

# City of Richmond



CECELIA BELL DABNEY  
SECRETARY

CHERLYN STARLET STEVENS  
CHAIR

OPHELIA POWELL DANIELS  
VICE-CHAIR

## Electoral Board

Meeting Minutes  
September 7, 2016

"SIC ITUR AD ASTRA"  
SUCH IS THE WAY OF THE STARS

The meeting was called to order by Chairwoman Starlet Stevens at 9:00 AM, Wednesday, September 7, 2016.

In attendance were: Ophelia Daniels, Vice Chairwoman; Cecelia Dabney, Secretary; Norman Shelton, Technician; Adriene A. Davis, Executive Assistant to the Board; Daphne Burwell, Election Officer at G. H. Reid Elementary School; Brian Smith, Election Officer; David Creamer, Technician and Kirk Showalter, General Registrar.

Cecelia Dabney moved that the minutes of July 20, 28 and September 1, 2016 be approved. They were approved by all.

### **December Run-Off Recommendations**

Letters to alert polling places and Chief Election Officers of a possible December run-off and a letter to alert polling places and Chiefs if no run-off is called have been prepared.

If a December run-off is called, only one training class will be held on December 17<sup>th</sup>.

### **Election Officer Status For November 2016 Election**

Previously 1,010 election officers were reported on file. According to the projection of 1,204 officers needed, this would place us in a very good position to fully staff the precincts this November. Because of the new training requirements, it is recommended that the Board contact those officers that remain on the reserve list to see if they are still interested in working elections.

This should be done constantly.

### **Overview Of The June 2016 Primary Election**

Ms. Showalter discussed some complaints, concerns and complements.

- Mechanical issues – Batteries in the pads were not fully charged.
- We had a perfect one-to-one correlation to voters checked in as to voters voting.

- Ms. Showalter commended the staff and election officers for a job well done and the new poll books worked great.

Kirk Showalter reported an additional 24 poll books were purchased with enough to have 10 spares.

### **Frequency of Board Pay**

Starlet Stevens moved to leave the pay frequency as is. Cecelia Dabney seconded the motion. All were in favor of the motion. Motion passed.

### **Other Business**

Kirk Showalter invited Kirk Jonas, President of the Central Virginia Chapter of the A. Phillip Randolph Institute, an organization that helps citizens with voting problems. It gives information on how and where to vote on election day and voter rights in Virginia.

The workers are trained volunteers on voting procedures and legal voting rights. A training session has been arranged to be held on the University of Virginia Campus. Kirk Showalter stated that she would like to volunteer with this group to reach out to students and to educate them as to where to go to vote.

There being no further business, the meeting adjourned.

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Cecelia A. B. Dabney  
Electoral Board Secretary

Adriene Davis  
Recorder