

City of Richmond Electoral Board

Meeting Agenda

Thursday May 19, 2022, 4:00 PM

Office of Elections

2nd Floor Conference Room

2134 West Laburnum Avenue

Richmond, Virginia 23227



----- Agenda Topics -----

- | | |
|---------------------------------------------------------|---------------------|
| 1. Call to order | James Nachman |
| 2. Public comment period for Items on the agenda | |
| 3. Approval of the minutes | The Electoral Board |
| 4. Introduction of the Page Program | Donald Gaines |
| 5. Election Officer Update | Caitlin Shelton |
| 6. November 2021 Statement of Results | Keith Balmer |
| 7. Security Cameras | Keith Balmer |
| 8. Ranked Choice Voting Update | Keith Balmer |
| 9. Redistricting Update | Keith Balmer |
| 10. Casino Referendum Update | Keith Balmer |
| 11. Special Election Lawsuit Update | Keith Balmer |
| 12. New Business | |
| 13. Public comment period for items not on the agenda | |
| 14. Closed Session – Security Plan for Voting Equipment | |
| 15. Adjournment | |

ITEMS FOR UPCOMING ELECTORAL BOARD MEETINGS

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Dates to Remember For General Election – November 2022

September 23rd – Early Voting begins

October 28th – Deadline to apply for an absentee ballot by mail

November 5th – Last day of Early Voting

November 8th – Election Day

November 9th – Canvass start date

November 14th (12:00 Noon) – deadline for postmarked absentee ballots



Election Officer News Daily

MAY 2022



“Democracy is not a spectator sport”

Dates to remember

General Election Day

November 8, 2022

Early Voting

09/24 through 11/05

New Pay Increase

Chief: \$

Assistant Chief: \$

Election Deputy: \$

Contact Information

Office: 804-646-4411

Email: Electionofficer@RVA.gov

Election Manager: Caitlin Shelton

Election Officer Specialist:
Cetia Thomas

Hello Election Officers (or deputy or officials)

Starting in September the City of Richmond Office of Elections will be launching our new online training. The following classes will be web based

- Basis Training for Election Officers (formally known as Mandatory Training)
- What to do In case of Emergencies
- CAP Training

The following classes will remain In-Person:

- E-Poll book
- Voting Machine
- Mandatory Chief and Assistant Chief

More information about online training will be forthcoming.

DID YOU KNOW???

Adrienne Davis has been promoted to a new role within our office. She is no longer in charge of Election Officer Management. She now works on procurement and budget. Your new Election Officer Manager is Caitlin Shelton. Her assistant is Cetia Thomas. Together they represent the new Election Officer Department. This department will not just staff polling locations on Election Day, they will coordinate training, and will provide opportunities for election officers to be engaged in the electoral process throughout the year. This newsletter is one example of that. We predict that newsletters will go out to election officers 2-3 times a year.

Your registrar Keith Balmer has created a separate department for Election Officers called Election Services located downstairs

The Office of Elections going forward will be sending a lot of email notifications and election officer correspondences. Please provide your email address as soon as possible.

NEW TO YOUR PRECINCT WILL BE HIGH SCHOOL PAGES?

A High school page is a high school student who will may work in your precinct on Election Day they will be training as can work every aspect of election officer duties except voting specialist and ballot officer.





City of Richmond Electoral Board
2134 W. Laburnum Avenue Richmond, VA 23227
Election Officer Affirmation form

First: _____ Last name: _____

Full Social Security: _____

Home Street Address: _____

Zip Code: _____ Apt: _____

Email: _____

Cell Phone: _____ Home: _____

Assigned Precinct Number (if known): _____

- I would prefer to represent the Democratic Party.
- I would prefer to represent the Republican Party.
- I would prefer to be unaffiliated.

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the Commonwealth of Virginia, and that I will faithfully and impartially discharge all the duties incumbent upon me as an Officer of Election of the City of Richmond for three year term beginning March 1, 2021 according to the best of my ability (so help me God.)

