



COMMONWEALTH OF VIRGINIA
City of Fredericksburg

OFFICE OF VOTER REGISTRATION AND ELECTIONS

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**DIRECTOR OF ELECTIONS &
GENERAL REGISTRAR**

Marc C. Hoffman

ELECTORAL BOARD

Rene Rodriguez, Chairperson

Rob Roberson, Vice Chairperson

Cathie Fisher Braman, Secretary

FINAL MINUTES FROM SPECIAL
MEETING SEPTEMBER 28, 2018

The Special Meeting of the Fredericksburg Electoral Board was held at the Office of the Voter Registration and Elections with Chair Rodriguez, Vice-Chair Roberson, Director Hoffman and Secretary Braman in attendance.

Chair Rodriguez called the meeting to order at 3:30 p.m.

Vice Chair Roberson motioned to accept the Agenda, Chair Rodriguez seconded and the vote was unanimous.

Discussion of the delivery of ballots for November 6 Election ensued. Chair Rodriguez read the code which states: “. . . per code distribution of ballots will be on the day of election.” Chair Rodriguez motioned to accept, Vice Chair Roberson seconded and this passed unanimously.

The Electoral Board will deliver ballots on the morning of the Election. The cardboard box for unused ballots will be delivered Monday night, but Chiefs will bring back after the Election.

Opening Checklist was discussed – “Signing for the ballots” will be #3. Chair Rodriguez will be corrected and sent to the Director.

2.

Vice Chair Roberson began the discussion of the Training Plan.

The Board directed the General Registrar to arrange for "hands on training" of the DS200's and EPB's. Michael Kasey will be asked if he wants to co-present the AutoMark Training.

What goes into the Binders?

What Ifs

Power Point of Training

Acceptable ID's

Emergency Numbers

There will be a link put in the back of the Power Point to link to the General Registrar And Electoral Board Handbook.

Chiefs will have special directions for Provisional letters and envelopes.

On the title page will be the Logo and the second page will be Today's Plan.

Chair Rodriguez will transfer one slide with code reference and Vice Chair Roberson will send his changes to the Chair for inclusion.

There will be a discussion of Process and Procedure for Election Night on the Agenda for the next meeting.

Next meeting will be October 9, 2018 at 4:30 p.m.

Meeting adjourned at 6:00 p.m.

Respectfully submitted,

Cathie Fisher Braman, Secretary

Chair Rodriguez

Vice Chair Roberson

Secretary Braman