

Electoral Board Meeting Minutes
May 17, 2017, 3:00pm in the Registrar's Office
Winchester, VA

Board Members:

Present: Joanna Elson, Secretary, Geoff Lukens, President, Phil Milstead, Vice President and Liz Martin, Registrar

Proceedings:

Meeting call to order at 3:16pm by Geoff Lukens, Chair

Minutes from April 26, 2017 reviewed and approved by Electoral Board, Minutes to be posted on City of Winchester website.

Old Business:

Recap of Training on May 16th for Head and Assistant Officers at the Registrar's Office:

The Head Officer will need a list of the Officers that will be working at their precinct before June 7th. They would like to assign jobs before the training.

There will be 3 Ballot Officers assigned to each precinct. Two Officers will hand out ballots (One-Republican and One-Democratic and one will be the administrator.

The Officers asked that we refer to the machines, OVO as OVO Scanner and OVI as OVI-ADA.

Ballot Table will need to have signs on stands directing which side is Democrat and Republican.

Sample Ballots will be posted on the Trifold poster which will be at the Greeter Table. The Greeter will need to ask voters if they have any questions about the ballots and to make sure they have their ID for poll book check in.

Create a log sheet for the Head Officer to document every hour the poll book, machine, and ballot count. This will help when reconciling at the end of the night. This sheet will be in the color, yellow and will be place in the front of the accordion file.

The Header and Close Ballot Card will be put in the front of the accordion file and at the end of the night it will be placed in Envelope #14. Instruction on this procedure will be added to the Officers Job Description.

In opening procedures under the Machine Officers job description a reminder to "Print 4 Opening Tapes" will be added.

Liz will call Officers of Election to make sure they are working. Geoff will contact the Assistant Head Officers from Virginia Ave to make sure they are working.

Suggestion for future training:

- 1) Keep Head and Assistant Officer Training.
- 2) New Officers have their own training.

3) Separate training for each precinct. Each training session would close and open the polls. This would mean they would set up and take down the machines. Small groups interact and ask more questions.

CAP Training: The Electoral Board and Liz will review the CAP Election Day Guide for Training.

A separate training session for CAP has been set up for Wednesday, 5/31 at 3pm. at the Registrar's Office.

Training Dates for Dual Primary and General and Special Elections:

May 16, 2017, Tuesday – Training of Head Officer of Election and Assistant Head Officers – 6-8pm- Registrar's Office

May 31, 2017, Wednesday – CAP Training – 3pm. – Registrar's Office

June 7, 2017, Wednesday – Training of O.E.'s – 6-9pm War Memorial Building

June 13, 2017, Tuesday – Dual Primary

November 1, 2017, Wednesday – Training of O.E.'s – 6-9pm War Memorial Building

November 7, 2017, Tuesday – General and Special Election

Next Meeting: Thursday, May 25, 2017 at 3:00pm.

Agenda: Work on CAP Training

Meeting Adjourned at approximately 4:58pm

Minutes submitted by Secretary, Joanna Elson