(Signature of person taking oath)

Subscribed and sworn to before me this _____ day of _____, 20 _____

- Clerk
- Deputy Clerk
- Notary

Notary Stamp(in Box Below)



November 2022 Post-Election Survey of Election

1. What is your Name?

2. Precinct name and Precinct number?

3. On Election Day, what was your assigned position?

- Chief
- Assistant Chief
- Ballot Officer
- Greeter
- Voting Machine Specialist
- E-Poll book

4. Overall, how would you rate your experience being and Election Officer this election?

Very Poor 1 2 3 4 5 Excellent!



5. Did you feel your precinct had the right number of election officers?

- I think we had just the right number of officers
- I think we need more officers
- I think we had too many officers

6. Do you feel your polling place was a safe and sanitary environment?

- Yes
- No, explain why?

7. How would you rate your Chief?

1 2 3 4 5

Needs Significant improvement



Excellent!

8. How would you rate your Assistant Chief?

1 2 3 4 5

Needs Significant Improvement



Excellent!

9. Did you experience any shortages of Election items such as supplies, voting equipment or materials?

THANKS FOR SERVING!
DEMOCRACY IS NOT A SPECTATOR SPORT!



November 2022 Post-Election Survey of Election

10. How was your overall experience on Election Day? Did you experience any issues or have any other notable concerns or situations, good or bad? (E.g. issues with voters, unusual situations, stories about first-time voters, etc.)

11. Did you notice a need for any additional language assistance needs in your precinct?

- Yes
- No
- Spanish
- Vietnamese
- Korean

12. Do you have any feedback about the training classes, online resources, communications, or other support before or on Election Day?

13. Do you have any tips from your precinct or are there any procedures or materials you would like to see changed?

14. LAST QUESTION! Do you plan to serve again in future elections?

- Yes, definitely
- Yes, probably
- Maybe
- No

THANKS FOR SERVING!
DEMOCRACY IS NOT A SPECTATOR SPORT!

Election Day High School Student Program

ELECTION DAY PARTICIPATION PROGRAM FOR HIGH SCHOOL STUDENTS

Please note the High School Page Program only applies to November elections.

Mandatory: If you are under the age of 18, you must have the approval of your parent/guardian in order to participate in the election page program.

Are you at least 16 years old, live in Virginia, and enrolled in a high school civics or government class? Would you like to learn more about the electoral process and earn service-learning hours?

The Office of Elections is offering you the opportunity to serve inside a City Of Richmond polling place as an election page for the upcoming November election.

We also encourage students fluent in Spanish, Korean, and Vietnamese to apply.

AS AN ELECTION PAGE, YOU WILL...

Complete the required online training class and pass the quiz.

Serve a 4 or 8-hour shift inside a City Of Richmond polling place under the direct supervision of the Chief Election Officer.

Arrive on time and remain at the polling place during your assigned shift.

Maintain impartiality while serving—not discussing politics, candidates, or issues.

Dress appropriately: no shorts, sweats, or t-shirts.

Use appropriate language and behavior at all times.

Not receive compensation for serving.

The completed application, with all required acknowledgements, must be received by the Office of Elections on a date to be determined. After this date the portal will close and no additional applications will be accepted.

RECOGNITION

In recognition of service provided, you will be sent a "Certificate of Appreciation" following the election.



STUDENT ELECTION PAGE APPLICATION

General & Special Elections

November 8, 2022

Deadline: Saturday, October 1, 2022

To avoid processing delays, complete the PDF online, and then print to collect signatures.
The application may be faxed, mailed, hand-delivered, or sent by your teacher through inter-office mail.

Full Name _____ Middle Name _____ Last Name _____

Street Address _____ Zip Code _____

Phone _____ Email (required) _____

VERY IMPORTANT!! Emails will be sent from City of Richmond
Voter Registration & Elections Vote@RVA.gov

High School _____ Government Teacher _____

Are you or will you be a registered voter on Election Day? Yes No

Polling location assignment requests _____

Preferred Election Day Shift 5:00am – 1:00pm 1:00pm – 9:00pm Either time
(choose 1)

Training Dates (choose 1) October 20th 5pm - 7pm October 22nd 9am - 11am

Training Location Office of Elections 2134 W Laburnum Ave. Richmond Va. 23227

Student Agreement

- I understand that I am required to attend ONE (1) of the training classes offered to be eligible to participate in the Student Election Page program.
- I understand that I may not leave my assigned polling place during my shift on Election Day.
- I understand that I may not be assigned in or near my home precinct and will provide my own transportation.
- I understand that only two student election pages will be assigned per shift to each polling location.

