

# City of Richmond



CECELIA BELL DABNEY  
SECRETARY

CHERLYN STARLET STEVENS  
CHAIR

OPHELIA POWELL DANIELS  
VICE-CHAIR

## Electoral Board

ELECTORAL BOARD MEETING

March 23, 2016

"SIC ITUR AD ASTRA"

SUCH IS THE WAY OF THE STARS

The meeting was called to order at 11:10 A.M. on the above date with the following members and guests present.

Starlet Stevens, Chairwoman of the Board; Kirk Showalter, General Registrar, City of Richmond; Adriene Davis, Clerk, Electoral Board; Norman Shelton, Warehouse Supervisor; David Cramer, Technician; Ophelia Daniels, Vice Chair, Electoral Board; Jerry Ingram; Jeff Maclin Technician; Livingston Rush, Election Officer and Cecelia Dabney, Secretary, Electoral Board.

### **APPROVAL OF MEETING MINUTES**

The January and February minutes were approved. All were in favor.

### **ELECTORAL BOARD REORGANIZATION**

Mrs. Dabney made a motion that the officers remain the same for this year; Starlet Stevens as Chair, Ophelia Daniels, Vice Chair and Cecelia Dabney, Secretary. Motion was seconded by Ms. Daniels. Motion was approved.

### **JUNE ELECTION ARRANGEMENTS**

- ✚ Livingston Rush, Chief of Precinct 310, requested a larger voting area in the Calhoun Recreation Center. Mr. Rush located a place in the building on ground level that would be perfect for our seniors and disabled voters. Ms. Stevens motioned to approve the change and in place by the June Primary election. Motion was seconded by Mrs. Dabney. Motion approved.
- ✚ It was suggested that magnifiers be used to increase the size of the font on the ballots for voters with vision problems.
- ✚ The number of training sessions for e-pollbooks, Chiefs, Assistant Chiefs and New Officers have been increased. Motion made by Ms. Stevens to approve the number of e-pollbook training sessions, Mrs. Dabney seconded. Motion approved.

- ✚ Motion was made to approve the allocation on the resources. The motion was seconded and approved.
- ✚ There has been a call for a dual primary on June 14<sup>th</sup>. It is not definite until sometime after April 5<sup>th</sup>. There may be a special election in January should Senator McEachin win the primary. Letters of notice and training schedules will not be mailed to all Officers, instead the Board approved having only the Chiefs receive notice of the June Primary Election letters and training schedules. It will be the responsibility of the Chiefs to inform their officers and assign them to training. The letter will also contain election night procedures for return of supplies and what is to be returned at the curb.
- ✚ The Board's precinct assignments will remain the same.
- ✚ The recommendation of Ms. Showalter is to continue absentee processing for all elections based on the Absentee Chief's assessment. Ms. Showalter also recommended the following pay for absentee processing: \$15.00 per hour for the Chief; \$13.00 per hour for the Assistant Chief and \$12.00 for the Officers and be applied retroactively to November and March and that going forward, the pre-processing fee will start beginning at 6:00 AM. Ms. Stevens motioned to accept Ms. Showalter's recommendation. Motion seconded by Board members. Motion approved.

**ELECTION OFFICERS PERFORMANCE** (Closed Session) – Starlet moved to close the Richmond Electoral Board meeting pursuant to Section [2.2-3711\(A\)\(1\)](#) to discuss Election Officers performance. Motion seconded by Ophelia Daniels, all approved.

**ELECTRONIC POLLBOOK PURCHASE** – Ms. Showalter proposed three scenarios; move forward with the purchase of new poll books with the option to make the June election. If not, move forward to use the poll books that we have in our current inventory. If purchase is not completed this year, use the money to purchase new laptops or purchase new hard ware for the old e-poll books. There was a lot of discussion on the pros and cons of the iPad and the Poll Pad.

The remaining items on the agenda were deferred until the next meeting on the motion of Ms. Showalter, seconded by Ms. Daniels. Motion approved.

Ms. Stevens moved that the meeting be adjourned. Motion seconded by Ms. Daniels and Mrs. Dabney.

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Cecelia B. Dabney  
Richmond City Electoral Board

Adriene Davis  
Recorder