

SOUTH CAROLINA

ELECTION COMMISSION

CORRECTIVE ACTION PLAN

S.C. Code §7-3-25(A) authorizes the State Election Commission (SEC) to identify any compliance failures and establish and implement a corrective action to remedy such failures. Recommendations included in an SEC audit report require implementation of a corrective action plan (CAP) that is developed by the county and approved by the SEC's Audit Division.

AUDIT TITLE	An In-Review of Williamsburg County's Ballot Reconciliation Worksheets from the November 2022 General Election	AUDIT PUBLICATION DATE	December 2024
CAP REVIEW DATE	May 7, 2025	CAP REQUIRED RESPONSE DATE	May 8, 2025
COMPLETED BY	Tammy Wilkes	JOB TITLE	Director
DATE COMPLETED	May 20, 2025	# OF RECOMMENDATIONS TO ADDRESS	2

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Tammy Wilkes
1	1	The Williamsburg County Voter Registration and Elections Office, during its hands-on training exercise, should place emphasis on the color coding of the worksheet for transcription purposes and how to properly document errors in the explanation section at the bottom of the worksheet.	The Williamsburg County Voter Registration and Elections Office will provide hands-on training on the ballot reconciliation worksheet to all clerks and some poll workers. This training will include detailed explanations of each color-coded section, as well as examples of how to document errors on the ballot reconciliation worksheet. These procedures will be implemented for the November 2025 General Election.	COMPLETION DATE	Ongoing for every election
				APPROVED BY	SEC Director of Audit
				APPROVAL DATE	May 20, 2025

SOUTH CAROLINA

ELECTION COMMISSION

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Tammy Wilkes
2	2	The Williamsburg County Voter Registration and Elections Office should, during its worksheet review process, make corrective edits based on the election documentation (e.g., results from the voting equipment) to the ballot reconciliation worksheets, as needed.	The Williamsburg County Voter Registration and Elections Office will implement a review of all ballot reconciliation worksheets to make the necessary corrections based on election documents before canvassing. These procedures will be put into action and practiced for the November 2025 General Elections.	COMPLETION DATE	Ongoing for every election
				APPROVED BY	SEC Director of Audit
				APPROVAL DATE	May 20, 2025