoice	04/11/2025	SPARC AR RED DOT TARGETS (LED UPG	110-200-503	4,199.75
03195	SPECIAL TEAMS LOGISTICS AND I	PO210320	(12) DS200 MACHINE W/KEYS	Invoice	03/18/2025	(12) DS200 MACHINE W/KEYS	001-195-612	400.00
03149	TRASHVAC INVESTMENTS LP	0000034	PO7918 TRASHVAC VACUUM UNIT FO	Invoice	02/21/2025	PO7918 TRASHVAC VACUUM UNIT FO	001-550-559	675.00

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APPKT008978 - 04/25/2025 2nd A.P. (IN HOUSE)

Vendor #		Vendor Name	Docket/Claim #	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
		Payable Number							Distribution Amount
01516		WILLIAMS, LEWIS L	DKT0039500						70.00
		04182025		DIRECTOR OF COACHING 04/18/2025	Invoice	04/18/2025	DIRECTOR OF COACHING 04/18/2025	001-550-665	70.00
Total Claims: 15								Total Payment Amount:	15,670.59



City of Byram, MS

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APPKT008979 - 04/25/2025 2nd A.P. (A/P AUTOMATION)

By Docket/Claim Number

Vendor #	Vendor Name	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount	Payment Amount
02047	AMAZON CAPITAL SERVICES	DKT0039501							300.53
	1FX4-G9GR-Q4PF	UNIFORM SHIRTS	Invoice	04/13/2025	UNIFORM SHIRTS	001-100-535		46.20	
	1RMG-W94C-1R94	SIGNATURE STAMP	Invoice	04/14/2025	SIGNATURE STAMP	001-110-500		19.78	
	1RQ1-XV1X-L3J4	PO8038 FD US & STATE FLAGS, OFFIC	Invoice	04/08/2025	PO8038 FD 2 MS STATE FLAGS	001-260-505		59.96	
					PO8038 FD 2 US FLAGS	001-260-505		113.90	
					PO8038 FD OFFICE SUPPLIES	001-260-500		29.95	
	1Y46-J7CP-4KCF	MOP HEADS	Invoice	04/10/2025	MOP HEADS	001-260-510		30.74	
01377	APPLICATION DATA SYSTEMS, IN	DKT0039502							4,195.00
	12212	PD & COURT SOFTWARE FOR MAY 202	Invoice	04/01/2025	PD & COURT SOFTWARE FOR MAY 202	001-110-650		839.00	
						001-200-650		3,356.00	
01804	B & G AUTOBODY	DKT0039503							6,226.65
	911	B&G AUTOBODY	Invoice	03/22/2025	FRONT BUMPER, GRILLE, FRONT LAMF	001-200-570		6,226.65	
00611	BARNETT'S BODY SHOP	DKT0039504							197.00
	77622	OIL CHANGE	Invoice	12/16/2024	OIL CHANGE	001-200-570		59.00	
	77681	OIL CHANGE, TIRE ROTATION	Invoice	01/08/2025	OIL CHANGE, TIRE ROTATION	001-200-570		79.00	
	77700	OIL CHANGE	Invoice	01/03/2025	OIL CHANGE	001-200-570		59.00	
02960	BRADY INDUSTRIES OF MISSISSIP	DKT0039505							122.65
	9921547	DISINFECTANT, LINERS, MULTIFOLD PA	Invoice	03/31/2025	DISINFECTANT, LINERS, MULTIFOLD PA	001-200-510		122.65	
02690	BURCH, W. MATTHEW	DKT0039506							200.00
	04152025	CAUSE NO. 25-00090 FOR SANDRA D F	Invoice	04/15/2025	CAUSE NO. 25-00090 FOR SANDRA D F	001-110-672		200.00	
01197	CINTAS CORPORATION #210	DKT0039507							44.61
	4226479851	UNIFORM RENTALS	Invoice	04/07/2025	UNIFORM RENTALS	001-301-535		30.94	
						001-550-535		8.23	
						400-700-535		5.44	
00052	COMCAST	DKT0039508							286.06
	FD04092025	ACCT# 8396 41 046 0114198 (04/13/2	Invoice	04/09/2025	ACCT# 8396 41 046 0114198 (04/13/2	001-260-605		286.06	
00730	DICKERSON & BOWEN	DKT0039509							273.11
	87697	PO8039 SURFACE SC-1 TYPE 2 ASPHAL	Invoice	04/04/2025	PO8039 SURFACE SC-1 TYPE 2 ASPHAL	001-301-572		273.11	
02733	DIRECT AUTO PARTS	DKT0039510							1,016.49
	1013	DIRECT AUTO PARTS	Invoice	04/02/2025	TIGHTEN EXHAUST BOTS FOR VEH#22-	001-200-570		150.00	
	1015	DIRECT AUTO PARTS	Invoice	04/09/2025	FLUSH RADIATOR,COOLANT AND THEF	001-200-570		866.49	
00516	DULANEY ELECTRIC & ASSOCIATI	DKT0039511							2,101.19
	10090	PO8027 RMVE WIRING FOR TREE REM	Invoice	03/26/2025	PO8027 RMVE WIRING FOR TREE REM	001-550-576		2,101.19	

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Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
00018	ELLIOTT SECURITY & ELECTRONIC 25896	DKT0039512 MONTHLY MONITORING	Invoice	04/01/2025	MONTHLY MONITORING	001-195-605 001-301-605 400-700-605	102.00 45.90 28.05 28.05
0005	ENTERGY 40009642808	DKT0039513 ACCT# 40009642808 (CITY HALL) 03/1	Invoice	04/11/2025	ACCT# 40009642808 (CITY HALL) 03/1	001-195-630	733.39 733.39
0005	ENTERGY 25008919726	DKT0039514 ACCT# 112464243 (FIRE) 03/11/25 - 0	Invoice	04/11/2025	ACCT# 112464243 (FIRE) 03/11/25 - 0	001-260-630	1,030.52 1,030.52
0005	ENTERGY 480003526414	DKT0039515 ACCT# 100229020 (PUBLIC WORKS) 0	Invoice	04/10/2025	ACCT# 100229020 (PUBLIC WORKS) 0	001-301-630 400-700-630	474.82 237.41 237.41
0005	ENTERGY 315005771893	DKT0039516 ACCT# 162483564 (POLICE - 2) 03/10/	Invoice	04/10/2025	ACCT# 162483564 (POLICE - 2) 03/10/	001-200-630	154.24 154.24
0005	ENTERGY 200006205448	DKT0039517 ACCT# 94799053 (POLICE) 03/10/25 -	Invoice	04/10/2025	ACCT# 94799053 (POLICE) 03/10/25 -	001-200-630	905.76 905.76
00941	ENVIRONMENT MASTERS 313779934	DKT0039518 CH PLANNED MAINTENANCE	Invoice	04/04/2025	CH PLANNED MAINTENANCE	001-195-575	411.00 411.00
00058	FLEETCOR TECHNOLOGIES OPER. NP68224221	DKT0039519 VEHICLE FUEL FOR 03/31/2025 - 04/0	Invoice	04/16/2025	VEHICLE FUEL FOR 03/31/2025 - 04/0	001-140-525 001-190-525 001-200-525 001-260-525 001-280-525 001-301-525 001-550-525 400-700-525	5,985.73 34.22 60.06 2,140.12 345.20 54.63 440.40 119.13 55.66
	NP68254754	VEHICLE FUEL FOR 04/07/2025 - 04/1	Invoice	04/14/2025	VEHICLE FUEL FOR 04/07/2025 - 04/1	001-140-525 001-190-525 001-200-525 001-260-525 001-280-525 001-301-525 001-550-525 400-700-525	22.79 49.15 1,796.82 424.23 38.09 316.63 57.65 30.95
02826	GANNETT MEDIA CORP 0007023456	DKT0039520 ADVERTISING - PUBLIC HEARING FOR	Invoice	03/31/2025	ADVERTISING - PUBLIC HEARING FOR	001-190-615	56.85 56.85

