



**VOTER REGISTRATATION
AND ELECTIONS
City of Fairfax
March 17, 2020 Electoral Board Meeting Minutes**



Brenda F. Cabrera
Director of Elections/General Registrar

Electoral Board
Secretary: **Richard Herrington**
Chairman: **Curt Chandler**
Vice Chairman: **Lorraine Koury**

CALL TO ORDER

The Chairman called the meeting to order at 1:03 p.m.

PRESENT

Richard Herrington, Secretary; Curt Chandler, Chairman; and Brenda Cabrera, Director of Elections/General Registrar (DE/GR). Lorraine Koury, Vice Chairman, joined the Board meeting via telephone consistent with City of Fairfax Electoral Board Policy #1, Electronic Participation in Meetings (VA Code §§ 2.2-3707, 2.2-3708, 2.2-3708.1, 2.2-3711, 2.2-3712).

MEMBERS OF THE PUBLIC TO SPEAK

There were no members of the public present who wished to speak or observe the meeting.

REORGANIZATION OF ELECTORAL BOARD

Consistent with the Code of Virginia, § 24.2-106, the Electoral Board held elections for the positions of chairman, secretary and vice chairman.

- Curtis Chandler was nominated for the position of Chairman. Nominations for Chairman were closed and when the question was called, the Board voted unanimously elected Mr. Chandler as Chairman; and
- Richard L. Herrington was nominated for the position of Secretary. Nominations for Secretary were closed and when the question was called, the Board voted unanimously elected Mr. Herrington as Secretary; and
- Lorraine Koury was nominated for the position of Vice Chairman. Nominations for Vice Chairman were closed and when the question was called, the Board voted unanimously elected Ms. Koury as Vice Chairman.

The Secretary stated he was glad the strenuous campaign for Electoral Board positions was finally over and congratulated the Board members on their successful campaigns.

APPROVAL OF MINUTES ELECTORAL BOARD MEETINGS FEBRUARY 11, 2020 AND MARCH 4, 2020

The Chairman, without objection, tabled the approval of the minutes for the February 11, 2020 and March 4, 2020 meetings until the next meeting of the Electoral Board.

APPOINTMENT OF OFFICERS OF ELECTION

The DE/GR stated the review of new officer of election (OE) applications was still in process. The Chairman, without objection, tabled approval of new officers of election until the next meeting of the Electoral Board.

MISCELLANEOUS ITEMS

The Chairman asked the GR/DE if a recent problem related to emails sent by the Chairman to the DE/GR being blocked by the City's IT Department had been resolved. The DE/GR stated the City's IT Department had identified and provided the necessary information to resolve the issue.



**VOTER REGISTRATATION
AND ELECTIONS
City of Fairfax
March 17, 2020 Electoral Board Meeting Minutes**



The Chairman also inquired if the City's alert system could provide voting related information. There was discussion of the various features of the City's alert system and the ability to opt-in or opt-out of the many various City alerts.

The Secretary provided an update on the status of the security report which must be provided to ELECT by April 15, 2020.

INFLUENCE OF NATIONAL AND STATE EMERGENCIES ON THE MAY 5, 2020 CITY ELECTION

The DE/GR stated all available means of communicating with the voters in the City were being reviewed. Extension use of social media and the "City Scene" were planned to ensure voters are aware of their ability to vote absentee. City staff will be asked to ensure adequate access to City Hall for OEs and voters.

Although there is a concern about the federal and state emergencies, the GR/DE is following normal process for now and will continue to be followed unless there is a significant degradation in the ability of the voters to vote in person or absentee. There are for now too many unknowns to change from normal process. As more information becomes available, changes can be made.

A discussion of the ability to procure necessary supplies to support the May 5, 2020 City Election was informative as it assured the Electoral Board adequate supplies were on hand. The situation will be closely monitored and adjusted should there be changes in the types and quantities of supplies needed.

The various precincts will be contacted to determine any specific needs which warrant an addition to normal process. The Electoral Board reviewed the DE/GR recommended OEs assignments for the May 5, 2020 City Election. Discussion of the OEs followed, and the Electoral Board commended the DE/GR for the thoroughness of the staffing plan.

ELECTION OFFICER TRAINING FOR THE MAY 5, 2020 CITY ELECTION

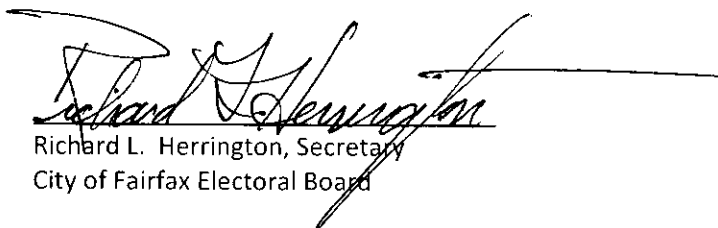
All officer of election training is being reviewed and is now planned to be conducted virtually. In the event on-line training will not be available to some officers of election, the GR/DE will schedule some limited classroom training. Dates are to be determined.

DATE FOR NEXT MEETING

It was agreed the next meeting of the Electoral Board would take place at 10:00 a.m. on March 25, 2020 at City Hall. The meeting has been advertised.

ADJOURNMENT

The meeting adjourned at 2:00 p.m.


Richard L. Herrington, Secretary
City of Fairfax Electoral Board