

# OFFICE OF THE ELECTORAL BOARD VOTER REGISTRATION



Director of Elections/General Registrar  
Wannicha "Ike" Rojanapradith



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

## AGENDA: ELECTORAL BOARD MEETING AUGUST 28, 2024

### CALL TO ORDER

The Secretary called the meeting to order at 2:00 p.m.

### PRESENT

Present for the meeting were Ms. Mary McDaniel, Chairman; Mr. Dennis Egan, Vice Chairman; Mr. Richard Herrington, Secretary; and Ms. Wannicha Rojanapradith, Director of Elections/General Registrar (DE/GR).

### MEMBERS OF THE PUBLIC TO SPEAK

Mr. Billy Bates, a resident of the City of Fairfax, spoke with the Electoral Board concerning two matters; the possible installation of addition of drop boxes throughout the City of Fairfax and the extension of early voting hours. Mr. Bates suggested additional drop boxes and extended voting hours for early voting would facilitate greater voter participation in elections. The Electoral Board thanked Mr. Bates for his suggestions and after discussion, told Mr. Bates that both suggestions will require a cost-benefit analysis which could only be conducted after the November Presidential Election. Mr. Bates thanked the Electoral Board for listening to his suggestions and departed the meeting.

### APPROVAL OF MEETING MINUTES, JUNE 19-25, 2024

The Chairman moved the minutes for the June 19-25, 2024, meeting be approved as written. The Vice Chairman seconded the motion and when the question was called, the motion passed unanimously.

### ADA COMPLIANCE CONFIRMATION (CODE OF VIRGINIA §24.2-310(C))

Pursuant to the requirements of §24.2-310(C) of the Code of Virginia, the Electoral Board is required to certify to the Department of Elections (ELECT) that all polling places in the City of Fairfax are currently compliant with the requirements of the ADA (§ 42 USC 12132), the Voting Accessibility for the Elderly and Handicapped Act (§52 USC 20102), and the Virginia with Disabilities Act (§51.5-1 et seq.).

The Vice Chairman moved that the Electoral Board confirm 2024 ADA Compliance Confirmation and that the Secretary of the Electoral Board attest to 2024 ADA Compliance Confirmation. The Chairman seconded the motion and when the question was called, the motion passed unanimously. The Secretary signed the confirmation and provided the attested form to the DE/GR for submission to ELECT.

### CERTIFICATION OF VOTING SYSTEM SECURITY PLAN REVIEW (CODE OF VIRGINIA §24.2-625.1(D))

Pursuant to §24.2-625.1(D), Electoral Boards must annually review and update as necessary their locality's Voting System Security Plan to ensure the security and integrity of its electronic voting systems. Compliance with this requirement is certified in a letter submitted by the Electoral Board to the Department of Elections and signed by all members of the board.

The Vice Chairman moved that the Electoral Board certify to ELECT that the Electoral Board "Voter System Security Plan", updated in April 2024, satisfies the requirements of §24.2-625.1(D), that all Board members sign

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the certification and that the signed certification be transmitted to ELECT by the DE/GR. The Chairman seconded the motion and when the question was called, the motion passed unanimously. All Board members signed the certification which was given to the DE/GR for submission to ELECT.

### **OFFICER OF ELECTION APPLICATIONS AND NOMINATIONS (CODE OF VIRGINIA §24.2-107 & §24.2-115)**

Ms. Shelly Kozlowski, chief deputy registrar for the City of Fairfax, presented to the Electoral Board a list of eleven (11) individuals that applied to be an officer of election (OE) for the City of Fairfax. Ms. Kozlowski noted that three of the individuals had previously served as OEs, but their appointments had lapsed. Follow discussion of the various applicants, the Chairman moved that the eleven (11) individuals be appointed OEs. The Vice Chairman seconded the motion and when the question was called, the motion passed unanimously.

