



# BOARD OF VOTER REGISTRATION and ELECTIONS of BEAUFORT COUNTY



15 John Galt Road • Post Office Box 1228 • Beaufort, South Carolina 29901-1228

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[VACANT]

**To:** Facilities Committee Meeting

**From:** Michael Swiecicki

**Date:** March 25, 2026

**Time:** 12:00 pm

**Location:** Election Headquarters Office, 15 John Galt Road

**Subject:** Review the progress of each strategic initiative for the upcoming elections.

- **Call to Order and the Pledge of Allegiance:**

**Agenda:**

1. Jean and Wendell will present an updated plan that ensures Early Voting can continue at the John Galt Headquarters. *The Committee is encouraged to keep an open mind, given the significant effort required in relocating Early Voting.*
2. Use a spreadsheet to list each proposed Capital Improvement project for 2026 and 2027, along with its current status.
3. Use a spreadsheet to document all early voting and general-election voting sites, describe the improvements needed at each location, and specify the actions taken to remove any obstacles. As an example, the status of having police present at various voting locations, if required.
4. Develop an action plan for the four strategic initiatives listed below for the Technical College of the Low Country as Beaufort's EVC.
  - A detailed drawing of the facility, including the flow of voters from the parking lot through the entire voting process. Please include ADA access and traffic flow to and from the voting location.
  - Layout of the equipment and electrical requirements for each voting machine. Please consider the additional equipment recommended by the EV Committee. *(Can a test be run to ensure there are no issues?)*
  - In addition, plan for a standalone curbside station to boost voter throughput as proposed by the EVC.
  - Prepare an emergency contact list of TCLC staff in case problems arise.
4. Present the plan for FT staffing the resolution window, including the number of poll workers for the 12 days of early voting.
5. Create a strategic plan to inform the public about the new EV site and to notify voters who must vote at a different precinct. Types/styles of signage, number of signs, cost, and specify the location and placement of signs, including the timeliness for distribution and collection.
6. Jean to present a plan for notifying the public of the EVC location and precinct changes.
  - Jean to update the committee on the status of developing a disaster-recovery plan for the Early Voting and the November Election. ("Force Majeure")? *(This project is long-term and not expected to be completed at this meeting.)*