

OFFICE OF THE ELECTORAL BOARD VOTER REGISTRATION



Director of Elections/General Registrar
Brenda F. Cabrera

City of Fairfax Electoral Board Meeting May 19, 2023



Electoral Board
Chairman: James H. McCall
Chairman: Dennis J. Egan
Secretary: Richard L. Herrington

ELECTORAL BOARD MEETING MAY 19, 2023

CALL TO ORDER

The Secretary called the meeting to order at 10:33 a.m.

PRESENT

Mr. James McCall, Chairman; Mr. Richard Herrington, Secretary; AND Ms. Brenda Cabrera, Director of Elections and General Registrar (DE/GR). Mr. Dennis Egan, Vice Chairman, was not present but joined the meeting electronically at 11:14 a.m. (authorized by EB Policy 2, Electronic Participation in Meetings).

MEMBERS OF THE PUBLIC TO SPEAK

There were no members of the public present to speak.

APPROVAL OF ELECTORAL BOARD MEETING MINUTES JANUARY 19, 2023; FEBRUARY 17, 2023; AND MARCH 8, 2023

The Secretary moved the minutes for Electoral Board meetings of January 19, 2023; February 17, 2023; and March 8, 2023 be approved as written. The Chairman seconded the motion and when the question was called, the motion passed unanimously.

VEBA – ELECTORAL BOARD MEMBER TRAINING JULY 20, 2023

The Vice Chairman is registered for and will attend the ELECT required training conducted by VEBA on July 20, 2023 in Richmond VA; this required training is a one day 'bootcamp' for newly appointed or newly reappointed electoral board members.

PRECINCT 1 – LOCK FOR STORAGE OF ELECTION EQUIPMENT

The Secretary reported an Electoral Board controlled lock was installed on the door to the storage closet in Precinct 1 used to harbor election equipment prior to and after an election. A new entry key to allow building access was issued to the Secretary. The Chief OE for Precinct 1 will be issued both keys prior to any election.

OFFICERS OF ELECTION

APPLICATIONS AND NOMINATIONS

The DE/GR stated there were no applications pending.

PROPOSED CODE OF CONDUCT FOR OFFICERS OF ELECTION

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The DE/GR presented to the Electoral Board a proposed “City of Fairfax – Election Officer Code of Ethics and Conduct” which would apply to all appointed officers of election (OEs); the proposed document codifies the importance of OEs following and supporting the training and guidance provided by the Electoral Board, DE/GR and the staff of the Office of Voter Registration. The Chairman moved that the document be approved; the Secretary seconded the motion and when the question was called, the motion passed unanimously.

SCHEDULE FOR NEXT SIX MONTHS

The Electoral Board and DE/GR discussed the published schedule. Of note was the Democrat Primary Election scheduled for June 20, 2023.

DEMOCRAT PRIMARY – JUNE 20, 2023

EQUIPMENT DELIVERY, CHIEF OE MEETING, and EPB L&A

The Secretary provided the Board with a detailed schedule of events necessary to support the Democrat Primary Election. The schedule will be followed to ensure there is adequate support for delivery of voting equipment to precincts, providing Chief OEs with precinct opening materials, testing of EPBs, ballot distribution and collection of ballots and other related materials following the closing of polling places (precincts) on Election Day.

SIGNS FOR PCT 5 & 6

A new sign for Precinct 5 has been created; the Secretary will arrange for the new sign to be stored with other precinct signs. Existing signs for Precinct 6 will be reviewed and modified as necessary on Tuesday, May 23, 2023 to ensure adequate signage for Precinct 6.

DIRECTOR OF ELECTIONS/GENERAL REGISTRAR

The DE/GR provided the Electoral Board with the following report:

- An analysis of 2022 Election votes cast by mail, early voting and on Election Day
- An update on early voting; as of May 18, 2023, 338 voters had cast ballots. This compares to the same date in 2019 when a total of 87 voters had cast ballots.
- A list of all active OEs supporting the City of Fairfax
- A list of OEs assigned to precincts

CLOSED SESSION: PERSONNEL MATTERS

At 12:25 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)) and that the DE/GR be present. The motion was seconded by Chairman and when the question was called, the motion passed unanimously.

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At 1:08 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 1:09 p.m., the Secretary made the following motion: "I move the Electoral Board of the City of Fairfax certify that in closed session just concluded, the only matters discussed were personnel matters, as identified in the motion to close the meeting pursuant to § 2.2-3711 (A) (1) of the Code of Virginia." The 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	James H. McCall	<u>Aye</u>
Vice Chairman	Dennis J. Egan	<u>Aye</u>
Secretary	Richard L. Herrington	<u>Aye</u>

ADJOURNMENT

The meeting adjourned at 1:22 p.m.



Richard L. Herrington, Secretary
City of Fairfax Electoral Board