



★ VIRGINIA ★
STATE BOARD *of* ELECTIONS

BOARD MEETING

Tuesday, August 30, 2016
General Assembly Building
Room C
1:00PM

SBE Board Working Papers



**STATE BOARD OF ELECTIONS
AGENDA**

DATE: August 30, 2016
LOCATION: General Assembly Building-Room C
Richmond, Virginia
TIME: 1:00 p.m. – 4:00p.m.

- I. CALL TO ORDER** *James B. Alcorn*
SBE Chair
- II. APPROVAL OF MINUTES** *SBE Board Members*
April 28, 2016, June 28, 2016, &
August 10, 2016
- III. COMMISSIONER'S REPORT** *Edgardo Cortés*
ELECT Commissioner
- IV. OLD BUSINESS**
- A. Campaign Finance – McCollum Compliant** *Brooks Braun*
ELECT Policy Analyst
- V. NEW BUSINESS**
- A. Ballot Drawing – November 8, 2016** *Reiko Doğu*
Senior Elections Administrator
- B. Independent Candidate Petition-Update** *Paul Stenbjorn*
Director of Elections Administration
- C. Candidate Extension** *Paul Stenbjorn*
Director of Elections Administration
- D. SBE Training Standards** *Vice Chair Wheeler*
SBE
- E. Community Outreach Program - Update** *Susan Lee*
Community Relations & Compliance
Support Manager
- F. VERIS Presentation** *Matt Davis*
ELECT Chief Information Officer
- VI. OTHER BUSINESS & PUBLIC COMMENT**
Next Meeting –October 4, 2016 @ 10AM
GAB-Room C
- VII. ADJOURNMENT**



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STATE BOARD *of* ELECTIONS

Call to Order

BOARD WORKING PAPERS
James Alcorn
SBE Chair



★ VIRGINIA ★
STATE BOARD *of* ELECTIONS

Approval of Minutes
April 28, 2016
June 28, 2016
August 10, 2016

BOARD WORKING PAPERS
SBE Board Members



★ VIRGINIA ★
STATE BOARD *of* ELECTIONS

Approval of Minutes April 28, 2016

BOARD WORKING PAPERS
SBE Board Members

1 MINUTES

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3 The State Board of Elections Board Meeting was held on Thursday, April 28,
4 2016. The meeting was held in the General Assembly Building, Richmond, Virginia –
5 Room C. In attendance, representing the State Board of Elections (SBE) was James
6 Alcorn, Chairman; Clara Belle Wheeler, Vice Chair; and Singleton McAllister, Secretary.
7 Also in attendance, representing the Department of Elections (ELECT) was Edgardo
8 Cortés, Commissioner; Elizabeth Howard, Deputy Commissioner; Martin Mash, Policy
9 Advisor, and Rose Mansfield, Clerk. Anna Birkenheier, Assistant Attorney General and
10 Counsel to SBE and ELECT attended. Chairman Alcorn called the meeting to order at
11 11:00AM.

12 Chairman Alcorn stated that this was the first SBE Meeting since the passing of
13 “Our Beloved Martha Brissette”, ELECT Policy Analyst. Chairman Alcorn stated that
14 Martha was dedicated to the election process, voters, and to anyone who needed help.
15 Chairman Alcorn called for a moment of silence in memory of Martha who was loved by
16 all that came to know her and that she is deeply missed.

17 The first order of business was the approval of the minutes from the State Board
18 of Elections Board Meetings held on March 15, 2016, and April 9, 2016. Chairman
19 Alcorn asked if board members had any additions or corrections to the Board Meeting
20 minutes as presented. Chairman Alcorn stated that changes had been submitted to the
21 Clerk for March 15, 2016 minutes. Secretary McAllister moved *to adopt the minutes for*
22 *the March 15, 2016, and the April 9, 2016 meetings as amended and or presented.* Vice
23 Chair Wheeler seconded the motion. The Board unanimously approved the motion.

24 The next order of business was the Commissioner Report presented by Edgardo
25 Cortés, ELECT Commissioner. Commissioner Cortés thanked the election community
26 for their kind words of support regarding the passing of Ms. Brissette.

27 Commissioner Cortés stated that the Governor designated, April 24-30, 2016 as
28 High School Registration Week and presented a proclamation from the Governor to SBE
29 Board Members. Commissioner Cortés stated that this is an effort to encourage young
30 people to get involved in the process. Commissioner Cortés stated that those individuals
31 who are 17 years of age can register to vote early and vote in the Presidential Election if

32 they have reached their 18th birthday by Election Day, November 8, 2016. Commissioner
33 Cortés thanked the general registrars’ offices and the civic organizations that have
34 conducted registration drives and who have spent time with the students discussing the
35 importance of civic participation. ELECT has worked with the Department of Education
36 and thank them for their support and assistance.

37 Commissioner Cortés stated that the ELECT social media sites have experienced
38 increased usage by the public. Commissioner Cortés thanked Tanya Pruett and Rob
39 Vance, ELECT staff members, for their efforts to maintain these sites and noted that the
40 increase in usage, over the past year, is at 3,500%.

