

## **MINUTES**

### **City of Charlottesville Electoral Board Meeting of May 15, 2017**

The meeting was called to order by the chair at 8:30 a.m. 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, Deputy Registrar Katie Mauller, Assistant Registrar Melissa Morton and Assistant Registrar Patrick Cory.

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 secretary, the minutes of the April 24, 2017 meeting were approved unanimously.

#### **Public Comment**

The chair introduced Mr. Erich Reimer, new chairman of the Charlottesville Republican Party. Mr. Reimer provided some background on himself to include the fact that he has twice served as a Charlottesville election official.

#### **Report by the General Registrar**

The registrar presented a brief report focused on progress in the preparation for the June 13 primary which she described as on schedule.

#### **Appointment of Officers of Election**

Active recruitment of election officials remains suspended because we already have a sufficient number on the roster for this year's elections, however two applications have recently been received. Assistant Registrar Melissa Morton presented these to the Board with a recommendation that they be favorably considered. An application by Shirley Early, considered at the previous meeting but put on hold pending receipt of additional information, has been withdrawn by the applicant. The chair moved to appoint the two individuals. The motion was seconded by the vice chair and approved unanimously. The following were appointed as Charlottesville election officials:

Alice Gore  
Kelsey Lofton

### **Official Time for Opening and Closing Polls**

At the April 24 meeting a member of the public asked if there we had an official policy on the source to be used for establishing the accurate time for opening and closing polls. In a discussion of this question the staff members pointed out that the clocks installed in the schools and other city owned buildings used as polling places may not precisely display the correct time and, furthermore, were not under the control of the registrar's office. It was quickly agreed that, at each polling place, the chief election officer's cell phone would serve as the official timepiece for determining opening and closing times. The vice chair suggested that when a discrepancy between the clock on the wall and the chief's cell phone was discovered it would be helpful to place a sign on the greeter's table advising voters to ignore the inaccurate clock. The secretary then moved that the chief's cell phone would be the standard and that this policy would be posted at the greeter's table. The vice chair seconded the motion and it was approved unanimously.

### **Policy on Early Release of Some Election Officials**

The General Registrar provided the board members with copies of a paper she had prepared containing extracts from election laws related to this question and presenting her conclusions. The chair suggested that since training of election officials for the June 13 primary is about to begin it is too late to consider any changes to the current policy for the primary. The board members agreed to take up this question after June 13.

### **Posting of Electoral Board Meeting Notices**

At the April 24 meeting a member of the public asked if there was still a requirement to post paper notices of Electoral Board meetings on the door of the registrar's office in addition to posting electronic notices on the office website. Ms. Bencoch reported that she had checked the regulations and confirmed that not only is there a requirement to post a paper notice in the office but that it is also required to post this notice on the bulletin board customarily used for city government notices. She further reported that, as of this meeting, we are now in full compliance.

### **Review of Training Materials for Research Officers**

The General Registrar distributed copies of new drafts of the Voter Referral Worksheet and research officer training materials. She walked the board through a detailed explanation of the worksheet format and verbiage. Several suggestions were made by board members for improvements to the form. In particular, one change to the section to be completed by the poll book officers was considered important. Among the ten reasons for referring the voter to the research table or chief election official only in the case that a voter requests assistance in voting is that voter to be checked in

immediately at the poll book. That special case must be listed separately from the others on the form.

The board members also directed that a note be added instructing the research officer to call the General Registrar for all DMV related voting issues. The General Registrar agreed to make these changes in time for the first electronic poll book (EPB) officer training the next evening.

### **Executive Session**

At 9:18 a.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 vice chair and approved unanimously.

The board reconvened in open session at 10:35 a.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 noon on Wednesday, June 7, 2017 at the election office's warehouse, and will be followed by final logic and accuracy testing and sealing of the voting equipment to be used in the precincts for the primary election on June 13, 2017.

The meeting was adjourned at 10:40 a.m.

*Respectfully submitted:*

James Nix, Secretary

Anne Hemenway, Chair

Jon Bright, Vice Chair