Student Signature (required) _____ **Date** _____

Parent/Guardian Agreement/Approval

- I have reviewed the Information for Student Election Pages and understand the terms and requirements therein.
- I authorize that my son/daughter _____ may participate in the Student Election Page program on November 8, 2022.

Parent Signature (required) _____ **Date** _____

Government Teacher/Coordinator Recommendation

I recommend this student for participation in the program.

Teacher Signature (required) _____ **Date** _____

Print Teacher's first and last name

Print email address of teacher



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

ELECTION DAY PAGE OATH
VA. CODE § 24.2-604.3

To be administered on Election Day to any student participating in an election as an Election Day Page. Pages may not participate at central absentee precincts (CAPs). Pages are to serve under the direct supervision of the chief officer of election of their assigned polling place.

Election Date	Locality	District/Town	Precinct
Page's Full Name (Print)		Chief Officer of Election's Full Name (Print)	

Page, please initial on each line to indicate compliance and understanding.

- _____ I am a:
- ✓ High school student.
 - ✓ Citizen of the Commonwealth of Virginia.
 - ✓ Citizen of the United States.
- _____ I have received training on the duties, responsibilities, and prohibited conduct of Election Day pages from a person designated by the local electoral board.
- _____ As an election day page I will:
- ✓ Follow all instructions given to me by the chief officer of election or their designee.
 - ✓ Provide assistance to the officers of election.
 - ✓ Ensure the safe entry and exit of elderly and disabled voters from the polling place.
 - ✓ Conduct myself in a professional and ethical manner.
 - ✓ Observe strict impartiality.
- _____ I understand that as an Election Day Page I am authorized to:
- ✓ Observe the electoral process.
 - ✓ Seek information from the chief officer of election.
 - ✓ Assist in the arrangement of the voting equipment, furniture, and other materials for the conduct of the election.
 - ✓ At the direction and under the direct supervision of the chief officer of election, assist in the counting of unmarked ballots.
- _____ I understand that I am not authorized to:
- ✓ Enter any voting booth.
 - ✓ Handle or touch any ballots, except when assisting in the counting of unmarked ballots.

Oath
I do solemnly swear (or affirm) that I will faithfully perform my duties as an Election Day Page according to the law and to the best of my ability.

Election Day Page:	Signature	Date
Oath Administrator:	Full Name (Print)	Title
	Signature	Date

§ 24.2-604.3. Election day page program; high school students.

- A. The local electoral board, or its general registrar, may conduct a special election day page program for high school students in one or more polling places designated by the electoral board or the general registrar, other than a central absentee voter precinct. Students shall be selected for the election day page program by the electoral board or the general registrar in cooperation with high school authorities. The program shall be designed to stimulate the pages' interest in elections and registering to vote, provide assistance to the officers of election, and ensure the safe entry and exit of elderly and disabled voters from the polling place.
- B. Each page shall receive, from a person designated by the electoral board, training on the duties, responsibilities, and prohibited conduct of election pages. Each page shall take and sign an oath as an election page, serve under the direct supervision of the chief officer of election of his assigned polling place, and observe strict impartiality at all times.
- C. Election pages may observe the electoral process and seek information from the chief officer of election and may assist in the arrangement of the voting equipment, furniture, and other materials for the conduct of the election but shall not enter any voting booth. Election pages may, at the direction and under the direct supervision of the chief officer of election, assist in the counting of unmarked ballots but shall not handle or touch ballots in any other circumstance.

VIRGINIA:

**IN THE CIRCUIT COURT OF THE CITY OF RICHMOND
John Marshall Courts Building**

**IN RE: PETITION BY THE COUNCIL)
OF THE CITY OF RICHMOND,)
VIRGINIA, FOR AN ORDER CALLING)
A REFERENDUM CONCERNING)
WHETHER CASINO GAMING SHALL)
BE PERMITTED IN THE CITY OF)
RICHMOND, VIRGINIA)**

Case No.: 22-998-5

ORDER

There has been filed with this Court a Petition on behalf of the Council of the City of Richmond in which the Council has requested this Court to issue an order that a referendum be called and a special election be conducted on Tuesday, November 8, 2022, pursuant to sections 24.2-682, 24.2-684, and 58.1-4123 of the Code of Virginia (1950) on the question of whether casino gaming shall be permitted at a casino gaming establishment in the City of Richmond, Virginia, at 2001 Walmsley Boulevard and 4700 Trenton Avenue, Richmond, Virginia 23234 as may be approved by the Virginia Lottery Board.

