



**VOTER REGISTRATATION
AND ELECTIONS
City of Fairfax
February 3, 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 9:06 a.m.

PRESENT:

Richard Herrington, Secretary; Tom Ross, Chairman; Curt Chandler, Vice Chairman; and Brenda Cabrera, General Registrar/Director of Elections.

**APPROVAL OF MINUTES FOR ELECTORAL BOARD MEETINGS OF DECEMBER 16, 2016, JANUARY 6, 2017,
AND JANUARY 19, 2016**

A motion was made by the Chairman and seconded by the Vice Chairman to approve the minutes of the Electoral Board meetings for December 16, 2016, January 6, 2017, and January 19, 2016 as written. The motion passed unanimously.

MEMBERS OF THE PUBLIC TO ADDRESS ELECTORAL BOARD

There were no members of the public present that wished to address the Electoral Board.

CUSTOMER SERVICE FOR THE CITIZENS OF THE CITY OF FAIRFAX

The General Registrar had been advised by the Chairman that the Chairman had been approach by two citizens who expressed concerns about the customer service provided by the General Registrar's Office and staff.

Discussion followed; the Chairman explained the information provided to him and the Electoral Board and General Registrar reviewed established procedures of customer service, in person, by letter or electronic correspondence. It was the sense of the Electoral Board established procedures were being followed and in compliance with industry standards for ensuring excellent customer service for everyone who interacts with the General Registrar's Office, regardless of the medium.

GENERAL REGISTRAR/DIRECTOR OF ELECTIONS

The General Registrar discussed with the Electoral Board several items of immediate and short term interest:



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1. Officer of Election (OE) Assignment for February 7, 2017 – all precincts will be staffed with seven or eight OEs.
2. Appointment of Election Officers §24.2-115 – the Code of Virginia requires the appointment of OEs for a term not to exceed three years. The General Registrar provided a list of all OEs presently appointed and annotated to indicate which OEs desired to continue to serve and OEs that for various reasons (moved, no response, failure to attend required training, etc.) were not recommended for reappointment. A motion was made by the Chairman and seconded by the Vice Chairman that the list of OEs, as annotated, be approved by the Electoral Board. The motion passed unanimously. OEs so appointed would be sworn-in by the Electoral Board as soon as practicable.
3. iPad Update – precincts one through six would be issued iPads for the Mayoral Election.
4. PollPad Update – the General Registrar recommended the Electoral Board visit the ESO exhibit at the VEBA meeting to obtain a sense of the capabilities of this equipment.
5. Preparation of data for City Council; City Council Special Election 2017 – the General Registrar reported she had been discussing with the City Attorney possible ways to present to the City Council information needed to make a reasoned decision when selecting a date for the special election to address the anticipated vacancy on the City Council following the Mayoral Special Election. The General Registrar shared with the Electoral Board a chart designed by the Vice Chairman which graphically displays all Tuesdays between now and the November 7 2017 Gubernatorial Election. Discussion followed. It was the sense of the Electoral Board that the General Registrar continue her efforts with the City Attorney and keep the Electoral Board informed.

JUNE 13, 2017 PRIMARIES

There is a possibility both political parties may have primaries

1. Staffing – the General Registrar shared with the Electoral Board a tentative schedule for both training of OEs Training
2. Equipment testing – the tentative schedule also addresses equipment testing (L&A).
3. While tentative, the schedule addresses the now known factors which can be used for planning

INCLEMENT WEATHER OPERATIONS

The General Registrar reported coordination had been conducted with the following organizations/agencies:

1. City Facilities/Public Works
2. First Responder (Police and Fire Department)

In the event of inclement weather on February 7, 2017 that potentially impacts the ability of OEs to get to their assigned precincts, the General Registrar will coordinate all actions.



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ELECTORAL BOARD ACTIVITIES FEBRUARY 6 AND 7, 2017

There will be a meeting February 6 with all Chiefs. The Secretary reviewed with the Electoral Board the distribution of materials that will be provided to the Chief of each precinct. The General Registrar indicated the City of Alexandria would have authorized representatives observing the use of the ESO voting equipment and ELECT will have two people observing the election.

