

Norfolk Electoral Board

Minutes of July 10, 2025 Board Meeting

Present:

Ms. Atoy Carrington (Chairwoman), Ms. Marianne McKay (Vice Chairwoman), Mr. H. Michael Ziegenfuss (Secretary), Ms. Stephanie Iles (Director of Elections & General Registrar), Ms. Rosanna Bencoach (Deputy Director of Elections & Deputy Registrar), and members of the public – Mark E. Snell-Cook, Tony S. Olcott, Scott Hancox, Gregory Bright, Trey Teich, Monica Cetrone, Dr. Frederick L. Rochte, Barbara Jackson, Rev. Bruce Wooten and a representative from the City Attorney's office were in attendance.

The Norfolk Electoral Board was called to order on Thursday, July 10, 2025 at: 11:00 a.m. by Ms. Atoy Carrington in the Norfolk Office of Elections.

A motion to approve the minutes as amended of the June 18-23, 2025 canvass meeting was made by Mr. Ziegenfuss and seconded by Ms. Carrington. The motion passed unanimously by the Board 3-0.

Ms. Iles reviewed potential dates, times and deadlines for voter registration, early voting and absentee voting by mail for the November 4, 2025 General & Special Elections. Early Voting in person will begin Friday, September 19th at 9:00 a.m. at the Norfolk Office of Elections. Early voting will be available Monday through Friday from 9:00 a.m. to 5:00 p.m., and the two Saturdays preceding the election (October 25th and November 1st) as required by law. Ms. Iles recommended potential dates and times for early voting at the voter satellite locations. The Board discussed and agreed to offer ten (10) days of early voting at the four (4) voter satellite locations. Early voting hours at the voter satellite locations will be from 9:00 a.m. to 5:00 p.m., Monday through Saturday, beginning Thursday, October 23rd. In addition, the four (4) voter satellite locations will offer one (1) Sunday of early voting on October 26th from 12:00 p.m. to 4:00 p.m.

Absentee voting by mail will also begin on September 19th. The voter registration deadline has been extended due to a change in law effective July 1st to (10) ten days prior to the election. This date now coincides with the absentee deadline. The deadline to request an absentee ballot by mail is 5:00 p.m., October 24th. The voter registration deadline is October 24th (5:00 p.m. in person and 11:59 p.m. online).

Ms. Iles appraised the Board of the ADA compliance review of all Norfolk polling places and voter satellite locations. She will submit requested improvements to the City of Norfolk General Services and Public Schools for completion.

Mr. Ziegenfuss motioned to schedule the next meeting of the Norfolk Electoral Board was scheduled for Tuesday, August 26, 2025 at 11:00 a.m. at the Norfolk Office of Elections 810 Union Street (City Hall), Suite 100. Ms. Carrington seconded. The motion passed 2-1 with Ms. McKay dissenting.

Closed Session

At 11:56 a.m., it was moved by Mr. Ziegenfuss and seconded by Ms. Carrington to go into closed session pursuant to the Code of Virginia for a discussion of personnel: General Registrar annual review and discussion of potential Officers of Election for appointment. The motion was approved by a unanimous vote of the Board.

Upon a motion made by Mr. Ziegenfuss and seconded by Ms. Carrington and passed by unanimous vote of the Norfolk Electoral Board, the Electoral Board reconvened in open session. Furthermore, at 1:48 p.m. Mr. Ziegenfuss moved to adopt the following certification:

"We certify that the Norfolk Electoral Board convened a closed meeting on Thursday, July 10 , 2025, pursuant to an affirmative vote in accordance with the provisions of the Virginia Freedom of Information Act and that Section 2.2-3712 of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law. The Norfolk Electoral Board further certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Board in the closed meeting."

Ms. McKay seconded the adoption of the certification, and the Board voted by roll call to approve the certification. Ms. Carrington voted - Aye. Mr. Ziegenfuss voted - Aye. Ms. McKay voted - Aye.

Mr. Ziegenfuss motioned to approve the ten (10) applicants presented by Ms. Iles to serve as Officers of Election for a period ending February 28, 2027. Ms. McKay seconded. The motion passed unanimously.

Such Other business as may come before the Electoral Board:

Vice Chair McKay announced the petition from the Virginia State Board of Elections was dismissed by the Norfolk Circuit Court. This will permit Ms. McKay to fulfill the remainder of her term ending December 31, 2025.

Ms. McKay requested a discussion of the Provisional ballot process. Ms. Iles reviewed the current process and chain of custody for provisional ballot handling. Ms. Iles reiterated the Electoral Board does not have access to the statewide voter registration database (VERIS). The Norfolk Office of Elections completes the research and review of each provisional ballot to determine if the voter is: eligible, in the correct precinct, and has not already voted. The Norfolk Office of Elections also processes all Same Day Voter Registration Applications in VERIS as required by the state deadline. All research is provided to the Norfolk Electoral Board so they can make an informed decision as to whether or not to count the Provisional Ballot(s).

Mr. Ziegenfuss moved to adjourn the meeting, which Ms. Carrington seconded. The meeting was adjourned at 2:05 p.m. by a vote of 2 - 1, with Ms. McKay dissenting.

Respectfully submitted,

A handwritten signature in black ink that reads "H. Michael Ziegenfuss". The signature is written in a cursive, flowing style.

Mr. Ziegenfuss, Secretary

July 10, 2025