



**SHELBY COUNTY ELECTION COMMISSION
REGULAR COMMISSION MEETING MINUTES**

September 22, 2025

The regular meeting of the Shelby County Election Commission (SCEC) was held on September 22, 2025, at the Shelby County Code Enforcement Training Room, 6465 Mullins Station Rd., Memphis, TN 38134, at 4:00pm. This meeting was recorded on Facebook live.

MEETING CALLED TO ORDER: By Chairman Luttrell at 4:10pm.

PLEDGE OF ALLEGIANCE

COMMISSIONERS PRESENT CONSTITUTING A QUORUM: Commissioners Luttrell, Kimbrow, Possel, Uhlhorn

Note: Commissioner Wharton was in attendance via phone for discussion.

OTHERS IN ATTENDANCE:

Linda Phillips, AOE	Matt Sherrill, IT
Ron Boozer, Staff	Cherie Pyron
Sherry Hewlett, Staff	Kenny Pyron
Erma Carter, Staff	Grace Uhlhorn
Jacob Swatley, Attorney	ShaQuille Fuller, Photographer
Monice Hagler, Attorney	

PUBLIC COMMENTS ON NON-AGENDA ITEMS:

No comments

APPROVAL OF JULY 28, 2025 REGULAR MEETING MINUTES:

MOTION STATED: Commissioner Uhlhorn motion to approve the minutes

SECONDED BY: Commissioner Kimbrow

ROLL CALL VOTE: Luttrell, yea; Kimbrow, yea; Possel, yea; Uhlhorn, yea

VOTER REGISTRATION APPEAL (CHEEK):

MOTION STATED: Commissioner Kimbrow motion to approve

SECONDED BY: Commissioner Uhlhorn

ROLL CALL VOTE: Luttrell, yea; Kimbrow, yea; Possel, yea; Uhlhorn, yea

AOE Phillips presented information on the motion and recommended approval.

VOTER REGISTRATION APPEAL (THOMPSON):

MOTION STATED: Commissioner Kimbrow motion to approve

SECONDED BY: Commissioner Possel

ROLL CALL VOTE: Luttrell, yea; Kimbrow, yea; Possel, yea; Uhlhorn, yea

AOE Phillips presented information on the motion and recommended approval.

VOTER REGISTRATION APPEAL (WASHINGTON):

MOTION STATED: Commissioner Kimbrow motion to approve

SECONDED BY: Commissioner Uhlhorn

ROLL CALL VOTE: Luttrell, yea; Kimbrow, yea; Possel, yea; Uhlhorn, yea

AOE Phillips presented information on the motion and recommended approval.

LIST MAINTENNANCE POLICY CHANGE IN COMPLIANCE WITH PUBLIC CHAPTER 371:

MOTION STATED: Commissioner Uhlhorn motion to approve changes to policy

SECONDED BY: Commissioner Possel

ROLL CALL VOTE: Luttrell, yea; Kimbrow, yea; Possel, yea; Uhlhorn, yea

AOE Phillips presented information on the motion and recommended changes to local policy section 2a in compliance with Public Chapter 371.

CHAIRMAN'S REMARKS:

Personal remarks of condolence for the passing of Commissioner Uhlhorn's brother.

Commissioner Luttrell shared about his visit to Springdale Baptist Church.

ATTORNEY'S REPORT:

No report at this time.

ADMINISTRATOR'S REPORT:

AOE Phillips presented her report. Report is attached.

OLD BUSINESS:

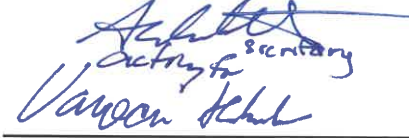
Commissioners Kimbrow and Wharton offered condolences to staff members that have had family losses. Commissioner Possel added a thank you to staff for their work.

ADJOURNMENT:

Motion to adjourn by Commissioner Uhlhorn, seconded by Commissioner Kimbrow, 4:40pm.



