

**Electoral Board Meeting Minutes**  
**(Board Meeting Minutes: October 7, 2016, 8:30 am,**  
**Registrar's Office, Winchester, Virginia)**

**Board Members:**

*Present:* Jody Elson, Vice Chair, Deborah Ward, Secretary, and Liz Martin, Registrar.

**Proceedings:**

*Meeting called to order at 8:41 am by Secretary, Deborah Ward*

*Minutes from September 2, 2016 meeting read from notes - pending approval. Minutes to be posted on City of Winchester website upon approval.*

**Old Business – Election Preparation**

Registrar ordering tall privacy stands for election.

Will also order additional pens, I Voted stickers, lanyards, multicolor seals to secure voting equipment, banker boxes, power outage envelopes, etc., and any additional supplies needed for Election Day.

Also, print up a paper poll book for backup in case of a power outage.

Election Day Guide for OEs – Registrar will revise; compile with new pertinent information and duplicate in needed quantities.

**Electoral Board Vacancy**

Electoral Board Chair position currently available. Bill Steele, Chair, resigned from his position in August.

Local Republican Party Committee contacted to submit names to the Clerk of Court to appoint a new Electoral Board Chair.

Discussed names of potential appointees.

## **Officers of Election Criteria**

View OE training using DEMTEC video training online. Can City of Winchester also create a counter page online with information for voters? Registrar will contact City of Winchester to check on. Registrar and Board would like to set up a public information page for City of Winchester voters to answer questions regarding the upcoming Election.

Discussed Head Officers for precincts and potential OEs.

## **Use of High School Interns**

US Government teacher at Handley High School has agreed to allow us to use (2) US Government students as High School Interns. Used them during the 2012 election. Need to let him know how many, where, and when.

Will use at least (2) Interns at Frederick Douglass. One in morning, and one in evening. Will assist with crowd control, elderly voters, handing out of I Voted stickers, and any other duties as instructed by Head Officer.

Create badges for Interns – need to know their names at least 1-2 weeks prior to Election to create badges.

## **Training for OEs**

Video training component comes from ELECT. Will use for OEs on November 2 training.

Use Electronic Poll Book videos on November 2, 2016 for OE training.

State video training is optional, not mandatory for OEs. OEs have the option to use the online training. Does not take the place of live training on November 2<sup>nd</sup> at the Active Living Center.

OEs have been notified via email and US mail earlier in the year for all potential dates for November Election and training. Registrar will follow up with Save the Date notifications.

Will use videos to assist with the live training on November 2, 2016. Will also come up with a few interactive games to involve OEs during training.

### **Electronic Poll Books**

Maintenance on Electronic Poll Books must be done by Sunday, November 6, 2016. Registrar will upload the information using VERIS information and flash drives. Will also ensure poll books are charged and ready for Election Day.

Electronic Poll Book OEs (new and experienced) can come to the Registrar's office to obtain hands on training. Video training will be supplied at the live training on November 2, 2016 from 6-9 pm at the Active Living Center.

### **Voter Address**

Per new Election Laws, voters can now whisper or write down their address to give to the Electronic Poll Book Officer on Election Day.

Registrar will check on the procedure for the OE to repeat the address in the same manner.

### **Judicial Watch**

Discussed use of Judicial Watch for the Election and representatives for each party – Democrat and Republican at precincts for Election.

Reviewed Virginia Election Laws – Only 1 Judicial Watch representative need to be present at a precinct location decided by Electoral Board.

Board agreed to have one placed at Frederick Douglass during the Election.

Next meeting: **Tuesday, October 25, 2016 at 8:30 am**

- Meeting adjourned at approximately 11:37 pm
- Minutes submitted by Secretary, Deborah Ward