



**VOTER REGISTRATION
AND ELECTIONS
City of Fairfax
May 24, 2021 Electoral Board Meeting Minutes**



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

**Electoral Board
Secretary: Richard Herrington
Chairman: Jeffrey White
Vice Chairman: James McCall**

CALL TO ORDER

The Secretary called the meeting to order at 1:07 p.m.

PRESENT

Mr. Richard Herrington, Secretary; Mr. James McCall, Vice Chairman, and Mr. Jeffrey R. White, recently appointed to the Electoral Board by the 19th Circuit Court and Ms. Brenda Cabrera, Director of Elections/General Registrar (DE/GR).

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 NEW BOARD MEMBER:

The Secretary introduced Mr. Jeffrey White, who was appointed most recently to the City of Fairfax Electoral Board to replace Mr. Curtis Chandler who resigned in early May 2021. Mr. White has an extensive and accomplished background in election related matters, having served for several years as an officer of election and most recently was Chief officer of election at one of the City's precincts during the 2020 Presidential Election. The Secretary welcomed Mr. White to the Board and thanked him for stepping forward to fill the unexpired portion of Mr. Chandler's term.

APPROVAL OF MINUTES ELECTORAL BOARD MEETINGS JANUARY 28, 2021, AND March 19, 2021.

The Secretary moved the corrected minutes of the January 28, 2021, meeting and minutes of the March 19, 2021, meeting as written be approved. The Vice Chairman seconded the motion. Discussion followed and it was noted Mr. White was not present at either meeting. When the question was called, Mr. White abstained from voting and the Secretary and Vice Chairman both voted "Aye"; the minutes of both meetings stand approved.

ELECTORAL BOARD ORGANIZATION

With the addition of a new Board member, the Secretary noted it was necessary to organize the Electoral Board as required by §24.2-106 of the Code of Virginia.

Mr. Jeffrey White, the newest member of the Board, nominated Richard Herrington for the position of Secretary. Nominations were then closed. When the question was called, voting for Richard Herrington to fill the position of Secretary for the Electoral Board was done by roll-call vote.

Roll Call Vote for Richard Herrington to be Secretary:

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



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The Secretary nominated Jeffrey White for the position of Chairman. Nominations were then closed. When the question was called, voting for Jeffrey White to fill the position of Chairman for the Electoral Board was done by roll-call vote.

Roll Call Vote for Jeffrey White to be Chairman:

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

The Chairman nominated James McCall for the position of Vice Chairman. Nominations were then closed. When the question was called, voting for James McCall to fill the position of Vice Chairman for the Electoral Board was done by roll-call vote.

Roll Call Vote for James McCall to be Vice Chairman:

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

APPOINTMENT OF NEW OFFICERS OF ELECTION

The DE/GR stated there were no new officers of election (OE) requiring appointment and that there were sufficient OEs available to satisfactorily staff at all precincts for the Democrat Primary on June 8, 2021.

DIRECTOR OF ELECTIONS/GENERAL REGISTRAR REPORT

The DE/GR provided a succinct update on several matters for the Electoral Board.

- PPE required for OEs – OEs will continue to follow CDC and State/Local guidance. Changes are moving towards a relaxation in previous precautionary measures as the public health situation improves. OEs will follow the changes and be sensitive to both other OEs and voters; NOTE: Voters are not required to wear a mask in the precincts but will be asked to adhere to social distancing.
- Sign & Signal Section – Placement of voting signage. The DE/GR met with Sign & Signal staff to discuss the placement of signage throughout the City to support this primary election. The DE/GR stated the meeting was most productive and asked that members of the Electoral Board check the placement of signage throughout the City of Fairfax the evening of June 7, 2021. The Secretary stated that members of the Board will ensure the correct placement of signs.
- Delivery of Voting Equipment – There will be a modification to the delivery of voting equipment to ensure the timely delivery to certain precincts. The Electoral Board will arrange for the necessary change.
- Voting Equipment Form/Fit – The DE/GR discussed the equipment and possible changes in the form/fit of some equipment; this information will be used by the Electoral Board to facilitate expeditious delivery and precinct storage of voting equipment.



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ELECTORAL BOARD DISCUSSION

The Electoral Board discussed the delivery of voting equipment and the Secretary distributed a list of activities and indicated changes may be necessary because of the need to modify the scheduled delivery of equipment. The Secretary will distribute an update the morning of June 7, 2021. Because of the improvement in the public health situation, the Chairman suggested the Electoral Board return to its pre-pandemic process of providing refreshments to OEs. After discussion, the Secretary stated he would make the necessary arrangements.

REVIEW/UPDATE OF CALENDAR

Changes to the previous schedule were provided by the DE/GR. As necessary, scheduled OE training may be enhanced to ensure all OEs receive required training.

DATE FOR NEXT MEETING

A meeting of the Board was not necessary to schedule as the Electoral Board will be present on June 7, 2021, for voting equipment delivery.

CLOSED SESSION

At 2:10 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)); public safety (§ 2.2-3711 (A) (19)), voting security (§ 2.2-3711 (A) (34)) 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 2:33 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.

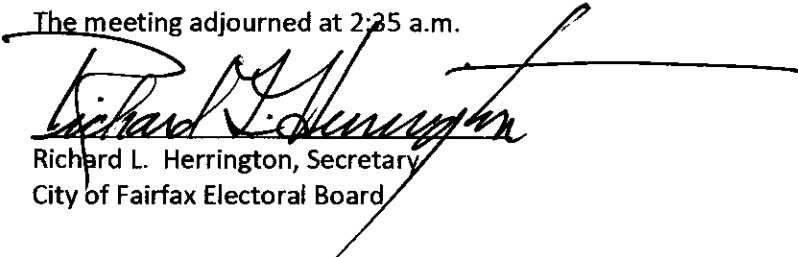
At 2:34 p.m., the Secretary moved the Electoral Board of the City of Fairfax certify that in closed session just concluded, the only matters discussed were personnel matters, legal consultation, public safety and voting security issues, as identified in the motion to close the meeting pursuant to the 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>
Chairman	Jeffrey White	<u>Aye</u>
Vice Chairman	James McCall	<u>Aye</u>
Secretary	Richard L. Herrington	<u>Aye</u>

ADJOURNMENT

The meeting adjourned at 2:35 a.m.


Richard L. Herrington, Secretary
City of Fairfax Electoral Board