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
00066	INNOVATIVE COMPUTER SOLUTI	DKT0039521					3,780.00
	123414	INNOVATIVE COMPUTER SOLUTIONS, Invoice		04/01/2025	ICS CLOUD MONTHLY INSTALLMENT	001-200-681	250.00
	123415	INNOVATIVE COMPUTER SOLUTIONS, Invoice		04/01/2025	ICS CLOUD MONTHLY INSTALLMENT	001-200-681	350.00
	123509	ICS CLOUD SERVER HOSTING, 365 BAC Invoice		04/06/2025	ICS CLOUD SERVER HOSTING, 365 BAC	001-100-650	448.00
						001-110-650	295.00
						001-120-650	64.00
						001-140-650	451.00
						001-190-650	46.50
						001-195-650	364.00
						001-200-650	684.50
						001-260-650	438.50
						001-280-650	93.00
						001-301-650	119.50
						001-550-650	73.00
						400-700-650	103.00
02275	INTERSTATE ALL BATTERY CENTE	DKT0039522					159.60
	1902502055818	INTERSTATE ALL BATTERY CENTER Invoice		04/09/2025	INTERSTATE CRV-3 BATTERIES FOR POL	001-200-559	159.60
00069	JACKSON PAPER	DKT0039523					473.63
	1411914	JANITORIAL SUPPLIES Invoice		03/31/2025	CENTERPULL BATHROOM PAPER TOWI	001-195-510	42.16
					CENTERPULL BATHROOM PAPER TOWI	001-195-510	42.17
					KITCHEN PAPER TOWELS	001-195-510	24.39
					TOILET BOWL CLEANER	001-195-510	53.77
					TOILET TISSUE	001-195-510	43.20
					URINAL SCREENS	001-195-510	29.14
	1412058	JACKSON PAPER COMPANY Invoice		04/02/2025	6 CASES OF COPY PAPER FOR POLICE E	001-200-500	238.80
02855	JXN WATER INC	DKT0039524					31.38
	PD04072025	ACCT# 3179300000 (03/09/2025 - 04/ Invoice		04/07/2025	ACCT# 3179300000 (03/09/2025 - 04/	001-200-630	31.38
02855	JXN WATER INC	DKT0039525					202.49
	PW04072025	ACCT# 9956300000 (03/09/2025 - 04/ Invoice		04/07/2025	ACCT# 9956300000 (03/09/2025 - 04/	001-301-630	101.24
						400-700-630	101.25
00488	MEL LUNA SAW COMPANY	DKT0039526					292.00
	96245	PO8035 BLADES & OTHER PARTS FOR I Invoice		04/08/2025	PO8035 BLADES & OTHER PARTS FOR I	001-301-575	247.00
	96254	60" BB BLADES (3) Invoice		04/09/2025	60" BB BLADES (3)	001-550-575	45.00
02447	MS SUPREME COURT	DKT0039527					10.00
	04112025	MEC ANNUAL RENEWAL, PAULA MORI Invoice		04/11/2025	MEC ANNUAL RENEWAL, PAULA MORI	001-110-681	10.00
02599	ODP BUSINESS SOLUTIONS	DKT0039528					211.08
	415845064001	SHARPIES, ASTRO PAPER, DIVIDERS Invoice		03/24/2025	SHARPIES, ASTRO PAPER, DIVIDERS	001-110-500	130.74
	415866518001	INDEX Invoice		03/25/2025	INDEX	001-100-500	20.18
	417166083001	POCKET FC LTR 3-1/2 ASST 5, TABS Invoice		03/28/2025	POCKET FC LTR 3-1/2 ASST 5, TABS	001-110-500	52.74
						001-140-500	7.42

