

# Norfolk Electoral Board - Minutes of October 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), Ms. Rosanna Bencoach (Deputy Director of Elections & Deputy Registrar) and members of the public – Mark E. Snell-Cook, Tony A. Olcott, Trey Teich, Catherine Severo (League of Women Voters), Arthur Devine, Jr., and a representative from the City Attorney's office were in attendance.

The Norfolk Electoral Board was called to order at 11:04 a.m. by Ms. Atoy Carrington in the City Council 10<sup>th</sup> Floor Conference Room.

A motion to approve the minutes of August 26, 2025, Board meeting was made by Mr. Ziegenfuss and seconded by Ms. Carrington. Discussion was held. The motion passed 2-1, with Ms. McKay dissenting.

The City Attorney's office provided an update and answered questions concerning FOIA and provisional ballot procedures.

## **Closed Session**

At 12:08 p.m., it was moved by Mr. Ziegenfuss and seconded by Ms. Carrington to go into closed session pursuant to the Code of Virginia for personnel – discussion of potential Officers of Election for appointment. The motion was approved by the unanimous vote of the Board.

Upon a motion made by Mr. Ziegenfuss and seconded by Ms. Carrington and passed by unanimous vote of the Norfolk Electoral Board, the Electoral Board reconvened in open session. Furthermore, at 12:13 p.m. Mr. Ziegenfuss moved to adopt the following certification:

"We certify that the Norfolk Electoral Board convened a closed meeting on Monday, October 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. McKay seconded the adoption of the certification, and the Board voted by roll call to approve the certification. Ms. Carrington voted - Aye. Mr. Ziegenfuss voted - Aye. Ms. McKay voted - Aye.

Mr. Ziegenfuss moved to approve thirty-two (32) new Officers of election. Ms. McKay seconded, and the vote was unanimous.

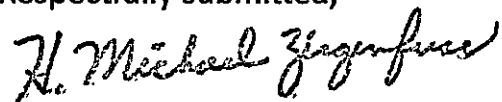
**Such Other business:**

Ms. Iles requested the office be closed on Monday, October 13<sup>th</sup> for Columbus Day/National Indigenous Peoples’ Day along with state and Constitutional offices. Mr. Ziegenfuss motioned to give the Election staff off on Monday, October 13<sup>th</sup>. Ms. McKay seconded. The motion passed unanimously.

The Board will have their next meeting on Wednesday, November 5, 2025 in the Norfolk Circuit Court Clerk’s Conference Room to canvass the results of the election.

Mr. Ziegenfuss moved to adjourn the meeting, which Ms. McKay seconded. The meeting was adjourned at 12:30 p.m. by unanimous vote.

Respectfully submitted,

A handwritten signature in black ink that reads "H. Michael Ziegenfuss". The signature is written in a cursive style with a large, stylized "H" and "Z".

Mr. Ziegenfuss, Secretary  
October 6, 2025