



**MINUTES AUGUST 8, 2023**

**BOARD MEETING**

Meeting called to order by Vice-Chair Walker at 5:30 pm.

**Attendees:**

EB: Chair Rene Rodriguez (via phone)  
Vice-Chair Scott Walker  
Secretary David McLaughlin  
GR: Director of Elections Jessica Atkinson

Public Speakers: There were none.

Observers: There were none.

**A. Approval of the Agenda**

There were no changes to the posted Agenda. Vice-Chair Walker and Secretary McLaughlin voted to accept the Agenda as posted. Chair Rodriguez voted against acceptance as he had not received a copy.

**B. Approval of Minutes**

- a. Electoral Board Meeting June 6, 2023. Minutes were approved unanimously without changes.
- b. Electoral Board Meeting June 21, 2023. Minutes were approved unanimously without changes.
- c. Electoral Board Meeting June 26, 2023. Minutes were approved unanimously without changes.

**C. Need for New Precinct**

General Registrar Atkinson has been in touch with the ELECT liaison. The process for a new precinct begins with the General Registrar submitting a letter to the governing body of the jurisdiction. The governing body then has 6 months to respond. The liaison advised that a new precinct would probably not be open to voters until the November 2024 election.

601 Caroline Street Suite 500 Fredericksburg, VA 22401

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The Electoral Board agreed that General Registrar Atkinson will draft a letter to the City of Fredericksburg and distribute it to the Electoral Board for approval.

#### **D. June 2023 Primary**

General Registrar Atkinson surveyed Officers of Election following the June 2023 Primary via an Excel spreadsheet. Some responded to the survey virtually and some came responded in person.

Observations by Officers of Election:

- a. Appointment process for Precinct
- b. Appointment criteria for new Officers of Election

**Meeting recessed at 5:42 pm for arrival of Chair Rodriguez.**

**Meeting resumed at 5:45 pm.**

#### **E. June 2023 Primary (resumed)**

Observations by Officers of Election (continued):

- c. Communication with Officers of Election has greatly improved
- d. Officers of Election welcome additional and more interactive training. They used to receive individual binders for each election and would like that practice resumed. The Electoral Board agreed with reestablishing the binders and General Registrar Atkinson confirmed that the Registrar's Office would be able to handle creating them. This discussion was tabled for a later meeting.
- e. Signage. There were a few issues with signage, i.e., marking the 40-foot line. Officers requested signs on buildings to indicate changes. Discussion of arrow markers produced by City shop and not used for this election. Some signage might have been missing because of City holiday the day before the election.
- f. Officers of Election liked the new printed nametags and City branding.

Chief Rodriguez suggests Survey Monkey to survey Officers of Election in future elections.

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#### **F. Closed Session**

Motion made by Vice-Chair Walker at 5:59 pm to go into closed session, and it was approved. The Electoral Board went into Closed Session as pursuant to §2.2-3711 (A) (1) of the Code of Virginia to discuss personnel issues, and §24.2-410.2 or §24.2-625.1 of the Code of Virginia to discuss Election Security. All present attended the session, excepting the GR who was excused.

#### **G. Certification of Closed Session**

Upon a motion by Secretary McLaughlin and seconded by Vice-Chair 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.

#### **H. Approval of New Officers of Election**

The General Registrar's Office has received no new applications for Officer of Election.

#### **I. November 2023 General Election**

Early Voting begins September 22, 2023.

- a. Logic and Accuracy Testing is set for September 15, 2023
  1. Logic and Accuracy Testing can be completed in one day.
  2. The DS200 machines have received required maintenance and are back in the office.
  3. ELECT will release ballot proofs on September 8. Absentee Ballots are not needed for Logic and Accuracy Testing.

Ballot on Demand training is tentatively scheduled for August 22 or 24. Ballot on Demand is designed for Early Voting. The Electoral Board will be included in Ballot on Demand training.

- b. Officer of Election Training is set for October 21, 2023. Precinct Chiefs training will take place after the general session. There will be a make-up session on October 25, 2023.

