

Norfolk Electoral Board

Minutes of the July 8, 2019 Meeting

Present:

H. Michael Ziegenfuss (Chairman), Barbara Klear (Vice Chairwoman), Michael Khandelwal (Secretary), Stephanie Iles (Director of Elections & General Registrar), Moira Carlson (Deputy Director of Elections & Deputy Registrar)

The Norfolk Electoral Board was called to order at 3:32 p.m. by Mr. Ziegenfuss.

Approval of Minutes from the June 12-17, 2019 Electoral Board Meeting:

Mrs. Klear moved to approve the minutes from the June 12-17, 2019 meeting. Mr. Khandelwal seconded the motion. The Board unanimously approved the minutes from the meeting.

Approval of Officers of Election:

Ms. Iles presented a list of nine (9) potential Officers of Election for appointment. Mrs. Klear's motion to approve the list was seconded by Mr. Khandelwal. The Board unanimously voted to approve those on the list for a two (2) year term ending February 28, 2021.

Closed Session - Annual Review of General Registrar:

At 4:55 p.m., it was moved by Mr. Khandelwal and seconded by Mrs. Klear to go into closed session pursuant to the Code of Virginia for discussion of the Annual Performance Evaluation of Ms. Iles, Director of Elections & General Registrar. The motion was approved by unanimous voice vote of the Board.

Upon a motion made by Mrs. Klear, seconded by Mr. Khandelwal, and passed by unanimous vote of the Norfolk Electoral Board, the Electoral Board reconvened in open session.

Further, Mrs. Klear moved to adopt the following certification:

We certify that the Norfolk Electoral Board convened a closed meeting on July 8, 2019, 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.

Mr. Khandelwal seconded the adoption of the certification, and the Board unanimously voted to approve the certification.

Mr. Ziegenfuss congratulated Ms. Iles on a year of stellar performance as Director of Elections & General Registrar of the City of Norfolk.

Such other business as may come before the Electoral Board:

The board discussed the recent annual training held by The Virginia Department of Elections in Richmond.

Mr. Khandelwal reviewed with board and staff a draft for the new precinct evaluation form which will be used beginning with the November 5, 2019 General Election.

Ms. Iles discussed with the board the new location for the Poplar Halls precinct, which is the New Life Worship Center, within the boundaries of the precinct.

The board discussed the creation of a Norfolk Electoral Board policy for electronic participation in meetings.

Mr. Ziegenfuss reported that the regional Electoral Board members, General Registrars, and our region's elected officials in the Virginia General Assembly would be invited to a joint meeting in September, so VEBA members can discuss our priorities for legislation in the upcoming session.

Mr. Khandelwal moved to adjourn the meeting, which was seconded by Mrs. Klear. The meeting was adjourned at 6 p.m. by unanimous vote of the Board.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Khandelwal".

Michael Khandelwal, Secretary