

**Minutes**  
**Norfolk Electoral Board**  
**October 3, 2016**

The Norfolk Electoral Board met at 3:30 p.m., October 3, 2016, in the Office of Elections. The meeting was attended by H. Michael Ziegenfuss, Chairman; Barbara Klear, Vice Chairwoman; W. Donald Brown, Secretary; and Stephanie Iles, General Registrar.

1. **L& A Testing:** The General Registrar advised that L&A Testing would begin on Wednesday, October 5<sup>th</sup>. Mr. Jim Hinshaw (former Electoral Board member) would be sworn in, along with Voting Machines Technicians, to perform L&A Testing. Paul Stenbjorn with the Virginia Department of Elections will be in attendance to view L&A Testing.
2. **Class Training Schedule:** The Class Training Schedule for the November 8, 2016 General & Special Elections was distributed by the General Registrar to the Board Members.
3. **Voter Outreach events:** The General Registrar advised of the several outreach events conducted by the Norfolk Office of Elections & Norfolk Electoral Board:
  1. On September 13<sup>th</sup>, a voter registration, education and absentee voting information event was held at Norfolk State University. This was Freshman orientation and welcome day.
  2. On September 14<sup>th</sup>, the General Registrar spoke with SERTOMA regarding the upcoming election, voter registration and absentee voting.
  3. On September 15<sup>th</sup>, a mock election was held at Norfolk Christian Lower School. Students voted for President and Favorite Ice Cream. Mr. Jim Hinshaw attended. We received favorable responses from students, teachers and the Principal.
  4. On October 4<sup>th</sup>, the General Registrar will be speaking at an assembly at Norfolk Collegiate Upper School about voter registration, absentee voting and recruiting volunteers to serve as Election Pages for the upcoming November Presidential Election
  5. Mr. Brown advised that he conducted a voter registration event at Vo-Tech and will be conducting another registration event on October 10<sup>th</sup> at Dave & Buster's at Lynnhaven Mall for "An Evening in Pink" charitable event.
4. **Attorney General's Opinion:** The General Registrar disseminated the Attorney General's Opinion dated September 29, 2016 to the Board members. This opinion addressed concerns regarding "selfies" and the use of devices with cameras and recording features in the polling place. The General Registrar advised that new signs would be placed in all polling places concerning the changes in cell phone use to include the state code sections and penalties regarding disruptive behavior in the polling place.
5. **Officers of Election:** The list of 149 candidates to serve as Officers of Election was presented to the Board for consideration. After review, the Board approved 149 candidates to serve as Officers of Election for a period ending February 28, 2017.

**6. Closed Session - 2016 Voting System Security Program**

At 4:30 p.m., Vice Chairwoman Barbara Klear requested a motion to go into closed session for the purpose of completing the 2016 Voting System Security Program. Secretary W. Donald Brown seconded. The motion was approved by unanimous voice vote.

We certify that the Norfolk Electoral Board convened a closed meeting on October 3, 2016, 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 Electoral Board reconvened at 5:15 p.m. in open session.

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.

The minutes were approved.

The meeting adjourned at 5:30 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Wendell D. Brown". The signature is written in a cursive, flowing style.

Wendell D. Brown  
Secretary