



Northumberland County, Virginia Minutes of Electoral Board Meeting

Date:	January 10, 2023	Member Attendees		Present
Location	Registrar's Office	Chair:	Ed Johnson	By phone
Call to order	9:38AM	Vice Chair:	Austin Schmidt	Yes
Adjourned		Sect:	Bob Heller	Yes
Others Present	Kathy Davenport, GR			

Guests Present: Joe Schlatter

No members of public or political party representatives were present.

Agenda: Chairman Johnson verbalized the day's agenda

- Thanks to Joe for attending
- Approval of December minutes
- Need for purchase of 2 additional Poll Pads as shown in proposed budget
- Need to re-assign & recruit election officers for next 2 yr. term.
- Hart (voting machines) request for live phone contact with us today.

The Chair noted his position on above topics (noted below as applicable) and left further discussion to those in attendance, leaving the meeting at 10:15AM.

December Minutes:

- ❖ December minutes were approved as submitted, are thus ready for posting, and subsequently added to the Minutes book.

Election Equipment/Hart.

- ❖ Poll Pads: The chair brought up the question of need for 2 additional poll pads, included in the proposed fiscal budget. After discussion, all agreed the need not substantial at this time as the 14 pads currently is sufficient.
- ❖ Hart InterCivic IF the reason for Hart's request for the call this morning we could accept no more than +10% cost increase. All agreed verbally. Chair departed & phone contact with Lisa of Hart was established. The purpose of their contact was purely customer satisfaction. Topics brought up were:
 - Ballot printers (not used due to current law); current function (no issues).
 - vDrive life span (3rd&4th digit on label) is +/-4 yrs. – older drives have round tag/label. We may need to re-tire & replace some before next election cycle;
 - Preventive Maintenance – batteries replaced every 3 years, and scanner calibration before every election cycle – we do both currently;
 - Test ballots will now be produced at our request with a cost of \$25 per precinct – Hart will send request forms and info.
 - Former EB member Mr. Schlatter raised "what-if" question (it never happened) of an election day failure of a scanner. Software to transfer tabulated votes to a replacement is available (\$\$\$) or possibly contact a neighboring county that has software. Hart can advise. Alternative is to manually switch to a reserve machine and run separate reports

General Registrar Comments: Ms. Davenport brought up the following topics;

- ❖ FOIA Request: GR is in receipt of a FOIA request from a Rick J. Holmes requesting copies of last election (11/8/22) SORs, L&A testing on scanners, poll books and other equipment used, Voter records and Ballot images. GR provided a draft response (Roanoke County) and will formulate a response to be provided by May. 2 issues (lack of or improper signatures on 2 report tapes) were identified and should be resolved prior to that response. Also discussed was appropriate charges for such requests which may reflect the man hours and materials needed to respond. The issue will be researched and brought up at later date. A copy of the Roanoke County draft response is attached as Addendum #1.

- ❖ 2023 Elections: All Constitutional Officers in Northumberland County will be on the ballot for the November 2023 elections. With that will come numerous requests from potential candidates for qualification materials to include survey forms. GR has prepared a comprehensive "candidate packet" which fully presents ALL candidate Filing Documents. All requests for potential candidate forms shall be addressed by providing this packet. The point was emphasized that penalties exist (1st offense = \$100 & subsequent offenses = \$1,000) for late and/or incomplete filings by prospective candidates. A copy of the instruction letter is attached as Addendum #1.
- ❖ Electronic Meeting Access: There is a concern regarding electronic participation (for Electoral Board meetings). GR provided a proposed policy on such, which was reviewed, accepted, and signed by members in attendance. This policy is attached to these minutes as addendum #2 and will be filed/posted as appropriate by the General Registrar

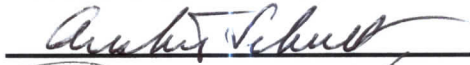

General Discussion:

- ❖ 2023 "early" voting saw 1,882 visitors to the GR office for that purpose, with +/-2,500 anticipated for the upcoming 2023 elections. Due to the safety, security, and procedural needs of this volume of visitors to the office, it was suggested that sworn Election Officers be employed for Early Voting. This was unanimously agreed upon.
- ❖ Board members received notices from Virginia Electoral Board Association (VEBA) of their Annual Conference this March, to be held in Roanoke. Mr Heller requested information on the nature and need for attendance. The board was informed (JS) that indeed we pay an annual fee (+/- \$200) for membership, however attendance was voluntary.
- ❖ Election Officers: In 2023 all existing Officers of Elections must be re-sworn and Precinct Chiefs assigned. In addition, there exists a need for additional EOs [see above]. The Chair suggested (Dave & Laura ?last name?) and will contact. The Vice Chair also mentioned a Skip Voorhees. Joe Schlatter volunteered to serve as an EO for Precinct 3. It was identified in discussion that a need exists to assess current EO training and enhance as needed for future success and should be addressed.