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
00345	PRECISION PEST MANAGEMENT	DKT0039529					505.00
	42285	PW PEST CONTROL	Invoice	04/17/2025	PW PEST CONTROL	001-301-560	30.00
						400-700-560	30.00
	42286	PD PEST CONTROL	Invoice	04/17/2025	PD PEST CONTROL	001-200-560	75.00
	42287	DAIS ROAD PARK PEST CONTROL	Invoice	04/17/2025	DAIS ROAD PARK PEST CONTROL	001-550-560	60.00
	42288	FD-2 PEST CONTROL	Invoice	04/17/2025	FD-2 PEST CONTROL	001-260-560	100.00
	42289	FD PEST CONTROL	Invoice	04/17/2025	FD PEST CONTROL	001-260-560	135.00
	42290	CH PEST CONTROL	Invoice	04/17/2025	CH PEST CONTROL	001-195-560	75.00
00089	REVELL HARDWARE	DKT0039530					23.79
	198359/4	BOOT SZ 6 BLK 14" BUFFALO	Invoice	04/07/2025	BOOT SZ 6 BLK 14" BUFFALO	001-280-505	23.79
00901	ROBERT J YOUNG COMPANY INC	DKT0039531					697.15
	INV7441557	PD PATROL COPIES 03/01/2025 - 03/31/2025	Invoice	04/01/2025	PD PATROL COPIES 03/01/2025 - 03/31/2025	001-200-650	63.75
	INV7441558	PD DISPATCH COPIES 01/01/2025 - 03/31/2025	Invoice	04/01/2025	PD DISPATCH COPIES 01/01/2025 - 03/31/2025	001-200-650	130.98
	INV7441559	PD RECORDS 03/01/2025 - 03/31/2025	Invoice	04/01/2025	PD RECORDS 03/01/2025 - 03/31/2025	001-200-650	224.92
	INV7441560	COURT COPIES 03/01/2025 - 03/31/2025	Invoice	04/01/2025	COURT COPIES 03/01/2025 - 03/31/2025	001-110-650	213.75
	INV7441561	PD CID COPIES 03/01/2025 - 03/31/2025	Invoice	04/01/2025	PD CID COPIES 03/01/2025 - 03/31/2025	001-200-650	63.75
02728	SHEPPARD SERVICES, LLC	DKT0039532					1,062.50
	FRI-2663	PO8030 REPAIR CONROL PANEL 931 M	Invoice	04/05/2025	PO8030 REPAIR CONROL PANEL 931 M	400-700-577	1,062.50
01618	SHRED IT USA	DKT0039533					100.75
	8010399527	CUSTOMER # 1000683303 (CH RECYCL	Invoice	03/31/2025	CUSTOMER # 1000683303 (CH RECYCL	001-110-681	50.38
						001-195-681	50.37
03108	SOUND BILLING, LLC	DKT0039534					70.48
	6818	OIL CHANGE	Invoice	04/09/2025	OIL CHANGE	001-140-570	70.48
03106	SOUTHERN BILLING SERVICES LLC	DKT0039535					245.66
	53785	STC INTERNET SERVICE/VOICE IP	Invoice	04/01/2025	STC INTERNET SERVICE/VOICE IP	001-260-630	245.66
02366	SUDDEN SERVICE, INC	DKT0039536					232.00
	03329079	SUDDEN SERVICE, INC	Invoice	04/10/2025	SERVICE ON GENERATOR	001-200-650	232.00
00194	THE SOUTHERN CONNECTION, LI	DKT0039537					161.26
	22050	CREDIT FROM INVOICE DATED 09/01/2024	Credit Memo	04/07/2025	CREDIT FROM INVOICE DATED 09/01/2024	001-200-536	-20.00
	30075	CREDIT FROM INVOICE DATED 04/04/2024	Credit Memo	04/07/2025	CREDIT FROM INVOICE DATED 04/04/2024	001-200-535	-39.99
	3147046	CREDIT FROM INVOICE DATED 10/07/2023	Credit Memo	04/07/2025	CREDIT FROM INVOICE DATED 10/07/2023	001-200-535	-10.00
	34250	THE SOUTHERN CONNECTION	Invoice	04/02/2025	SHIRTS AND PANTS FOR POLICE DEPAF	001-200-535	324.97
	34254	RETURN BLACKHAWK LEVEL 3 DUTY H	Credit Memo	04/02/2025	RETURN BLACKHAWK LEVEL 3 DUTY H	001-200-535	-139.99
	34255	PO# 8033, BALANCE DUE ON SAFARIL	Invoice	04/02/2025	PO# 8033, BALANCE DUE ON SAFARIL	001-200-535	147.00
	34436	EMBROIDERY, SHIRT	Invoice	04/15/2025	EMBROIDERY, SHIRT	001-200-535	27.98
	7853	CREDIT FROM INVOICE DATED 03/10/2024	Credit Memo	04/07/2025	CREDIT FROM INVOICE DATED 03/10/2024	001-200-535	-128.71
01940	TIRE HUB	DKT0039538					266.00
	48860404	TIRE HUB	Invoice	04/07/2025	GOOD YEAR TIRES 255/55R18 FOR VE	001-200-570	266.00

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Vendor #		Vendor Name	Docket/Claim #	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
		Payable Number							Distribution Amount
00091		TYLER TECHNOLOGIES, INC	DKT0039539						56,706.30
		025-501692		INCODE ANNUAL SAAS FEES (05/01/25 Invoice		04/01/2025	INCODE ANNUAL SAAS FEES (05/01/25	001-140-650	31,216.82
								001-190-650	4,593.21
								001-195-650	6,884.14
								001-200-650	459.32
								400-700-650	13,552.81
Total Claims: 39								Total Payment Amount:	90,048.67



City of Byram, MS

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By Docket/Claim Number

Vendor #	Vendor Name	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
02047	AMAZON CAPITAL SERVICES	1PLH-4VKV-RC9Q	OFFICE CHAIR	Invoice	04/01/2025	OFFICE CHAIR	400-700-500	134.97
00516	DULANEY ELECTRIC & ASSOCIATES	10077	PO8015 WORKED ON 2 SEWER PUMP	Invoice	03/19/2025	PO8015 WORKED ON 2 SEWER PUMP	400-700-577	600.00
01616	FLUID PROCESS & PUMPS, LLC	0029825	PO7994 REPLACE PUMP/PANEL 2146	Invoice	03/25/2025	PO7994 REPLACE PUMP/PANEL 2146	400-700-556	4,289.00
00096	O'REILLY AUTOMOTIVE STORES	1676-265447	O'REILLY DEF	Invoice	03/14/2025	O'REILLY DEF	400-700-576	19.98
00089	REVELL HARDWARE	198351/4	CABLE TIE 7.9" 50# BLK	Invoice	04/07/2025	CABLE TIE 7.9" 50# BLK	400-700-505	14.62
Total Claims: 5							Total Payment Amount:	5,058.57

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MEMORANDUM

TO: Mayor Richard White and
Board of Aldermen for the
City of Byram, Mississippi

FROM: Zachary L. Giddy

DATE: April 24, 2025

RE: Resolution Board

I have been asked to provide guidance as to the roles and responsibilities of the Resolution Board during municipal primary and general elections. In short, pursuant to Mississippi Code Annotated Sections 23-15-523 and 23-15-639, the roles and responsibilities of the Resolution Board are to process and count absentee ballots and to review ballots that have been rejected by the Optical Mark Reading equipment (voting machines) to determine the intent of the voter.

The Resolution Board is to consist of an odd number of not less than three (3) qualified electors of the City appointed by the election commissioners or the officials in charge of the election. Miss. Code Ann. § 23-15-523. This means for primary elections, the Resolution Board is appointed by the Party Executive Committee, and for general elections, by the Municipal Election Commissioners. To serve on the Resolution Board, members cannot be an election commissioner of the City, a candidate on the ballot, or the spouse, parent, sibling, or child of a candidate. *Id.* Additionally, members of the Resolution Board shall take the oath provided in Section 268, Mississippi Constitution of 1890, and must also receive training for up to two (2) hours, not less than five (5) days before each election, at which they are trained as to their specific duties in the election process. *Id.* The determination as to whether an individual meets the requirements stated *supra* to be a member of the Resolution Board is made by the party executive committee or the election commissioners, depending on whether it is the primary or general election.

Unlike election commissioners and poll workers, compensation for the Resolution Board is not set by statute; however, the Secretary of State's Office, in its *Resolution Board Guide*,

Mayor Richard White and
Board of Aldermen for the
City of Byram, Mississippi
April 24, 2025
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provides that compensation for Resolution Board members “should be set by the County Board of Supervisors in county elections and set by the municipal governing authorities in municipal elections.” This Board did set the compensation for Resolution Board members in a resolution adopted on February 13, 2025.

I am providing a copy of the Mississippi Code statutes that pertain to the roles and responsibilities of the Resolution Board, and Mrs. Richburg has included a copy of the Secretary of State’s *Resolution Board Guide* in the backup for the April 24th meeting, which explains the responsibilities of the Resolution Board in greater detail. Please do not hesitate to contact our office if you have any questions or if there is anything that I did not address.

ZLG/mmh

Cc: Jerry L. Mills, Esq.
John P. Scanlon, Esq.



