

## Norfolk Electoral Board

### Minutes from the Tuesday, October 3, 2023 Board Meeting

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#### Present:

H. Michael Ziegenfuss (Chair), Marianne McKay (Vice-Chair), Atoy Carrington (Secretary), Stephanie Iles (Director of Elections & General Registrar), and observer Thelma Drake (former member of Congress for Virginia's 2<sup>nd</sup> Congressional District).

The Norfolk Electoral Board was called to order on Tuesday, October 3, 2023 at 11:05 a.m. by Mr. Ziegenfuss in the Elections Office Board Conference Room in Norfolk's City Hall.

#### Approval of Minutes:

Ms. Carrington moved to approve the minutes from the Thursday, September 14, 2023 Board Meeting which was seconded by Mr. Ziegenfuss. The minutes were approved by majority vote with Ms. McKay as the dissenting vote.

#### Approval of Officers of Election:

Ms. Iles presented a list of twenty-four (24) potential candidates for Officers of Election for appointment. Ms. Carrington seconded Ms. McKay's motion to approve the candidates. The candidates were approved by unanimous vote by the Board for a term ending February 28, 2025.

#### ADA Compliance:

The Norfolk Electoral Board, Registrar, and City's ADA Coordinator completed their ADA accessibility assessment of all polling places as required by the state. A list of accessibility improvements has been submitted to the City of Norfolk. The annual ADA Compliance review survey was completed and submitted to the Virginia Department of Elections. The Registrar will follow-up on requested improvements with the City of Norfolk.

#### November 7, 2023 Election Preparations:

The Board discussed upcoming training schedules for Chief and Assistant Chief Officers, Pollbook and Officers of Election.

Ms. Iles mentioned that due to the volume and technical expertise required for Same Day Voter Registration it has become necessary to have two (2) Assistant Chiefs. The hope is to increase this support for the upcoming 2024 Presidential election cycle and Gubernatorial Elections in 2025.

Ms. McKay motioned to not have two (2) Assistant Chiefs at any polling locations. The motion was not seconded. Ms. McKay motioned to transfer duties of Officers of Election assignment from the Norfolk Office of Elections to the Board. The motion was not seconded.

Ms. McKay motioned to have an Officer of Election Training Evaluation form distributed to the Officers upon the conclusion of training. Mr. Ziegenfuss suggested an amendment to Ms. McKay's motion by stating that the Training Evaluation Form would be distributed at the discretion of the Registrar. Ms. Carrington seconded Mr. Ziegenfuss' motion for the amendment. The amended motion was passed by majority vote with Ms. McKay as the dissenting vote.

Ms. McKay presented the possible implementation of a revised opening and closing procedures checklist for the Officers of Elections to use. The Board and the Office of Elections will continue to evaluate the procedures checklist to ensure an easy transition if implemented.

### Such Other Business as May Come Before the Board:

The Board discussed coverage for voter satellite locations.

The next meeting of the Electoral Board will be the canvass of the November 7, 2023 General Election. This meeting will begin at 10:00 a.m. on Wednesday, November 8, 2023 at the Norfolk's Circuit Court Clerk's Conference Room, located at 150 St. Paul's Blvd. 7<sup>th</sup> Floor.

Ms. McKay motioned to adjourn the meeting at 12:53 p.m. Ms. Carrington seconded the motion. The meeting was adjourned by unanimous decision.

Respectfully submitted,



Atoy B. Carrington, Secretary  
October 3, 2023