

**FINAL COPY**  
**Torrance County Board of Commissioners**  
**Special Commission Meeting**  
**November 15, 2023**  
**9:00 AM**

Commissioners Present:

**RYAN SCHWEBACH – COUNTY CHAIRMAN**  
**SAMUEL SCHROPP – COUNTY COMMISSIONER**

Others Present:

**JANICE BARELA – MADAM COUNTY MANAGER**  
**MICHAEL GARCIA – COUNTY ATTORNEY**  
**LINDA JARAMILLO – COUNTY CLERK**  
**SYLVIA CHAVEZ – CHIEF DEPUTY CLERK**  
**SENAIDA ANAYA – BUREAU OF ELECTIONS CLERK**  
**GENELL MORRIS – ADMINISTRATIVE ASSISTANT I**  
**DONALD GOEN – COUNTY P & Z DIRECTOR**

1. **Call Meeting to order.**

**Ryan Schwebach – County Chairman:** Calls the November 15, 2023, Special Commission Meeting to order at 9:08 AM.

2. **Pledge lead by:** Ryan Schwebach – County Chairman

**Invocation lead by:** Samuel Schropp – County Commissioner

3. **APPROVALS**

A. **CLERK:** Torrance County Board of County Commissioners convene as County Canvassing Board to review/certify the canvass of 2023 Local Election

**Linda Jaramillo-County Clerk:** I would first like to explain what happens on Election Day and try and explain the election process. On Election Day all the precinct workers arrive at there polling locations at 6:00 AM, machine is turned on booths are set up, ballot on demand is opened and signs are put up. The polls open at 7:00 AM to process voters. As the day progresses if issues arise and require a phone call to my office, we handle it by phone. At 7:00 PM the polls are closed and voting ends. The End of Day report is generated for the Ballot on Demand. This report gives a total number of voters processed at that polling site, a list of the voters' names that voted at that polling site and the number of votes cast on each voting machine. It also gives the number of provisional and spoiled ballots. All of this is brought to me at the end of election night. A copy of the End of the Day Report and results tape is sent to the Secretary of State in a manilla envelope provided with postage. This is done as a safety precaution, so the County Clerk does not tamper with any election results. We also receive one memory card from the voting machine with the results to be downloaded into the Secretary of State's website, for people to see as the results come in. Presented today is the End of Day Report, results tape and tally sheets for write-ins and provisional ballots for each polling location. We had an unusual amount of write-in candidates for this election. One in Mountainair for Municipal Judge, two in Estancia for Trustee and two in Willard for Trustee. We will start with Absentee by mail, early voting site, polling sites with write-ins and the remaining polling sites. There are 11 polling sites on election day. You have three different reports, one is the totals (the simplest, it compiles everything) the next one is a little more complicated, it gives you the hand tally and provisional numbers. The last report if from the tabulator results. With Sylvia Chavez, Chief Deputy Clerk and Senaida Anaya, Bureau of Elections Administrative Assistant it was easier to run this election. They were invaluable in helping me process all the material, answering phone calls and Senaida was instrumental in helping with Absentee and Early Votes, she has done this for 15 years. Sylvia ran the last election.

**Samuel Schropp-County Commissioner:** The hand counts are because of so many write-ins. If there are any questions regarding why we got some in ink and hand count, it's not a discrepancy on the ballot. Its due to write-ins.

**Linda Jaramillo-County Clerk:** The absentee ballots come in envelops, then processed.

**Samuel Schropp-County Commissioner:** All the numbers agree?

**Linda Jaramillo-County Clerk:** Yes.

\*Linda Jaramillo County Clerk, Sylvia Chavez Chief Deputy Clerk and Senaida Anaya Bureau of Elections Administrative Assistant reviewed all the election materials with Ryan Schwebach County Chairman and Samuel Schropp County Commissioner, Kevin McCall County Vice Chairman was absent.  
The Video of this meeting can be viewed in its entirety on the Torrance County NM website. ([torrancecountynm.org](http://torrancecountynm.org))

**Janice Barela-Madam County Manager:** As I was comparing data from the three reports presented, everything matched as far as the final results. The one discrepancy was on one report where anyone that received an absentee vote by hand is missing from the final report.

**Linda Jaramillo-County Clerk:** One report was from the tabulators, one includes the write-ins and hand tallies, and the last one is the final report.

**Action Taken:**

**Ryan Schwebach – County Chairman:** Motion to approve the 2023 Local Election Canvass as presented.

**Samuel Schropp-County Commissioner:** Seconds the motion.

**Roll Call Vote:** Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Absent:

**MOTION CARRIED**

**4. Adjourn.**

**Action Taken:**


**Ryan Schwebach – County Chairman:** Motion to adjourn.


**Samuel Schropp-County Commissioner:** Seconds the motion.

**Roll Call Vote:** Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: - Absent


**MOTION CARRIED**

Meeting adjourned at 9:52 AM

  
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Ryan Schwebach - Chairman

  
\_\_\_\_\_  
Genell Morris – Admin Assistant

12/13/2023  
Date

  
\_\_\_\_\_  
Linda Jaramillo – County Clerk

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