KeyCite Yellow Flag - Negative Treatment
Proposed Legislation

West's Annotated Mississippi Code

Title 23. Elections

Chapter 15. Mississippi Election Code (Refs & Annos)

Article 15. Voting Systems

Subarticle D. Optical Mark Reading Equipment

Miss. Code Ann. § 23-15-523

§ 23-15-523. Counting procedures; standards for determination of voter intent; manual count

Currentness

(1) All proceedings at the counting center shall be under the direction of the election commissioners or officials in charge of the election, and shall be conducted under the observations of the public, but no persons except those authorized for the purpose shall touch any ballot. All persons who are engaged in processing and counting of the ballots shall take the oath provided in Section 268, Mississippi Constitution of 1890.

(2) The election commissioners or the officials in charge of the election shall appoint qualified electors who have received the training required by subsection (1) of this section to serve as members of the "resolution board." An odd number of not less than three (3) members shall be appointed to the resolution board. The members of the board shall take the oath provided in Section 268, Mississippi Constitution of 1890. All ballots that have been rejected by the OMR equipment and that are damaged or defective, blank or overvoted will be reviewed by the board. Election commissioners, candidates who are on the ballot and the spouse, parents, siblings or children of such a candidate shall not be appointed to the resolution board. In general and special elections, members of the party executive committees shall not be appointed to the resolution board unless members of all of the party executive committees who have a candidate on the ballot are appointed to the resolution board.

(3)(a) If any ballot is damaged or defective so that it cannot be properly counted by the OMR equipment, the ballot will be deposited in an envelope provided for that purpose marked "RESOLUTION BOARD." All such ballots shall be carefully handled so as to avoid altering, removing or adding any mark on the ballot.

(b) The election commissioners or the officials in charge of the election shall have the members of the resolution board ascertain the intent of the voter, if possible, and, if so, manually count any damaged or defective ballots.

(c) The resolution board shall prepare a duplicate to the damaged or defective ballot in the following manner:

(i) The resolution board shall prepare a duplicate to the original damaged or defective ballot marked identically to the original.

(ii) The resolution board shall mark the first original they examine as "Original #1" and the duplicate of this original as "Duplicate #1." Later originals and duplicates shall be likewise marked and numbered consecutively so the duplicate of

each original can be identified. Duplicate ballots shall be stamped in a different manner from the original ballots so that they may be easily distinguished from the originals.

(iii) The duplicate ballots prepared pursuant to this paragraph shall be counted by the OMR equipment.

(4) The resolution board shall examine ballots that have been rejected by the OMR equipment for appearing to be "blank" to verify if they are blank or were marked with a "nondetectable" marking device. If it is determined that the ballot was marked with a nondetectable device, the resolution board shall prepare a duplicate to the original blank ballot in the same manner and in accordance with the same process provided in subsection (3)(c).

(5) All ballots that are rejected by the OMR equipment and that contain overvotes shall be inspected by the resolution board. Regarding those rejected ballots upon which an overvote appears, if the voter intent cannot be determined by the resolution board, the officials in charge of the election may use the OMR equipment in determining the vote in the races that are unaffected by the overvote. All other ballots that are overvoted shall be counted manually following the provisions of this section at the direction of the officials in charge of the election. The return printed by the OMR equipment to which have been added the manually tallied ballots, which shall be duly certified by the officials in charge of the election, shall constitute the official return of each voting precinct. Unofficial and incomplete returns may be released during the count. Upon the completion of the counting, the official returns shall be open to the public.

(6) When the resolution board reviews any OMR ballot in which the voter has failed to fill in the arrow, oval, circle or square for a candidate or a ballot measure, the resolution board shall, if the intent of the voter can be ascertained, count the vote if:

(a) The voter marks the ballot with a "cross" (X) or "checkmark" (#) and the lines that form the mark intersect within or on the line of the arrow, oval, circle or square by the ballot measure or the name of the candidate.

(b) The voter blackens the arrow, oval, circle or square adjacent to the ballot measure or the name of the candidate in pencil or ink and the blackened portion extends beyond the boundaries of the arrow, oval, circle or square.

(c) The voter marks the ballot with a "cross" (X) or "checkmark" (#) and the lines that form the mark intersect adjacent to the ballot measure or the name of the candidate.

(d) The voter underlines the ballot measure or the name of a candidate.

(e) The voter draws a line from the arrow, oval, circle or square to a ballot measure or the name of a candidate.

(f) The voter draws a circle or oval around the ballot measure or the name of the candidate.

(g) The voter draws a circle or oval around the arrow, oval, circle or square adjacent to the ballot measure or the name of the candidate.

(7) The resolution board, when inspecting an OMR ballot that contains or appears to contain one or more overvotes, appears to be damaged or defective, or is rejected by the OMR equipment for any reason or cannot be counted by the OMR equipment, shall make its determination in accordance with the following:

(a) When an elector casts more votes for any office or measure than he or she is entitled to cast at an election, all the elector's votes for that office or measure are invalid and the elector is deemed to have voted for none of them. If an elector casts less votes for any office or measure than he or she is entitled to cast at an election, all votes cast by the elector shall be counted but no vote shall be counted more than once,

(b) If an elector casts more than one (1) vote for the same candidate for the same office, the first vote is valid and the remaining votes for that candidate are invalid,

(c) No write-in vote for a candidate whose name is printed on the ballot shall be regarded as invalid due to misspelling a candidate's name, or by abbreviation, addition or omission or use of a wrong initial in the name, as long as the intent of the voter can be ascertained.

(d) In any case where a voter writes in the name of a candidate for President of the United States whose name is printed on the general election ballot, the failure by the voter to write in the name of a candidate for the Office of Vice President of the United States on the general election ballot does not invalidate the elector's vote for the slate of electors for any candidate whose name is written in for the Office of President of the United States.

(e) For any ballot measure in which the words "for" or "against" are printed on a ballot, if the voter shall write the word "for" or the word "against" instead of or in addition to marking the ballot in accordance with the ballot instruction in the space adjacent to the preprinted words "for" or "against," the resolution board shall, in reviewing such ballot, count the vote in accordance with the voter's handwritten preference, unless the voter marks the ballot in the space adjacent to the preprinted words "for" or "against" contrary to the handwritten preference, in which case no vote shall be recorded for such ballot in regard to the ballot measure.

(f) For any ballot measure in which the words "yes" or "no" are printed on a ballot, if the voter shall write the word "yes" or the word "no" instead of or in addition to marking the ballot in accordance with the ballot instructions in the space adjacent to the preprinted words "yes" or "no," the resolution board shall, in reviewing such ballot, count the vote in accordance with the voter's handwritten preference, unless the voter marks the ballot in the space adjacent to the preprinted words "yes" or "no" contrary to the handwritten preference, in which case no vote shall be recorded for such ballot in regard to the ballot measure.

(8) OMR equipment shall be programmed, calibrated, adjusted and set up to reject ballots that appear to be damaged or defective. Any switch, lever or feature on OMR equipment that enables or permits the OMR equipment to override the rejection of damaged or defective ballots so that such ballots will not be reviewed by the resolution board, shall not be used.