Action Items:

1. Election Officers: The need for Election Officers for the next 2-year term should be assessed and current & potential new EOs contacted well before the election cycle begins to be sworn in. A "crew" should be identified to fulfill the need to work daily hours in the registrar's office during the entire Early Voting period.
2. V-Drive Assessment: An assessment of existing and future need for v-Drives for upcoming election ('23-'24) cycles is needed. 1) We may have some older (round labels) ones (3&4 digit on label) which need replacement: 2) With the potential for 3 elections in 2023, with the need to sequester the v-Drives following the election, we may need additional quantity: 3) The currently boxed v-drives need to be returned to Hart to be re-programmed for the November '23 election. Suggestion is to return by June 1.
3. EO Training: Training assessment to be completed soonest and any enhancements implemented for new & existing EOs in time for the November 2023 elections. Mr Heller suggested identification and specialized training for each EO role assigned.

Respectively submitted by the Secretary on Thursday, Jan 14, 2023

Ed Johnson	Chair	<hr/>
Austin Schmidt	Vice Chair	 <hr/>
Bob Heller	Secretary	 <hr/>

PLEASE READ!!

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NORTHUMBERLAND COUNTY, VIRGINIA



Katherine Davenport
General Registrar

VOTER REGISTRATION OFFICE & ELECTORAL BOARD
James R. Hundley, DVM, Memorial Building
45 Back Street
P O Box 84
Heathsville, Virginia 22473
(804) 580-4655 FAX (888)690-1934

Electoral Board
O. Edward Johnson, Chairman
Austin Schmidt, Vice-Chair
Robert Heller, Secretary

The following information is being provided to assist you in preparing for the 2023 election.

Candidate Filing Documents:

A complete set of filing documents is being provided to you at **NO CHARGE**. All of the documents are also on the Department of Elections website for no charge at: www.elections.virginia.gov. If you require additional petition forms, please let us

know, and we will gladly provide them to you since they require special printing. **This office is not able to assist you with the completion of your forms. Please be aware, any form you file to run for public office is subject to public inspection. Any information you provide on those forms is your responsibility. Any questions from the public or press regarding your filing will be referred directly to you.**

FOR GENERAL QUESTIONS REGARDING FILING REQUIREMENTS, LEGAL QUESTIONS, OR COMPLETION OF ANY FORM, PLEASE CONTACT THE VIRGINIA DEPARTMENT OF ELECTIONS, TOLL FREE 800-552-9745.

As of July 1, 2020, Code of Virginia 24.2-947.5(B) requires **ALL CANDIDATES** to file their campaign finance reports electronically. ELECT offers "COMET," a free online electronic filing tool at www.elections.virginia.gov under "Candidate Information." Please refer *all* campaign finance questions to the Campaign Finance Division at ELECT at 1(800) 552-9745 or (804) 864-8924. Ask for Rise Miller or Tammy Alexander. This office will not remind you of the need to file your reports by the deadlines. **This is your responsibility.** If you are late, your campaign must be assessed a penalty by this board. This board does not have the authority to make exceptions. We are unable to offer advice on preparation of your reports.

Filing Deadline:

The deadline to file your paperwork for candidacy is 7:00 pm on June 20, 2023. If you are a candidate that will be filing petitions it is strongly recommended that you acquire more petition signatures than required and that you file them early so that my office has time to enter them into the system to be sure they are acceptable. Petitions will be processed in the order they are received. **There will be no additional time granted after the filing deadline to submit additional signatures. If you do not provide enough acceptable signatures by the deadline, your petitions will be disqualified.** In July of 2018, Code §24.2-613 was amended to specify that independent candidates "shall appear on the ballot in an order determined by the time of filing to be when the candidate files all of the required petition signatures for that office".

Campaign Signs and Ads:

Campaign advertisements *should* display a "paid for by" or an "authorized by" statement. Refer to VA. Code §24.2-955 to §24.2-959 for full guidelines. Penalties apply for signs/materials with no disclaimer.

The Northumberland County Office of Elections has no authority regarding illegal, defaced or disappearing signs.

Election Returns:

The unofficial results will be posted on the Department of Elections website: www.elections.virginia.gov on the night of the election. Please use this site to track the results as they come in.

Notice of Canvass and Provisional Ballot Meeting: The Electoral Board will meet at 12 Noon on Wednesday following the election at the offices of the Electoral Board located at the James R. Hundley, DVM Memorial Building, 45 Back Street, Heathsville, VA 22473 to process provisional ballots and begin the canvass process. This process will continue until the following Monday. The Board is required by law to conclude its canvass within one week.



