



OFFICE OF THE ELECTORAL BOARD GENERAL REGISTRAR

City of Fairfax

February 29, 2016 Electoral Board Meeting



1. Call to Order:

The Secretary called the meeting to order at 3:10 p.m. Present were the Secretary, Richard Herrington, the Chairman, John Harold, the Vice Chairman Tom Ross, the General Registrar, Brenda Cabrera, and the Deputy Registrar, Nancy Tingen. Mr. Dirk Brouwer, a former member of the Electoral Board, was also present.

2. 1 March Primary – plan of action:

a. Chief Officer of Election meeting February 29, 2016 for materials distribution:

Between 3:12 p.m. and 4:25 p.m., the Chief Officer of each precinct for the City of Fairfax appeared for the purpose of acquiring the necessary written guidance, forms, and other materials necessary for the conduct of primary voting. Each Chief Officer of Election signed for the required materials, was sworn in by the Electoral Board, and received last minute updates on precinct staffing.

b. Review of voting equipment deployment February 29, 2016:

The Chairman and Vice Chairman commented on the deployment of equipment; overall the process went well, has improved significantly over past deployments and this evolution has allowed the opportunity for further improvements in the process.

c. Update on Officer of Election coverage of precincts:

The General Registrar reported all precincts were properly staffed and additionally had three new OE applications which the Electoral Board needed to review. After discussion of the three applications the Chairman moved that Jesse Terrazas, Travis Frazier and Gayle Kok be approved as OE's. The Vice Chairman seconded the motion and it passed unanimously.

d. Board members distribution of ballots Tuesday morning:

The Chairman reported to the General Registrar, he was experiencing some health issues and would not be able to assist with the distribution of ballots Tuesday morning. The Secretary and the Vice Chairman determined a slight modification of the Board previous distribution plan for ballots could be successfully accomplished. The Chairman will be available late Tuesday morning to participate in voting oversight.

e. Review of Monday evening set-up at precincts:

The General Registrar briefed the Board that those precincts which needed attention today would receive it. Since the schools will be closed to assist the voting process, many of the set-up concerns have been eliminated.



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3. Budget review/status – General Registrar presentation:
The General Registrar provided several documents to the Board and discussed in brief the status of the budget. After the Board has had sufficient time to review the documents provided, the General Registrar will address any questions.
4. Report – Health and Wellness Fair at Green Acres May, 2016:
The Secretary reported that the Board has been approved for participation in the wellness fair activities. The Secretary will keep the Board members and the General Registrar staff updated as more information becomes available.
5. Proposed Policy – Delegation of select Electoral Board Duties to the General Registrar:
The Secretary provided a proposed Board policy related to the delegation of certain duties to the General Registrar. Mr. Brouwer, former member of the Board and a driving force and one of the principal authors of the proposed Board policy, stated he was encouraged that the City of Fairfax was doing what many Electoral Boards were not – being active – to ensure the Board and General Registrar remain strong partners in electoral matters to ensure the citizens of the City of Fairfax are well and faithfully served. The Chairman moved that the document be officially forwarded to the General Registrar review and recommendations. The motion was seconded by the Vice Chairman and passed unanimously. The Secretary will officially forward the document to the General Registrar.
6. Proposed Policy – Electoral Board to administer oath of office to Chief Officers of Election:
The Secretary provided a proposed policy statement. After discussion, the proposed policy statement was modified and will be addressed at the next Board meeting.
7. Status/Security manual:
The Chairman reported he had just finished his latest review/revision of the current security manual. All Board members will review this revision. The Secretary indicated a “clean copy” of the manual would be created for a final review.
8. Status/Risk Assessment:
The Secretary reported the review had been delayed as he was unexpectedly called out of town for several days. The assessment will be completed in the immediate future.



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9. Other Business:

- a. The General Registrar indicated an Officer of Election had stated concern about the Election Day Guide; the General Registrar was asked to investigate. Before the meeting ended the issue was resolved.
- b. ELECT provided guidance concerning clarifying the requirement in section §24.2-658 to deliver all Envelopes 2A to the Clerk of the Court by noon on the day following the election. After discussion, the Board decided the envelopes could be delivered the evening of the election.

10. Adjournment:

11. The meeting adjourned at 11:43 a.m.

Respectfully Submitted,

Richard Herrington, Secretary

City of Fairfax Electoral Board