41 Commissioner Cortés stated that the Governors’ Restoration of Rights Order will
42 not affect the process that the general registrars’ perform at the local level. ELECT is in
43 the process of transferring the data for use by the general registrars and will be complete
44 by week’s end. Commissioner Cortés stated that once the Governors’ order was issued
45 the general registrars’ were immediately notified of any impact on the local offices.
46 Commissioner Cortés stated that ELECT is working directly with the Secretary of the
47 Commonwealth’s (SOC) Office to restore the rights of all eligible individuals.
48 Commissioner Cortés asked if there were any questions.

49 Vice Chair Wheeler inquired: “If the Governors’ order is rescinded, and ELECT
50 has to remove people from the list, is there a procedure in place to handle this situation?”
51 Commissioner Cortés stated that the general registrars’ have legal responsibility to
52 process the registration forms and the Governor has the right under the constitution to
53 restore rights to the citizens of the Commonwealth. Commissioner Cortés stated that a
54 process is currently in place to transfer data to and from the SOC’s office.

55 Commissioner Cortés stated that the sunset date for touch screen voting
56 equipment usage in the Commonwealth has been set for July 1, 2020. Commissioner
57 Cortés provided a visual of the voting equipment that highlighted were the equipment
58 was still in use in the Commonwealth and noted that a letter has been sent to the localities
59 to plan appropriately.

60 Commissioner Cortés stated that the final budget moves existing part-time
61 registrars to full –time status across the Commonwealth. This change is effective on July
62 1, 2016. Commissioner Cortés stated that a packet of information regarding this change

63 will be headed to the localities in the near future. Commissioner Cortés noted that the
64 funding reimbursement will not be at 100%. Commissioner Cortés stated that in the
65 communications to the localities it will be noted that the change to full-time status for the
66 general registrars does not negate the need to maintain the assistant general registrars
67 staffing levels.

68 Commissioner Cortés stated that the General Assembly did not approve the
69 budget request for a call center for the November 2016 election. Commissioner Cortés
70 stated that activating a call center for the presidential primary was instrumental in
71 effectively serving the voters' of the Commonwealth. Commissioner Cortés stated that
72 the call center was able to handle the increase in the volume of calls related to the
73 election. Commissioner Cortés asked if there were additional questions and there were
74 none.

75 The next order of business was the Campaign Finance Updates presented by
76 Brooks Braun, ELECT Policy Analyst. Mr. Brooks stated that a complaint was received
77 at the Department of Elections alleging that Supporters of Jacqueline Smith for Clerk of
78 the Circuit Court had distributed pamphlets and posted a website with disclosure
79 statements that deviate from those required by statute. Mr. Brooks stated that ELECT
80 recommends a fine for each of three different improperly disclosed pamphlets, and an
81 additional civil penalty for an improperly disclosed website. Chairman Alcorn asked if
82 Ms. Smith was present.

83 Ms. Smith approached the podium with legal counsel, Jonathan Francis. Mr.
84 Francis reviewed the details of the complaint and the related code sections. Mr. Francis
85 expressed doubt that the disclosure statement was in violation of Virginia's Stand by
86 Your Ad Law. Mr. Francis noted that the local commonwealth attorneys' office reviewed
87 the complaint and dismissed the issue. Mr. Francis stated that the disclosure was present
88 and that the matter should be dismissed by SBE. SBE members discussed the particulars
89 of the violation and determined that there were two separate issues with one issue being
90 in violation of the *Code*. Vice Chair Wheeler moved *that subject to the Board's authority,*
91 *Supporters of Jacqueline Smith for Clerk of the Circuit Court has be found in violation of*
92 *the print media disclosure requirements on two instances and a fine will be assessed for*

93 \$200.00. Secretary McAllister seconded the motion and without further comment the
94 Board unanimously approved the motion.

95 The next order of business was the Voter Registration Form presented by
96 Commissioner Cortés. Commissioner Cortés stated that at the May 13, 2015 SBE
97 meeting ELECT proposed a revised Virginia Voter Registration Application and changes
98 to the associated regulations. Commissioner Cortés stated that the proposed form and
99 regulations were published on Virginia Town Hall and in the Virginia Register for public
100 comment. The public comment period was extended multiple times and written
101 comments were accepted through August 3, 2015. Commissioner Cortés stated that
102 additional public comments were received at the June 22, 2015 and July 28, 2015 public
103 meetings of the State Board of Elections. ELECT has reviewed all oral and written
104 comments from voters, election officials, legislators, nonprofit organizations, members of
105 the public, and SBE.