(9) Ballots shall be manually counted by the resolution board only when the ballots are:

(a) Properly before the resolution board due to being rejected by the OMR equipment because the ballots appear to be damaged or defective or are rejected by the OMR equipment for any other reason; or

(b) Properly before the resolution board due to a malfunction in the OMR equipment.

(10) The resolution board shall make and keep a record regarding the handling and counting of all ballots inspected under this section.

(11) The executive committee of each county or municipality, in the case of a primary election, or the election commissioners of each county or municipality, in the case of all other elections, in conjunction with the circuit or municipal clerk respectively, shall sponsor and conduct, a training session for up to two (2) hours, not less than five (5) days before each election, to instruct those qualified electors who are appointed to serve as members of the resolution board as to their specific duties in the election. No member appointed to serve on the resolution board shall serve in any election unless he or she has received such instruction once during the twelve (12) months immediately preceding the date upon which the election is held. Online training courses developed by the Secretary of State, though not sponsored or conducted by the executive committee or the election commissioners, may be used to meet the requirements of this subsection (11).

Credits

Laws 1986, Ch. 495, § 168, eff. January 1, 1987; Laws 2002, Ch. 529, § 1, eff. July 22, 2002. Amended by Laws 2008, Ch. 528, § 7, eff. August 7, 2008; Laws 2009, Ch. 490, § 1, eff. July 21, 2009; Laws 2017, Ch. 441 (H.B. No. 467), § 96, eff. July 1, 2017.

Notes of Decisions (13)

Miss. Code Ann. § 23-15-523, MS ST § 23-15-523

The Statutes and Constitution are current with laws from the 2025 Regular Session effective through March 28, 2025. Some statute sections may be more current, see credits for details. The statutes are subject to changes provided by the Joint Legislative Committee on Compilation, Revision and Publication of Legislation.

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Proposed Legislation

West's Annotated Mississippi Code

Title 23. Elections

Chapter 15. Mississippi Election Code (Refs & Annos)

Article 19. Absentee Ballots

Subarticle a. Absentee Balloting Procedures Law (Refs & Annos)

Miss. Code Ann. § 23-15-639

§ 23-15-639. Examination and counting of ballots

Currentness

(1) The examination and counting of all absentee ballots shall be conducted as follows:

(a) At the opening of the regular balloting and at the opening of the polls, the resolution board established under Section 23-15-523 and trained in the process of canvassing absentee ballots shall first take the envelopes containing the absentee ballots of such electors from the secure location at the registrar's office, and the name, address and precinct inscribed on each envelope shall be announced by the resolution board.

(b)(i) For absentee ballots that were received by mail, the signature on the application shall then be compared with the signature in the box on the back of the envelope. A portion of the elector's signature extending outside of the box shall not be grounds for rejecting that elector's ballot. If it corresponds and the affidavit, if one is required, is sufficient and the resolution board finds that the applicant is a registered and qualified voter or otherwise qualified to vote, the envelope shall then be opened and the ballot removed from the envelope, without its being unfolded, or permitted to be unfolded or examined.

(ii) For absentee ballots that were cast in person in the registrar's office, the resolution board shall confirm that the voter completed the application on the front of the envelope and signed the elector's certificate in the box on the back of the envelope. If it is signed and the resolution board finds that the applicant is a registered and qualified voter or otherwise qualified to vote, the envelope shall be opened and the absentee ballot removed from the envelope, without its being unfolded, or permitted to be unfolded or examined.

(c) Having observed and found the ballot to be regular as far as can be observed from its official endorsement, the resolution board shall deposit it in the ballot box with the other ballots before counting any ballots and enter the voter's name in the receipt book provided for that purpose. All absentee ballots received prior to 7:00 p.m. the day before the election shall be counted in the registrar's office by the resolution board when the polls close and then added to the votes cast in each precinct. All absentee ballots received after 7:00 p.m. the day before the election but not later than the fifth business day after the election shall be processed by the resolution board.

(2) The resolution board shall also take such action as may be prescribed by the Secretary of State to ensure compliance with the identification requirements of Section 23-15-563.

§ 23-15-639. Examination and counting of ballots, MS ST § 23-15-639

(3) The resolution board shall process the absentee ballots using the procedure provided in subsection (1) of this section.

Credits

Laws 1986, Ch. 495, § 207; Laws 1993, Ch. 528, § 9, eff. August 16, 1993, Amended by Laws 2006, Ch. 574, § 19, eff. June 5, 2006; Laws 2012, Ch. 526, § 7; Laws 2020, Ch. 472 (H.B. No. 1521), § 13, eff. from and after passage (approved July 8, 2020); Laws 2024, Ch. 536 (H.B. No. 1406), § 4, eff. July 1, 2024 (became law without the Governor's signature on May 14, 2024).

Editors' Notes

EFFECTIVE DATE

<This section was amended effective upon effectuation under Section 5 of the Voting Rights Act of 1965. See, now, Shelby County, Ala. v. Holder, 2013, 133 S.Ct. 2612, 186 L.Ed.2d 651.>

Notes of Decisions (14)

Miss. Code Ann. § 23-15-639, MS ST § 23-15-639

The Statutes and Constitution are current with laws from the 2025 Regular Session effective through March 28, 2025. Some statute sections may be more current, see credits for details. The statutes are subject to changes provided by the Joint Legislative Committee on Compilation, Revision and Publication of Legislation.

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Resolution Board Guide



Mississippi Secretary of State's Office

Elections Division

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RESOLUTION BOARD GUIDE

The Resolution Board is responsible for processing and counting absentee ballots. This is in addition to the Resolution Board's responsibility of reviewing ballots rejected by Optical Mark Reading (OMR) equipment (central or precinct scanner) to determine a voter's intent. This guide provides information on both Resolution Board's responsibility.

I. Resolution Board

The officials in charge of the election shall appoint qualified voters to serve as judges on the Resolution Board, who are required to attend and complete a training session for up to two (2) hours, no less than five days before an election. The training session shall be specific to the duties of the Resolution Board with regard to the election. An odd number of not less than three (3) members shall be appointed. Members of the Resolution Board cannot include:

1. Election Commissioners; or
2. Candidates; or
3. Parents, siblings, or children of candidates; or
4. Members of the Party Executive Committee during a Primary Election; or
5. Members of the Party Executive Committee in a General Election unless all political parties who have a candidate on the ballot have a member appointed.

Compensation for Resolution Board members is not set by statute and should be set by the County Board of Supervisors in county elections and set by the municipal governing authorities in municipal elections.

A. Reviewing Ballots

All ballots rejected by the OMR equipment will be reviewed by the Resolution Board. If any ballot is damaged or defective or otherwise rejected by the OMR tabulating equipment, the ballot is deposited in an envelope marked for the "RESOLUTION BOARD." The members of the Resolution Board shall endeavor to determine the intent of the voter, and, if able, record the vote consistent with that determination.

