

City of Richmond



CHERLYN STARLET STEVENS
SECRETARY

JAMES M. NACHMAN
CHAIR

OPHELIA POWELL DANIELS
VICE-CHAIR

Electoral Board

Meeting Minutes
December 12, 2017

“SIC ITUR AD ASTRA”

SUCH IS THE WAY OF THE STARS

CALL TO ORDER

The City of Richmond Electoral Board meeting was called to order by the chairman, James Nachman on Tuesday, December 12, 2017 at 5:36 PM.

In attendance were Ophelia Daniels, Vice Chairwoman; C. Starlet Stevens, Secretary; J. Kirk Showalter, Registrar; Jerry Ingram, Acting Deputy Registrar; Adriene Davis, Executive Assistant to the Electoral Board; Norman Shelton, Chief Technician and David Creamer, Chief Pollbook Technician.

APPROVAL OF MINUTES

The minutes of September 18, 2017 and November 13, 2017 were signed and approved. The minutes of the Provisional Ballot meeting held November 14, 2017 will be approved at the next meeting pending revisions that will include the Boards recommendations.

DRAFT PUBLIC COMMENT POLICY

The RE-DRAFT OF THE PUBLIC COMMENT POLICY was presented to the Board by Ms. Showalter. Included in the re-draft are items that were considered in the last meeting, but specifically, the question asked by Mr. Nachman; “under what authority can the Electoral Board ban a non-member of the Board from the meeting if their behavior was unacceptable?” The discussion was guided by Ms. Tabrica Rentz, Senior Assistant Attorney for the City of Richmond. Ms. Rentz response was that there is no particular case log that governs if a person can be excused from the meeting. The Board has the power to do such to maintain order in the meeting according to Robert’s Rules of Order.

The other issue was if there will be a public comment period for agenda items and one for items not on the agenda.

Ms. Showalter recommended that consideration be given to strike item three (3) under Pending Litigation. It was also recommended by Ms. Rentz that if persons are coming to the podium to speak they should identify themselves and included in the redraft.

Ms. Showalter recommend amending the guidelines to add that persons speaking during the first public comment period must identify themselves by stating their name and the jurisdiction in which they live.

Ms. Daniels moved to accept and adopt the Public Speakers Comment Guidelines and its amendments. Motion was seconded by Mr. Nachman. Motion passed.

2018 LEGISLATIVE PROPOSALS

The 2018 legislation proposal that will relieve us from going into high schools that are guild to the public for voter registration and from advertising at private events to which we have been invited has been adopted by VRAV as a legislative item, Ms. Showalter has talked to Senator McCullough's office and Senator Edwards has submitted it for drafting.

Legislative Day is set for January 16th 2018.

DRAFT ANNUAL LETTERS TO ELECTION OFFICERS AND POLLING PLACES

The letter to the polling places is to reserve the dates for the election; to the chief election officers to make recommendations as to whom they want to work and whom they want to remove, and to the regular officers requesting a signed Oath Form by the first week in February. A motion was made by Ms. Daniels, seconded by Ms. Stevens to approve the letters. Motion carried.

Ms. Showalter asked to remove item number seven (7) Time of Ballot Pick Up from the agenda. Mr. Nachman granted the request.

PRECINCT BALLOT PROCEDURE

Ms. Showalter explained that in the past when the election officers pick up the supplies on the Monday before the election, they would sign for the number of ballots that they received. Instead, because the ballots are at the precincts, Ms. Showalter suggested for the June election, a Ballot Receipt be placed with the ballots to be certified after they have been counted at the precinct and return the Ballot Receipt with the supplies.

Ms. Daniels moved that the recommendation offered by Ms. Showalter be accepted. Motion seconded by Ms. Stevens. Motion passed.

68th DISTRICT HOUSE OF DELEGATE RECOUNT

Recount orders were passed to each of the Board Members. Ms. Showalter will coordinate the training date and time set for December 18, 2017 at 2:00 PM with Registrars from other localities that are involved in the recount and the Circuit Court Clerk. The court has allowed them to use the high speed scanner to separate the 68th District ballots; L & A one of the jurisdictions and count those ballots; do the same for the second jurisdiction and then the third jurisdiction. There will be five recount teams, two coordinators, one for Democrats and one for Republicans.

NEXT MEETING DATE

Ms. Showalter recommended that the action items scheduled for January is incorporated in the February's agenda, with the exception of the election officers re-appointments, be included in March's agenda. The next meeting will be Tuesday, February 6, 2018 at 5:30 PM.

OTHER BUSINESS

The members of the Electoral Board will attend the annual meeting at the Homestead, March 2-4, 2018.

PUBLIC COMMENTS

There was no one from the public to speak.

The Board went into a closed meeting pursuant to [Section 2.2-3711 \(A\(1\)\)](#) of the Virginia Freedom of Information Act to discuss the performance of employees of the Electoral Board, including but not limited to Officers of Elections appointed by the Electoral Board.

The Board certified the closed session pursuant to [Section 2.2-3712](#) of the Code of Virginia as read by Ms. Stevens.

Motion was made by Ms. Stevens to pay Canvass Worker Johanna McKee double the amount of her normal pay (a total of \$200.00) for additional time worked for the November, 2017 canvass. Motion seconded by Ms. Daniels. Motion passed.

Mr. Nachman directed the Ms. Showalter to draft a letter and send to the Election Officers who did not serve on election day to show reason why they did not serve during the November 2017 election. Motion made by Ms. Stevens, seconded by Ms. Daniels. Motion passed.

Meeting adjourned at 7:22 PM.

James M. Nachman
Chairman to the Electoral Board

Ophelia Daniels
Vice Chairwoman to the Electoral Board

Cherlyn S. Stevens
Secretary to the Electoral Board