106 Commissioner Cortés stated that during the 2016 legislative session, the General
107 Assembly passed two bills that Governor McAuliffe signed into law requiring revisions
108 to the Virginia Voter Registration Application by July 1, 2016. Commissioner Cortés
109 stated that after making various revisions in response to statutory changes and numerous
110 public comments, the Department consulted usability experts and performed usability
111 testing to assess contemplated Revisions. The final revised Virginia Voter Registration
112 Application and associated regulation incorporating public comments and feedback from
113 usability experts are included in the Board Working Papers and are presented for final
114 consideration and adoption by SBE members. Commissioner Cortés stated that the
115 proposed form was field tested for usability. Commissioner Cortés stated that the
116 application presented today has streamlined the application for the purpose of making it
117 easier for eligible Virginians to register to vote. Commissioner Cortés stated the proposed
118 application contains all the required information to determine if an applicant is eligible.
119 Commissioner Cortés reviewed the changes on the application and the associated
120 regulation, by section, in detail. Commissioner Cortés asked if there were any questions.

121 Chairman Alcorn asked for the detailed implementation plan, for the new
122 registration form, set for July 1, 2016. Commissioner Cortés stated that once the Board
123 approves the form, distribution of the form will be sent to the general registrars' and the

124 designated agencies prior to the July 1, 2016 deadline. Commissioner Cortés stated that
125 ELECT will update the online registration portal, ELECT training and associated
126 materials. Commissioner Cortés asked if there were additional questions. SBE members
127 and the Commissioner conducted a question and answer exchange related to the proposed
128 changes on the form and regulation. SBE members submitted formatting and verbiage
129 changes to the Commissioner for implementation prior to the release of the new proposed
130 form. Chairman Alcorn asked if there were public comments.

131 Comments were received by the following individuals: Greg Riddlemoser,
132 General Registrar of Stafford County; Bill Bell, Electoral Board Secretary of Isle of
133 Wright; Tracy Howard, President of the Voter Registrars Association of Virginia; Robin
134 Lind, Electoral Board Secretary of Goochland County; Larry Haake, General Registrar of
135 Chesterfield County; Senator Thomas “Tom” Garrett, Virginia District 22; Jake
136 Washburne, General Registrar of Albemarle County; Anna Scholl, Executive Director of
137 Progress Virginia, and Michelle Kanler Cohen, Election Counsel-Project Vote.

138 Chairman Alcorn moved *that the proposed affirmation on the proposed Virginia*
139 *Voter Registration Application be stricken and the existing affirmation be utilized.*
140 Secretary McAllister seconded the motion. Chairman Alcorn asked if there were
141 additional comments and there were none. Commissioner Cortés added a formatting
142 clarification. Vice Chair Wheeler stated that the General Registrars have expressed grave
143 and serious concerns over the proposed voter registration form. Vice Chair Wheeler
144 stated that serious consideration should be given to not changing a form during a
145 presidential election year. Vice Chair Wheeler stated that the Board has not had enough
146 time to review this form and this consideration should be tabled. Chairman Alcorn stated
147 that he appreciated the feedback. A roll call vote was taken on the motion: Chairman
148 Alcorn, Yea; Vice Chair Wheeler, Abstain; Secretary McAllister, Yea. The motion
149 passed 2-0. Vice Chair Wheeler moved *that the Board keep the information and continue*
150 *to use the current application and reconvene the workgroup after the November*
151 *elections.* The motion failed for lack of a second. Chairman Alcorn moved *that the Board*
152 *adopt the changes proposed by the Department of Elections to the Virginia Voter*
153 *Application Form and associated regulations as amended and discussed at today’s SBE*
154 *meeting.* Secretary McAllister seconded the motion. Chairman Alcorn asked if there was

155 any discussion and there was none. A roll call vote was taken on the motion: Chairman
156 Alcorn, Yea; Vice Chair Wheeler, Nay; and Secretary McAllister, Yea. The motion
157 passed 2-1.

158 Chairman Alcorn moved *that the Board adjourn*. Secretary McAllister seconded
159 the motion. Chairman Alcorn asked if there was any discussion and there was none. A
160 roll call vote was taken on the motion: Chairman Alcorn, Yea; Vice Chair Wheeler, Nay;
161 and Secretary McAllister, Yea. The motion passed 2-1.

162 The meeting was adjourned at approximately 2:25PM. The Board shall
163 reconvene on May 11, 2016 at 10:00AM in Richmond, Virginia – GAB-Room C.

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Secretary

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Chair

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Vice Chair

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★ VIRGINIA ★
STATE BOARD *of* ELECTIONS

Approval of Minutes June 28, 2016

BOARD WORKING PAPERS
SBE Board Members

1 MINUTES

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3 The State Board of Elections Board Meeting was held on Tuesday, June 28, 2016.
4 The meeting was held at the Koger Center, Richmond - Midlothian, Virginia James River
5 Room. In attendance, representing the State Board of Elections (SBE) was James Alcorn,
6 Chairman; Clara Belle Wheeler, Vice Chair; and Singleton McAllister, Secretary. Also in
7 attendance, representing the Department of Elections (ELECT) was Edgardo Cortés,
8 Commissioner; Martin Mash, Policy Advisor, and Rose Mansfield, Clerk. Heather Hays
9 Lockerman, Senior Assistant Attorney General and Counsel to SBE and ELECT
10 attended. Chairman Alcorn called the meeting to order at 8:00AM.

