



**OFFICE OF THE ELECTORAL BOARD  
GENERAL REGISTRAR  
City of Fairfax**

May 19, 2016 Electoral Board Meeting Minutes



1. Call to Order

The meeting was called to order at 10:03 a.m. The Secretary asked that items in the original agenda be taken in a different order to address several items that could be handled expeditiously.

2. Donuts for Officers of Election

The Chairman indicated he had found a potential supplier of donuts for the officers of election for Election Day; it appears Shoppers Warehouse located in the City of Fairfax has donuts for a significantly reduced price as compared to Dunkin Donuts. The Chairman will explore the option of using Shoppers.

3. Status/Risk Assessment

The Secretary reported the risk assessment was in work.

4. Approval of the May 5, 2016 Electoral Board Meeting Minutes

The Vice Chairman moved that the minutes for the May 5, 2016 meeting be accepted as written. The motion was seconded by the Chairman and passed unanimously.

5. Officer of Election applications

The General Registrar presented three potential officer of election (OEs) for consideration. After discussion, the Chairman moved and the Vice Chairman seconded a motion to approve Svetlana Koch, William Brown IV and Susan Olenchuk as officers of election. The Registrar will make the appropriate notification to the individuals.

6. Health and Wellness Fair Green Acres May 14, 2016

The Secretary reported the Board has displayed voting equipment at the Health and Wellness Fair held at Green Acres on May 14, 2016. The Board thanked the General Registrar and staff for their efforts in setting up the equipment so it could be used.

a. Set-up lessons learned:

- i. Various Board members offered suggestions to improve such presentations in the future; a table cloth to cover the support platform; a banner with Office of Election signage (approximately 5' x 2.5'); and a collapsible screen with Office of Elections signage.
- ii. Glitter...a package of 'glitter' was placed in the package which contained sample ballots when the equipment was packed at the end of the event. The glitter contaminated the ballots and required the General Registrar staff to remove the material from the ballots to prevent damage to the scanner.



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- iii. Board members comments on activity and indicated turn-out for the event was sparse and participation in future event will have to be carefully screened.
- b. The Board asked the General Registrar to investigate the procurement of a banner and/or screen which could be used at such events in the future. The General Registrar will report to the Board when the research is completed.

**7. Status/Delegation of Duties**

The General Registrar provided the Board with her assessment of the proposed delegation of duties. After discussion, the Secretary received the General Registrar's comments and will incorporate the suggestions, as appropriate, into an updated document for the Registrar's and Board's review. The Secretary commended the General Registrar for the attention given to the document.


**8. May 3, 2016 City Council Election – Petition for Recount**

The Secretary referenced the agenda and asked if there was an update to the information that has been received by the General Registrar or Board from the parties involved including the court. There was discussion concerning the information which has been made public by the petitioner and attorneys for the petitioner as the court has not communication anything to the General Registrar or Electoral Board.

- a. Plaintiff: J. Greenfield
- b. Respondents: All or some of the other City Council members
- c. The petition for recount submitted May 13, 2016 is being amended
- d. A preliminary hearing was held May 18, 2016 and the details of the hearing are unknown
- e. The court is anticipated to take some action in the immediate future

**GR/EB Preparations:**

- a. The General Registrar and Electoral Board will continue to provide the above information when inquiries are received
- b. The General Registrar has prepared for the court a list of Electoral Board members and their party affiliations
- c. The General Registrar has prepared for the court a list of officers of election by precinct (with Chief and Assistant Chief identified) and their corresponding party affiliation
- d. The General Registrar and Electoral Board are awaiting specific direction from the court



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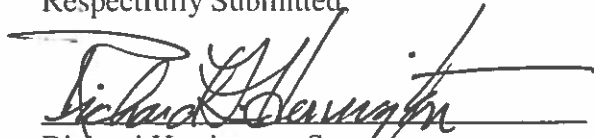
Some Electoral Board members had been asked questions concerning recount procedures and have directed those inquiring to review the Code of Virginia §24.2-802. Additional meetings of the Electoral Board may be required specifically to address the possible recount issue.

The Chairman asked that the Board be notified if there are any inappropriate inquiries made to the Registrar about the potential recount. The Secretary and Chairman would follow-up as necessary.

9. Adjournment

The meeting adjourned at 11:43 a.m.

Respectfully Submitted,



Richard Herrington, Secretary  
City of Fairfax Electoral Board