



**VOTER REGISTRATATION  
AND ELECTIONS  
City of Fairfax  
January 19, 2017 Electoral Board  
Emergency Meeting Minutes**



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

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

**Call to Order:**

The Secretary called the meeting to order at 4:30 p.m.

**PRESENT:**

Richard Herrington, Secretary; Tom Ross, Chairman (by telephone); Curt Chandler, Vice Chairman; and Brenda Cabrera, General Registrar/Director of Elections.

**MEMBERS OF THE PUBLIC:**

There were no members of the public present to address Electoral Board.

**DISCUSSION OF HART intercivic "ELECTION EQUIPMENT PILOT PROJECT":**

Once the Chairman joined the meeting telephonically, the Secretary stated the emergency meeting was called to consider a request made to the City of Fairfax General Registrar by "Hart intercivic" (Hart), a manufacture of voting equipment. Hart requested the City of Fairfax participate in a Hart pilot project related to the update of software used in Hart voting equipment. A description of the software change was distributed to the Electoral Board.

The General Registrar reported she had investigated the specifics of the Hart request. After receiving details of the pilot project, the General Registrar asked the Electoral Board to meet to consider participation in the pilot project because of the potential impact on the Mayoral Election and the need for Hart to expeditiously complete the required processes necessary for the distribution of the Hart software update. In the discussion that followed, the Electoral Board was briefed on the details of the Hart pilot project and Hart's need to complete as soon as possible all actions necessary so the installation of the software update could proceed.

- Hart is one of the four approved manufactures of voting equipment for the Commonwealth. Hart is attempting to earnestly complete Commonwealth required processes so a software update to Hart voting equipment (scanner and ADA compliant machine) can be, as soon as possible, installed on the Hart voting equipment used extensively in the Commonwealth.
- The pilot project is a part of State Department of Elections requirements that software updated for voting equipment be used in an actual election prior to distribution. This must be done prior to installing the software update on all Hart voting equipment in the Commonwealth.



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- With the Mayoral Election scheduled for February 7, 2017, Hart asked the General Registrar if the City of Fairfax could make use of one set of Hart voting equipment ((scanner and ADA compliant machine) to assist Hart expeditiously complete the required process.

With the information obtained by the General Registrar and shared with the Electoral Board, the Electoral Board determined support of the Hart pilot project would be in the best interest of the Commonwealth and the elections community. A motion was made by the Vice Chairman and seconded by the Chairman, " to support the "Hart intercivic" request for the conduct of a pilot project in the City of Fairfax as part of required processes for a new software release for Hart voting equipment." The motion passed unanimously. The Electoral Board will fully support the Hart pilot project.

- The Hart pilot project will be transparent to the voters of the City of Fairfax:
  - No changes to regular officer of election training are necessary.
  - The only noticeable change observed by the voter - the 'look' of the equipment.
  - Functionality is identical to the ESO equipment the City of Fairfax now uses.
  - Hart voting equipment tabulation will take place when the polling location closes at 7:00 p.m. February 7, 2017, concurrent with a supervised hand-count of ballots cast on the Hart voting equipment.
  - There will be no delay in the report of unofficial election results the evening of February 7, 2017

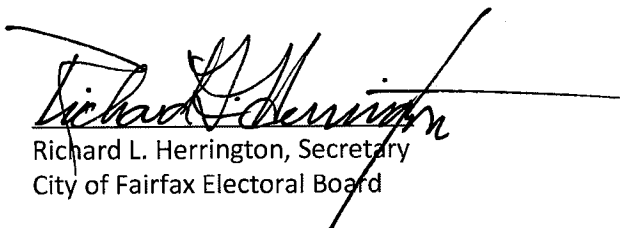
The Hart voting equipment will arrive next week. The General Registrar stated actions are being taken to prepare for the required L&A testing of the equipment and all candidates for Mayor (or their representatives) will be invited to observe L&A testing once it is scheduled during the week of January 23, 2017.

**NEXT MEETING:**

The next advertised meeting of the Electoral Board is Friday, February 3, 2017 at 10:00 a.m. The Secretary asked that the General Registrar post an amendment to that meeting which changes the starting time to 9:00 a.m. on February 3, 2017.

**ADJOURNMENT:**

The meeting adjourned at 4:57 p.m.

  
Richard L. Herrington, Secretary  
City of Fairfax Electoral Board