11 The first order of business was the approval of the minutes from the State Board
12 of Elections Board Meetings held on May 11, 2016. Chairman Alcorn asked if board
13 members had any additions or corrections to the Board Meeting minutes as presented and
14 there were none. Secretary McAllister moved *that the May 11, 2016 SBE minutes be*
15 *approved as submitted.* Vice Chair Wheeler seconded the motion and the Board
16 unanimously approved the motion.

17 The next order of business was the Commissioner Report presented by Edgardo
18 Cortés, ELECT Commissioner. Commissioner Cortés stated that the annual training event
19 for general registrars and electoral board members will convene after the conclusion of
20 the SBE meeting and will last for several days as required by code. Commissioner Cortés
21 stated that the Department of Elections (ELECT) underwent an internal reorganization. A
22 new division was created as a result of input received from the elections community. This
23 department will focus on community outreach and compliance efforts. ELECT will have
24 a team of registrar liaisons. Registrar liaisons will be assigned to a specific region, within
25 the Commonwealth.

26 Commissioner Cortés stated that ELECT distributed the presidential primary
27 reimbursements to the localities. Commissioner Cortés stated that determining the actual
28 costs of the elections requires expansion; as the current election cycle incurred costs
29 above the expected amount, thus the reimbursements percentages were less than
30 expected. Commissioner Cortés stated ELECT is preparing for voter list registration
31 confirmation mailings and list maintenance activities. The mailings are expected to be

32 postmarked by July 8, 2016. Examples of the letters were sent to the general registrars
33 offices to prepare the registrars for the return mailings.

34 Commissioner Cortés stated that the Division of Motor Vehicles (DMV) has been
35 a longtime partner in the voter registration process. ELECT and the DMV have been
36 working to improve the voter registration process. Commissioner Cortés stated that DMV
37 will implement electronic voter registration at their offices. Citizens who complete their
38 DMV transactions will be prompted to update their voter registration status. The DMV
39 will communicate electronically the information to ELECT. Commissioner Cortés stated
40 that list maintenance will improve as addresses are compared to DMV lists. DMV will
41 pilot this program on July 1, 2016. Commissioner Cortés stated that ELECT will be
42 providing electronic tools to third-party registration drives to allow their process to go
43 paperless. This effort will increase accountability and will assist the general registrars in
44 completing the registration process. ELECT will assign a URL to third-party groups and
45 will use the ELECT Citizen Portal. Commissioner Cortés asked if there were additional
46 questions.

47 Chairman Alcorn thanked the Department for their efforts. Vice Chair Wheeler
48 questioned the security of voter data entered electronically. Commissioner Cortés
49 explained the process and the security measures in place to protect the voter information
50 entered during the voter registration process and how the process mirrors the voter
51 registration process that currently has been in place since 2013. Secretary McAllister asked
52 that the best practices for election reimbursement be discussed. Commissioner Cortés
53 stated that when the General Assembly enacts new legislation that the cost be determined
54 prior to passing. The Department has asked for budget amendments to support the
55 mandated changes. Commissioner Cortés stated that this process has been an educational
56 effort to assist the localities enduring new election legislation. Commissioner Cortés
57 asked if there were additional questions and there were none.

58 The next order of business was the Certification of Election, June 14, 2016,
59 presented by Reiko Doğu, Senior Elections Administrator. Ms. Doğu stated that two
60 primary elections were held on June 14, 2016 for the purpose of selecting candidates to
61 be the nominees of Virginia political parties for election to office on November 8, 2016.
62 Ms. Doğu announced ballot count tabulations for each of the offices that held an election

63 on June 14, 2016. SBE members signed the Certificates of Elections for each of the
64 offices. Chairman Alcorn moved *that the Board certify the results of the June 14, 2016*
65 *primaries as presented and declare the winners of each primary to be that party's*
66 *nominee*. Vice Chair Wheeler seconded the motion and the Board unanimously approved
67 the motion.

68 The next order of business was the Regulation – Chapter 60 Final Adoption
69 presented by Brooks Braun, ELECT Policy Analyst. Mr. Braun stated that the Board
70 approved a 21 day comment period for the revised proposal which ended on April 25,
71 2016. Mr. Braun stated that the Board received the public comments in their working
72 papers. Mr. Braun stated that Chapter 60 had three public comment periods since 2013
73 and reviewed the areas of the chapter that are under consideration. Chairman Alcorn
74 moved *that the Board adopt the changes proposed by the Department of Elections as a*
75 *result of periodic review of Chapter 60 of the Board's regulation in the Virginia*
76 *Administrative Code*. Secretary McAllister seconded the motion. Chairman Alcorn asked
77 if there were any comments.