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- c. Officer of Election Assignments. General Registrar Atkinson will survey Officers of Election this week for availability.
- d. Ballot Ordering. Paper Ballots will be ordered for Election Day.
  - 1. Quantity of Ballots ordered will equal 70% of registered City voters.
  - 2. For Logic and Accuracy Testing Registrar will order 4 Test Sticks.
  - 3. Registrar will order 3 Opening Tapes and 4 Closing Tapes. The extra Closing Tape will be used for General Registrar's Reconciliation.
- e. Map Review
  - 1. The June 2023 maps were effective.
  - 2. Precinct 402 needs a sign designating the correct entrance door.
  - 3. Discussion of parking lot arrows which were missing from precincts at June Primary. General Registrar Atkinson advised that some of the signage may not have been deployed due to the City holiday on June 19. Chief Rodriguez believes the arrows are stored at the City shop. If they are not there, new ones need to be made.
  - 4. 40-foot line. Discussed possibility of spray painting 40-foot line where possible. The 40-foot measurement begins at the door of the building and spreads out at a 40' radius. It does not consider having to descend steps or turning when approaching sidewalks.
  - 5. No parking street signs at Dorothy Hart Community Center and New City Fellowship.
  - 6. Presidential Election November 2024. The Electoral Board would like to meet with City department heads in July 2024 to establish security and infrastructure expectations during the November 2024 election season.
- f. Early Voting
  - 1. The goal is to have Officers of Election assigned to the General Registrar's Office for morning and afternoon shifts during Early Voting. This will alleviate the need for office staff to interrupt their duties to manage Early Voting.
  - 2. Campaigning outside 601 Caroline Street. Chief Rodriguez suggested a semi-permanent sign attached to the brick wall designating the 40-foot line. This sign could be placed before Early Voting begins and removed after the Election.
  - 3. 40-foot line is measured by a 40-foot radius from the entrance door to the building. It does not take into consideration the number of steps it takes to descend the stairs and turn onto the sidewalk.

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## **J. Budget**

Budget requests for Fiscal Year 2025 are due in December 2024; work on Fiscal Year 2025 will not start until Fiscal Year 2023 has been reconciled. Chief Rodriguez would like to include adding equipment in 2025's budget so the required new precinct will be supplied. GR did not return unused monies to the City for Fiscal Year 2023.

## **K. Director's Report**

- a. Update from ELECT
- b. June Election Early Voting and In-Person Voting Statistics (not including Provisional Ballots) broken down by Democratic and Republican. Turn-out consisted of 9.9% of Democrats and 5.64% of Republicans.
- c. New Provisional Ballot envelopes have not been released yet.
- d. Candidate Reporting Deadlines (see Addendum attached).
- e. Outreach Update. GR participates in official functions and speaking engagements. The Deputy Registrar responsible for Outreach coordinates opportunities to involve the community in the voting process, including the DisAbility Resource Fair on September 23, 2023.
- f. Official ELECT Advisory regarding Early Voting and Satellite Locations.

## **L. Other business**

- a. There is a concern that the outer doors of 601 Caroline Street are usually locked at 5:00 pm, limiting access to the building by citizens wanting to attend the Electoral Board Meeting. General Registrar Atkinson usually notifies Building Maintenance of the need to keep the doors unlocked on meeting days; however, not all the Building employees know of the Electoral Meeting and occasionally they lock the doors as they leave. It was decided that in the future, on the afternoon before an afterhours meeting, a sign will be placed inside the elevators of 601 Caroline Street informing employees of the meeting and the need to keep the doors unlocked.
- b. Lifecycle of Election Equipment. The Electoral Board would like an accounting of all election equipment including date purchased, length of warranty (if any), length of service commitment by manufacturer.
- c. Electoral Board has yet to meet with the City School Board. General Registrar Atkinson will coordinate meeting. Chief Rodriguez is available on Mondays, Wednesdays, and Thursdays. Vice-Chair Walker is available any day after 9:00 am.

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- d. General Registrar would like to formally recognize our Summer Interns. Jackson is a senior at North Stafford High School, and Mina is a Junior at James Monroe High School. Both performed invaluable support to the General Registrar's Office during the June 2023 Primary and during Office reorganization.

**E. Meeting Adjournment**

The Electoral Board meeting was adjourned at 7:39 pm.

Next Meeting tentatively scheduled for September 5, 2023 at 5:30 pm.

Respectfully submitted,  
David Martin McLaughlin  
Secretary

Chair Rodriguez: 

Vice-Chair Walker: 

Secretary McLaughlin: 

# Addendum

## Director's Report

August 8, 2023

### ELECT

- New Absentee Ballots designs released by Department of Election. They are being redesigned pursuant to HB 1948 which removed the witness signature requirement.
- General Registrar participated in the July 12<sup>th</sup>, 2023, Legislative Update. She spoke on the panel about collaborative relationships with your locality.
- GR and Chief Deputy attended the ELECT GR jump Start training on 07/19/2023 and the Virginia Election Workshop Training on 07/20/2023. Both trainings were held at the Doubletree in Midlothian
- The new Provisional Envelopes have not been released.
- New Training for General Registrars will be released in August.

