



**OFFICE OF THE ELECTORAL BOARD  
GENERAL REGISTRAR  
City of Fairfax**



Minutes of March 23, 2005

The meeting was called to order by the Secretary at 3:05 pm.

Present were Kevin Linehan, Chairman; Dirk Brouwer, Vice Chairman; T. Q. Hutchinson, Secretary and John Harold, General Registrar. The Secretary presided.

Minutes of the February 10, 2005 meeting were approved as printed and distributed.

The Electoral Board agreed to reorganize with all incumbents retaining their previous offices.

The Board agreed that the best interest of the electoral process dictates that Phil Larsen no longer be appointed as Chief Office of Elections. The Board directed the Secretary to draft a letter advising Mr. Larsen of their decision and thanking him for his services. The letter would be signed by all members of the Board.

The Board agreed on procedures to be followed for the June 2005 Partisan Primary Election:

- (1) Two voting machines would be assigned to each precinct. Chief Officers of Election will be advised to open only one unless the number of voters dictates otherwise;
- (2) Each Machine will be capable of recording both primary elections;
- (3) One office of election will be assigned to each pollbook and count sheet;
- (4) Three spare machines will be available;
- (5) Partisan voting passes will be printed on colored card stock. Passes will be reused on site.

The General Registrar asked for a performance evaluation covering his second year of service. The Secretary agreed to prepare a draft for approval by the whole Board.

The meeting adjourned at 4:15 pm.

T. Q. Hutchinson,  
Secretary