78 Vice Chair Wheeler expressed concern that the *Code of Virginia* prohibits
79 photography in the polling places, except by members of the press, as it relates to Chapter
80 60. Vice Chair Wheeler commented that most cell phones have camera capabilities and
81 stated that this will cause delays on Election Day as voters take selfie's with their ballot.
82 Chairman Alcorn asked for clarification from the Commissioner on the *Code* provision.
83 Commissioner Cortés stated that is not a *Code* provision but rather a regulation that is
84 under the Board's authority regarding the use of cell phones in the polling locations.
85 Chairman Alcorn stated that the use of cell phones and their camera devices is common
86 place; "voting is a public act, and the privacy of the ballot is the voters' choice if they
87 take a picture of themselves casting their ballot." Secretary McAllister stated that the
88 available technology has changed and the public comments received indicate the interest
89 in this regulation and our regulations should reflect those advancements. Chairman
90 Alcorn clarified that the portion of Chapter 60 being reviewed was 1VAC20-60-30 as it
91 relates to cell phones. Chairman Alcorn asked if there were any public comments.

92 Comments were received by the following individuals: Robin Lind, Secretary of
93 the Goochland County Electoral Board; Tammy Alexander, Secretary of Petersburg City

94 Electoral Board; Walt Latham, General Registrar of York County; Stephanie Iles,
95 General Registrar of Norfolk City; Greg Riddlemoser, General Registrar of Stafford
96 County; Susan Reed, General Registrar of Manassas City; Charlotte Stevens, Chair of the
97 Richmond City Electoral Board; Robin Williams, Chair of the Prince William Electoral
98 Board; Sarah Williams, Vice Chair of the Bristol City Electoral Board; Russell Boraas,
99 Secretary of the Hanover County Electoral Board and Tracy Howard, General Registrar
100 of Radford City. Chairman Alcorn asked if there were additional comments and there
101 were none.

102 Chairman Alcorn moved *that the motion seconded be amended to adopt the*
103 *changes to IVAC 20-60-30 through IVAC 20-60-50 as recommended by ELECT as a*
104 *result of periodic review of Chapter 60 of the Board's regulation in the Virginia*
105 *Administrative Code.* Secretary McAllister seconded the motion. The motion passed two
106 to one: Chairman Alcorn, Yea; Secretary McAllister, Yea, and Vice Chair Wheeler, Nay.

107 The next order of business was the finalization of regulation resulting from
108 periodic reviews of Chapter 80 (IVAC20-80) presented by Brooks Braun, ELECT Policy
109 Analyst. Mr. Braun stated that the process began in 2013 and was opened for public
110 comment twice. Mr. Braun stated that the changes are primarily the wording in the
111 chapter to reflect the new definitions in the *Code*. Chairman Alcorn moved *that the*
112 *Board adopt the changes proposed by the Department of Elections as a result of periodic*
113 *review of Chapter 80, IVAC 20-80-10 through IVAC 20-80-20, of the Board's*
114 *regulations in the Virginia Administrative Code.* Secretary McAllister seconded the
115 motion. Chairman Alcorn asked if there were any comments and there were none. The
116 Board unanimously passed the motion.

117 The next order of business was the Election Data Project presented by SBE
118 Chairman, James Alcorn. Chairman Alcorn stated that this project is designed to be a
119 form of communication. The election community and interested parties could use the
120 information in a beneficial and objective manner to generate discussions about improving
121 the process. Chairman Alcorn stated that: "The goal is to have clean and well run
122 elections in Virginia." Chairman Alcorn provided a demonstration of the ELECT website
123 location and data. Examples of the interpretation of data were provided. Chairman Alcorn
124 stated that reviewing the data would provide an avenue to ask questions of those localities

125 that are having consistent success to share their experiences and processes with the entire
126 election community and to develop “Best Practices”. Chairman Alcorn asked if there
127 were any public comments. Public comments were provided by Roseanne Bencoach,
128 General Registrar of the City of Charlottesville, and Robin Lind, Secretary of the
129 Goochland County Electoral Board.

130 Chairman Alcorn asked if there was any other business to come before the Board.
131 Commissioner Cortés stated that there were administrative items requiring the Board
132 Members input regarding the GREB Workgroup that was established by SBE.
133 Commissioner Cortés stated that the workgroup has membership vacancies requiring
134 board action and the support of the workgroup by ELECT personnel has become tasking
135 as ELECT prepares for the presidential election. Commissioner Cortés stated that the
136 general registrars and electoral boards associations previously suggested providing
137 administrative support to the workgroup and ELECT would request that SBE would
138 make that request at this junction. Chairman Alcorn clarified that the workgroup is
139 required to follow all FOIA requirements and was sanctioned by SBE in its’
140 establishment. Chairman Alcorn moved *that Katherine Hanley-GREB Workgroup Co-*
141 *Chair and Al Ablowich- GREB Workgroup Member be officially nominated and placed in*
142 *their respective positions on the workgroup.* Vice Chair Wheeler seconded the motion
143 and the Board unanimously approved the motion. Chairman Alcorn moved *that ELECT*
144 *withdrawn the administrative support of the GREB Workgroup with the understanding*
145 *that ELECT will post the meetings and required documents to meet FOIA requirements.*
146 Vice Chair Wheeler seconded the motion and without further comment the Board
147 unanimously approved the motion.

