



OFFICE OF THE ELECTORAL BOARD GENERAL REGISTRAR City of Fairfax



April 29, 2015 Electoral Board Meeting Minutes

The meeting was called to order at 2:02pm in the Sisson House. Attendees: John Harold, Chairman, Dirk Brouwer Vice-Chairman; Kevin Linehan, General Registrar, Nancy Tingen, Chief Deputy Registrar, and Stephen Bilowus, Assistant Registrar. Electoral Board Secretary, Richard Herrington was absent from the meeting.

The Vice Chairman agreed to be the Acting Secretary in the Secretary's absence.

The Electoral Board discussed Voting Machine proposals.

- The Chairman stated a preference for more than one ADA ballot marking device in every precinct (optimum machine configuration would be one scanner and two ADA ballot marking devices per precinct).
- The Vice Chairman agreed to develop a scoring spreadsheet to rank the four vendor proposals received (ES&S, Unisyn, Hart, and Dominion). It will have four columns, one for each voting machine/equipment vendor and a horizontal ranking row to score criteria for all vendors. The Board decided to score equipment criteria from one to five, where one was poor and five was excellent.
- Ten criteria will be used to score vendor's proposals. A weight will be assigned to each.
- The Electoral Board discussed their initial impressions of the vendor proposals, voting machine costs and capabilities. Costs will depend on voting machine configurations in the precincts, and ballot printing arrangements, among other factors. The General Registrar provided costs associated with the Unisyn equipment. He agreed to provide a cost analysis for the four proposals after more information is received. The Electoral Board agreed to defer ranking of the proposals to a later date.

Electoral Board draft policy on electronic meetings was discussed. The Vice Chairman/Acting Secretary suggested a few typo corrections to the document. The Chairman suggested wording changes. The Chairman also suggested that the Board adopt an official policy for face-to-face meetings. The General Registrar informed the Board that law states that the Board only adopt a policy for electronic communications because it is assumed the Board will comply with FOIA at physical meetings. The Secretary's opinion on the draft policy will be requested. Action will be deferred to the May 6, 2015 Electoral Board meeting.



**OFFICE OF THE ELECTORAL BOARD
GENERAL REGISTRAR
City of Fairfax**



April 29, 2015 Electoral Board Meeting Minutes (Continued)

The Electoral Board discussed the General Registrar Position Description and the Electoral Board, General Registrar and City of Fairfax three party draft Agreement and agreed to defer further discussion to the May 6, 2015 Electoral Board meeting.

The meeting adjourned at 3:20pm.

Dirk Brouwer, Acting Secretary
City of Fairfax Electoral Board