



**VOTER REGISTRATATION
AND ELECTIONS
City of Fairfax
April 2, 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 10:15 a.m.

PRESENT

Richard Herrington, Secretary; Curt Chandler, Chairman; Lorraine Koury, Vice Chairman and Brenda Cabrera, Director of Elections/General Registrar (DE/GR).

MEMBERS OF THE PUBLIC TO SPEAK

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

APPROVAL OF MINUTES ELECTORAL BOARD MEETINGS MARCH 17, 2020 AND MARCH 25, 2020

The Chairman moved the approval of the minutes for the March 17, 2020 meeting was tabled. The Vice Chairman seconded the motion and it passed unanimously. The Chairman moved the minutes for the March 25, 2020 meeting be approved as written. The Vice Chairman seconded the motion and it passed unanimously.

PERSONNEL MATTERS

At 10:25 a.m. the Secretary moved the City of Fairfax Electoral Board, in addition to the DE/GR Brenda Cabrera, convene in closed session to discuss personnel matters pursuant to § 2.2-3711 (A) (1) of the Code of Virginia. The motion was seconded by Vice Chairman and when the question was called, the motion passed unanimously.

At 11:05 a.m., the Chairman moved the Electoral Board of the City of Fairfax certify that in closed session just concluded the only matters discussed were personnel issues, as identified in the motion to close the meeting pursuant to the Virginia Freedom of Information Act, and that the Chairman’s motion be approved in open session. The Vice Chairman seconded the motion. When the question was called, the motion passed unanimously:

Roll Call Vote:

<u>Position</u>	<u>Name</u>	<u>Vote:</u>
Chairman	Curt Chandler	<u>Aye</u>
Vice Chairman	Lorraine Koury	<u>Aye</u>
Secretary	Richard L. Herrington	<u>Aye</u>

PROGRESS ON HB 2178 REPORT

Discussion of the required HB 2178 report was tabled.

MISCELLANEOUS QUESTIONS

The Chairman opened a discussion on several issues which may induce more City residents to opt for absentee voting.



VOTER REGISTRATATION AND ELECTIONS

City of Fairfax

April 2, 2020 Electoral Board Meeting Minutes



- The June primary is a dual primary and may generate more voter interest. The DE/GR recommended 3,000 Republican ballots and 5000 Democrat ballots be ordered; the Board agreed with number.
- The VEBA annual meeting has been moved to May 18-20, 2020 and as of today, there are no plans to change the May date.
- Turn-out for City elections has historically been no greater than 20-25%.
- Those younger than 18 can register to vote if they will turn 18 by November 3, 2020. They may not be able to vote in the City election scheduled for May 5, 2020.
- The DE/GR will order personal protective equipment (gloves and masks) for distribution to officers of election as necessary.

RECESS

The Board stood in recess at 11:30 a.m.

RECONVENE

The Board reconvened at 11:42 a.m.

CONDUCTING ELECTIONS DURING A PANDEMIC

Communications about elections:

- The Board discussed the need for the City to keep voters informed concerning the May 5, 2020 City election and the June 9, 2020 dual primary. The DE/GR was asked to review the General Registrar's "FAQ" section on the City's website to determine if additional information should be included, especially absentee voting; the Chairman stated he would review the FAQ's for possible changes.
- As changes occur that may impact the voting process, there will be a concerted effort on the part of the DE/GR to ensure the information is provided in a timely manner.

Planning and preparing specific processes

- The Board discussed the process used for handling mail-in ballots and the structure of the Central Absentee Precinct (CAP). Normal processes will continue to be followed.
- Staffing for the precincts was discussed. The DE/GR presented a staffing plan that has adequate officers of election for all precincts; there will be adjustments as the pandemic situation evolves.
- Signs are posted to handle absentee in-person voting.
- To the greatest extent possible, normal voting processes will be followed.
- For the May 5, 2020 City Election, residents will be encouraged to vote by mail.

OTHER MATTERS

Curb side voting was discussed. The DE/GR stated she was reviewing the existing procedures to ensure officers of election are properly equipped and trained to process curb side voting.



**VOTER REGISTRATATION
AND ELECTIONS
City of Fairfax
April 2, 2020 Electoral Board Meeting Minutes**

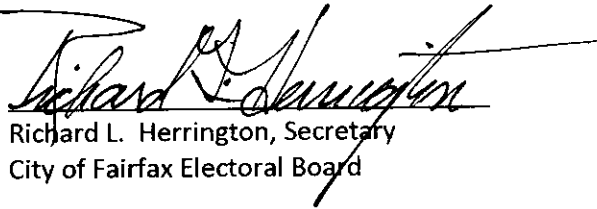


REVIEW/UPDATE OF THE CALENDAR

There will be a Board meeting on April 7, 2020; that meeting has been advertised. It was the sense of the Board that frequent meetings would be necessary. It was agreed that a meeting be scheduled for 10:00 a.m. on April 14, 2020. The meeting will be advertised immediately.

ADJOURNMENT

The meeting adjourned at 1:55 P.m.


Richard L. Herrington, Secretary
City of Fairfax Electoral Board

