

# Norfolk Electoral Board

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## Minutes of the July 29, 2021 Meeting

### **Present**

Michael Khandelwal (Chair), Atoy Carrington (Vice Chair), H. Michael Ziegenfuss (Secretary), Stephanie Iles (Director of Elections & General Registrar), and Rosanna Bencoach (Deputy Director of Elections & Deputy Registrar).

The Norfolk Electoral Board was called to order at 2:01 p.m. by Mr. Khandelwal in the 6th floor conference room of Norfolk City Hall.

### **Approval of Minutes from the June 9 & 11, 2021 Electoral Board Primary Canvass**

The minutes were amended by reversing the last two paragraphs. Ms. Carrington moved to approve the minutes as amended from the June 9th & 11th Electoral Board Primary Canvass. Mr. Ziegenfuss seconded the motion. The Board unanimously approved the minutes from the canvass.

### **Finance Report**

Ms. Iles updated the board on the status of Candidate Campaign Finance Reports due July 15, 2021. Three (3) candidates reported late and one (1) failed to file.

### **Approval of Officers of Election**

Ms. Iles presented the Board with a list of three (3) potential Officers of Election for appointment. Two (2) were accepted for appointment. Ms. Carrington moved to approve the amended list. Mr. Ziegenfuss seconded the motion. The Board unanimously voted to approve those on the list as amended for a term ending February 28, 2022.

### **Approval of Electronic Meetings**

After a general discussion, the Board voted to adopt the latest version of the Electronic Meeting Policy as permitted by § 2.2-3708.2 of the Code of Virginia. Ms. Carrington moved to approve the updated Policy. Mr. Ziegenfuss seconded the motion. The Board unanimously approved.

### **Discussion of State Annual Training**

After a general discussion, the Board expressed disappointment in the quality of the training given to Electoral Board members across the Commonwealth by ELECT.

## **Discussion of November 2, 2021 General & Special Elections: Preparations & Voter Satellite Offices**

The Board had discussed the creation of an additional satellite/vote center, at Military Circle. Ms. Iles after checking with responsible parties, found that there were no feasible locations available. The Board decided to use all the centers from last election and set the times to be posted on Norfolk Elections website. Ms. Carrington moved to approve the locations and the schedule. Mr. Ziegenfuss seconded the motion. The Board unanimously approved.

## **Closed Session: Annual Review of General Registrar:**

At 3:30 p.m., it was moved by Ms. Carrington and seconded by Mr. Ziegenfuss to go into closed session pursuant to the Code of Virginia for discussion of the Annual Performance Evaluation of Ms. Iles, Director of Elections & General Registrar. The motion was approved by unanimous voice vote of the Board.

Upon a motion made by Ms. Carrington, seconded by Mr. Ziegenfuss, and passed by unanimous vote of the Norfolk Electoral Board, the Electoral Board reconvened in open session.

Further, Mr. Ziegenfuss moved to adopt the following certification:

“We certify that the Norfolk Electoral Board convened a closed meeting on July 29, 2021, 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. Carrington seconded the adoption of the certification, and the Board unanimously voted to approve the certification.

Mr. Khandelwal congratulated Ms. Iles on a year of stellar performance as Director of Elections & General Registrar of the City of Norfolk.

**Such other business as may come before the Electoral Board:**

The next meeting of the Norfolk Electoral Board was set for Thursday, August 26, 2021 at 2 p.m.

Mr. Ziegenfuss moved to adjourn the meeting, which was seconded by Ms. Carrington. The meeting was adjourned at 4:30 p.m. by unanimous vote of the Board.

Respectfully submitted,



Henry Michael Ziegenfuss, Secretary

July 29, 2021