



**VOTER REGISTRATATION
AND ELECTIONS**
City of Fairfax
September 29, 2016 Electoral Board Meeting
Minutes



Brenda F. Cabrera
Director of Elections
General Registrar

Electoral Board
Secretary: Richard Herrington
Chairman: VACANT
Vice Chairman: Dean Ross

1. Call to Order

The Secretary called the meeting to order at 10:04 a.m. Present were Richard Herrington, Secretary; Thomas Ross, Vice Chairman; and Brenda Cabrera, General Registrar/Director of Elections. The Chairman, John Harold resigned effective September 5, 2016 and the position is vacant until the Circuit Court appoints a replacement. A quorum being present, the Secretary continued the meeting.

2. Approval of the minutes.

A motion was made by the Vice Chairman to approve the September 1, 2016 minutes as written. The Secretary seconded the motion and it was approved unanimously.

3. General Registrar's Report:

The GR updated the EB on several items:

- a. Absentee Voting numbers: 500+ absentee ballots had been mailed. Of the number mailed, 50 had been received. An additional 62 people had voted in-person and three absentee ballots had been returned as undeliverable.
- b. Ballot preparation: 16,000 ballots had been received from the printer and required appropriate packaging for the precincts. The Secretary indicated that the Board would package the ballots prior to leaving the Sisson House.
- c. VEBA Comments: The Registrar presented her detailed report of the meeting and was thanked by the Board for the thoroughness of her report.



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- d. Officer of Election applications: There were seven Officer of Election (OE) applications. After review of the applications and discussion, the Vice Chairman moved and the Secretary seconded a motion to approve seven individuals (listed below) as OEs. The motion passed unanimously.

Caroline Egli
Elizabeth Kifonidis
Mike Pulex
Celeste Burley
Sheila Brantley
Robert Dewey
Jennifer Lovell

The Board commended the Registrar and her staff for their excellent recruitment campaign.

4. GMU Visit and Presentation

- a. Both the Board and Registrar stated the meeting was worthwhile and similar such meetings should be considered in the future. 12 students participated and five showed great interest in working in some capacity.
- b. Recommendation for future events; the Board discussed the need for better advertisement (timely advertisement) of future meetings. Adequate advertisement would realize increased participation which would be mutually beneficial to the City of Fairfax and GMU.

5. Electoral Board Member Resignation

- a. Letter at Circuit Court: The Vice Chairman reported the Chairman's resignation letter dated September 5, 2016 and a letter from the City of Fairfax Democrat Party recommending a replacement for the Chairman is in the hands of the Clerk of the Court.
- b. Status of replacement: The City of Fairfax Democrat Committee had provided the names of three qualified individuals to the Clerk of the



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Court with the recommendation to the Circuit Court that Mr. Curt Chandler be appointed to the Electoral Board.

- c. Recovery of Electoral Board access media (keys) / Change of access code – GR Storage; The Vice Chairman reported the successful recovery of all keys associated with Electoral Board membership. The Board will affect a change to the access code to the secure storage area.
6. Fall Festival October 8, 2016
 - a. The Vice Chairman reported he was coordinating with Parks and Recreation to obtain a space.
 - b. The Secretary stated he would provide a 10' canopy and table.
 - c. The Vice Chairman was coordinating with Parks and Recreation to obtain a small generator to power the OVO/OVI during the event.
 - d. In the secure storage area are two banners for the City Board that will be used in addition to a ballot box (complete with top) and a privacy booth if needed.
 7. November Election Preparation
 - a. First Responder coordination: The Secretary noted the meeting held September 23, 2016 and discussion followed. The Board is confident that the necessary due diligence has been performed. The meeting also ensured there would be continuing coordination between the Board, the Registrar and the first responder community.
 - b. Dunkin Donuts Heads Up for 8 Nov 2016: The Secretary has given the local 'Dunkin Donuts' store an estimate of the supplies needed on Election Day and will submit the necessary paperwork the store by October 14, 2016.
 - c. Third party observers: There was discussion concerning third party observers focuses on the ability to conduct normal operation while allowing third party observers to be present. The Registrar was authorized by the Board to coordinate any/all requests for third party observers.



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- d. Candidate observers: The Board briefly discussed the laws as it pertains to candidate observers and does not anticipate any issue.
- e. Media access: The Board briefly discussed the laws as it pertains to media access and does not anticipate any issue.
- f. Electoral law compliance
The Board discussed the need to ensure compliance with electoral laws, especially since there is the potential for some authorized activities to create delay. Close coordination with the SBE and ELECT will be maintained. Discussion focuses on the following areas of the Code of Virginia –
 - i. 24-2.604 Prohibited Activities
 - ii. 24-2.604.C Capturing of digital images by authorized reps prohibited (Mobile phone)
 - iii. 24-2.604.I Neutral observers authorized by GR or EB
 - iv. 24-2.604.J Restrictions on use of film or photography
 - v. 24-2.1011 Ballot or copy thereof not to be carried away
The use of mobile phones with cameras to create a 'selfie' is authorized (see AG Legal Opinion dated September 29, 2016) but is not grounds to impede or disrupt the voting process. The Chief in each precinct will establish measures to ensure the voting process is not inhibited/delayed by voters desiring to take a 'selfie.'
- g. Officer Training
 - i. Schedule: A review of the training schedule was accomplished.
 - ii. Materials (EDG, What If...): These documents will be distributed to the OEs as required and also will be posted on the City website.
 - iii. Refreshments at training events: The Secretary and Vice Chairman will coordinate appropriate refreshments for the training events.

8. ADA Compliance

The Board discussed the completed ADA survey and required document. The Secretary will review the Vice Chairman's comments and recommendation and a final report will be given to the Registrar by October 15. For the record, the City can report it is in compliance with ADA laws although allowed temporary measures will be taken at two



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precincts on Election Day; in both cases the issue is access through entry doors which can be adequately resolved.

9. Electoral Board and Registrar's Delegation of Tasks

The Secretary and Registrar discussed the delegation document. The Registrar agrees with the delegated duties and the Secretary noted the 2016 edition of the Electoral Laws of Virginia was being reviewed to determine what if any changes are need to the document.

10. Risk Assessment

The Secretary reported the risk assessment was still in work.

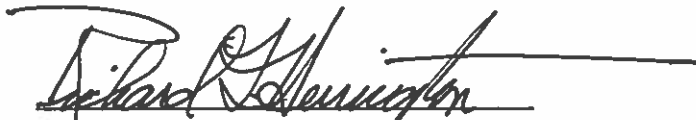
11. Next meeting

The next meeting will be tentatively scheduled for October 18, 2016 at 10:00 a.m. at the Sisson House.

12. Adjournment

The meeting adjourned at 11:59 a.m.

Respectfully submitted,


Richard Herrington, Secretary
City of Fairfax Electoral Board

