



**VOTER REGISTRATION  
AND ELECTIONS**  
City of Fairfax  
**January 28, 2021 Electoral Board Meeting Minutes**



**Director of Elections/General Registrar**  
Brenda F. Cabrera

**Electoral Board**  
**Secretary: Richard Herrington**  
**Chairman: Curtis Chandler**  
**Vice Chairman: James McCall**

**CALL TO ORDER**

The Secretary called the meeting to order at 10:05 a.m.

**PRESENT**

Richard Herrington, Secretary; Brenda Cabrera, Director of Elections/General Registrar (DE/GR) and Mr. James McCall, recent appointee to the City of Fairfax Electoral Board.

Curtis Chandler, the Chairman of the Electoral Board was absent because of illness. The Secretary stated that the Chairman anticipates resuming his duties in the immediate future.

**MEMBERS OF THE PUBLIC TO SPEAK**

There were no members of the public present who wished to speak or observe the meeting.

**SECRETARY WELCOME TO MR. JAMES MCCALL, NEW APPOINTEE TO THE ELECTORAL BOARD**

The Secretary congratulated Mr. James McCall on his recent appointment to the Electoral Board and thanked Mr. McCall for his willingness to be a part of the effort to obtain uniformity in “practices and procedures and legality and purity in all elections” as stated in §24.2-103 of the Code of Virginia. The Secretary stated that he had served on the Electoral Board for several years and every appointee to the Electoral Board had made notable contributions to the effectiveness of the Board and its jealous adherence to the election laws of the Commonwealth.

Mr. McCall stated he looked forward to being an active participant in Electoral Board matters.

**APPROVAL OF MINUTES ELECTORAL BOARD MEETING NOVEMBER 4-10, 2020**

The Secretary moved the approval of the minutes for the November 4-10, 2020 meeting and Mr. McCall seconded the motion. When the question was called it passed unanimously.

**APPOINTMENT OF OFFICERS OF ELECTION**

The DE/GR stated there were no new applications for appointment as officers of election (OE). Most OEs that served during the November 3, 2020 Presidential Election indicated they would continue to serve in 2021; there are adequate OEs to support the elections now scheduled for 2021. The Secretary noted for Mr. McCall’s information that the OEs are volunteers and without their help, it would not be possible for the Office of Elections to so ably support the citizens of the City of Fairfax.

**ELECTORAL BOARD ORGANIZATION**

As required by §24.2-106 of the Code of Virginia, the Electoral Board, by unanimous vote, elected its members to the following positions:

- Chairman: Curtis Chandler
- Vice Chairman: James McCall
- Secretary: Richard Herrington



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## REPORT BY THE DIRECTOR OF ELECTIONS/GENERAL REGISTRAR

The DE/GR provided a succinct update on election related matters. Items of note:

- The Vice Chairman had received necessary election related manuals and City related items.
- ELECT is moving forward with a **Risk Limiting Audit** (RLA) of the 2020 Presidential Election for the Commonwealth; the City of Fairfax will participate, but staff impact is not substantial. RLAs have not heretofore been conducted for an election which involved all localities of the Commonwealth.
- An updated schedule (dated January 26, 2021) of activities necessary to support known activities was distributed to the Electoral Board.
- The DE/GR explained OE compensation.
- 2020 Census results will result in redistricting, but as of now it does not appear there will be an impact on the City of Fairfax.

## LESSON LEARNED NOVEMBER 3, 2020 PRESIDENTIAL ELECTION

There was discussion of several changes made in procedures and practices in response to the public health situation; the safety and wellbeing of OEs remains the priority as preparations are made for 2021 elections. The DE/GR succinctly reviewed the acquisition of necessary personal protective equipment (PPE) and the “team effort” of the Electoral Board, Office of Elections and OEs to establish and maintain as safe an environment as possible in all City precincts.

It is noted that no member of the DE/GR’s staff or OEs have been infected with the COVID-19, a tribute to the efforts made by the DE/GR to ensure the safety of employees and volunteers.

## REVIEW/UPDATE OF CALENDAR

The updated schedule provided to the Electoral Board was discussed; the DE/GR stated changes are possible depending on General Assembly actions. Minor changes could be necessary to ensure OE training.

## DATE FOR NEXT MEETING

It was agreed that at this time the Electoral Board would not schedule a future meeting; the DE/GR will keep the Electoral Board apprised of election related activities and as necessary, meetings will be scheduled and appropriately advertised.

## CLOSED SESSION

At 12:18 p.m. the Secretary moved the City of Fairfax Electoral Board convene in closed session pursuant to the Code of Virginia to discuss personnel matters (§ 2.2-3711 (A) (1)); consultation with legal counsel (§ 2.2-3711 (A) (7)); public safety (§ 2.2-3711 (A) (19)) and voting security (§ 2.2-3711 (A) (34)), Code of Virginia and that the DE/GR, Ms. Cabrera be present. The motion was seconded by Vice Chairman and when the question was called, the motion passed unanimously.

At 12:38 p.m., the Secretary moved that the closed session of the Electoral Board of the City of Fairfax adjourn, and the Electoral Board reconvene in open session. The motion was seconded by the Vice Chairman and passed unanimously.

At 12:39 p.m., the Secretary moved the Electoral Board of the City of Fairfax certify that in closed session just concluded, the only matters discussed were personnel matters, legal consultation, public safety and voting



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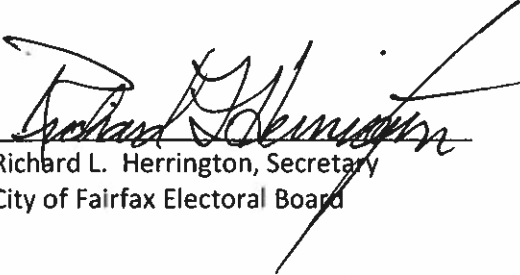
security issues, as identified in the motion to close the meeting pursuant to the Virginia Freedom of Information Act, and that the Secretary's motion be approved. The Vice Chairman seconded the motion. When the question was called, the motion passed unanimously:

### Roll Call Vote:

<u>Position</u>	<u>Name</u>	<u>Vote:</u>
Vice Chairman	James McCall	<u>Aye</u>
Secretary	Richard L. Herrington	<u>Aye</u>

### ADJOURNMENT

The meeting adjourned at 12:41 p.m.



Richard L. Herrington, Secretary  
City of Fairfax Electoral Board

