



**VOTER REGISTRATATION
AND ELECTIONS
City of Fairfax
April 23, 2018 Electoral Board Meeting Minutes**



**Brenda F. Cabrera
Director of Elections
General Registrar**

**Electoral Board
Secretary: Richard Herrington
Chairman: Curt Chandler
Vice Chairman: Lorraine Koury**

CALL TO ORDER

The Chairman called the meeting to order at 9:38 a.m.

PRESENT

Richard Herrington, Secretary; Curt Chandler, Chairman; Lorraine Koury, Vice Chairman; and Brenda Cabrera, General Registrar/Director of Elections.

MEMBERS OF THE PUBLIC TO SPEAK

There were no members of the public who wished to speak or observe the meeting.

APPROVAL OF MINUTES MARCH 27, ELECTORAL BOARD MEETINGS (AS AMENDED)

The Secretary asked that a motion be presented to approve the minutes of the March 27, 2018 Electoral Board minutes. The Chairman noted there were several typographical errors and the General Registrar indicated the minutes did not capture two subjects. At 9:48 a.m., the Chairman tabled discussion of the minutes until the next Electoral Board meeting. The Secretary thanked the Board members and the General Registrar for their diligence in the review and the draft minutes and took from them copies of the minutes which had been annotated with corrections.

"TIC-TOC" FOR NOW THROUGH May 4, 2018

The Chairman thanked the Secretary for a document distributed with the draft minutes of the March 27, 2018 Electoral Board meeting titled, "The following list of activities will be accomplished to support the City of Fairfax Election." The document is a detailed list of tasks which the Electoral Board needs to accomplish as part of its oversight responsibilities. The Chairman presented a day-by-day breakdown of tasks and lead a discussion of those activities. The Secretary noted that some of the tasks for Election Day preparation and Election Day conduct are security related and discussion of those matters should be truncated in the minutes of the meeting.

Tuesday, April 24, 2018

Central Absentee Precinct (CAP) L&A Testing – Testing will start at 5:00 p.m. At least one member of the Electoral Board should be in attendance.

Thursday, April 26, 2018

CAP Office of Election (EO) Training – The CAP training schedule for April 26, 2018 has been moved to Saturday, April 28, 2018 at 9:30 a.m. All CAP OE's will participate in the training provided by the General Registrar/Director of Elections and at least one member of the Electoral Board should attend.



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Saturday, April 28, 2018

CAP training will take place on Saturday, April 28, 2018. Training will start at 9:30 a.m. All CAP OE's will participate. At least one member of the Electoral Board should attend.

Make-up training for OE's will take place in the afternoon if required.

As a reminder, all Electoral Board members must review the City of Fairfax Voting System Security Plan within 72 hours of any election.

Sunday, April 29, 2018

Programing and testing of the electronic pollbooks (EPB) will be conducted by the General Registrar and the Assistant General Registrar. It is not necessary for any member of the Electoral Board to be present but is recommended if any Board member is not familiar with the process.

Monday, April 30, 2018

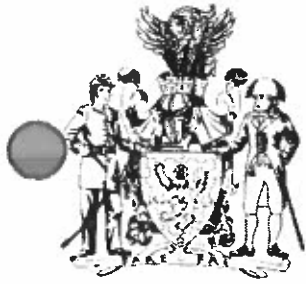
Deployment of Voting Equipment. Keys needed to facilitate voting equipment deployment will be picked up from the General Registrar's office by the Chairman. The Electoral Board will meet at Green Acres at 8:30 a.m. and accompany Sign and Signal personnel as they load and deliver voting equipment to the precincts. For this evolution, the Secretary will use the checklist for the voting equipment to be provided to each precinct and ensure the correct equipment and number of marking stations are delivered. The Vice Chairman will accompany the equipment as it is moved from the trailer into each precinct location and the Chairman will provide the security for the equipment still located within the trailer and vehicle. Once all voting equipment is delivered, the Electoral Board members will have lunch at a local restaurant.