If the Resolution Board can determine the intent of the voter from the ballot, the members shall prepare a duplicate ballot, identical to the voter's marked ballot, to replace the damaged or defective ballot. A duplicate ballot is prepared by the Resolution Board by marking a new ballot with the voter's choices as determined by his/her intent and thereafter scanning the duplicate ballot through the OMR equipment. The voter's original ballot is marked by the Resolution Board as "Original #1" and the copy prepared by the Resolution Board is marked as "Duplicate #1." The Board prepares subsequent original and duplicate ballots in the same manner with sequential numbering.

Ballots rejected by the OMR tabulating equipment for appearing to be blank shall be examined by the Resolution Board to verify if they are blank or have been marked with a non-detectible marking device. If it is determined the ballot is marked with a non-detectible

marking device, the Resolution Board prepares a duplicate ballot of the voter's original ballot in accordance with the process discussed above and then scans the ballot through the OMR equipment.

All ballots rejected by the OMR tabulating equipment which contain overvotes are reviewed by the Resolution Board. Ballots upon which an overvote appears and voter's intent cannot be determined by the Resolution Board, may not be rejected in their entirety. The officials in charge of the election may use the OMR tabulating equipment in determining the vote in the races which are unaffected by the overvote; or, at the direction of the officials in charge of the election, overvoted ballots may be counted manually.

When reviewing ballots for the voter's intent, the Resolution Board may look for the following marks in determining the voters intent. The Resolution Board, if the intent of the voter can be determined, shall count the vote if:

- The voter marks the ballot with a "cross" (X) or "checkmark" (✓) and the lines that form the mark intersect within or on the line of the arrow, oval, circle or square by the ballot measure or the name of the candidate.
- The voter blackens the arrow, oval, circle or square adjacent to the ballot measure or the name of the candidate in pencil or ink and the blackened portion extends beyond the boundaries of the arrow, oval, circle or square.
- The voter marks the ballot with a "cross" (X) or "checkmark" (✓) and the lines that form the mark intersect adjacent to the ballot measure or the name of the candidate.
- The voter underlines the ballot measure or the name of a candidate.
- The voter draws a line from the arrow, oval, circle or square to a ballot measure or the name of a candidate.
- The voter draws a circle or oval around the ballot measure or the name of the candidate.
- The voter draws a circle or oval around the arrow, oval, circle or square adjacent to the ballot measure or the name of the candidate.

Additionally, when reviewing an OMR ballot which appears to contain overvotes, appears to be damaged or defective, or is rejected by the OMR equipment, the Resolution Board may make the following determinations as necessary:

- When an elector casts more votes for any office or measure than he or she is entitled to cast at an election, all the elector's votes for that office or measure are invalid and the elector is deemed to have voted for none of them.
- If an elector casts less votes for any office or measure than he or she is entitled to cast at an election, all votes cast by the elector shall be counted but no vote shall be counted more than once.
- If an elector casts more than one (1) vote for the same candidate for the same office, the first vote is valid and the remaining votes for that candidate are invalid. (i.e. If a voter fills in the bubble next to a candidate's name and then marks a "checkmark" (✓) next to the candidate's name, the vote in the bubble will still count but the "checkmark" (✓) will not.)

- No write-in vote for a candidate whose name is printed on the ballot shall be regarded as invalid due to misspelling a candidate's name, or by abbreviation, addition or omission or use of a wrong initial in the name, as long as the intent of the voter can be ascertained.
- In any case where a voter writes in the name of a candidate for President of the United States whose name is printed on the general election ballot, the failure by the voter to write in the name of a candidate for the Office of Vice President of the United States on the general election ballot does not invalidate the elector's vote for the slate of electors for any candidate whose name is written in for the Office of President of the United States.
- For any ballot measure in which the words "for" or "against" are printed on a ballot, if the voter shall write the word "for" or the word "against" instead of or in addition to marking the ballot in accordance with the ballot instruction in the space adjacent to the preprinted words "for" or "against," the resolution board shall, in reviewing such ballot, count the vote in accordance with the voter's handwritten preference, unless the voter marks the ballot in the space adjacent to the preprinted words "for" or "against" contrary to the handwritten preference, in which case no vote shall be recorded for such ballot in regard to the ballot measure.
- For any ballot measure in which the words "yes" or "no" are printed on a ballot, if the voter shall write the word "yes" or the word "no" instead of or in addition to marking the ballot in accordance with the ballot instructions in the space adjacent to the preprinted words "yes" or "no," the resolution board shall, in reviewing such ballot, count the vote in accordance with the voter's handwritten preference, unless the voter marks the ballot in the space adjacent to the preprinted words "yes" or "no" contrary to the handwritten preference, in which case no vote shall be recorded for such ballot in regard to the ballot measure.

Unofficial and incomplete returns may be released during the count. Upon the completion of the count, the official returns are open to the public. (*Miss. Code Ann. § 23-15-523*)

B. Processing Absentee Ballots

At a time determined by the officials in charge of the election, but not before the opening of the polls (7:00 a.m.), the Resolution Board shall meet at the office of the Circuit Clerk to process absentee ballots. The Resolution Board shall first break the seal on the ballot box(es) contacting the absentee ballot envelopes and absentee ballot applications and remove the applications and envelopes containing the absentee ballots of such voters from the ballot box.

Part I: The Resolution Board shall:

1. Announce the name, address, and precinct as shown on each envelope. (*Miss. Code Ann. § 23-15-639(1)(a)*).
2. Check for the seal of the Circuit Clerk (and initials of the Circuit Clerk or deputy circuit clerk for mail-in) on the absentee ballot application.

- a. If the seal or initials are not present, mark the absentee ballot envelope “REJECTED” and write the reason for the rejection on the envelope.
3. Ensure the absentee ballot application is signed by the voter.
 - a. If the application is not signed by the voter, mark the envelope “REJECTED” and write the reason for the rejection on the absentee ballot envelope.
 - b. **EXCEPTION:** Military and overseas voters (“UOCAVA”) may use the Federal Post Card Application (“FPCA”) to request an absentee ballot. The FPCA may be electronically signed by the voter, meaning the voter’s name may be typewritten, instead of signed. A military or overseas absentee ballot must not be rejected for this reason.
4. Ensure the absentee ballot application is acknowledged or witnessed as required by law.
 - a. For voters who vote an absentee ballot in the Circuit Clerk’s Office, the clerk or deputy clerk will complete the acknowledgement on the application. The acknowledgement is located near the bottom of the application and begins with the words “SWORN TO AND SUBSCRIBED BEFORE ME.”
 - b. For voters who are temporarily or permanently disabled, a witness signs the certificate at the bottom of the application. The witness certificate is located below the acknowledgement and begins with the words “I HEREBY CERTIFY.” An acknowledgement does not need to be completed on the application of a voter who is voting an absentee ballot because of a temporary or permanent disability.
 - c. The Federal Post Card Application (FPCA), used by military and overseas voters (UOCAVA), does not require an acknowledgement or a witness signature at all.
 - d. **Excluding** military and overseas voters (no acknowledgement or witness signature required) and voters who are voting absentee because of a temporary or permanent disability (witness signature only required), all absentee ballot applications must be acknowledged by the Circuit Clerk, a deputy clerk or “someone authorized to administer oaths,” such as a notary public.
 - i. If the application is **not** acknowledged as required by law or signed by a witness (for absentee voters who are temporarily or permanently disabled only), mark the absentee ballot envelope “REJECTED” and write the reason for the rejection on the envelope.
5. Ensure the absentee ballot envelope is signed by the voter across the flap of the envelope.
 - a. If the ballot envelope is not signed by the voter across the flap of the envelope, mark the envelope “REJECTED” and write the reason for the rejection on the envelope.
 - b. **EXCEPTION:** The envelope of an absentee ballot returned by a military or overseas (UOCAVA) voter by e-mail or fax will not be signed by the voter. These ballots are received by the Circuit Clerk’s Office, placed in an envelope by the Circuit Clerk or a deputy clerk and marked to indicate the ballot is a

