



VOTER REGISTRATATION AND ELECTIONS City of Fairfax



Brenda F. Cabrera
Director of Elections
General Registrar

Electoral Board
Secretary: Richard Herrington
Chairman: John Harold
Vice Chairman: Dean Ross

August 18, 2016 Electoral Board Meeting Minutes

1. Call to Order

The Secretary called the meeting to order at 10:00 a.m. Present were Richard Herrington, Secretary; Thomas Ross, Vice Chairman; and Nancy Tingen, Deputy General Registrar. The Chairman, John Harold called at 10:03 a.m. stating he was delayed but would arrive in the next 15 to 20 minutes. The Secretary continued the meeting.

The Vice Chairman thanked the Secretary and Deputy GR for their presentation of factors surrounding the conduct of any election to the City Council and assembled citizens the evening of August 16, 2016. The Secretary and Deputy GR thanked the Vice Chairman for his kind remarks.

2. Approval of Minutes, EB Emergency Meeting 16 August 2016; minutes of the EB July 14, 2016

The Vice Chairman moved that the minutes for both meeting be approved as written and recommended waiting for the Chairman to arrive before voting. The Secretary seconded the motion and it was laid on the table.

3. Officer of Election (OE) Applications

The Deputy GR presented to the EB a list of 19 potential officers of election. The Secretary thanked the GR and the Deputy GR for all their efforts to recruit OEs and was excited so many citizens had responded to the recruiting efforts. The Secretary and Vice Chairman proceeded to review the applications. Applications were in the process of being reviewed by the Secretary and Vice Chairman when the Chairman joined the meeting at 10:17 a.m.

The Secretary immediately provided the Chairman with an update of the meeting; a motion on the table to approve the minutes of the EB Emergency Meeting 16 August 2016 and the minutes of the EB July 14, 2016; and a review of the applications of the 19 OEs. After review of the applications the Vice Chairman moved that all OE applications be accepted. The Secretary seconded the motion and it was passed unanimously.



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The Secretary, after the Chairman had the opportunity to review the minutes of the EB Emergency Meeting 16 August 2016, stated the Vice Chairman had moved and the Secretary had seconded the Vice Chairman's a motion to approve the minutes of the EB Emergency Meeting 16 August 2016 and the minutes of the EB July 14, 2016; after discussion, the motion was passed unanimously.

4. Public Comments

The Secretary anticipated the attendance of one citizen of the City who indicated to the GR there were questions he wished to ask the EB. The Secretary briefed the EB and Deputy GR that he had spoken with the individual just after the swearing in ceremony for the interim Mayor and the individual indicated he would not interact with the GR or EB as he was trying to move out of the City of Fairfax. The Secretary shared with the EB a draft letter he anticipated the EB would send to the individual if he appeared at the EB meeting this day. The letter will be filed without action.

5. Resignation of Mayor effective August 11, 2016

a. EB/GR Staff support provided to the City Manager/City Counsel

The EB discussed the efforts of the GR and staff to provide information to the City Manager and to City Council to assist their efforts as the City had to take steps to meet the challenge of the Mayor resigning. Over several days, the GR and staff worked closely with the City Manager and City Counsel and provided continual updates to the EB.

b. EB/GR preparation for City Council Special Meeting

The Secretary commended the GR and staff for their diligent and professional support of the City Administration and the excellent communications which allowed the EB to remain closely apprised of the decisions being made by the City staff.

6. Special City Council Meeting 16 August 16, 2016

a. Determine a date for Special Election for Mayor – February 7, 2017

The GR and staff created a chart for the Special City Council meeting which displayed all Tuesdays between November 15, 2016 and November 7, 2017. The chart was annotated with the various encumbrances which impact the conduct of any election in the City of Fairfax. This chart was used by the Secretary the evening of August 16, 2016 to explain to the City Council and assembled citizens the factors that should be considered in selecting a date for a special election for Mayor of the City of Fairfax. The Secretary, speaking for the EB and GR, explained the EB and GR could and would support any date selected by the City Council for the special election but it was outside



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the purview of the EB and GR to recommend or select a date for the election – that responsibility rested with the City Council. After discussion, the City Council selected February 7, 2017 as the date for the special election for Mayor of the City of Fairfax.

- b. Appointment of Interim Mayor for City of Fairfax – August 17, 2016
The City Council went into closed session to select an interim Mayor. The result was Mr. Steven Stromberg, a former Council member, was selected by the City Council. Mr. Stromberg was sworn in as Mayor on August 17, 2016 at 10:00 a.m.

7. Fall Festival October 8, 2016

The EB will attend the Fall Festival with voting equipment for the purpose of educating the public on the use of the equipment. The Chairman will be the point of contact with Parks & Recreation so the EB can be located in a “spot” which will allow 120VAC power to be made available and used by the OVO and OVI.

- a. Set-up lessons learned – The EB discussed issues which impacted the set-up and use of the equipment; equipment configuration and passwords will be checked prior to use.
- b. Location – Parks & Recreation will be requested to assign a spot where electrical power can be obtained.
- c. EB members will man the booth/space; the Secretary will provide a canopy and the new banners obtained by the GR will used

8. VEBA September 14, 2016

Attendance at VEBA was discussed. Both the Secretary and Chairman will be out of town. The Vice chairman and possibly the GR will attend.

9. GMU Event September 20, 2016

The Vice Chairman reported the event is still a go – it will start at 4:00 p.m. and last until 7:00 p.m. Pizza will be served! The EB and GR will be offered the opportunity to share two short presentations that will explain the function of the EB and GR and how citizens are afforded the opportunity to vote

10. Status/Risk Assessment

The Secretary reported the risk assessment document is in work.



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11. ADA Survey

The Secretary reported the survey conducted by the EB would to be reviewed and conducted a second time as the U.S. Department of Justice had promulgated a new checklist for polling places effective June 2016. The Secretary indicated a review of the new checklist indicates it will only take a few days to complete the survey. There will be potential issues at two polling locations which can be resolved short-term by specific action on election day. Long term, it may be that a private/public agreement will be needed to be reached at one polling location.

12. GR Annual Evaluation

The Secretary reported the GR would meet with the EB at their convenience to discuss her annual evaluation. The Secretary asked the EB members to consider the GR's request for the next time the EB would meet.

13. Closed Session

At 10:33a.m., upon a motion made by the Secretary, seconded by the Vice Chairman, and passed by a vote of Electoral Board, the Electoral Board went into closed session pursuant to Section 2.2-3711.A.1 of the Code of Virginia for, "Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body; ..."

At 10:44p.m., upon a motion made by the Secretary, seconded by the Vice Chairman, and passed by vote of the Electoral Board, the Electoral Board reconvened in open session.

Upon a motion made by Secretary, seconded by the Vice Chairman, and passed upon affirmative roll call vote in open session, it was certified that (i) only public business matters lawfully exempted from open meeting requirements and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the closed session or meeting by the Electoral Board.



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ROLL CALL VOTE:

Chairman, John Harold _____: Yea


Vice Chairman, Tom Ross _____: Yea

Secretary, Rickard Herrington _____: Yea

The EB moved to open session at 10:45 a.m.

14. Adjournment

The meeting adjourned at 10:46 a.m.


Richard Herrington, Secretary
City of Fairfax Electoral Board