

Norfolk Electoral Board

Minutes of April 8, 2024 Board Meeting

Present:

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

The Norfolk Electoral Board was called to order on Monday, April 8, 2024 at 2:20 p.m. by Ms. Carrington in the Elections Office Board Conference Room in Norfolk's City Hall.

Approval of Officers of Elections:

Ms. Iles presented a list of forty-One (41) potential Officers of Election for appointment. Ms. McKay motioned to approve the list which was seconded by Mr. Ziegenfuss. The Board voted unanimously to approve those on the list as presented by Ms. Iles for a term ending on February 28, 2025.

VEBA Conference Review:

The Board discussed the VEBA Conference held in March 2024. It was positive experience as it provided valuable information about serving as a Board Member.

Review of March 5, 2024 Presidential Primary Elections:

The Board reviewed the March 2024 Presidential Primary Elections and discussed voting preparations and parity staffing for future Elections.

Closed Session – Security Review & Personnel discussion:

At 2:48 p.m., it was moved by Ms. McKay and seconded by Mr. Ziegenfuss to go into a closed session pursuant to the Code of Virginia for a security review and personnel discussion. The motion was approved by unanimous voice voter of the Board.

Upon a motion made by Mc. McKay and seconded by Mr. Ziegenfuss and passed by unanimous vote of the Norfolk Electoral Board, the Electoral Board reconvened in open session at 5:02 p.m.

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

“We certify that the Norfolk Electoral Board convened a closed meeting April 8, 2024, 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. Ziegenfuss seconded the adoption of the certification, and the Board unanimously voted to approve the certification.

Such Other Business That May Come Before the Board:

Mr. Ziegenfuss made a motion to formally continue delegating the duties of staffing elections to the Director of Elections & General Registrar, Ms. Stephanie Iles. Ms. Carrington seconded. The motion is as follows:

The Norfolk Electoral Board has managed and delegated many of its duties to the Director of Elections & General Registrar (DE/GR). The Secretary of the Electoral Board moves that these duties be articulated and added to the Director of Elections & General Registrar’s job description. To wit, but not limited to the following:

1. Hiring, screening, and listing of candidates for officers of election for approval of the board for appointment;
2. Staffing, training, and utilizing officers of election to maximize the proper execution of each election and all voters experience at each polling place;
3. Procuring services of technicians, equipment delivery, software, and hardware voting equipment and ballots;
4. All testing of equipment and ballots;
5. Keeping the Electoral Board apprised of any developments concerning the above duties;

Shall be carried out by the DE/GR with general and not detailed oversight. This is to ensure the DE/GR has enough latitude to carry out these duties.

The motion passed 2 to 1, with Vice Chair Ms. McKay dissenting.

The Board scheduled the next meeting for Tuesday, May 7, 2024 2:00 p.m. at the Elections Office Board Conference Room in Norfolk's City Hall.

Ms. McKay moved to adjourn the meeting which Mr. Ziegenfuss seconded. The meeting was adjourned by unanimous decision at 5:27 p.m.

Respectfully submitted,

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

H. Michael Ziegenfuss, Secretary
April 8, 2024