

## **Norfolk Electoral Board**

### Minutes of the January 3, 2023 Meeting

#### **Present:**

H. Michael Ziegenfuss (Chair), Marianne McKay, Atoy Carrington (Vice Chairwoman), Stephanie Iles (Director of Elections & General Registrar), and Rosanna Benccoach (Deputy Director of Elections & Deputy Registrar).

The Norfolk Electoral Board was called to order at 10:05am by Mr. Ziegenfuss in the Elections Office Board Conference Room in Norfolk's City Hall.

Ms. McKay moved for The Norfolk Electoral Board's annual reorganization of members. H. Michael Ziegenfuss remaining as Chair, Marianne McKay serving as Vice-Chair and Atoy Carrington as Secretary. The motion was seconded by Ms. Carrington. The Board unanimously approved the motion, and the new positions were immediately adopted.

Ms. McKay moved to approve the minutes from the December 1, 2022 meeting, which was seconded by Ms. Carrington. The Board unanimously approved the minutes.

#### **Oath of Office Ceremony Participation.**

Ms. Carrington will attend the Norfolk School Board ceremony on Wednesday, January 11, 2023, at 9:00am at the Norfolk School Administration Building, 800 East City Hall Avenue and read the Certificate of Election for each School Board member elected.

**Freedom of Information, Electronic Meeting Policies and Codes of Ethical Conduct**

Ms. Iles and Ms. Bencoch distributed updated handbooks from the Virginia Department of Elections to the Board Members and reviewed key points and additional material therein.

**January 10, 2023 Special Election Preparation**

The Board discussed logistics of the day and it was determined that Mr. Ziegenfuss will pick up mail ballots from the post office by 5:30pm to deliver to the Department of Elections.

**Such Other Business as May Come Before the Board**

Ms. Carrington moved to adjourn the meeting which was seconded by Ms. McKay. The meeting was adjourned at 10:55am by unanimous vote of the Board.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Atoy B. Carrington". The signature is fluid and cursive, with a large, stylized "A" at the beginning.

Atoy B. Carrington, Secretary