1. Authorized Representatives – must have an approval letter from the candidates, General Registrar, or Electoral Board.
2. Hartintercivic information – the General Registrar distributed a short handout which succinctly explains the use of Hart voting equipment in Precinct Four.

The Secretary distributed a “City of Fairfax Electoral Board Election Day Plan” to the Electoral Board and General Registrar which detailed the activities for Election Day. Included in that plan:

1. EB Ballot Distribution Meeting February 7 at 4:30 a.m.
2. EB Refreshment Distribution February 7, 2017 at 5:30 a.m.

Other Activities:

1. Appointment of Election Officers §24.2-115 – the Electoral Board will affect the swearing-in of reappointed OEs throughout the day.
2. Hartintercivic Voting Equipment – the Secretary and Vice Chairman, both registered in Precinct Four, will vote on the Hart equipment in Precinct Four as part of the Hart equipment processes.

EG WORKING GROUP – DELEGATION OF DUTIES DOCUMENT

The Secretary reported he had distributed to the Vice Chairman a first draft of a revision to the existing delegation of duties document. Once the Secretary and Vice Chairman can agree on a date to meet and discuss the document, they will inform the General Registrar so the meeting of their Working Group to discuss the delegation document can be advertised; it is a public meeting as defined by §2.2-3708 and members of the public are welcomed to attend.

CITY COUNCIL – SCHEDULING OF SPECIAL ELECTION

The City Council will meet February 14, 2017 at 7:00 p.m. to discuss the possible scheduling of a special election to address a vacancy on the City Council. This special election will be the result of the Mayoral Election taking place on February 7, 2017. The Electoral Board, General Registrar and City attorney will work together to ensure the City Council is provided information pertaining to any date selected by the City Council for a special election.

VEBA ANNUAL MEETING: 3-5 MARCH; ELECTORAL BOARD AND GENERAL REGISTRAR TO ATTEND

1. VEBA Meeting Agenda – The Secretary reminded everyone an update to the agenda had been disseminated.



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2. Transportation Review – the General Registrar will drive independently. The Chairman reported he may have a conflict which will impact his ability to attend and provide transportation. The Chairman will keep the Electoral Board advised so alternative plans can be made in the event the Chairman is unable to attend.

VOTER FRAUD AWARENESS

The Secretary noted there are an increasing number of media and blogger sites which are raising the issue of voter fraud, specifically the assertion that some number of unqualified individuals are voting in elections. The General Registrar has produced a short explanation (handout) of the processes used in Virginia to ensure that only qualified individuals are authorized to vote.

ELECTORAL BOARD STRUCTURE REVIEW

The Secretary asked that Electoral Board members consult with the respective political parties in the City of Fairfax and ensure each party is aware of:

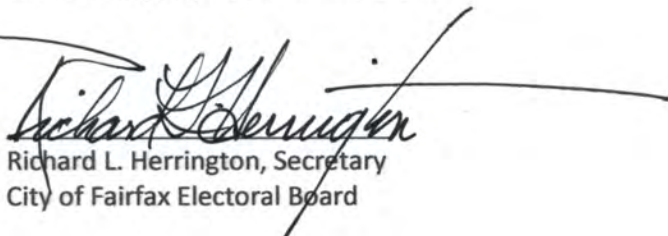
1. Succession Planning
2. Appointment Status

GENERAL REGISTRAR ANNUAL PERFORMANCE EVALUATION

The Secretary reminded the Electoral Board of the requirement to conduct the annual performance evaluation of the General Registrar. ELECT may in the immediate future provide the format to use for the evaluation. The Secretary will socialize a draft performance evaluation in the next 30 days; the General Registrar should be presented the performance review not later than June 1, 2017. The performance evaluation is due to ELECT by August 1, 2017.

Adjournment

The meeting adjourned at 10:55 a.m.


Richard L. Herrington, Secretary
City of Fairfax Electoral Board