UOCAVA (military or overseas) voter. A military or overseas (UOCAVA) absentee ballot must not be rejected for this reason.

6. Ensure the absentee ballot envelope is acknowledged or witnessed as required by law, and the witness signed across the flap of the envelope.
 - a. For voters who vote an absentee ballot in the Circuit Clerk's Office, the Circuit Clerk or a deputy clerk will acknowledge the voter's signature on the absentee envelope by signing across the flap of the envelope.
 - b. For voters who are temporarily or permanently disabled, a witness to the voter's signature signs the certificate by signing across the flap of the envelope. An acknowledgement does not need to be completed on the absentee ballot envelope of a voter who is temporarily or permanently disabled.
 - c. The absentee ballots of military and overseas (UOCAVA) voters who return their ballots by e-mail or fax to the Circuit Clerk's Office are placed in an absentee ballot envelope by the Circuit Clerk or deputy clerk and marked to indicate the ballot is that of a military or overseas (UOCAVA) voter.
 - d. Excluding military and overseas (UOCAVA) voters and voters who are voting by absentee because of a temporary or permanent disability, all absentee ballot envelopes must be acknowledged by the Circuit Clerk, a deputy clerk or "someone authorized to administer oaths," such as a notary public.
 - i. If the envelope is not acknowledged as required by law or signed by a witness (for absentee voters who are temporarily or permanently disabled only), mark the envelope "REJECTED" and write the reason for the rejection on the envelope.
7. Compare the voter's signature on the absentee ballot application to the voter's signature across the flap of the absentee ballot envelope.
 - a. If the signatures are clearly not the same (beyond any doubt), mark the absentee ballot envelope "REJECTED" and write the reason for the rejection on the envelope.
 - b. **EXCEPTION: An in-person absentee ballot envelope cannot be rejected due to a signature mismatch.**
8. Check the BP-001 to ensure the absentee voter is still a qualified elector of the county and precinct associated with the absentee ballot.
9. If the absentee voter is listed on the BP-001 as no longer being a qualified voter, (voter is listed on the Voided ballots pages of BP-001) mark the absentee ballot envelope "REJECTED" and write the reason for the rejection on the envelope.
10. Provide the poll watchers the opportunity to challenge every absentee ballot in the same manner and for the same reasons any other voter may be challenged, and take immediate action.
11. If everything is in order, mark the UNOPENED absentee ballot envelope "ACCEPTED."

12. Mark whether the ballot was Accepted or Rejected on the BP-001 provided by the officials in charge of the election.

Part II: The Resolution Board shall:

After marking all absentee ballots as “Accepted” or “Rejected,” sort the ballots grouping the “Accepted” ballots together and grouping the “Rejected” ballots together.

1. The “Rejected” ballots shall be bundled together in a separate strong envelope marked for “Rejected” ballots and returned to a ballot box, which will be sealed.
2. The “Accepted” ballots, after verifying the ballots were marked “Accepted,” may be opened by the Resolution Board and deposited into a sealed ballot box, without unfolding the ballot. The “Accepted” absentee ballot envelopes and applications shall be retained in a sealed and secure ballot box to preserve the record of the election.

Part III: The Resolution Board shall:

After the close of the polls at 7:00 p.m., open the ballot box containing the accepted absentee ballots, record the seal number, and count the votes:

1. In elections in which an optical mark scanner or digital central scanner is used, the Resolution Board shall immediately begin processing the accepted ballots through the central scanner.
2. In elections in which a central scanner is not utilized, the Resolution Board shall immediately begin hand-counting all accepted absentee ballots.

The totals shall then be combined with the precinct tabulation totals for the unofficial vote count.

Part IV: The Resolution Board Shall Meet Again:

The Resolution Board may recess as necessary and resume meeting as necessary at any time during the canvass of the election prior to certification by the officials in charge of the election, which may include returning after five (5) business days to mark as “Accepted” or “Rejected” any absentee ballots returned by mail during the allowable time. The Resolution Board should announce the time, date, and location when the meeting shall resume at the recess of the previous meeting. When processing absentee ballots post-election day, the Resolution Board shall ensure any mail-in absentee ballot received after the day before the election has been postmarked on or before the date of the election.

Appendix A: ABSENTEE BALLOT CHECKLIST

ABSENTEE BALLOT CHECKLIST

- ___ 1. At a time determined by the officials in charge of the election, but not before the opening of the polls (7:00 a.m.), the Resolution Board shall meet at the Circuit Clerk's Office to process absentee ballots. The Resolution Board shall first break the seal on the ballot box(es) contacting the absentee ballot envelopes and absentee ballot applications and remove the applications and envelopes containing the absentee ballots of such voters from the ballot box.
- ___ 2. Announce the name, address, and precinct as shown on each absentee ballot envelope. (Miss. Code Ann. § 23-15-639(1)(a)).
- ___ 3. Check for the seal of the Circuit Clerk (and initials of the Circuit Clerk or deputy circuit clerk for mail-in) on the absentee ballot application.
 - If the seal (or initials for mail-in) are not present, mark the absentee ballot envelope "REJECTED" and write the reason for the rejection on the envelope.
- ___ 4. Ensure the absentee ballot application is signed by the voter.
 - If the application is not signed by the voter, mark the envelope "REJECTED" and write the reason for the rejection on the absentee ballot envelope.
 - ***EXCEPTION: Military and overseas voters ("UOCAVA") may use the Federal Post Card Application ("FPCA") to request an absentee ballot. The FPCA may be electronically signed by the voter, meaning the voter's name may be typewritten, instead of signed. A military or overseas absentee ballot must not be rejected for this reason.***
- ___ 5. Ensure the absentee ballot application is acknowledged or witnessed as required by law.
 - a) For voters who vote an absentee ballot in the Circuit Clerk's Office, the clerk or deputy clerk will complete the acknowledgement on the application. The acknowledgement is located near the bottom of the application and begins with the words "SWORN TO AND SUBSCRIBED BEFORE ME."
 - b) For voters who are temporarily or permanently disabled, a witness signs the certificate at the bottom of the application. The witness certificate is located below the acknowledgement and begins with the words "I HEREBY CERTIFY." An acknowledgement does not need to be completed on the application of a voter who is voting an absentee ballot because of a temporary or permanent disability.
 - c) The Federal Post Card Application (FPCA), used by military and overseas voters (UOCAVA), does not require an acknowledgement or a witness signature at all.
 - d) **Excluding** military and overseas voters (no acknowledgement or witness signature required) and voters who are voting absentee because of a temporary or permanent

disability (witness signature only required), all absentee ballot applications must be acknowledged by the Circuit Clerk, a deputy clerk or “someone authorized to administer oaths,” such as a notary public.