148 Chairman Alcorn asked if there were additional public comments. Public
149 comment was provided by Greg Riddlemoser, General Registrar of Stafford County;
150 Steve Hunt, Chairman of the Fairfax County Electoral Board; Robin Lind, Secretary of
151 the Goochland County Electoral Board; Rick Miller, General Registrar of Fredrick
152 County; Cameron Sasnett, General Registrar of Fairfax County and Rosanna Bencoach,
153 General Registrar of Charlottesville City . Chairman Alcorn asked if there was additional
154 business to come before the Board and there was none.

155 Chairman Alcorn moved *that the Board adjourn*. Secretary McAllister seconded
156 the motion. The Board unanimously approved the motion.

157 The meeting was adjourned at approximately 11:10AM. The Board shall
158 reconvene on August 29, 2016 at 1:00PM in Richmond, Virginia – General Assembly
159 Building – Room C.

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Secretary

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Chair

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Vice Chair

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STATE BOARD *of* ELECTIONS

Approval of Minutes August 10, 2016

BOARD WORKING PAPERS
SBE Board Members

1 MINUTES

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3 The State Board of Elections Board Meeting was held on Wednesday, August 10,
4 2016. The meeting was held at the General Assembly Building – Room C, Richmond,
5 Virginia. In attendance, representing the State Board of Elections (SBE) was James
6 Alcorn, Chairman; Clara Belle Wheeler, Vice Chair; and Singleton McAllister, Secretary.
7 Also in attendance, representing the Department of Elections (ELECT) was Edgardo
8 Cortés, Commissioner; and Rose Mansfield, Clerk. Anna Birkenheier, Assistant Attorney
9 General and Counsel to SBE and ELECT attended. Chairman Alcorn called the meeting
10 to order at 10:35AM.

11 The order of business was the Commissioner Report on the Department of
12 Elections compliance with the Order of the Supreme Court of Virginia in *Howell v.*
13 *McAuliffe* presented by Edgardo Cortés, ELECT Commissioner. Commissioner Cortés
14 stated that the working papers contained a copy of the Court order and related
15 communications sent to the field. Commissioner Cortés stated that The Supreme Court of
16 Virginia issued an opinion and associated writ of mandamus in the matter of *Howell v.*
17 *McAuliffe* on July 22, 2016. The Commissioner of Elections, the Department of
18 Elections, the State Board of Elections were named respondents in the suit, which
19 challenged the Governor’s authority to issue a single order restoring civil rights to an
20 entire class of individuals with felony convictions. The Supreme Court, in a 4-3 vote,
21 found the Governor’s Executive Orders issued on April 22, 2016, May 31, 2016, and
22 June 24, 2016 unconstitutional and directed the Respondents to take five remedial actions
23 in its order:

24 (1) The Department of Elections and Commissioner Edgardo Cortés, on or before
25 August 25, 2016, consistent with his duty to “[r]equire the general registrars to
26 delete from the record of registered voters the name of any voter who...has
27 been convicted of a felony. “ Code § 24.2-404(A)(3), shall cancel the
28 registration of all felons who have invalidly registered under Executive Orders
29 issued on April 22, 2016, May 31, 2016, and June 24, 2016.

30 (2) The Department of Elections and Commissioner Cortés, on or before August
31 25, 2016, shall “[r]equire the general registrars to enter the names of all

32 registered voters into the [voter registration] system and to change or correct
33 registration records as necessary,” Code § 24.2 -404 (A)(2), by refusing to
34 register anyone whose political rights have purportedly been restored by
35 Executive Orders issued on April 22, 2016, May 31, 2016, and June 24, 2016,
36 and by canceling the registration of anyone who has registered pursuant to such
37 orders.

38 (3) The Department of Elections and Commissioner Cortés, on or before August
39 25, 2016, shall “[r]etain...information received regarding...felony
40 convictions.” Code §24.2-404 (A)(6), by returning to the list of prohibited
41 voters the name of any felon whose political rights have purportedly been
42 restored by Executive Orders issued on April 22, 2016, May 31, 2016, and
43 June 24, 2016.

44 (4) The State Board of Elections and Chairman James B. Alcorn, Vice Chair
45 Clara Bell Wheeler, and Secretary Singleton B. McAllister, on or before
46 August 25, 2016 “shall institute procedures to ensure that” the Department of
47 Elections and Commissioner Cortés carry out their duties under this Court’s
48 order, Code § 24.2-404(C).

49 (5) Secretary Kelly Thomasson, on or before August 25, 2016, shall maintain and
50 provide to the Department of Elections accurate records of individuals whose
51 political rights have been lawfully restored, by deleting and omitting from the
52 records any felons whose political rights were purportedly restored by Executive
53 Orders issued on April 22, 2016, May 31, 2016, and June 24, 2016: Code §§
54 24.2-404 (A)(9), 53.1-231.1.

