



OFFICE OF THE ELECTORAL BOARD GENERAL REGISTRAR

City of Fairfax

July 9, 2015 Electoral Board Meeting



Present: Richard Herrington, Secretary; John Harold, Chairman; Dirk Brouwer, Vice Chairman; Brenda Cabrera, General Registrar; and Nancy Tingen, Chief Deputy Registrar.

The Secretary called the meeting to order at 2:01pm.

Electoral Board Informational Items:

The Secretary reviewed several informational items with the Board:

- Candidate list/ballot order for the November general will not be finalized until September because of referenda/special elections impact (VA Code § 24.2-682).
- The new proposed "Voter Registration Application" has received significant negative input from the election community and public.
- The 2015 Virginia Election Law books will be available soon. The Secretary can have copies modified for placement in 3-hole binders.

Campaign Finance:

The Vice Chairman stated the motion passed during the June 3, 2015 Board meeting concerning the notification of pending campaign finance violation penalties was incorrect. Discussion followed. It was determined the motion recorded in the June 3, 2015 Minutes of the Meeting required a correction. A motion was made by the Secretary that the General Registrar notify the Board of any potential campaign finance violations. The motion was seconded by the Vice Chairman. Discussion of the motion followed. The Chairman offered an amendment whereby the word "potential" be stricken and replaced with "within 48 hours." The amendment was agreed to; the Secretary moved that the Registrar notify the Board of any campaign finance violations within 48 hours of such occurrence. The Secretary voted "Aye," the Chairman voted "Aye," and the Vice Chairman voted "Aye." The motion passed unanimously.

Voting Machine Roll Out Plan:

The Registrar provided the Board with a detailed update of the voting equipment rollout plan for the City of Fairfax. The equipment had been received and stored in a secure space within the IT Department. The auction company has removed the DRE voting equipment and related grey cabinets (storage cases) to make room for the new equipment once acceptance testing is completed. There is sufficient room within the sign and signal building to store all the new voting equipment. The Registrar reported that she is working closely with sign and signal personnel. The UNISYN representative and Registrar are coordinating the acceptance testing



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procedures and materials; detailed plans for voting equipment acceptance (forms, scripts, and checklists) were being reviewed by the Registrar and staff. Many Officers of Election and select sign and signal and IT personnel would be included in the acceptance testing which will take place on July 21, 2015. The Registrar is developing detailed plans for accountability, maintenance, and security of the new voting equipment. Also under consideration is bar coding of all the equipment. There was discussion of the need to consider the configuration of each precinct to include needs for UPS devices (in the event of power failure) and privacy booths. A copy of the tentative schedule for acceptance testing was provided to the Board.

Training:

The Registrar shared with the Board a tentative schedule for Officer of Election training. The training included EPB specific training for Chiefs, Assistant Chiefs, Procedural Specialists, and EPB Specialists; a workshop for Chiefs; and general training from September through October. The Registrar and Deputy Registrar will provide additional training as necessary to ensure all Officers are comfortable with the new voting equipment. The Registrar also stated she believed the transition from the DRE to the OVO/OVI devices would not be difficult.

The Chairman suggested the Board consider outreach efforts to acquaint the community with the new voting equipment. Discussion followed. It was suggested the October Fall Festival would present an opportunity to reach a large number of voters; a booth space could be obtained from Parks & Recreation; a canopy would be erected to provide covered space for two (2) OVO and two (2) OVI to be placed in a position where voters could mark and insert sample ballots. There would be a need for UPS and/or power for the voting equipment. The Chairman will initiate discussions with Parks & Recreation to determine if the Board can obtain an appropriate space during the Fall Festival. The Chairman will man the demonstration tent at the fall festival.

GR/EB Boot Camp & Annual Training:

The Secretary reminded those attending the required training in Richmond (27-29 Jul 2015) that each day starts with an "all attendees" breakfast at 7:00AM. The Secretary, Chairman, General Registrar and Deputy Registrar will attend the required training.



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Election Materials 2015 – ELECT:

ELECT sent an email on June 30, 2015 which required localities to report their need for election materials for the November 2015 Election. An electronic order form using a Survey monkey was provided. The Registrar reported the ELECT order form was completed on July 7, 2015.

General Registrar/Director of Elections Position Description (PD):

The Chairman presented a revised position description for review. A motion was made by the Chairman to accept this revised position description effective today in lieu of the description which had been discussed and approved at the last Board meeting. The Secretary seconded the motion and discussion followed. The motion passed unanimously.

Draft Agreements; General Registrar & City of Fairfax / Electoral Board & the City of Fairfax:

The Chairman reported the City Attorney had both agreements under review and would provide guidance concerning the agreements in the immediate future.

Voter Registration Cancellation Cost Survey:

ELECT directed that Registrars complete a survey related to the cost of voter registration cancellation. Specifically, the Virginia Department of Housing and Community Development (DCHD) facilitates legally required reviews of federal and state mandates on local governments to inform the General Assembly what mandates can safely be changed or eliminated (Va. Code §§ 2.2-613, 15.2-2903 & Executive Order 58). DCHD requires the Department of Elections and other state agencies to collect the fiscal data needed to evaluate the mandates on local government. DCHD requires the collection of fiscal data from localities related to their costs for cancelling voter registration. ELECT developed a survey to collect data for this mandate to make responding easier. The Registrar stated the ELECT survey was completed on-line on July 7, 2015. The Registrar provided the Board with a detailed breakdown of the costs associated with cancelling voter registrations. The estimated cost to the City to cancel voter registrations is \$613.00 per year.

Duties & Responsibilities of the Electoral Board:

The Board discussed a list of duties and responsibilities for the Board and Registrar which are contained in the law. The previous Registrar and ELECT had developed similar lists. A copy of the duties and responsibilities was distributed at the last Board meeting by the outgoing Registrar. Because the list does not address the



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recent changes in the law (HB1143), a review of the list is necessary. The Secretary will research the law and update the list as soon as practicable.

Third Party Voter Registration Drive Training:

Mandated by VA Code § 24.2-416.6. ELECT distributed a reminder that third party voter registration groups/individuals requesting 25 or more voter registration application are required to attend mandated on-line training. There was discussion on how to create an environment within the City of Fairfax wherein third party voter registration individuals or groups could be approached to participate in the on-line training required for third party voter registration. Board members will contact local, state and national representatives of the major political parties to determine if there are points of contact for their respective third party voter registration individuals or groups.

Approval of June 3, 2015 and June 30, 2015 Minutes:

The Chairman offered a motion to approve the June 3, 2015 Minutes as amended. The Secretary seconded the motion and the motion passed unanimously. The Secretary offered a motion to approve the June 30, 2015 Minutes. The motion was seconded by the Chairman and the motion passed unanimously.

Electoral Board Closed Session:

The Board went into Closed Session at 3:15PM. Upon a motion made by the Electoral Board Secretary, seconded by Electoral Board Chairman, and passed by a vote of the Electoral Board, the Electoral Board went into Closed Session pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia for the discussion of the performance and evaluation of the outgoing General Registrar.

A motion made by the Electoral Board Secretary, seconded by the Electoral Board Vice Chairman, and passed by vote of the Board, the Board reconvened in Open Session at 3:31PM. Upon a motion by the Secretary, seconded by the Vice Chairman, it was 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 or meeting by the Electoral Board.

Roll Call Vote:

Chairman, John Harold, "Yea."
Vice-Chairman, Dirk Brouwer, "Yea."
Secretary, Richard Herrington, "Yea."



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Adjournment:

The meeting adjourned at 3:32PM.

Richard Herrington, Secretary
City of Fairfax Electoral Board