



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for November - 2024

DATE: December 10, 2024

The following report represents a summary and recap of major operations and activities that we have completed or are ongoing within Elections and Registration for the month of November 2024 and activities since the last Board meeting. The priorities were centered on Post-Election Day activities associated with the 2024 General and Special Elections, processing voter registration applications, audits, reconciliation of election returns; voter education events, open record requests, and trainings.

ELECTIONS

PERSONNEL STAFFING:

STAFFING PROFESSIONAL DEVELOPMENT AND TRAINING:

Deadline driven task from the redistribution of daily operations continue to receive priority training which included Staff Training. Since the last Board meeting, the Office Team has undergone their performance evaluations and been submitted to Human Resources.

RENOVATION OF ELECTION CENTER/FORMER 911 BUNKER:

No updates for this meeting. Director Ben Hopkins resigned with an effective date of December 1, 2024. Marty Fox has been appointed as the Interim Director for Building and Maintenance.

2025 BOARD OF REGISTRATION & ELECTION RETREAT:

Director Dozier would like to host the Board of Elections and Registration Board Members for a retreat in preparation for the 2025 Election Year. Recommendations for dates will be forthcoming.

2025 BOARD OF REGISTRATION & ELECTION CALENDAR:

Below are the scheduled Regular Board Meeting dates set per bylaws for the second Tuesday of each month for your planning purposes. This does not include any special called meetings. Any special called meetings will be determined per the Board's approval as needed.

JANUARY 14, 2025
FEBRUARY 11, 2025
MARCH 11, 2025
APRIL 8, 2025
MAY 13, 2025
JUNE 10, 2025
JULY 8, 2025
AUGUST 12, 2025
SEPTEMBER 9, 2025
OCTOBER 14, 2025
NOVEMBER 11, 2025
DECEMBER 9, 2025

FISCAL YEAR 2025/2026 BUDGET PREPARATION CALENDAR:

The Clayton County Chief Operations Officer has adjusted the time in which we submit our budget. Department Heads must submit their budgets by December 9, 2024 to the Chief Operating Officer's Office prior to approval from the Finance Department which has been in mid-January. A copy of the FY 2025/2026 timeline is included in your Board Packet.

2024 ELECTION CALENDAR:

Election	Election Date	Voter Registration Deadline	First day of Advanced Voting
General and Special Election	November 5, 2024	October 7, 2024	October 15, 2024
General and Special Election Runoff*	December 3, 2024	October 7, 2024	As soon as possible
General Runoff for Federal Offices*	December 3, 2024	November 4, 2024	As soon as possible

*If necessary

2025 ELECTION CALENDAR:

The 2025 Election Calendar will be forthcoming pending the release from the Secretary of State's Office. Currently, we have the following possible elections for 2025:

Election	Election Date	Voter Registration Deadline	First day of Advanced Voting
Special Election: City of Forest Park	TBD	TBD	TBD
Special Election: City of Forest Park Runoff*	TBD	TBD	TBD
General Primary Public Service Commissions	TBD	TBD	TBD
General Primary Runoff*	TBD	TBD	TBD
General Election Public Service Commission and Municipal Elections General Election Runoff *	TBD	TBD	TBD

*If necessary

CITY OF FOREST PARK: RESIGNATION WARD 2 – SPECIAL ELECTION MARCH 2025:

City Manager, Ricky Clark informed the office that the City Council for Ward 2 resigned on September 24, 2024. Mr. Clark inquired about estimated cost to conduct an election. There have been no agreements nor recommendations at this time for the county to conduct the City of Forest Park's special election. Director Dozier will present information regarding this election to the Board at the January 2025 Board Regular Business Meeting.

REGISTRATION

VOTER REGISTRATION:

As of December 1, 2024, there are 217, 544 (187, 496 Active: 30,048 Inactive) Voters.

FELON LIST

Number scheduled for December Hearing: 0

DEPUTY REGISTRAR TRAINED	DEPUTY REGISTRAR CLASSES	DEPUTY REGISTRAR DRIVES
0	0	0

For future events, please submit request to under our Registration Drives and Community Outreach Tab on our website: <https://www.claytoncountyga.gov/government/elections-and-registration/registration-drives-and-community-outreach/> or at elections@claytoncountyga.gov. All in-person events have been adjusted for reduced contact due to the COVID-19 pandemic. Some trainings associated with Deputy Registrar activities may be conducted via Zoom Meeting due to COVID-19.

VOTER EDUCATION/OUTREACH & DEPUTY REGISTRAR ACTIVITIES:

DATE OF EVENT	EVENT	LOCATION	COMMISSION DISTRICT
11/04/24	YouTube Podcast Interview: Coffee with a Liberian (with Director Scott Parham) – Director Dozier	Clayton County Headquarters Library	1,2,3,4 At Large
11/04/24	Interview with New York Times Magazine – Director Dozier	Clayton County Registration and Elections	National
11/05/24	Article Feature — Director Dozier	The Cut New York Magazine	National

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Post-Election Voter Registration Processing
- Post-Election Activities for the 2024 November General and Special Election
- Pre-Election Activities for the 2025
- Street Audits
- Precinct Boundary Line Change Request(s) If Necessary
- Open Records Request
- Plan Voter Education/Outreach Events

NEXT SCHEDULED REGULAR BOARD MEETING:

The next scheduled Regular Board meeting is scheduled for Tuesday, January 14, 2025.