

City of Radford Electoral Board
Minutes of Public Meeting
August 7, 2023

Chairwoman Ann Craig called the June meeting of the City of Radford Electoral Board to order at 4:03 p.m. on August 7, 2023, in the office of the General Registrar located at 619 2nd Street, Room 143, Radford, Virginia. Present were Chairwoman Craig, Vice Chairman Guy Wohlford, and Secretary Carol Colby, constituting a quorum, as well as General Registrar Lindsey Williams.

Report of General Registrar

Mrs. Williams informed the Board that Assistant Registrar Janet Parrish had taken her oath of office.

Mrs. Williams also informed the Board that new guidance about checking polling places would be coming out on August 9, two days hence. The Board agreed to postpone polling place visits until the next meeting.

She discussed the upcoming Radford City Council meeting, at which she was scheduled to speak about her office's staffing needs. She had spoken with an official at ELECT, which wants every registrar's office in the commonwealth to have a full-time deputy registrar, although they are unwilling to put that in writing. They wish every registrar's office to comply with the Virginia Code, which mandates a continuity of operations.

Secretary Colby asked what her ideal staffing would be in advance of the upcoming and 2024 elections. She advised that she would like a full-time deputy registrar who would be trained as a backup should she be absent from the office and that Mrs. Parrish would continue as a part-time assistant registrar. In the early-voting period leading up to elections, she advised that she would like a part-time absentee coordinator to handle mail-in votes and absentee-in-person check-ins.

Mrs. Williams shared that she lacks the staff to participate in voter registration efforts at the upcoming Radford University club fair, or to train the RU Voter Team about registration drives. She also wishes to set up an informational tent at local events but lacks the staffing to do so.

Mrs. Williams advised that she still needs a backup voting venue for the New River precinct. She will follow up with one suggestion discussed.

She and the Board discussed the training required for Officers of Elections, including hands-on training with the new poll books. Such training is the responsibility of the Board, though Mrs. Williams intends to assist with emails and communications.

Mrs. Williams advised that a representative from ELECT met with her to discuss open statements of organization, campaign finance reports, and accounts from past candidates.

Mrs. Williams advised the Board about updated envelopes, forms, and ballots she was in the process of ordering. She also advised that she plans to send new voter registration cards for voters in the West precinct. These will be printed in her office.

She advised that she still plans to reach out to two OEs to provide backup in her office for early voting.

Upon Vice Chairman Wohlford's motion, Secretary Colby's second, and unanimous assent, the meeting was adjourned at 5:00 p.m.

The Board will next meet on Thursday, September 7 for polling site visits at 2:00 p.m., followed by a meeting at 4:00 p.m. in the general registrar's office.