



**VOTER REGISTRATATION  
AND ELECTIONS  
City of Fairfax**

**December 2, 2019 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 4:06 p.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. Present was Jennifer Hanks, who has just been hired as an assistant registrar and will be in place in a few days.

**APPROVAL OF MINUTES OF OCTOBER 17, 2019 ELECTORAL BOARD MEETING**

The Chairman moved the minutes for the October 17, 2019 Electoral Board meeting be tabled until the next meeting. The Vice Chairman seconded the motion and it passed unanimously.

**APPOINTMENT OF OFFICERS OF ELECTION**

The DE/GR stated there was one (1) new application to consider; Mr. Harold Creel. After review of the application, the Chairman moved that Mr. Creel be appointed an officer of election. The Vice Chairman seconded the motion and it passed unanimously.

**UPDATE FROM THE DE/GR**

The DE/GR had two (2) items:

- The 'new' offices space for the general registrar and electoral board in the City Hall would be made available on December 4, 2019 for some of office cabinets. As the DE/GR would not be available because of a meeting she needed to attend in Richmond, she asked if any Board members would be available to observe the activity. The Secretary and Vice Chairman agreed to arrive at 7:30 am on December 4, 2019 to assist in the initial movement of office materials.
- L&A testing for absentee voting will be conducted on January 14, 2019 at 2:00 pm.

**OTHER MATTERS**

The Secretary asked the Chairman and Vice Chairman to review their recent emails for an email from the Secretary which referenced election day support for the officers of election and the staff of the GR office.

**PERSONNEL MATTERS**

At 4:30 p.m. the Secretary moved the City of Fairfax Electoral Board, with the addition of 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 the Secretary when the question was called, the motion passed unanimously.



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At 5:07 p.m., the Chairman moved the Electoral Board of the City of Fairfax end the closed session and the only matters discussed were personnel and security 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 Secretary seconded the motion and it 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>

Upon a motion made by the Chairman, seconded by the Secretary, it is certified that (i) only public business matters lawfully exempted from open meeting requirements and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the Closed Session by the Electoral Board.

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>

**REVIEW OF CALENDAR**

The DE/GR will send an updated (color coded) calendar to Electoral Board members in the immediate future.

**NEXT MEETING**

The next meeting of the Electoral Board is planned for the last part of February or first part of March 2020; the actual date will be determined after the DE/GR has obtained additional information related to election activities.

**ADJOURNMENT**

The meeting adjourned at 5:08 pm.

  
Richard L. Herrington, Secretary  
City of Fairfax Electoral Board