

Norfolk Electoral Board

Minutes of the August 8, 2023 Board Meeting

Present:

H. Michael Ziegenfuss (Chair), Marianne McKay (Vice-Chair), Atoy Carrington (Secretary), Stephanie Iles (Director of Elections & General Registrar), Rosanna Bencoach (Deputy Director of Elections & Deputy Registrar). Rachel Rock (Chief Officer) also attended.

The Norfolk Electoral Board was called to order on Tuesday, August 8, 2023, at 11:04 am by Mr. Ziegenfuss in the Elections Office Board Conference Room in Norfolk's City Hall.

Ms. McKay moved to approve the minutes of the Jul 18, 2023 meeting. Ms. Carrington seconded the motion. The Board unanimously approved the minutes.

Approval of Officers of Election:

Ms. Iles presented a list of eleven (11) potential Officers of Election of appointment. Ms. Carrington seconded Ms. McKay's motion to approve the list. The Board voted unanimously to approve those on the list as presented by Ms. Iles for a term ending on February 28, 2025.

Upcoming November 2023 Election Preparation:

The Board discussed early voting and as well as Election Day preparations. The voters in Norfolk will continue to have available four (4) satellite offices located throughout the city. They are Mary D. Pretlow Anchor Branch Library, Jordan-Newby Library, Berkley Recreation Center, and Lambert's Point Community Center. The Board discussed hours for early voting at the four voter satellite locations. Information will be published on the Norfolk Office of Elections webpage, in the newspaper, and through the City's social media channels.

Closed Session – Personnel discussion:

At 11:54 am, it was moved by Ms. McKay and seconded by Ms. Carrington to go into a closed session pursuant to the Code of Virginia for a personnel discussion. The motion was approved by unanimous voice vote of the Board.

Upon a motion made by Ms. McKay and seconded by Ms. Carrington and passed by unanimous vote of the Norfolk Electoral Board, the Electoral Board reconvened in open session at 12:09 pm.

Further, Ms. McKay moved to adopt the following certification:

"We certify that the Norfolk Electoral Board convened a closed meeting August 8, 2023, 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 unanimously voted to approve the certification.

Such other business as may come before the Electoral Board:

The next meeting of the Norfolk Electoral Board was tentatively scheduled for the middle of September 2023. Date and time to be determined due to Labor Day holiday and election preparations.

Ms. McKay moved to adjourn the meeting, which Ms. Carrington seconded. The meeting was adjourned at 12:37 pm 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

August 8, 2023