55 Commissioner Cortés stated that the Department of Elections moved
56 expeditiously to comply with the requirements of the Court order in a transparent manner,
57 while minimizing the impact to local election office operations. Commissioner Cortés
58 stated that the Department of Elections completed carrying out the duties specified in the
59 Court order on August 8, 2016 and provided a timeline of compliance:

60 ✓ Friday, July 22, 2016: Supreme Court of Virginia issues order.

- 61 ✓ Saturday, July 23, 2016: Commissioner Cortés sent a statewide email to
62 registrars indicating the Department was reviewing the Court order and
63 would provide guidance as soon as possible.
- 64 ✓ Tuesday, July 26, 2016, 2016: Commissioner Cortés sent a statewide
65 guidance to registrars, including notice that the Department of Elections
66 would send cancellation letters to impacted individuals.
- 67 ✓ Wednesday, July 27, 2016: Commissioner Cortés received notice from the
68 Secretary of the Commonwealth that she had complied with her
69 requirements under the Court order and that appropriate records were
70 transferred to the Department of Elections.
- 71 ✓ Friday, July 29, 2016: The Department of Elections completed the process
72 of returning a total of 213,874 individuals to the list of prohibited voters.
73 The Department of Elections provided guidance to registrars on how to
74 properly process pending registrations for individuals impacted by the
75 Court’s order. The communication from the Commissioner also indicated
76 the Commissioner also indicated the Department of Elections was
77 processing the appropriate cancellations and would complete the process
78 by August 8, 2016.
- 79 ✓ Thursday, August 4, 2016: The Department of Elections completed
80 cancelling the voter registration records of 12,832 individuals, as directed
81 by the Court order. Data was sent to the printer for preparation of
82 cancellation letters. Commissioner Cortés sent a statewide email to
83 registrars reiterating guidance provided on July 26th and 29, 2016. Notice
84 was posted on the Virginia Townhall website that a State Board of
85 Elections meeting was scheduled for Wednesday, August 10, 2016 and
86 Commissioner Cortés provided additional notice via statewide email to
87 registrars.
- 88 ✓ Friday, August 5, 2016: Commissioner Cortés sent a statewide guidance
89 email to registrars containing direction on processing information
90 provided to localities via the Virginia Election and Registration
91 Information System (VERIS) and cancelling pending absentee ballot

92 requests. The email also provided information on the department of
93 Elections' compliance with the Court order. Cancellation letters were
94 delivered to the U.S. Postal Service for first-class mailing. Commissioner
95 Cortés sent a statewide email on behalf of the Secretary of the
96 Commonwealth to provide information to registrars regarding the rights
97 restoration process.

- 98 ✓ Saturday, August 6, 2016: The Department of Elections resumes regular
99 processing of felon data provided to registrars via VERIS. Commissioner
100 Cortés and the Department of Elections complete compliance with the
101 three Supreme Court Order directives which apply to Commissioner
102 Cortés and the Department of Elections.

103 Commissioner Cortés asked if there were any questions. Chairman Alcorn
104 thanked ELECT for their efforts and asked if there were any issues with compliance of
105 the Court order. Commissioner Cortés stated that ELECT was compliant and there were
106 no issues at the Department or with the General Registrar's following the Departments'
107 guidance and being in compliance.

108 Secretary McAllister stated that the tasking on ELECT was handled expediently
109 and appropriately. Secretary McAllister asked if the Commissioner was confident that the
110 registrars understood the process and that there is transparency in the process.
111 Commissioner Cortés stated that ELECT has received questions on the appropriate
112 handling of situations that occurred as unanticipated consequences of this action, i.e.
113 candidate filling and petitions-parts of the election process; and ELECT is currently
114 working on guidance on those situations to provide to the elections community.
115 Commissioner Cortés stated in reference to the Court order directions were clear to the
116 field and the registrar's should be back to their normal processing.

117 Vice Chair Wheeler asked when the Court order was imposed that the General
118 Registrars' keep a list of those affected for reference, and that hasn't happened. Vice
119 Chair Wheeler asked if there was a list of the 213,000 individuals for the registrars to
120 utilize. Commissioner Cortés stated that the registrars have access to all felony conviction
121 data through the statewide registration system which has been a fundamental part of their
122 toolbox. Vice Chair Wheeler asked if the list contains both federal and state felony

123 conviction data. Commissioner Cortés stated that the list contains both data bases. Vice
124 Chair Wheeler asked if the 13,000 restorations have been sent notice that they are no
125 longer registered and is there a master list of names to show the names of those names
126 removed. Commissioner Cortés stated that the Department is making a public list of the
127 12,832 individuals who were cancelled as a result of the Court order, which is public
128 record under the National Registration Voter Act, to expedite the information; although
129 available in the statewide registration system, for the registrars to utilize in an effort to
130 assist the registrars and the list will be available for view by days end. Vice Chair
131 Wheeler asked if there had been any individual restorations by the Governor since the
132 Court order and is there a list available. Commissioner Cortés stated that the Governor
133 has not signed any individual restoration orders since the Court order.

