

MINUTES

City of Charlottesville Electoral Board Meeting of March 20, 2017

The meeting was called to order by the chair at 12:00 noon in the office of the Albemarle County General Registrar. Those present were Electoral Board members Anne Hemenway (Chair) Jon Bright (Vice Chair) and Jim Nix (Secretary), General Registrar Rosanna Bencoach, Deputy Registrar Katie Mauller, Assistant Registrar Melissa Morton and three Albemarle County officials, General Registrar Jake Washburn, Deputy Registrar Lauren Eddy and Elections Manager Clarice Schermerhorn.

On a motion by the chair, seconded by the vice-chair, the agenda was approved unanimously without change.

There were no comments from the public.

Organization of the Central Absentee Precinct (CAP)

The main purpose of this meeting was to obtain information on how the Albemarle County Office of Voter Registration has organized its absentee voting procedures with the goal of using the knowledge gained to improve the operation of the Charlottesville central absentee precinct (CAP). Mr. Washburn presented an introduction and then Ms. Eddy went through a step-by-step description of the methods they use for the conduct of in-person absentee voting. She was then followed by Ms. Schermerhorn who spoke in detail about the pre-election day processing of ballots received by mail, the counting of absentee ballots on election day and the preparation of the CAP statement of results. Differences from the existing Charlottesville CAP procedures were noted, particularly in the handling of absentee ballot inventory issues and in the processing, prior to election day, of ballots received by mail. The Albemarle staff provided a written outline of their CAP procedures as well as samples of forms they have developed for use in processing absentee ballots.

Executive Session

At 1:05 p.m. there was a motion by the chair to close the meeting for the purpose of conducting a discussion of personnel matters. This motion was seconded by the secretary and approved unanimously.

The board reconvened in open session at 1:48 p.m. and the chair moved to certify, by recorded vote, that only matters exempted from the open meeting requirements were

discussed in the closed session. This motion was seconded by the vice-chair and approved unanimously. Copies of the motion closing the meeting and the certification following the closed session are attached to these minutes.

Next Meeting

The next meeting of the Board will take place at 5:45 p.m. on Wednesday, April 5, 2017 in the Charlottesville Office of Voter Registration.

The meeting was adjourned at 1:50 p.m.

Respectfully submitted:

James Nix, Secretary

Anne Hemenway, Chair

Jon Bright, Vice Chair