- If the application is not acknowledged as required by law or signed by a witness (for absentee voters who are temporarily or permanently disabled only), mark the absentee ballot envelope “REJECTED” and write the reason for the rejection on the envelope.

___ 6. Ensure the absentee ballot envelope is signed by the voter across the flap of the envelope.

- If the ballot envelope is not signed by the voter across the flap of the envelope, mark the envelope “REJECTED” and write the reason for the rejection on the envelope flap.
- ***EXCEPTION: The envelope of an absentee ballot returned by a military or overseas (UOCAVA) voter by e-mail or fax will not be signed by the voter. These ballots are received by the Circuit Clerk’s Office, placed in an envelope by the Circuit Clerk or a deputy clerk and marked to indicate the ballot is a UOCAVA (military or overseas) voter. A military or overseas (UOCAVA) absentee ballot must not be rejected for this reason.***

___ 7. Ensure the absentee ballot envelope is acknowledged or witnessed as required by law.

- a) For voters who vote an absentee ballot in the Circuit Clerk’s Office, the Circuit Clerk or a deputy clerk will acknowledge the voter’s signature on the absentee envelope by signing across the flap of the envelope.
 - b) For voters who are temporarily or permanently disabled, a witness to the voter’s signature signs the certificate by signing across the flap of the envelope. An acknowledgement does not need to be completed on the absentee ballot envelope of a voter who is temporarily or permanently disabled.
 - c) The absentee ballots of military and overseas (UOCAVA) voters who return their ballots by e-mail or fax to the Circuit Clerk’s Office are placed in an absentee ballot envelope by the Circuit Clerk or deputy clerk and marked to indicate the ballot is that of a military or overseas (UOCAVA) voter.
 - d) **Excluding** military and overseas (UOCAVA) voters and voters who are voting by absentee because of a temporary or permanent disability, all absentee ballot envelopes must be acknowledged by the Circuit Clerk, a deputy clerk or “someone authorized to administer oaths,” such as a notary public.
- If the envelope is not acknowledged as required by law or signed by a witness (for absentee voters who are temporarily or permanently disabled only), mark the envelope “REJECTED” and write the reason for the rejection on the envelope.

___ 8. Compare the voter’s signature on the absentee ballot application to the voter’s signature across the flap of the absentee ballot envelope.

- If the signatures are clearly not the same (**beyond any doubt**), mark the absentee ballot envelope “REJECTED” and write the reason for the rejection on the envelope.
 - **EXCEPTION: An in-person absentee ballot envelope cannot be rejected due to a signature mismatch.**
- ___ 9. Check the BP-001 to ensure the absentee voter is a registered voter of the county and precinct associated with the absentee ballot.
- If the absentee voter’s name is listed on the Voided ballots page of the BP-001 (Voided ballots include voters who have moved from the county, precinct, or are no longer qualified to vote) mark the absentee ballot envelope “REJECTED” and write the reason for the rejection on the envelope.
- ___ 10. Provide the poll watchers the opportunity to challenge every absentee ballot in the same manner and for the same reasons any other voter may be challenged, and take immediate action.
- ___ 11. If everything is in order, mark the UNOPENED absentee ballot envelope “ACCEPTED.”
- ___ 12. Mark whether the ballot was “ACCEPTED” OR “REJECTED” ON THE BP-001 provided by the officials in charge of the election.
- ___ 13. Once you have marked all absentee ballot envelopes as ACCEPTED or REJECTED, bundle or place all the “Rejected” absentee applications and absentee ballots (still sealed in their respective envelopes) in a separate strong envelope marked for “Rejected Absentee Ballots.” Place the bundle or separate strong envelope in the ballot box/bag.
- ___ 14. Open all absentee ballot envelopes marked as ACCEPTED, separating ballot from envelope in such a manner as no one ballot may be tied to any one voter, then place the accepted ballots in a sealed ballot box without unfolding/viewing the voted ballot. The “Accepted” absentee ballot envelopes and application shall be bundled together and retained in a sealed and secure ballot box to preserve the record of the election.
- ___ 15. After the close of the polls at 7:00 p.m., the Resolution Board will open the ballot box containing the accepted absentee ballots, record the seal number, and count the votes:
- In elections in which an optical mark scanner or digital central scanner is used, the Resolution Board shall immediately begin processing the accepted ballots through the central scanner. (ii)
 - In elections in which a central scanner is not utilized, the Resolution Board shall immediately begin hand-counting all accepted absentee ballots.

Appendix B: BP-001 – ABSENTEE BALLOT RECEIVED REPORT

County: Madison	Absentee Ballot Received Report	Date: 09/20/2020 Report No: BP-001
Voided Received Ballots		
Elections : 08/26/2020 - Mock General Election for Madison 2020		

Precinct	Ballot Status: Accepted/Rejected							
Voter ID	Ballot ID	Name	Address	Sent Date	Receive Date	A	R	Rejected/Voiced Reason
315 - Highland Colony Baptist Church								
	751468290	BUCHANAN, MARGIE HARRISON	100 MAIN ST APT M 110 PURVIS, MS 39475	08/24/2020	08/25/2020	☐	☐	- Voter moved out of County
	751468308	HAWKINS, EMMA S	100 MAIN ST APT M-119 PURVIS, MS 39475	08/24/2020	08/25/2020	☐	☐	- Voter moved out of County
Count :								2

County: Madison	Absentee Ballot Received Report	Date: 09/20/2020 Report No: BP-001
Received Ballots		
Elections : 08/26/2020 - Mock General Election for Madison 2020		

Precinct	Ballot Status: Accepted/Rejected							
Voter ID	Ballot ID	Name	Address	Sent Date	Receive Date	A	R	Rejected/Voiced Reason
315 - Highland Colony Baptist Church								
	751468327	BONEY, CARLESS WILTON JR	180 VILLAGE GARDEN DR MADISON, MS 39110	08/24/2020	08/25/2020	☐	☐	-
	751468345	BONEY, FRANCES VELLA	180 VILLAGE GARDEN DR MADISON, MS 39110	08/24/2020	08/25/2020	☐	☐	-
	751468347	HUCH, MARGARET	200 DOMINICAN DR APT 4310 MADISON, MS 39110	08/24/2020	08/26/2020	☐	☐	-
Count :								3