This Court having considered the Petition, IT IS HEREBY FOUND AND DETERMINED that:

1. Such Petition was filed properly (i) pursuant to Title 24.2, Chapter 6, Article 5 and Title 58.1, Chapter 41 of the Code of Virginia (1950) and (ii) in accordance with Resolution No. 2022-R003, duly adopted on January 24, 2022, by the City Council of the City of Richmond, Virginia;

2. The referendum ordered hereby is specifically authorized by statute within the meaning of section 24.2-684 of the Code of Virginia (1950); and

3. The referendum question as stated in this Order (i) adequately identifies the location of the proposed casino gaming establishment and (ii) is in plain English within the meaning of sections 24.2-684 and 24.2-687 of the Code of Virginia (1950).

Accordingly, IT IS HEREBY ADJUDGED, ORDERED, AND DECREED as follows:

1. Pursuant to sections 24.2-682, 24.2-684, and 58.1-4123(B), at the general election to be held on Tuesday, November 8, 2022, a date that is at least 81 days following the entry of this Order, the election officials of the City of Richmond, Virginia, shall open the polls and take the sense of the qualified voters of the City of Richmond, Virginia, on the following question to be printed on the ballot prepared by the Electoral Board of the City of Richmond, Virginia:

Shall casino gaming be permitted at a casino gaming establishment in the City of Richmond, Virginia, at 2001 Walmsley Boulevard and 4700 Trenton Avenue, Richmond, Virginia 23234 as may be approved by the Virginia Lottery Board?

Yes

No

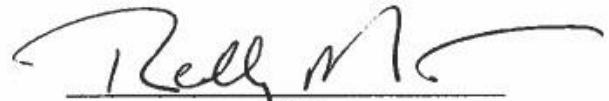
2. Pursuant to section 24.2-684 of the Code of Virginia (1950), the Clerk of the Circuit Court of the City of Richmond, Virginia, is directed to send a copy of this Order immediately to the State Board of Elections. The Clerk is further directed to send a copy of this Order immediately to the General Registrar of the City of Richmond, Virginia.

3. Pursuant to section 58.1-4123(C) of the Code of Virginia (1950), the Clerk shall publish notice of such election in a newspaper of general circulation in the City of Richmond, Virginia, once a week for three consecutive weeks prior to such election.

4. The referendum election shall be held and the results shall be certified as provided in sections 24.2-684 and 58.1-4123(E) of the Code of Virginia (1950).


5. Pursuant to section 58.1-4123(E) of the Code of Virginia (1950), the ballots shall be counted, the returns made and canvassed as in other elections, and the results certified by the Electoral Board to this Court. Thereupon, this Court shall enter an order proclaiming the results of such election and a duly certified copy of such order shall be transmitted to the Virginia Lottery Department and to the City Council of the City of Richmond, Virginia.

ENTERED THIS 18 DAY OF March, 2022.

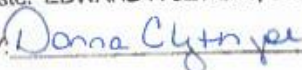


Judge

I ASK FOR THIS:



Haskell C. Brown, III
Interim City Attorney
VSB No. 43877
900 East Broad Street, Suite 400
Richmond, Virginia 23219
Phone: (804) 646-7940
Fax: (804) 646-6653
Haskell.Brown@rva.gov

A Copy
Teste: EDWARD F. JEWETT, CLERK
BY:  D.C.

Bonnie M. Ashley
Deputy City Attorney
VSB No. 33465
900 East Broad Street, Suite 400
Richmond, Virginia 23219
Phone: (804) 646-7940
Fax: (804) 646-6653
Bonnie.Ashley@rva.gov

Tabrica C. Rentz
Acting Deputy City Attorney
VSB No. 47705
900 East Broad Street, Suite 400

Richmond, Virginia 23219

Phone: (804) 646-7940

Fax: (804) 646-6653

Tabrica.Rentz@rva.gov