### JUNE ELECTIONS:

Early Voting and In Person Statistics (Does not Include Provisional)

DEM	101 - Hugh Mercer Elementary School	4725	300	6.35%
DEM	201 - Dorothy Hart	4037	680	16.84%
DEM	301 - Walker-Grant Middle School	5175	452	8.73%
DEM	401 - New City Fellowship Church	2668	323	12.11%
DEM	402 - V.F.W. Post 3103	2637	163	6.18%
		19242	1918	9.97%
REP	101 - Hugh Mercer Elementary School	4725	265	5.61%
REP	201 - Dorothy Hart	4037	282	6.99%
REP	301 - Walker-Grant Middle School	5175	347	6.71%
REP	401 - New City Fellowship Church	2668	95	3.56%
REP	402 - V.F.W. Post 3103	2637	96	3.64%
		19242	1085	5.64%

### NOVEMBER ELECTIONS

- Planning has begun for November Elections.
- Ballot on Demand Scheduled to Be Set Up on August 22<sup>nd</sup>, 2023.
- Attached Local Candidate List
- Campaign Finance Overview

### OUTREACH

- General Registrar will participate on Community Engagement Panel on September 6<sup>th</sup> at University of Mary Washington put on by SEEDS

## Addendum

- Invited to participate at National Voter Registration Drive on 09/19/2023 at Mary Wahington University
- Partnership with UMW votes to recruit Officers of Election
- Voter Registration drive at James Monroe High School date pending
- Notice run in City of Fredericksburg newsletter to recruit additional Officers of Election
- Invitation to speak to Rappahannock Rotary Club (spoke in October 2022 and requested back)

### EQUIPMENT

- **DS 200:**
  - 101 - Hugh Mercer Elementary School
  - 201 - Dorothy Hart
  - 301 - Walker-Grant Middle School
  - 401 - New City Fellowship Church
  - 402 - V.F.W. Post 3103
    - Each has 1 and 1 backup.
- **PollPads**
  - 22 PollPads
    - They are not "assigned to a Precinct" until Election Day
- **ExpressVotes**
  - 6
    - 1 per precinct and spare



# Addendum



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## 2023 Candidate Reporting Deadlines

### 2023 Report Year

Pre-Legislative Session Reports are due by January 17, 2023**		
Candidate Committees Whose Office is Not on the Ballot in 2023:		
Activity Beginning	Activity Ending	Report Due
January 1, 2023	June 30, 2023	July 17, 2023
July 1, 2023	December 31, 2023	January 16, 2024
Candidate Committees Whose Office is on the Ballot on November 7, 2023:		
Activity Beginning	Activity Ending	Report Due
January 1, 2023	March 31, 2023	April 17, 2023
April 1, 2023	June 8, 2023	June 12, 2023
June 9, 2023	June 20, 2023	July 17, 2023
July 1, 2023	August 31, 2023	September 15, 2023
September 1, 2023	September 30, 2023	October 16, 2023
October 1, 2023	October 26, 2023	October 30, 2023
October 27, 2023	November 30, 2023	December 7, 2023
December 1, 2023	December 31, 2023	January 16, 2024
Large Pre-Election Contribution reporting period - June 9, 2023 through June 19, 2023, and Large Pre-Election Contribution reporting period - October 27, 2023 through November 6, 2023		
Candidates on the Ballot for a Special Election in 2023*		
Activity Beginning	Activity Ending	Report Due
Conception	12 days Before Special Election	Fight Days Before Special Election
11 Days Before Special Election	30 Days After Special Election	30 Days After Special Election
Large Pre Election Contribution reporting for Special Elections begin 11 days prior to the election.		

\*Only applies to special elections held on a day other than a General Election.  
\*\* Statewide and General Assembly Offices Only

COMMONWEALTH OF VIRGINIA  
 DEPARTMENT OF ELECTIONS  
 Registrant Counts By Locality  
 Voters registered as of 8/7/2023

Locality: 630 FREDERICKSBURG CITY

Precinct No.	Precinct Name	Active	Inactive	All	Military	Overseas	Federal
0101	101 - PRECINCT 1 - DISTRICT ONE	4,287	442	4,729	100	9	5
0201	201 - PRECINCT 1 - DISTRICT TWO	3,728	265	4,013	54	14	8
0301	301 - PRECINCT 1 - DISTRICT THREE	4,805	380	5,185	97	13	5
0401	401 - PRECINCT 1 - DISTRICT FOUR	2,448	228	2,677	31	7	4
0402	402 - PRECINCT 2 - DISTRICT FOUR	2,301	309	2,610	56	2	1
<b># of Precincts in the Locality:</b>		<b>5</b>	<b>1,644</b>	<b>18,214</b>	<b>338</b>	<b>45</b>	<b>23</b>
		<b># of Voters:</b>	<b>17,570</b>				