The Electoral Board will assemble again at Sisson House at 3:00 p.m. to meet with the Chief Officers of Election (CO). At least one member of the Electoral Board will meet with each CO at the Sisson House; each CO will be sworn in by the Electoral Board (Electoral Board Policy #2) and receive the materials necessary to affect the opening of their respective precincts on Election Day. Last minute updates to security matters and personnel assigned to the precincts will be provided to the COs.

Tuesday, May 1, 2018

The Electoral Board will meet at 4:30 a.m. at Sisson House to pick up ballots for distribution to the precincts. The Secretary will take ballots to Precincts 1, 5, and 6. The Chairman and Vice Chairman will distribute ballots to precincts 2, 3, and 4. After ballots are delivered, the Board members will meet at the Dunkin Donut Coffee Shop on Main Street and pickup donuts and coffee for their respective precincts and deliver the same to the precincts. The Electoral Board will meet back at the Sisson House by 6:00 a.m. A copy of the list of OEs assigned to each precinct will be updated as necessary.

Dress code for the day – business casual.



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The Electoral Board will circulate throughout the City during the day and interact with the OEs. Plan for a lunch together somewhere in the City. Please refer to the activities sheet distributed at the March 27, 2018 Electoral Board meeting for details of the day's activities. All Board members will return to the Sisson House by 6:45 p.m. to await the appearance of precinct COs.

The post-election process developed over the past year will be followed:

The CO of each precinct will deliver their election materials to the General Registrar and one member of the Electoral Board on the first floor of the Sisson House except for '1A' and '2' envelopes.

The 1A and 2 envelopes will be taken to the second floor of the Sisson House where two members of the Electoral Board will receive the envelopes and discuss with the CO pertinent information related to Election Day activities. After all COs have delivered post-election materials and the General Registrar and Electoral Board have reviewed and packaged the materials, the Clerk of the Court will be contacted by the Secretary to coordinate the required delivery of certain election materials to the Court.

One of the Electoral Board members will provide the vehicle to be used to transport the election materials to the Clerk of the Court. It is anticipated all members of the Electoral Board will go to the court house with the election materials. Two members of the Electoral Board will accompany the election materials as they are moved into the storage area used by the Clerk of the Court. A receipt of all election materials will be obtained and returned to the General Registrar the following morning.

Wednesday, May 2, 2018

The Canvass and Provisional Ballot meeting will begin at 10:00 a.m. at the Sisson House. All Board members will arrive a few minutes prior to 10:00 a.m. to receive an update from the General Registrar concerning the status of research on any provisional ballots. The Canvass and Provisional Ballot meeting will be conducted as outlined in the GREB Handbook. Work to ascertain the results of the election will continue until all precincts have been examined. It is anticipated that ascertainment for all precincts will not be possible because voters who cast ID Only Provisional Ballots will have until 12:00 p.m. on Friday May 4, 2018 to present acceptable identification. The Electoral Board will recess as appropriate.

Thursday, May 3, 2018

The Canvass and Provisional Ballot meeting may reconvene on Thursday May 3, 2018 if the General Registrar reports sufficient information has been received that will allow the Board to continue its work.



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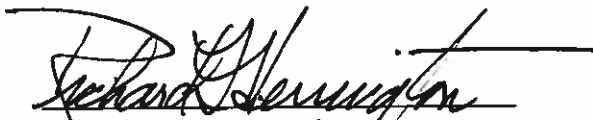


Friday, May 4, 2018

The Canvass and Provisional Ballot meeting will reconvene at 12:00 p.m. Friday May 4, 2018 unless the General Registrar reports sufficient information has been received that will allow the Board to continue to ascertain activity. Voters who cast ID Only Provisional Ballots have until 12:00 p.m. to present acceptable identification. Once this deadline is past, the Electoral Board will continue the work necessary for ascertainment and certification of the election.

ADJOURNMENT

The meeting adjourned at 11:36 a.m.


Richard L. Herrington, Secretary
City of Fairfax Electoral Board