



City of Fredericksburg Office of
Voter Registration & Elections

MINUTES MAY 2, 2023

BOARD MEETING

Meeting called to order by Chair Rodriguez at 5:37 pm.

Attendees:

EB: Chair Rene Rodriguez, Secretary David McLaughlin, Vice Chair Scott Walker

GR: Director of Elections Jessica Atkinson

Public Speakers: There were none.

Observers: There were none.

A. Approval of the Agenda

Discussion regarding identification of persons attending Closed Session. It was decided that identification was not necessary. There were no other changes or substitutions to the posted agenda.

B. Approval of Minutes

- a. Electoral Board Meeting September 8, 2022. Minutes were approved.
- b. Electoral Board Meeting April 17, 2023. Minutes were approved. Walker and McLaughlin abstained.

C. Ranked Choice Voting

There were no updates.

D. June Primary

a. Status of Assignment of Chiefs and Assistant Chiefs

Those people who have not responded to email requests need to be called. Currently no chief for the Central Absentee Precinct. The CAP needs 3 people to do pre-processing. Pre-Processing is required for mail

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in ballots. There is a possibility of promoting prior Assistant Chief to Chief.

b. **Election Day Checklists and Forms Review**

Forms are in the process of being updated by General Registrar’s Office. All changes will be copied to the Electoral Board.

There will be changes to provisional balloting process in the new fiscal year.

c. **Status on Scheduling a Date to Review Current Voting Facilities and Maps**

All inspections will be performed on 5/12/2023. Electoral Board will meet at Registrar’s Office at 8:45 for Closed Session and then will leave for inspections. Public Notice of Closed Session is required. Inspection schedule:

Hugh Mercer Elementary School	9:00
Walker-Grant Middle School	9:45
Dorothy Hart Community Center	10:30
Trinity Episcopal Church	11:30
VFW	1:00
New City Fellowship	1:45

Donald Upperco will schedule appointments at schools. Question whether Upperco will accompany Electoral Board on school visits.

E. Review of Voter Totals by Precinct

Ward 3 has exceeded 5000 voters, and Ward 1 is close. Electoral Board must notify City Council of overage and suggest location of new precinct so they can designate new precinct. Discussion of forecasted developments affecting Voter Totals. J Atkinson will draft letter, to be signed by Electoral Board, addressed to City Manager and carbon copy City Attorney. To be completed before June Electoral Board meeting.

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F. Director's Report

- a. 85% of absentee ballots have been processed. Remaining will be processed on 5/3/23.
- b. Voter Rolls Purge. The Department of Elections has purged about 250 voters. 54 of those came through VERIS for the office to process. The bulk of those purged have come through a change of address notifications.
- c. Preregistration. 24 voters have preregistered to become voters at age 18.
- d. Op-Ed in Free Lance-Star complimented office on professionalism.
- e. Weekly Reports. Rodriguez would like specification of which organizations contacted office about voter registration.

G. Closed Session

Time In: 6:44 pm

Upon a motion by Walker and seconded by Electoral Board Chair Rodriguez, and passed by a vote of the Electoral Board, the Electoral Board went into closed session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia in consideration of personnel performance, assignments, and pursuant to Section 2.2-3711(34) of the Code of Virginia to discuss Election Security Plan.

Time Out:

H. Certification of Closed Session

Upon a motion by Secretary McLaughlin and seconded by Electoral Board Member Walker, and passed by affirmative roll call vote in open session, it was certified that only public business matters lawfully exempted from open meeting requirement and only such public business matters as were identified in the motion by which the closed session was convened, were heard, discussed, or considered in the closed session of the Electoral Board.

Roll Call Vote:

Open Session:

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I. Other business

- a. Section F. Tabled Election Day checklist to next meeting.
- b. Discussion regarding official acceptance of paper ballots and suggestion that each Electoral Board member participate in process to familiarize themselves with the process. Reminder that the Secretary of the Electoral Board is ultimately responsible for certifying receipt of paper Ballots. No 2 members may meet for any function together without the third member because that constitutes a meeting.
- c. Outstanding Campaign Finance Reports.

Next Meeting tentatively scheduled for Tuesday, June 6, 2023 at 5:30 pm.

Respectfully submitted,

David Martin McLaughlin
Secretary

Chair Rodriguez:  _____

Secretary McLaughlin:  _____

^{VICE}
~~Member~~ Walker:  _____

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