CONTENTS OF THIS PACKAGE

___ CERTIFICATE OF CANDIDATE QUALIFICATION

___ STATEMENT OF ECONOMIC INTEREST (NOT REQUIRED FOR SOIL AND WATER DIRECTORS)

___ DECLARATION OF CANDIDACY

___ PETITION OF QUALIFIED VOTERS, 10 PAGES AND INSTRUCTIONS.

Minimum signature requirements: 125 signatures - Candidates for Constitutional Office, Board of Supervisors and School Board, 25 signatures Soil and Water Directors. IMPORTANT: Petition signatures for Supervisor Candidates WHO ARE RUNNING AS INDEPENDENT CANDIDATES, and School Bd Candidates must be collected from registered voters in YOUR DISTRICT ONLY!

___ REQUEST FOR EXEMPTION FROM REPORTING REQUIREMENTS.

(Please note, you are still required to file a Statement of Organization and a final campaign finance report of all expenditures)

___ RESCIND REQUEST FOR EXEMPTION FROM REPORTING REQUIREMENTS.

___ INSTRUCTION BOOKLET "HOW TO RUN FOR LOCAL OFFICE"

___ INSTRUCTION BOOKLET "SUMMARY OF LAWS AND POLICIES CANDIDATE CAMPAIGN COMMITTEES"

___ CAMPAIGN FINANCE FILING INFORMATION SHEET

STATEMENT OF ORGANIZATION **MUST BE FILED WITH THE DEPARTMENT OF ELECTIONS THROUGH COMET AND THIS OFFICE MUST BE PROVIDED A COPY OF THAT FILING. YOUR STATEMENT OF ORGANIZATION MUST BE FILED WITHIN 10 DAYS OF ACCEPTING ANY CONTRIBUTION, SPENDING ANY MONEY, FILING OF YOUR STATEMENT OF QUALIFICATION, OR THE APPOINTMENT OF A TREASURER OR OPENING A BANK ACCOUNT. FAILURE TO COMPLY WILL RESULT IN A PENALTY BEING ASSESSED TO YOUR CAMPAIGN.**

I hereby acknowledge receipt of the above materials. I further acknowledge that I have been advised of the filing deadline of June 20, 2023 at 7PM AND the contact numbers for the Virginia Department of Elections for campaign related and campaign finance related questions, how to access the Virginia Department of Elections Campaign Finance Software – COMET; and where to locate Campaign Finance Laws.

X _____

DATE: _____

Addendum 2

Northumberland County Electoral Board Policy for Electronic Participation in Meetings

PURPOSE: To establish a policy that provides for the Electoral Board to properly conduct meetings with the electronic participation of its members.

REFERENCES: Va. Code §§ 2.2-3707, 2.2-3708, 2.2-3708.1, 2.2-3711, 2.2-3712

GENERAL REQUIREMENTS AND POLICY ESTABLISHMENT

Board members may participate by electronic means in a meeting of the Electoral Board under the following conditions:

- The means of electronic participation permits simultaneous communication;
- The meeting complies with all other requirements of the Virginia Freedom of Information Act; and
- Subsequent to its adoption by the majority of the Board, this policy is posted on the website normally used for notice of public meetings.

ACTION DURING THE MEETING

When a meeting with electronic communication is conducted, the Board must comply with the following guidelines:

- A quorum of two members of the Board must be physically present at the meeting place; and
- Any disapproval of a member's participation from a remote location shall be recorded in the minutes with specificity. Votes must be taken by roll call.

The absent member will be able to hear and speak through means of speakerphone

DOES NOT AFFECT EXECUTIVE SESSIONS

- This policy does not affect the Board's right to exclude the public from an executive session in which a member participates by electronic communication.

DECLARED EMERGENCIES

The Electoral Board may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency in accordance with Va. Code § 44-146.17, provided

- the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location, and
- the purpose of the meeting is to address the emergency.

If it holds a meeting pursuant to this section, the Electoral Board shall

- give public notice using the best available method given the nature of the emergency contemporaneously with the notice provided members of the Electoral Board; if at all possible, bearing in mind, a state of emergency may make this impossible
- make arrangements for public access to the meeting; see above. In our case, any public attendees would be able to hear the comments, etc of the Board member attending by telephone.
- make available to the public, at the time of the meeting, agenda packets and all materials, unless exempt, that will be distributed to members of the Electoral Board and that have been made available to the Board's staff in sufficient time for duplication and forwarding to all locations at which public access will be provided;
- recorded minutes of the meeting; and
- record in the minutes votes taken by name in roll-call fashion.

THE BOARD MAY MEET UTILIZING ELECTRONIC MEANS IN THE EVENT OF ILLNESS OF A BOARD MEMBER, OR NECESSARY OUT OF TOWN TRAVEL IN ORDER TO TRANSACT ELECTORAL BOARD BUSINESS IN A TIMELY MANNER.

The nature of the emergency and the fact that the meeting was held by electronic

