

# Norfolk Electoral Board

## Minutes of the July 9, 2024, Board Meeting

### Present:

Ms. Atoy Carrington (Chairwoman), Ms. Marianne McKay (Vice-Chairwoman), Mr. H. Michael Ziegenfuss (Secretary), Ms. Stephanie Iles (Director of Elections & General Registrar), Ms. Rosanna Bencoach (Deputy Director of Elections & Deputy Registrar), and Observers - Ms. RayMarie Rowzie and Mr. Mark Snell-Cook.

The Norfolk Electoral Board was called to order on Tuesday, July 9, 2024, at 10:36 a.m. by Ms. Atoy Carrington in the Elections' Office Board Conference Room in Norfolk City Hall.

Ms. McKay moved to approve the minutes of the Primary Election Canvass of June 20-24, 2024. Mr. Ziegenfuss seconded the motion. The Board unanimously approved the minutes.

### Approval of Officers of Election:

Ms. Iles presented a list of thirty-one (31) potential Officers of Election for appointment. Mr. Ziegenfuss 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.

### Review of June 2024 Primary Election:

The Board discussed the June 18, 2024 Republican Party Primary Election and Precinct Operations. The Board was pleased with the professionalism of the Officers of Election and Elections Staff.

### Upcoming November 2024 Election Preparation:

The Board discussed early voting and Election Day preparations. The voters in Norfolk will continue to have available four (4) satellite offices located throughout the city. They are the Mary D. Pretlow Anchor Branch Library, Jordan-Newby Anchor Branch Library, Berkley Recreation Center, and Lambert's Point Community Center. The Board discussed hours for early voting at the voter satellite locations.

Information will be published on the Norfolk Office of Elections webpage, in the local newspaper, and communicated through the City's social media channels.

### **Closed Session – General Registrar Annual Performance Review:**

At 11:42 a.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 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 Ms. McKay and seconded by Mr. Ziegenfuss and passed by unanimous vote of the Norfolk Electoral Board, the Electoral Board reconvened in open session.

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

“We certify that the Norfolk Electoral Board convened a closed meeting on July 9, 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.

Ms. Atoy Carrington congratulated Ms. Iles for another stellar performance as Director of Elections & General Registrar for the City of Norfolk.

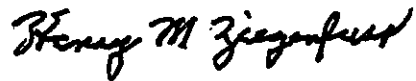
### **Such other business as may come before the Electoral Board:**

The Board members and Registrar discussed participation in annual state training through the Virginia Department of Elections to be conducted in Richmond, VA on July 18th.

The next meeting of the Norfolk Electoral Board was set for Tuesday, August 13, 2024 at 10:30 a.m. in the Elections' Office Board Conference Room in Norfolk City Hall.

Ms. McKay moved to adjourn the meeting, which Mr. Ziegenfuss seconded. The meeting was adjourned at 2:01 p.m. by unanimous vote of the Board.

Respectfully submitted,

A handwritten signature in black ink that reads "Henry M. Ziegenfuss". The signature is written in a cursive, flowing style.

Mr. Ziegenfuss, Secretary

July 9, 2024