Mark Luttrell, Jr., Chairman Date 11-17-25



Vanecia Kimbrow, Secretary Date 11/17/25

Shelby County List Maintenance Program

The list maintenance program adopted by the Shelby County Election Commission on September 22, 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*)

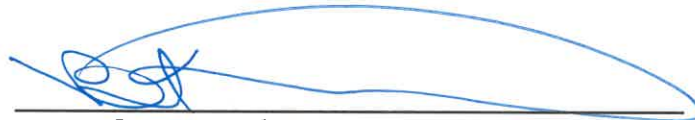
4. The election commission staff shall maintain records and documentation related to the list maintenance program, including, but not limited to:
 - a. The date of sending the confirmation notices.
 - b. A list of all voters and their addresses to which confirmation notices have been sent.
 - c. Any 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 Shelby County Election Commission on the 22nd day of September 2025.

At least three (3) commissioners must sign below:



Chairman, County Election Commission



Secretary, County Election Commission



Member, County Election Commission



Member, County Election Commission

Member, County Election Commission

Administrator's Report

September 2025

- **Building Update** – The general contractor is nearly finished. The punch list walk through is scheduled for October 1st. The parking lot starts tomorrow. In the event that you have to come to the Operations Center, you will have to park in the gravel parking lot across the street and walk on the concrete over to the loading dock and enter through the dock door. Once they place the final layer of asphalt and roll it, vehicles cannot be on the surface for 48 hours. Even though the general contractor is nearly finished, the low voltage and security system contractors will continue to do their work. We are hoping that they will be finished by the end of October. I do not expect our furniture until December.
- **Outreach** - It's been busy. Since our last report, we have done voter education or registration events at:
 - Back to School Giveaway – Dave Wells CC
 - Backpack Giveaway – Memphis Sports & Event Center
 - Bring Back Da Books – Melrose High School
 - Back to School Bash – Breathe of Life SDA Church
 - Back to School Bash – Wilson Chapel
 - Black Clergy Collaborative – MS Blvd. CC
 - National Action Network – North Frayser Park
 - Parkway Village Church of Christ Community Event
 - Pride Fest
 - Community Outreach – Springdale Baptist Church
 - Black Clergy Collaborative – Pilgrim Rest Baptist Church
 - Voter Registration Drive – Trinity CME Church
- **High School Registration** – We have begun registering students. We are finding that about half of the students have an acceptable ID and are then eligible to be registered as “in person.” About half do not and therefore have the status of “by mail”, so they will have to vote in person the first time.
 - Central Baptist HS
 - Bluff city HS
 - George Washington Carver HS
 - White Station HS
 - Collierville HS

- **Poll Worker Pay** –The County Commission heard our plea for an increase in poll worker pay. The new rates are:

Position	Current	New Rate	Increase	Hours	Hour Rate
Officer	\$310.00	\$390.00	\$80.00	18	\$21.67
Deputy	\$280.00	\$340.00	\$60.00	16	\$21.25
Judges/Reg	\$210.00	\$280.00	\$70.00	14	\$20.00
Training	\$45.00	\$60.00	\$15.00	3	\$20.00

- **Campaign Finance** - We turned over the delinquent filers to the State. They have begun assessing penalties. The list that was in your folder from July is still current with the exception that Michalyn Easter-Thomas, Edmund Ford, Jr. and Aislinn McEwen have turned in their forms. This still leaves 53 people who are delinquent and accruing penalties.
- **New Website** - Obviously nothing happened while I was out for my father's last days and funeral, but we are getting back to it and hope to have the test site available soon.
- **2026 Primary** – Both parties submitted calls for primaries for all offices, including school board.
- **Classes** – In your folders, there is a list of the upcoming deputy registrar classes and Be Candidate Ready classes. There are copies on the registration table if you would like to take a few.

Event	Date	Days Until
First Day to Issue County Primary Petitions	12/22/2025	91
First Day to Request an Absentee Ballot for May Primary	2/4/2026	135
Qualifying Deadline	2/19/2026	150
Primary Election Day	5/5/2026	225