

Draft Minutes: City of Radford Electoral Board meeting 09/08/2016

Call to Order:

Chairman Dan Jett called the meeting to order at 10:00 am

Secretary Joe Mannon and Vice Chair Phyllis Turk were in attendance

Establish Quorum:

All Three members of the Board were present a quorum was established.

Also Attending:

Janet Parrish, Deputy Registrar,

Tracy Howard, General Registrar/Director of Elections

Minute Approval:

Ms. Turk moved the minutes of the June 21 meeting concerning required evaluation of the General registrar be approved.

Mr. Jett 2nd, voting yes

Mr. Mannon voting yes

Old Business: None

New Business:

Officer of Election discussion including:

New Officers, potential officers and required number at each polling place.

The Electoral Board determined a minimum of 10 officers would be required on Election Day.

Chief Officer Appointments for November 8th.

East: Christopher Quesenberry

Central: Jackie Stephens

West: Guy Wohlford

CAP: TBD

Director of Election instructed to notify Chiefs and Officers, and report to E-Board any refusals and potential new officers.

Security at polling places discussed, security Plan reviewed, DoE to contact local PD, Sheriff, FD, Electric, street department and City Manager's office with dates for Absentee office openings, and Election Day time frame. Director of Election to request meetings with principle contacts of each department.

Ballot preparation:

Director of Elections reports that Ballot Certification at the State Level is complete and Ballot order has been placed. In order to meet demand of heavy turnout and unfamiliarity of electorate with the New Voting system, 110% of the registered voter list as of Sept. 1 was used as the baseline ballot order.

9000 paper ballots are on order and expected to be received by Sept 19th, 2016.

CAP and machine set up L&A:

Absentee Voting set up prep work began in August and is progressing smoothly. The CAP voting machine will be L&A tested by September 20th and absentee voting will begin on September 23rd as required by law.

Felon updates:

DoE reports that the Felon restoration order of Gov. McAuliffe affected fewer than 10 local potential voters and further progress will be monitored.

Final day of registration in Virginia is scheduled for Monday October 17th.

Appointment of FOIA Officer:

As of July 1, 2016 The Code of Virginia requires posting of electoral board minutes to the locality website. In order to accomplish this posting a Freedom of Information Act officer should be appointed by each Electoral Board as recording secretary and public information officer for the locality.

A motion was made by Mr. Mannon to appoint Director of Election Tracy Howard as the point of contact and FOIA officer for the City of Radford Elections office.

Ms. Turk 2nd

Mr. Jett voting yes

The Good of the Order:

Congratulations to Secretary Joe Mannon for his induction into RHS Hall of Fame.

Adjournment:

Move to adjourn made by Mr. Mannon,

2nd by Ms. Turk

Mr. Jett voting yes, the meeting adjourned at 11:05 a.m.