

MINUTES

City of Charlottesville Electoral Board Meeting of November 7-13, 2017

The meeting was called to order by the Chair at 7:00 p.m. on Tuesday, November 7, 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 Charlottesville Clerk of Court, Llezelle Dugger. This meeting was convened for the purpose of compiling the results of the November 7, 2017 General Election and completing necessary follow-up actions including the canvass of the election to establish the official results, the review of provisional ballots, and the count of provisional ballots approved by the Electoral Board. There was no formal agenda for this meeting and no routine Board business was conducted.

Public Comment

Several members of the public and one press representative were present for portions of this extended meeting but there were no public comments.

Reporting of Election Results

Beginning shortly after the polls closed at 7:00 p.m., several members of the staff and one Board member tabulated election results received by telephone from election officials at the nine city precincts. The election results were recorded in the office on worksheets provided by the registrar as the precinct election officials read the numbers over the phone directly from the tabulation tapes printed by the electronic poll books and the ballot scanners. The registrar then entered the data from the worksheets into VERIS. While this was happening, the Board Secretary responded to several requests from candidate representatives for interim unofficial vote tallies as they were received by telephone.

Beginning with Central Absentee at approximately 9:00 p.m., the Chief Election Officers from each precinct arrived to turn in election documentation along with the digital memory devices on which the election results had been recorded. Assistant Registrar Melissa Morton, with assistance from a representative of Hart Intercivic (the voting machine contractor), downloaded the digital data into the stand-alone computer used to compile election results, and printed out complete tallies of election results by precinct. This process was completed for all precincts and the meeting was suspended at 10:05 p.m.

Canvass of the Election

The meeting was resumed at 9:15 a.m. on Wednesday, November 8, 2017 to begin the canvass of results. During the canvass of each precinct the statement of results form was examined to verify that the number of voters checked in and the number of ballots scanned matched the totals on the poll book and scanner tally tapes and that the number checked in was consistent with the number of ballots scanned. In two precincts the number of ballots scanned exceeded the number of voters checked in by one, possibly due to a failure to check in one outside-the-polls voter at each of these precincts. At another precinct there was a discrepancy of four ballots; the fact that a new physical set up, with the ballot officers located at the same table with the poll books, was tested at this precinct may have been a contributing factor. At this same precinct, one voter was looked up and found to be at a different precinct, but was issued a ballot and allowed to vote it. This policy will be reviewed prior to the next election and, if retained, will be accompanied by additional training to address the importance of making sure that each voter is properly checked in on the pollbook before the ballot is issued.

Provisional Ballot Canvass

At 11:00 a.m. the canvass was paused to open the provisional ballot canvass to allow provisional voters to address the Board concerning the status of their ballots. No provisional voters were present so the canvass was resumed.

Canvass Results

The canvass of the remaining five precincts, including Central Absentee, found no unexplained discrepancies. The canvass was completed at 3:00 p.m. with no errors or irregularities found that would change the unofficial election results reported on election night. However, the canvass did reveal a few minor errors in the election results reported in VERIS on Tuesday evening. These errors were a result of entering the data into VERIS from the phoned-in hand-written tabulations rather than from printouts of election results produced by the computer on which the data from the scanners had been downloaded. The phoned-in totals were available a bit earlier in the evening but the printouts from the computer were generated minutes after each precinct chief arrived at the office. All of these printouts were produced between 9:00 and 10:00 p.m. and each could have been entered into VERIS as soon as it was printed. The meeting was suspended at 3:00 p.m. at the conclusion of the canvass.

Provisional Ballot Canvass

The meeting was resumed at 9:08 a.m. on Monday, November 13. At 9:10 a.m. the Chair moved that the meeting be closed for the purpose of considering whether each

person who submitted a provisional vote at the election was qualified to do so. The motion also specifically allowed that the General Registrar Rosanna Bencoach, Deputy Registrar Katie Mauller and Assistant Registrar Anna Shingledecker remain present for the closed meeting. In accordance with the relevant statute, Charlottesville Democratic Co-chair Ivora Hinton and Charlottesville Republican Chair Stephen Harvey were also permitted to be present and were so for portions of the closed session. The motion was seconded by the Vice-chair and approved unanimously.

At 1:00 p.m. the Board returned to open session and the members certified by recorded vote that in the closed session just concluded the only matters discussed were the qualifications of provisional voters. By a series of motions by the Chair, seconded by the Vice-chair and approved unanimously, 37 provisional ballots were approved to be counted and 49 were rejected as ineligible to be counted. The approved ballots were then opened and scanned using one of the regular precinct scanners and the tally of provisional ballots was entered into VERIS by the General Registrar. Abstracts of votes for the election were then printed, signed by the Board members, and the Board seal was applied.

The next meeting of the Board was scheduled for 5:45 p.m. on Tuesday, December 5, 2017 in the office of the Charlottesville General Registrar.

The meeting was adjourned at 3:05 p.m.

Respectfully submitted:

James Nix, Secretary

Anne Hemenway, Chair

Jon Bright, Vice Chair