

Norfolk Electoral Board

Minutes of the May 6, 2025 Board Meeting

Present:

Ms. Atoy Carrington (Chairwoman), Ms. Marianne McKay (Vice-Chairwoman), Mr. H. Michael Ziegenfuss (Secretary), Ms. Stephanie Iles (Director of Elections & General Registrar), and members of the public – Arthur W. Devine, Jr., Kristen Michelle Worrell, Tony Olcott, Mark E. Snell-Cook, Judith E. Brown (LWVSHR), Paula T. Markham, Raymarie Rowzie, Dr. Frederick Rochte, Scott W. Hancox, and a representative from the Norfolk City Attorney's office were in attendance.

The Norfolk Electoral Board was called to order on Tuesday, May 6, 2025, at 11:08 a.m. by Ms. Atoy Carrington in the Norfolk Office of Elections.

A motion to approve the minutes from the April 1, 2025 meeting with amendments was made by Ms. McKay. There was no second. A motion to approve the April 1, 2025 minutes as drafted was made by Mr. Ziegenfuss and seconded by Ms. Carrington. The motion was passed by the Board 2-1 with Ms. McKay abstaining.

The next meeting of the Norfolk Electoral Board was set for canvass of the Democratic Party Primary Election on Wednesday June 18, 2025 at 10:00 a.m. in the Circuit Court Clerk's Conference Room, Norfolk Courthouse - 150 St. Paul's Blvd., 7th Floor. Ms. Iles advised that cell phones and electronic recording devices are prohibited in the courthouse.

Such Other business as may come before the Electoral Board:

Ms. McKay motioned that a dress code be implemented for Officers of Election to include no t-shirts with writing on them. Ms. Iles confirmed that Officers are instructed to dress business casual on Election Day, layer clothing for various temps, and wear comfortable supportive shoes. No political paraphernalia is permitted. Requesting to restrict clothing may violate First Amendment Freedom of Speech and impact Officers financially. Mr. Hancox inquired about the Office possibly obtaining a grant to purchase shirts for Officers of Election to wear. Ms. Iles advised there is no funding within the Officer of Elections budget and there are restrictions on accepting outside funding. Additionally, the number of Officers assigned and how often they rotate volunteering for elections would prove not sustainable. Discussion was held. There was no second.

Ms. McKay moved to adopt that standards for feedback forms submitted from Officers of Election follows the standards for best practices under Human Resources to include no changes or redactions once submitted and that Electoral Board members have access to the database. Ms. Iles affirmed that feedback forms from Officers are optional and are used internally for staffing future elections. The Board does not have access to the database due to security restrictions; however, feedback has been previously shared with the Board when requested. Discussion was held. There was no second. Mr. Ziegenfuss moved to not discuss further. Ms. Carrington seconded. The motion passed unanimously.

Ms. McKay discussed Authorized Representatives and what they are permitted to do and not do. Ms. Iles advised training is conducted with all Officers of Election regarding Authorized Observers and the state provides a handout that is sent to the Party Chairs and given to each Observer when in the polling place. Discussion was held. Ms. McKay requested to create a handout about Authorized Representatives to be given at elections training to Officers of Election & Pollbook Officers to supplement training. There was no second. Mr. Ziegenfuss moved to end discussion. Ms. Carrington seconded. The motion passed 2-1 with Ms. McKay abstaining.

Mr. Snell-Cook inquired how the Vice Chair accessed his personal cell phone number and has been sending 4-5 texts for over a year to him, to include the driver's privilege card. Ms. Iles apologized that Chief Officer contact information had previously been shared with Board members on Election Day for emergency purposes. Mr. Snell-Cook requested Ms. McKay no longer text him.

Ms. Markham discussed the restricted license and Virginia Fair Elections Training. She appreciated the information sheet being provided by the Elections Office in training and in the Pollbook Officer position folder.

Ms. Rowzie requested that the signage regarding the Democratic Party Primary advise voters that anyone can cast a ballot in this election.

Closed Session

At 12:06 p.m., it was moved by Mr. Ziegenfuss and seconded by Ms. McKay to go into closed session pursuant to the Code of Virginia for a discussion of personnel – potential Officers of Election for appointment. The motion was approved by a unanimous vote of the Board.

Upon a motion made by Mr. Ziegenfuss and seconded by Ms. McKay and passed by unanimous vote of the Norfolk Electoral Board, the Electoral Board reconvened in open session. Furthermore, at 12:10 p.m., Mr. Ziegenfuss moved to adopt the following certification:

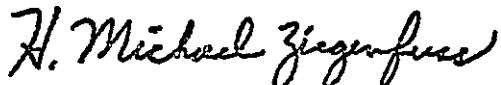
"We certify that the Norfolk Electoral Board convened a closed meeting on May 6, 2025, pursuant to an affirmative vote in accordance with the provisions of the Virginia Freedom of Information Act and that Section 2.2-3712 of the Code of Virginia requires a certification by this Board that such closed 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 voted by roll call to approve the certification. Ms. Carrington voted Yea. Mr. Ziegenfuss voted Yea. Ms. McKay voted Yea.

Mr. Ziegenfuss motioned to approve the three (3) applicants presented by Ms. Iles to serve as Officers of Election for a period ending February 28, 2027. Ms. McKay seconded. The motion passed unanimously.

Mr. Ziegenfuss moved to adjourn the meeting, which Ms. Carrington seconded. The meeting was adjourned at 12:14 p.m. by a unanimous vote.

Respectfully submitted,



Mr. Ziegenfuss, Secretary
May 6, 2025