

**MINUTES OF THE COFFEE COUNTY ELECTION COMMISSION**

**Thursday, April 13, 2023**

**4:00 P.M.**

**Present: Chairman William Bates, Secretary Barbara Arp, Commissioner Emily Thoma, Commissioner Larry McIntosh, Administrator Andy Farrar.**

**Absent: Commissioner Carol Berthay**

**The Coffee County Election Commission met in the Election Commission office, Suite 6, in the Coffee County Administrative Plaza in Manchester:**

- 1.) Chairman Bates opened the meeting.**
- 2.) Minutes of the previous meeting on Thursday, February 23, 2023, were submitted for approval. Motion by Commissioner McIntosh to approve the minutes as presented. Seconded by Commissioner Arp. Motion passed by unanimous approval.**
- 3.) Chairman Bates read aloud the State of Tennessee Election Commission Code of Conduct for local Election Commissions. The Commission members executed the oath of office and Commissioner information paperwork. Administrator Farrar will mail the oaths of office and the Commissioners information paperwork to the State of Tennessee Election Commission as required within 20 days of appointment.**
- 4.) Nominations were requested by Chairman Bates for the new two (2) year reappointment term as Coffee County Election Commission Officers. Commissioner McIntosh nominated Commissioner Bates to serve as Chairman of the Commission, Commissioner Arp seconded the nomination. Having received no other nominations, the members voted unanimously for Commissioner Bates to serve as Chairman of the Coffee County Election Commission. Commissioner Thoma nominated Commissioner Arp to serve as secretary of the Commission, seconded by Commissioner McIntosh. Having received no other nominations, the members voted unanimously for Commissioner Arp to serve as Secretary of the Coffee County Election Commission. Commissioner Arp nominated Andy Farrar to serve as the Administrator of Elections, seconded by Commissioner McIntosh. Having received no other nominations, the members voted unanimously for Andy Farrar to serve as the Administrator of Elections for the Coffee County Election Commission.**
- 5.) The next meeting will be Thursday, June 15, 2023.**
- 6.) There being no further business, the meeting was adjourned.**

**Respectfully submitted,**

**Barbara Arp, Secretary**