### **PRESIDENTIAL ELECTION NOVEMBER 5, 2024**

#### **a. VERIS SDR CHANGES AND VETERAN'S DAY IMPACT ON CANVASS**

The Secretary discussed the recent changes in election law related to same day registration (SDR) which allows three (3) additional days for processing of SDR applications and Veteran's Day holiday which must be observed. The Canvass for the Presidential Election will start on November 6, 2024 but may not be able to finish before November 13, 2024. All Electoral Board members indicated their availability through the week of November 11, 2024.

#### **b. EQUIPMENT DELIVERY DATE AND TIME:**

The Secretary distributed, for review by Board members and the DE/GR, an Election Day Support Plan. The plan was discussed and it was the sense of the Board that the plan was comprehensive.

### **DIRECTOR OF ELECTIONS/GENERAL REGISTRAR REPORT**

#### **a. OFFICER OF ELECTION SUPPORT FOR PRESIDENTIAL ELECTION**

The DE/GR stated with confidence that there will be sufficient OEs to support the November Presidential Election; she credited the chief deputy registrar, Ms. Shelly Kozlowski with the recruitment and scheduling of OEs.

#### **b. BALLOT SIZE**

The DE/GR confirmed the ballot for the November Presidential Election will be legal size (8½" x 14") and two-sided. Federal Offices (Presidential, Senatorial, Representatives), City Mayor, City Council, City School Board, City Public School Referendum and a Commonwealth Constitutional Amendment will be on the ballot; in addition, federal only ballots will be required. The DE/GR is working closely with ELECT because the ballot proofing process is impacted by the political parties. Resolution will be obtained by September 13, 2024. With the approval of the Electoral Board the DE/GR ordered sufficient ballots to support early voting (80% of registered voters) and 100% of registered voters for in person and by mail voting.

#### **c. PUBLIC SCHOOL BOND REFERENDUM**

The City Treasurer and City Attorney provided the DE/GR with the plain language explanation of the City Public School Referendum.

### **NEW BUSINESS**

The DE/GR stated three items have come to her attention that needs to be shared with the Electoral Board:

1. Disposal of older voting equipment

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- Loudoun County has indicated an interest in procuring the OVO and OVI previously used by the City of Fairfax. The DE/GR will pursue the manner.
2. The Republican Party of Virginia (RPV) requested an exhaustive list of election related materials and asks that these materials be provided without formal FOIA requests. These materials include; names and assignment of OEs; list of voting equipment, numbered seals, protective counter numbers; advance notice of pre-processing schedules; copies of completed drop-off chain of custody forms; executed provisional ballot log; and other materials. The DE/GR determined the request will necessitate a FOIA and so informed RPV. The Electoral Board concurs in the DE/GR's decision.
  3. Governor Youngkin issued an Executive Order Number Thirty-Five (2024) titled, "Comprehensive Election Security Protecting Legal Voters and Accurate Counting." The executive order requires actions already completed or scheduled to be completed by the Electoral Board and DE/GR.

### CLOSED MEETING – PERSONNEL ISSUES

At 3:29 p.m. the Secretary stated, "I move the Electoral Board of the City of Fairfax be convened in closed session to discuss personnel matters pursuant to § 2.2-3711 (A) (1) of the Code of." The motion was seconded by the Chairman and when the question was called, the motion passed unanimously. At 3:36 p.m., the Secretary moved that the closed meeting of the Electoral Board to discuss personnel and voting equipment security issues be adjourned. The motion was seconded by the Vice Chairman and passed unanimously.

The Secretary stated, "I move the Electoral Board of the City of Fairfax certify that in closed session just recessed the only matters discussed personnel matters as identified in the motion to close the meeting pursuant to the Virginia Freedom of Information Act, and that the motion be approved in open session." The Chairman seconded the motion. When the question was called, the motion passed unanimously:

#### Roll Call Vote:

	<u>Name</u>	<u>Vote:</u>
Chairman	Mary McDaniel	<u>Aye</u>
Vice Chairman	Dennis Egan	<u>Aye</u>
Secretary	Richard L. Herrington	<u>Aye</u>

### ADJOURNMENT

The meeting adjourned at 3: 38 p.m.

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Richard L. Herrington  
Secretary