

OFFICE OF THE ELECTORAL BOARD VOTER REGISTRATION



Brenda F. Cabrera
Director of Elections/
General Registrar



Electoral Board
Member: Richard Herrington
Member: James McCall
Member: Dennis Egan

ELECTORAL BOARD MEETING JANUARY 19, 2023

CALL TO ORDER

Mr. Richard Herrington, Electoral Board member, chaired and called the meeting to order at 10:00 a.m.

PRESENT

Mr. Dennis Egan, Electoral Board member; Mr. Richard Herrington, Electoral Board member; Mr. James McCall, Electoral Board member; and Ms. Brenda Cabrera, Director of Elections/General Registrar (DE/GR) were present.

MEMBERS OF THE PUBLIC TO SPEAK

There were no members of the public present to speak.

ELECTION OF ELECTORAL BOARD MEMBERS

Electoral Board Organization: § 24.2-106.B. of the Code of Virginia requires electoral boards to elect members to the positions of chairman, secretary and vice-chairman; the chairman and secretary shall represent different political parties. Duties of board members are specified in § 24.2-107 was discussed.

Nominations were put forward:

- Nomination for Chairman: Mr. James McCall
- Nomination for Secretary: Mr. Richard Herrington
- Nomination for Vice-Chairman: Mr. Dennis Egan

Nominations were closed and votes cast. Mr. James McCall was elected Chairman; Mr. Richard Herrington was elected Secretary; and Mr. Dennis Egan was elected Vice-Chairman.

CONDUCT OF ELECTORAL BOARD MEETINGS

The Electoral Board discussed the manner in which Board meetings would be advertised and conducted. It was the sense of the Board that future meetings will be chaired by the Secretary; the Secretary will be responsible for creating meeting agendas and coordination with the DE/GR staff for the advertisement of Board meetings.

APPROVAL OF MINUTES ELECTORAL BOARD MEETING NOVEMBER 28, 2022

The Secretary moved the minutes for the November 28, 2022 Electoral Board meeting be approved as written; the Chairman seconded the motion and when the question was called, the motion was approved by the Secretary and the Chairman. The Vice Chairman, not present at the November 28, 2022 meeting, did not vote.

10455 Armstrong Street, Suite 300 • Fairfax, Virginia 22030 • Telephone (703) 385-7890

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City of Fairfax
Electoral Board Meeting
January 19, 2023



DIRECTOR OF ELECTIONS/ GENERAL REGISTRAR (DE/GR) REPORT

The DE/GR provided an update on the following subjects:

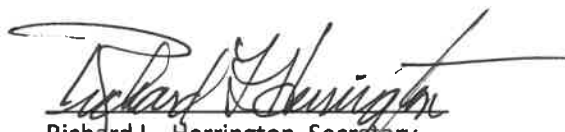
- a. Office Construction – Improvements in the Office of Elections continues; an update on the probable completion date will be provided when the contractor updates the DE/GR
- b. Budget Overview – The DE/GR and the Deputy GR are preparing a preliminary budget and are coordinating with City staff; there are a few areas which will require a rebalance. There are no pressing issues.
- c. Schedule of elections and training – A new schedule is in the process of being developed and is dependent on the decision of the Democrat Party to select a method of choosing candidates and the need to hold a primary.
- d. Officer of election numbers – The overall numbers of appointed officers of election (OEs) are sufficient to support election activities this year. One application for appointment as an officer of election was presented to the Board and without objection, the individual was appointed.
- e. Other “Items of Note” –
 1. Campaign Finance Deadlines – Two candidates for office have not submitted required reports in a timely manner; both situations are being handles as required by law.
 2. ELECT distributed “Electoral Board Job Description” for review; comments to be submitted by COB January 20, 2023 – The Electoral Board will review and provide comments to the DE/GR by COB Friday, January 20, 2023.
 3. ELECT has promulgated new cyber security standards; the EB will need to meet in April with the head on the City of Fairfax IT Department to review the new standards.
 4. DE/GR announced her retirement will be effective October 1, 2023.

ANNUAL VEBA MEETING, MARCH 24-26, 2023

The annual VEBA meeting will be held in Roanoke VA at the Hotel Roanoke and Conference Center located at 110 Shenandoah Ave., Roanoke, VA. The Vice Chairman will attend ELECT/VEBA required training for new or reappointed electoral board members on March 24, 2023 and all three Board members will attend the meeting on March 25-26, 2023. Hotel rooms and registration for the Electoral Board and DE/GR have been handled by the DE/GR staff. There was discussion of travel arrangements as Board members and the DE/GR will drive to Roanoke.

ADJOURNMENT

The meeting adjourned at 10:52 a.m.



Richard L. Herrington, Secretary
City of Fairfax Electoral Board