



# VOTER REGISTRATATION AND ELECTIONS

## City of Fairfax

### January 6, 2017 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, and Nancy Tingen, Deputy General Registrar.

The Secretary called the meeting to order at 10:05 a.m. He asked if the Board members had reviewed the minutes of the December 16, 2016 Electoral Board meeting and if so, would entertain a motion for their approval as written. The Chairman and Vice Chairman had not yet reviewed the minutes and the General Registrar indicated she had identified a few errors which should be corrected. Discussion of the minutes was suspended. No motion was made concerning the meetings minutes and the Secretary stated he would accept any/all input to ensure the draft minutes were corrected prior to their next review by the Electoral Board.

No members of the public requested to address Electoral Board.

The General Registrar/Director of Elections was given the floor to discuss a number of issues:

1. OE Assignment for February 7, 2017; precinct assignments were shared with the Electoral Board.
2. Appointment of Election Officers §24.2-115;
3. Training/Important Dates; updated for 2017; the General Registrar stated the established training is on schedule.
4. Absentee Voting starts February 7, 2017; the General Registrar and staff are prepared.
5. City Attorney response to questions regarding oath of office; at a previous Electoral Board meeting, the possibility of the Electoral Board allowing OEs to select an "oath of office" which would not conflict with their personal beliefs was discussed. The City Attorney believes providing an oath other than the oath specified in the Code would be a violation of the Code.
6. Third Party Registration Legislation; the General Registrar shared a list of the published proposed legislation and suggested the matter be an item for the VEBA meeting in March 2017.
7. Preparation of data for City Council – City Council Special Election 2017; the General Registrar and City Attorney are working together to provide relevant information to the next City Council Work Session which will be held January 10, 2017
8. Recount Legislation; the General Registrar shared the published proposed legislation with the Electoral Board.

Training materials for the February 7, 2017 Mayoral Election:

The Secretary, on behalf of the Electoral Board, commended the Deputy General Registrar, Ms. Nancy Tingen, for superior performance in the creation of election related training materials that will be used to train and guide the OEs on Election Day; he stated her professional comportsment and attention to the



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needs of the OEs is commendable. The Chairman and Vice Chairman added their personal thanks to the Deputy General Registrar for her dedication and diligence.

**EB Related Activities:**

1. Meeting in February 2017, appointments of OEs per §24.2-107; the Electoral Board will meet the first week of February as required by the Code.
2. Delegation of Duties document – the consensus of the Electoral Board remains that the document is appropriate but needs to be reviewed as several changes in the Code of Virginia has occurred. After discussion, it was determined the best method of reviewing the documents would be to form a working group for that purposed. The Secretary moved a working group composed of the Secretary and the Vice Chairman be formed to review the document and report to the Board. The motion was seconded by the Chairman and approved unanimously.
3. Legislative Day, January 17, 2017 Richmond – Discussion of VEBA’s “Legislative Day” centered on the value of attending the meeting. It was decided that at least one member of the Electoral Board and the General Registrar would attend. Both the Secretary and Chairman indicted they would attend.

**VEBA Annual Meeting: 3-5 March, Homestead:**

The Secretary asked if plans for VEBA attendance were on track. All Electoral Board Members and the General Registrar confirmed their attendance and the mode of travel. There will be more follow-up at the next Electoral Board meeting.

**DRAFT Dennis McNaughton Response:**

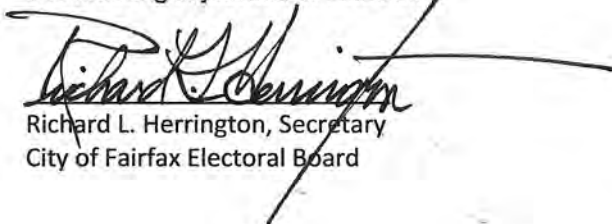
The Secretary shared a draft of the proposed response to Mr. McNaughton. After discussion and minor editing the response was approved. The Secretary shall respond to Mr. McNaughton.

**Next meeting:**

The Electoral Board selected February 3, 2017 for its next meeting which will convene at 10:00 a.m. at the Sisson House.

**Adjournment:**

The meeting adjourned at 11:26 a.m.



Richard L. Herrington, Secretary  
City of Fairfax Electoral Board