



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



**Minutes for the December 3, 2014 Electoral Board Meeting**

The Secretary called the meeting to order at 10:04am in Sisson House. Attendees: Dirk Brouwer, Secretary; Richard Herrington, Chairman; John Harold, Vice-Chairman; Kevin Linehan, General Registrar (GR) and Nancy Tingen, Deputy Registrar (DR).

The GR briefed the Electoral Board (EB) on a prospective Officer of Election. The Vice-Chairman moved and the Secretary seconded the following:

Appoint Lolita Graef as an Officer of Election subject to the usual probationary conditions. The motion passed unanimously.

The GR discussed the possibility of EB members having to file a new "economic interest" form with the State Board of Elections. The GR will research and report back to the Board.

The EB discussed a previous meeting which may not have been properly advertised. Notes of that meeting are considered "draft material" and not official minutes.

The Board noted that the GR will be on vacation from December 20, 2014 to January 9, 2015.

At 10:22am, the Secretary moved that the Meeting be convened in closed session to discuss personnel matters. The motion was seconded by the Chairman and approved unanimously. The GR and DR left the meeting.

The EB discussed the following:

- Administrative procedures for advertising meetings, review procedures, and the use of a Memo for the Record for continuity.
- The process for the replacement of the GR, the need to follow City and State Code, the requirement for City Attorney review, and the actions of the Human Resources Department.
- The above items will be addressed in the open session of the next Electoral Board meeting.

At 10:50am, the Secretary moved that the meeting be convened in open session. The motion was seconded by the Vice-Chairman and approved unanimously. The EB certified that the only matters discussed in the closed session were related to personnel.

The meeting adjourned at 10:51am.

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Dirk Brouwer, Secretary  
City of Fairfax Electoral Board