

City of Winchester Electoral Board Meeting Minutes Monday, Oct. 2, 2017

1. Meeting called to order at 4:00pm.

At : City of Winchester Office of Election
107-A North East Lane
Winchester, VA 22601

Attendees: Secretary, Joanna Elson
Phil Milstead, Vice Chair
Liz Martin, Registrar
Geoff Lukens, Chair

2) Minutes from the Sept. 15th meeting were approved - Approved Voting System Plan

3) Reviewed the listing of Officers Of Elections: Right now we have enough Officers to work the polls on Nov. 7th. Geoff wanted to follow up with a couple of Officers to confirm the date.

4) Each Locality, City of Winchester is responsible for developing training material must follow the Virginia State Board of Elections Minimum Training Standards for Officers of Election.

The Electoral Board reviewed the list to make sure we are meeting the requirements. Each Officer of Election must complete the on line State Training and turn in the certificate showing completion.

On the Day of Training: 2 Precincts per Training Day

The Precincts will be separated in two different rooms. The Mock Election will be happening simultaneously. We will use Superheros and Favorite Landmarks.

Officer of Election will receive:

Election Day Guide

What If's

The Officers will participate in a Mock Election

The Head Officer will hand out Job Descriptions and each Officer will participate in the opening, election and closing of the polls.

Add this to training and training materials:

The OVO Machine Ballet Bin will have a seal attached after removing the OVI Machine. This will remain sealed until the closing of the polls.

The OVO Machine will have a seal attached after L&A Testing and will remain attached until the closing of the polls.

Emergency Polling Place, Exhibit Hall:

Due to City Hall Construction the Emergency Polling Place, Exhibit Hall is temporarily housing offices. Liz will check with Amy Simmons to see if we could use The Council Chambers until construction is finished.

Head Officers Training on Oct. 16th: We will review with the Head Officers opening and closing paperwork.

Electoral Board, please make sure you are available on Jan. 9th. If Jill Vogel wins on Nov. 7th then the Senate seat will be open and we will have an election on Jan. 9th. Liz please make sure the Winchester City Schools where we have precincts are aware of this date. They will have to make arrangements to accommodate the public entering the schools.

Officer of Election Training Dates: Location: Registrar's Office and Electoral Board Office

Monday, Oct. 16th, 5:30pm - 8:00pm - Head and Assistant Officer Training
Tuesday, Oct. 17th, 5:30pm - 8:00pm - Old Town and Merriman's'
Wednesday, Oct. 18th, 5:30pm - 8:00pm - VA Ave. and Frederick Douglas
Thursday, Oct. 19th, 5:30pm - 8:00pm - War Memorial and Rolling Hills
Monday, Oct. 23rd, 3:00pm - 5:00pm- CAP Training

Meeting Adjourned at 5:37pm.

Next Meeting: Monday, Oct. 23rd at 5:30pm.

Minutes submitted by Secretary, Joanna Elson