

**VOTER REGISTRATATION
AND ELECTIONS
City of Fairfax
May 23, 2017 Electoral Board Meeting**



Brenda F. Cabrera
Director of Elections
General Registrar

Electoral Board
Secretary: **Richard Herrington**
Chairman: **Dean Ross**
Vice Chairman: **Curt Chandler**

CALL TO ORDER

The Secretary called the meeting to order at 10:06 a.m.

PRESENT

Richard Herrington, Secretary; Tom Ross, Chairman; Curt Chandler, Vice Chairman; and Nancy Tingen, Deputy General Registrar.

APPROVAL OF MINUTES APRIL 24, 2017 ELECTORAL BOARD MEETING

The Vice Chairman moved that the minutes of the April 24, 2017 EB meeting be approved as written. The Chairman seconded the motion and it was passed unanimously.

GENERAL REGISTRAR REPORT

The General Registrar was absent from the meeting and in her place the deputy General Registrar, Nancy Tingen provided the report.

- Absentee Voting numbers: The number contained in the GR email of May 19, 2017 were confirmed; 16 persons voted in person, 11 Democrat and five (5) Republican. Two (2) ballots for each primary had been returned by mail
- Officer of Election applications/vetting: There were two applications for OE. After review of the applications and discussion, the Vice Chairman moved that Regina Girouard and Carol Ording be approved as officers of election. The motion was seconded by the Chairman and approved unanimously.
- High School Registration Report: The registration drive realized 86 applications for County residents, 51 for City residents and one (1) for Prince William County.

GENERAL REGISTRAR ITEMS OF NOTE

- Monday (May 22, 2017) was the last day to register.
- Communications with Precinct Chiefs is confirmed; a contact sheet was provided to EB members
- Election Night Supply Return: Return of election materials to the Sisson House by Chief Officers of Election and the transmittal of election materials to the Clerk of the Court have been established to follow the same process/procedures used since the 2016 Presidential Election.
- Party or Neutral observers' requests; As of May 23, there have been no requests for neutral observers and Party Chairs have not yet indicated what number if any would be observing the primary
- The EB visit to Woodson HS on June 13, 2017 was approved by Fairfax County. Purpose of the visit is to observe the PollPal application. Discussion by the EB followed; the EB asked the Deputy GR notify Fairfax County it desires to visit the HS as early in the morning as possible.



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PCT 1 ADA ISSUE

The EB stood in recess at 10:57 a.m. to facilitate travel to PCT 1 to meet with the precinct Chief to discuss a potential ADA issue. The EB reconvened at 11:08 a.m. a PCT 1, reviewed the issue with the Chief and decided the best course of action would be to bring the matter to the attention of the building manager. A card was left with the office of the building manager so the issue could be pursued. Because the location in question is not the officially designated ADA entry/exit point, the EB may not be able to effect a change in the particular entry/exit point in question. The EB thanked the Chief for bring this matter to its attention.

The EB stood in recess at 11:28 a.m. to facilitate travel to the Sisson House.

The ED reconvened at 11:36 a.m.

JUNE 13, 2017 PRIMARY ELECTION

The Secretary reviewed and discussed with the EB the various activities associated with the Primary Election.

- EB required review of Security Manual – within three (3) days of the primary
- Public Safety Strategies – GR coordination with First Responders
- Definition of “impeding” voting

Preparation/Training of OEs

- Schedule – published by the GR
- Materials – printed and prepared for distribution
- Contact Information for Chiefs – completed

Voting Equipment Deployment June 12, 2017

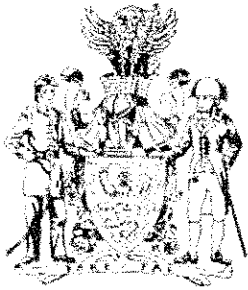
- Access coordination with all Precincts – GR reminder to be sent May 30, 2017
- Sign & Signal Coordination; vehicle and crew ready
- Scheduled start; 8:30 a.m. start at Green Acres for distribution; one or more EM members to accompany.
- OVO/OVI/Ballot Box/Marking Stations/Signage – review completed

Meetings with Chiefs on June 12, 2017 (2:00 p.m. for EB; 3:00 p.m. for EB and Chiefs)

- Swearing In – EB Policy
- Distribution of Chief Materials
- Confirmation of Access to select precincts

EB Plan Election Day, June 13, 2017

- a. Meet at 4:30 a.m. Sisson House
 - i. EM Members Distribute Ballots to Assigned Precincts; Rick 2/4, Tom 1/6, Curt 3/5
 - ii. Meet 5:15 a.m. DD for OE supplies/distribution; Woodson HS visit
 - iii. Activities throughout the day; circulate, be available
- b. Challenge of voters
- c. Electoral law compliance
 - i. §24-2.604 Prohibited Activities
 - ii. §24-2.604.C Capturing of digital images by authorized reps prohibited (Mobile phone)



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- iii. §24-2.604.I Neutral observers authorized by GR or EB
- d. Close of Polls at 7:00 p.m., Chiefs return of materials, review of documents
- e. Preparation of materials for the Clerk of the Court

PREPARATION OF BALLOTS

The Secretary stated he had made arrangements with the Deputy General Registrar to remain at the Sisson House following the EB meeting to prepare the ballots for the precincts. The Chairman and Vice Chairman both volunteered to participate. The Deputy General Registrar was notified the EB would prepare the ballots.

SECRETARY SCHEDULE FOR JUNE 1, 2, 3 AND 15, 2017

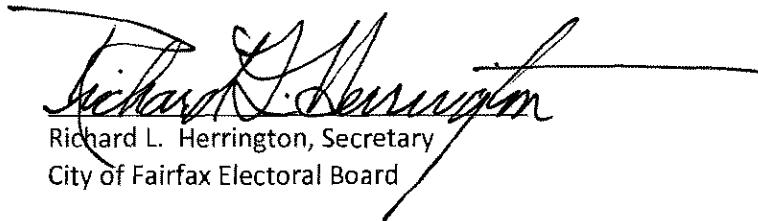
The Secretary discussed several activities he needed to attend prior to Primary and during the Canvass. After discussion, it was the sense of the Board the planned activities of the Secretary would not hinder election preparation or conduct of the Canvass.

NEXT MEETING

The next meeting of the EB will be June 9, 2017 at 10:00 a.m. at the Sisson House.

ADJOURNMENT

The meeting adjourned t 11:58 a.m.


Richard L. Herrington, Secretary
City of Fairfax Electoral Board