



**VOTER REGISTRATATION
AND ELECTIONS
City of Fairfax
December 5, 2016 Electoral Board Meeting Minutes**



Brenda F. Cabrera
Director of Elections
General Registrar

Electoral Board
Secretary: **Richard Herrington**
Chairman: **Dean Ross**
Vice Chairman: **Curt Chandler**

PRESENT:

Richard Herrington, Secretary; Tom Ross, Chairman; Curt Chandler, Vice Chairman; Brenda Cabrera, Director of Elections and General Registrar, Nancy Tingen, Deputy General Registrar and Ms. Olga Hernandez, a representative of the League of Women Voters for the City and County of Fairfax.

The Secretary called the meeting to order at 4:23 p.m. Ms. Hernandez was introduced and allowed a few minutes to discuss her reason for attending the meeting.

The minutes for the September 29, 2016 and November 9, 2016 meetings had not yet been reviewed by all EB members, therefore discussion of the minutes was set aside until the next scheduled meeting of the EB.

General Registrar Report:

Officer of Election (OE) Training; the General Registrar provided the EB with a tentative schedule of training and dates related to forthcoming elections. Discussion followed. It was determined the minimum number of OEs required to support known and potential elections would be approximately six (6) OEs. This tentative number would be used for planning.

November 8, 2017 Election Review:

A meeting was scheduled for 7:00 p.m. this evening with several of the Chiefs, Deputy Chiefs and Procedural Specialists to review the November 2016 Presidential election. The Secretary noted the General Registrar put together a Power Point presentation which would be used as the basis for asking the assembled group questions which would be used for improving existing practices and procedures. The Vice Chairman had additionally developed a list of similar questions. Some specific issues the Secretary was aware included comments made about the position of OEs in relation to the OVO and the use of privacy folders. The Secretary indicated the meeting later this evening would be the opportunity to discuss in detail all issues experienced by the OEs during the last election. It was also noted by the Electoral Board and the General registrar that the new signage which Sign and Signal had created for the Presidential election was absolutely outstanding; an appropriate acknowledgement of Sign and Signal efforts will be crafted by the Electoral Board.

EB and GR Action Plan for 2017:

The Secretary stated 2017 would be quite busy and a collective plan for all of 2017 should be put together. There was discussion of the various meeting either the Electoral Board and/or the General Registrar would have to attend; this included required ELECT training in June and the VEBA annual meeting in March. The Electoral Board and General Registrar agreed to work closely together to develop an overall plan for the year.



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City Council Election – Sometime in 2017...

The Chairman noted there would be a City Council election sometime in 2017 since all candidates for the mayoral election were council members and would therefore create a vacancy on the Council. The General

Registrar provided the Electoral Board with a list of all Tuesdays in 2017 from February 7, 2017 through November 7, 2017. A review of those dates indicates April 18, 2017 would be the first date potentially available for a City Council election. There are issues surrounding the election to fill a vacancy on the City Council; school in session, recount period for the mayoral and primary elections, holidays and code restrictions that address elections within 55 days of a General or Primary election. The General Registrar has provided City Counsel with the list of dates; City Counsel will develop a presentation for the City Council to make them aware of the issues.

February 7, 2017 Mayoral Election

The Secretary opened a discussion related to the mayoral election. Among the items discussed by the Electoral Board and the General Registrar were OE manning requirements, L&A Testing, Electoral Board review of Voting Equipment Security Manual, need for ADA Compliance and preparation of Chiefs' materials. The General Registrar stated ballot order for the mayoral election was complete and based on experience and use of Precinct Three, the Electoral Board needed to discuss use of Precinct Three with the Superintendent of Schools.

Voting Equipment Deployment February 6, 2017:

The Secretary presented an overview of voting equipment deployment for the mayoral election.

- Sign & Signal Coordination; vehicle and crew briefed and prepared
- Pick up of Equipment at Green Acres starts 8:30 a.m.
- Access previously coordination with all Precincts
- OVO/OVI/Ballot Box/Marking Stations/Signage

Electoral Board Plan, Election Day, February 7, 2017

The Electoral Board discussed the plan for Election Day.

- Meet early AM at Sisson House
- Ballots distribution; 2/3/5 and 1/4/6; DD distribution
- City circulation and availability
- Electoral law compliance
- §24-2.604 Prohibited Activities
- §24-2.604.C Capturing of digital images by authorized reps prohibited
- Polls close 7:00 p.m.; 730 pm – 11:45 p.m. EB activity and Clerk of Court preparation

February 8, 2017 Canvass:

There was a short discussion of planned activities to support the Canvass and Provisional Meeting. The meeting would be advertised to start at 10:00 a.m. on February 8, 2016. The ID-Only provisional ballot period of the Provisional Meeting would end at 12:00 p.m. on February 11. It was the consensus of the



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General Registrar and the Electoral Board that the Canvass could be potentially be completed on Thursday February 9, 2016 if any/all ID-Only provisional ballots could be handled.

Next Meeting:

Following a review of individual schedules, December 16, 2016 was determined to be the date for the next Electoral Board meeting. The meeting would begin at 10:00 a.m.

Use of Third Parties to Register to Vote:

The Vice Chairman stated he was distressed with the number of residents of the City and other individuals who had used third party organizations for registering to vote; in most cases, the individuals were not registered. There was considerable discussion about the problems associated with third party companies or organizations that did not comply with the requirements that surround voter registration application. It was the consensus of the Electoral Board and the General Registrar that this issue is an item that must be discussed at VEBA annual meeting in March and the ELECT required training in June.

The Chairman also reported he had visited with John Harold, the former Chairman of the Electoral Board, at his home. John has been suffering from ailments that have restricted his mobility. The Chairman reported John was in good spirit and looked forward to seeing other visitors.

Adjournment:

The meeting adjourned at 5:48 p.m.

Richard L. Herrington, Secretary
City of Fairfax Electoral Board

These minutes amended and approved December 16, 2016

Richard L. Herrington, Secretary
City of Fairfax Electoral Board



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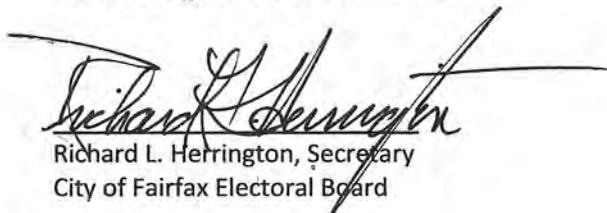
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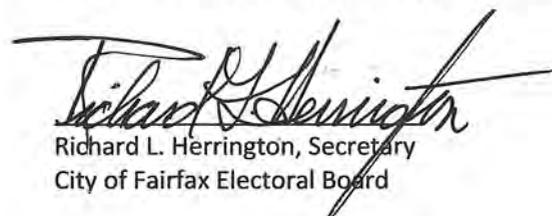
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