



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

Minutes of the September 7, 2011 Meeting

The meeting was called to order by the Secretary at 3:30 p.m. inside the Sisson House.

Present were Dirk Brouwer, Secretary, Ron Cross, Chairman, Denis Egan, Vice-Chairman, Kevin Linehan, General Registrar, and Nancy Tingen, Deputy Registrar.

The Board:

Approved the minutes of the August 23 and August 24, 2011 Meetings,

Delegated authority to the Registrar and Deputy Registrar to proof ballots and verify that they meet the standards set by the State Board of Elections,

Appointed Ron Cross as Acting Secretary for the period of the 7th September to 28th September,

Heard a report of a conversation between the Secretary and Pastor Henry Brinson of the Fairfax Presbyterian Church concerning storage of voting equipment. Further discussions will take place. A temporary sign concerning custody of the equipment will be placed on the door of the storage room the day before the Election,

Took the following actions concerning the November 2011 General Election:

Assigned voting machines and Officers of Elections to polling places. Chairman Cross will call two additional officers each for precincts three and four to be on a "standby" basis. They will be available for duty as late as the morning of the Election. They would not be paid if they did not work and would be at the top of the list for calls for the next Election. Agreed that all officers will be given the opportunity to work at least one Election before November 2012 and that special effort will be made to contact officers that have not worked any previous Elections.,

Scheduled training for Officers at 3:00 - 4:30 p.m. and Chiefs, Deputies, and Procedural Specialists at 4:30 - 6:00 pm on October 28, 2011,

Scheduled Test Elections for September 14th and September 21, 2011 at the Property Yard. Both will begin at 10:00 a.m.

Ordered the Registrar to order 400 paper ballots of each ballot type (District-wide and Constitutional) based on usage in previous elections.

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Decided that Officers of Election assigned to the precincts will continue to conduct closing activities for those precincts.

Appointed the following as new Officers of Election to serve in accordance with established Board policies:

A. J. Fletcher and Stephanie Hazel.

The meeting adjourned at 5:00 p.m.

Ron Cross
Acting Secretary

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