

MINUTES

City of Charlottesville Electoral Board Meeting of February 5, 2019

The meeting was called to order by the Chair at 5:50 pm on Tuesday, February 5, 2019 in the office of the Charlottesville General Registrar. Those present were Electoral Board members Anne Hemenway (Chair), Jon Bright (Vice Chair), and Jim Nix (Secretary), General Registrar Rosanna Bencoach, Election Manager Melissa Morton and Project Assistant Joyce McKenney.

On a motion by the Chair, seconded by the Vice Chair, the agenda was approved unanimously without change.

On a motion by the Chair, seconded by the Vice Chair, the minutes of the January 16, 2019 meeting were approved unanimously without change.

Public Comment

No members of the public were present for this meeting.

Registrar's Report

There was no written report by the General Registrar but she did report on the return of a key staff member from extended leave and the consequent reallocation of duties.

Election of Electoral Board Officers

The Registrar reported that Jon Bright has been reappointed to a three-year term on the Board. Following a brief discussion the Chair moved for the election of the following Board officers for one-year terms beginning on March 1, 2019:

Chair – Anne Hemenway
Vice Chair – Jon Bright
Secretary – Jim Nix

The motion was seconded by the Secretary and approved unanimously. The Vice Chair then signed a letter acknowledging that he has declined to serve either as Chair or as Secretary.

Appointment of Election Officers

Project Assistant Joyce McKenney presented a single application from an individual wishing to become an election officer. The application was reviewed by the Board and, on a motion by the Secretary, seconded by the Chair the following individual was appointed to a term of three years as an election officer: John S. Thompson

Ms. McKenney then reported that, of the 74 election officers with expiring terms invited to apply for reappointment, to date 50 have submitted applications for reappointment. Eight others have declined reappointment or moved. A number of others are expected to reapply at a later date. On a motion by the Chair, seconded by the Vice Chair, the 50 who have submitted applications were approved unanimously for reappointment for terms of three years.

Search for a New Registrar

The Board members briefly discussed the current job description for the General Registrar, as posted on the City's website, and the need for updating it to reflect changes in election law passed in recent General Assembly sessions. The updated job description will serve as the basis for a job announcement to be posted after consultation with the Charlottesville office of Human Resources. The Secretary was directed to produce a draft announcement and to meet with the HR director to learn the steps in the hiring process and discuss the schedule for the recruitment effort.

Next Electoral Board Meeting

The next meeting will take place in the office of the Charlottesville General Registrar at 5:45 pm on Tuesday, March 12, 2019.

The meeting was adjourned at 6:35 pm.

Respectfully submitted:

James Nix, Secretary

Anne Hemenway, Chair

Jon Bright, Vice Chair