

## **Madison County Electoral Board**

### **Minutes of Sept 8, 2016 Electoral Board Meeting - DRAFT**

Attendees: Susanna Spencer, Vice-Chair; Bonita Burr, Secretary; Diana Eanes, General Registrar; Debbie Nicholson General Registrar Asst.; Suzanne Long, Madison Democratic Party Chair; Bill Harvill, Madison Republican Party Chair. (Absent: Jody Shelatz)

The minutes of the August 2, 2016 Electoral Board Meeting were approved. They will be posted on the county website.

Bill Harvill announced that his Party has found a Candidate for the Electoral Board to replace Jody Shelatz. He will get the required signatures as soon as possible.

### **Preparations for the November 8, 2016 General Election**

Key Dates and activities approved by the Electoral Board.

Electoral Board Ballot approval – done

There are 3 different ballots: Presidential only, Federal only (no amendments), Full Ballot, President, Congress and amendments.

Sept 20 (Tue) – 3:30 Voting equipment Programming & Testing- political party chairs notified.

Sept 24 (Fri) A/B voting begins

### **Election Official Training**

Precincts will be assigned specific days so all team members will meet/train together. Not all officials will need to attend the 3:30 equipment training, a letter will go out for those who must attend and one for those who can attend if they want to. Mary Walthall has agreed to be Chief at the Brightwood Precinct, Bonita will schedule one-on-one training with her in Chief's responsibilities.

Letters advising Election Officials of upcoming training were reviewed and approved. They will be sent out next week.

Oct 17- 3:30 EPB/DRE training 4:30 Election Official Training for Oak Park, Criglersville and CAP.

Oct 19 – 3:30 EPB/DRE training, 4:30 Election Official Training for Rochelle, Graves Mill and Radiant.

Oct 25 - 3:30 EPBDRE training 4:30 Election Official Training for Madison and Wolftown and alternates not assigned.

Oct 27 – 3:30 EPB/DRE Training 4:30 Election Official Training for Brightwood and Etlan.

Nov 7 – Equipment pick up and last minute meet and swear-in the Precinct Chiefs.

### **Canvass Dates**

Nov 9- 9:00 am Provisional Ballots and Election Canvass begins; notice will be posted.

Nov 10- 9:00 am Continuation of Provisional Ballots if needed, completion of Canvass if possible.

Moved from Friday to Monday due to Holiday:

Nov 14- 12:00 noon Completion of Provisional Ballots, completion of Election Canvass.

## **Other Items**

In person absentee voting for disabled or elderly voters was discussed. If anyone has difficulty standing in line, they are encouraged to vote absentee.

So far we have 3 new Election Officials, we are still hoping for several more. The List of Election Officials is being updated regularly.

The voter check-in process now allows a voter to provide name and address in writing instead of having to state it out loud if they choose to do so. However, the election official still has to repeat the information out loud.

A short discussion was held regarding observers who must have authorization and must be able to see and hear voters checking in with the election officials.

Regarding Precinct Security Readiness and Election Day support, we decided to contact VDOT and REC by letter including a list of precinct locations to secure their support on Election Day. We will also contact the Sheriff's Office and the Fire Department. We will also remind the Fire Dept. that their location is the emergency polling place.

All election personnel need to be aware of any rumors & innuendos regarding voting system security and election integrity. Anything considered serious or threatening should be reported to ELECT.

Diana will monitor the Precinct ADA readiness with the County Administrator.

Bonita will get in touch with Mr. Nicholson regarding the Brightwood ramp repair.

Susanna will make sure the Beth Car Voting precinct sign is placed on Main St. and outside the old precinct.

Bonita will contact Roger Berry about the Criglersville Precinct: clean, chairs, porta, heat, light.

Susanna will call Lucy Hastings in Etlan to clean and turn on the heat.

Bonita will call Radar Finks to order 5 Election day radios, Susanna will pick them up at the Sheriffs Department on Friday before Election Day.

Bonita S. Burr, Secretary