



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

March 24, 2016 Electoral Board Meeting



1) Call to Order

The Secretary called the meeting to order at 10:05 a.m. Present at the meeting: Richard Herrington, Secretary; Dean Thomas Ross, Vice Chairman; Brenda Cabrera, General Registrar, Nancy Tingen, Deputy General Registrar. Absent was the Chairman, John Harold, who was ill. A required quorum was present.

2) Approval of Minutes, Electoral Board Meetings of February 29, 2016, and March 2nd and 4th, 2016

The Vice Chairman moved that the Minutes for February 29th, March 2nd and 4th, 2016 be approved as written. The motion was seconded by the Secretary and passed unanimously.

3) City of Fairfax Voter List

The City of Fairfax Democrat Party contacted the Electoral Board Chairman and the General Registrar with a request for a copy of a list of City of Fairfax registered voters. Specifically, the requested list would be used to support party efforts in conducting the scheduled April 16, 2016 City of Fairfax Democrat Caucus and the Democrat Party May 14, 2016 Convention. The Secretary explained that all requests for voter lists must be directed to the Virginia Department of Elections (ELECT); General Registrar's are not authorized to provide the lists as detailed in §24-2.405 of the Code of Virginia. The Secretary provided the Vice Chairman with a copy of the code section and a copy of Minutes from a previous Electoral Board meeting when the issue was discussed over a year ago. The Vice Chairman will follow up with ELECT.

4) VEBA April 8-11, 2016

The Secretary opened a short discussion on the VEBA event.

- a. Departure for Homestead will take place at 8:00 a.m. from the City of Fairfax for the Electoral Board. The General Registrar will drive separately from the Fredericksburg. First event is at 3:00 p.m.
- b. Friday evening dinner; the Secretary will attempt to get reservations at Sam Snead's at 7:00 p.m.
- c. Departure from Homestead at 12:00 p.m. unless something unusual occurs.



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5) May 3, 2016 City Elections

The General Registrar updated the Electoral Board on the following items.

- a. EDG, What If & EPB guidance documents; completed, proofed and sent to the printer. The Secretary and Vice Chairman commended the General Registrar and Deputy General Registrar for their effort in creating a series of documents that will be of great use to the Officers of Election.
- b. An updated Officer of Election training schedule for the May 2016 Election was provided by the General Registrar; a few scheduling changes had been made to enhance the availability of training classes and additional instructional materials added to the sets of instruction already available. The Secretary and Vice Chairman will ensure an OVO with ballot box is positioned in Rm 110 at City Hall for training on April 30, 2016.
- c. All precincts are manned but there may be a minor shortfall in one or two precincts. One Officer of Election declined further participation in voting activities. As the City Elections are generally low turnout, this may not be an issue. There was discussion about increasing the number of Officers of Election to ensure the November 2016 Election is properly staffed.
- d. L&A Testing is scheduled for April 13, 2016. The General Registrar is purchasing a cart which will facilitate the movement of OVO/OVI equipment from the secure box to the testing room.

6) Democrat Primary June 14, 2016

The Vice Chairman stated the City Democrat Party was unaware of a challenger for the 11th District. Individuals so inclined to challenge the incumbent have until March 31, 2016 to declare candidacy.

- a. EDG, What If & EPB guidance documents: No action until a determination is made that a Primary will be conducted.
- b. Officer of Election training schedule: No action required at this time.
- c. Officer of Election numbers & shortfalls: No action required at this time.
- d. L&A Testing for equipment used in the CAP is scheduled for 10:00 a.m. on April 26, 2016. All other machines to be used on Election Day is scheduled for 10 a.m. on June 1, 2016.

7) Security Manual

The Secretary was to present the completed Security Manual to the Electoral Board for approval and discovered the prepared printed copy was flawed with margin and paging errors. The document will be properly formatted by the Deputy Registrar and distributed to the Electoral Board; it will be submitted for approval at the next Electoral Board meeting.



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8) Status of the Health and Wellness Fair at Green Acres May 2016:
The Secretary reported that he has not yet been contacted with details of the event except that the application submitted was the first received. More information should be available by the second week of April.

9) Status/Delegation of Duties:
The General Registrar is reviewing the document; it is a work in progress.

10) Status/Risk Assessment:
The Secretary reported the document is not yet completed; all required data has been collected. The third week of April is the targeted completion date.

11) Ballot distribution plan for May 2016 Election:
The Electoral Board discussed the possible scenarios for Election Day. Appropriate distribution can be made as required.

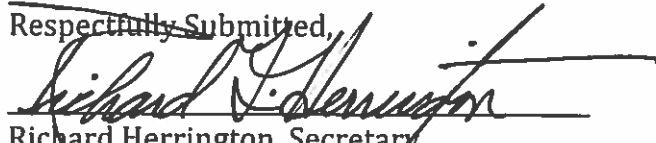
12) New Business:
The General Registrar presented the applications for five individuals who indicated a desire to service as Officers of Election. After reviewing the applications and discussing each potential candidate with the General Registrar and Deputy Registrar, the Vice Chairman moved that the following individuals be appointed as Officers of Election for the City of Fairfax:

- Marilyn Taylor-Berry
- Kerean Kerean
- Carl Nelms
- Lisa Mosser
- Sandra Moshos

The motion was seconded by the Secretary and approved unanimously.

13) Adjournment
The meeting adjourned at 11:31 a.m.

Respectfully Submitted,



Richard Herrington, Secretary
City of Fairfax Electoral Board