

MINUTES

City of Charlottesville Electoral Board Meeting of May 23, 2018

The meeting was called to order by the Chair at 5:15 pm at the Carver Recreation Center. Those present were Electoral Board members Anne Hemenway (Chair), Jon Bright (Vice Chair), and Jim Nix (Secretary), General Registrar Rosanna Bencoach, Deputy Registrar Katie Mauller, and Election Manager Melissa Morton.

On a motion by the Vice Chair, seconded by the Chair, the agenda was approved unanimously.

On a motion by the Vice Chair, seconded by the Chair, the minutes of the April 24, 2018 meeting were approved unanimously without change.

Public Comment

There were no members of the public present at this meeting.

Report of the General Registrar

The General Registrar provided the board members with a written report. The board members read the report with no questions or comments, but the Chair requested that, in future, the Registrar provide copies of the report to the Board members one day in advance of the meeting.

Discussion Items

The Deputy Registrar provided the Board members with copies of a proposed policy on scanning documents for retention. The key element in the proposal is a requirement to retain paper copies of scanned documents for one year after they are scanned. On a motion by the Chair, seconded by the Vice Chair the proposed policy was unanimously adopted.

The Election Manager provided the Board members with a draft policy on the use of the office printer during the period of election preparation when ballot printing is a priority task. The Vice Chair requested a change to the final sentence so that it reads in part "...printers shall be used for office business only." On a motion by the Chair, seconded by the Vice Chair the policy was unanimously approved with the change requested by the Vice Chair.

A revised version of the Voter Referral Form, drafted by Assistant Registrar Jamie Virostko, was discussed. This revision incorporates brief instructions governing reasons for referral that, in most cases, should obviate the need to search in the What-If document for guidance. It also simplifies the form and provides space for a much needed notes section. The revised form was accepted by a consensus of the Board and the staff present.

There followed an inconclusive discussion on procedures for reporting candidate tallies on election night. Discussion was suspended to avoid delay in starting the election official training immediately following the Board meeting. However, the Board instructed the Registrar to employ the same general style of the Statement of Results (SOR) that was used in the November 2017 election. Specifically, there are to be no tallies of votes included with the SORs except in the extremely unlikely event that there are hand-counted ballots.

Next meeting

The next meeting will take place in the office of the Charlottesville General Registrar at 7:00 pm on Tuesday, June 12, 2018.

The meeting was adjourned at 5:55 p.m.

Respectfully submitted:

James Nix, Secretary

Anne Hemenway, Chair

Jon Bright, Vice Chair