134 Vice Chair Wheeler asked if a list of individuals who had their cancellation letter
135 returned as undeliverable will be maintained by the Department. Commissioner Cortés
136 stated that there are no plans, to create such a list, as the information would service no
137 purpose. Vice Chair Wheeler asked that a list be maintained. Commissioner Cortés stated
138 that the registration system maintains the list of the address and the Department does not
139 maintain a list of returned mail and often it is years: if at all that the mail returns to
140 ELECT. Vice Chair Wheeler asked the Commissioner to create a list and the
141 Commissioner stated that he would take it under consideration but, the Department only
142 maintains data that serves a specific purpose. Chairman Alcorn asked if the registrars
143 keep record of the undeliverable mail received during the annual cancellation process.
144 Commissioner Cortés stated that to his knowledge they do not and there is no place in the
145 statewide registration for that information. Chairman Alcorn asked if there were
146 additional questions from the Board and there were none.

147 Secretary McAllister offered a resolution for SBE members and read such
148 resolution:

149

150 Resolution of the State Board of Elections

151 Regarding the July 22, 2016 Supreme Court of Virginia Order

152

153 WHEARAS, on April 22, 2016, May 31, 2016, and June 24,2016, Governor
154 McAuliffe issued Executive Orders to restore the voting rights of 213,874 individuals
155 who had been convicted of a felony but who had completed their sentences of
156 incarceration and periods of supervised release; and

157 WHEREAS, while those Executive Orders were in effect, 12,832 individuals
158 whose rights had been restored registered to vote in the Commonwealth; and

159 WHEREAS, on July 22, 2016 the Supreme Court of Virginia in the Virginia, in
160 the matter of *Howell v. McAuliffe*, issued an Order granting the Writ of Mandamus
161 requested by the Petitioners, invalidating the Governor’s Executive Orders any
162 restoration of rights they granted, and setting forth five remedial actions to be taken by
163 the Respondents; and

164 WHEREAS, the Court’s order requires that “[t]he State Board of Elections and
165 Chairman B. Alcorn, Vice Chair Clara Bell[e] Wheeler, and Secretary Singleton B.
166 McAllister, on or before August 25, 2016, “shall institute procedures to ensure that the
167 Department of Elections and Commissioner Cortés carry out their duties under this
168 Court’s order, Code § 24.2-404 (C) “ and

169 WHEREAS, Commissioner Cortés has reported to this Board on the steps taken
170 by the Department of Elections to comply with the Order and the Board finds that such
171 actions are fully compliant with the Order and provide the requisite and necessary
172 procedures to continue compliance, now, therefore,

173 BE IT RESOLVED that based on the report of the commissioner, the Board is
174 satisfied that the Department and the Commissioner have carried out their duties to
175 comply with the Supreme Court’s Order, and

176 BE IT RESOLVED FURTHER that the Department shall continue to advise the
177 Board on this matter on issues that may arise with implementation of the Order.

178 Secretary McAllister *moved that SBE adopt the resolution as presented.*
179 Chairman Alcorn seconded the motion. Chairman Alcorn asked if there was any public
180 comment on the motion and there were none. Chairman Alcorn asked if there were
181 comments or questions from the Board members.

182 Vice Chair Wheeler stated that since the Commissioner has informed SBE that a
183 list is not currently available of the names “I don’t think we, SBE, have completely

184 complied with the Court Order.” Chairman Alcorn asked for a clarification on the
185 missing list. Vice Chair Wheeler stated: “there is not a list of all the felons who rights
186 have been restored under the Governor’s order.” Commissioner Cortés stated that the list
187 is not currently available publically; but is available in the statewide registration system
188 to the registrars. Chairman Alcorn asked if the Vice Chair is interpreting that the Court
189 order declares that the list be publically available for viewing. Vice Chair Wheeler stated:
190 “the Board cannot say we have a list if the Board cannot see the list”. Chairman Alcorn
191 stated that he did not interpret the Court order to say a public list. The statewide
192 registration list has been updated. Commissioner Cortés confirmed that on July 22, 2016
193 the Secretary of the Commonwealth stated that she had fully complied with the Court
194 order. Commissioner Cortés confirmed that ELECT has fully complied with the Court
195 order. Vice Chair Wheeler stated that: “she did not believe that SBE should take a vote
196 on something that the general registrars are not clear on...” Chairman Alcorn stated: “that
197 general registrars have processed voter registration applications for decades in Virginia
198 and all the systems are in place that were in place prior to the Governor’s Executive
199 Order”. Vice Chair Wheeler stated that: “I am not sure what they (general registrars)
200 need or don’t need but: I think it would behoove us to not pass judgement on something
201 we can’t verify.” Chairman Alcorn asked if there were any further questions or public
202 comment and there were none.

203 The motion passed two to one by roll call vote: Chairman Alcorn, Yea; Secretary
204 McAllister, Yea, and Vice Chair Wheeler, Nay.

205 Chairman Alcorn moved *that the Board adjourn*. Secretary McAllister seconded
206 the motion. The Board unanimously approved the motion.

207 The meeting was adjourned at approximately 11:40AM. The Board shall
208 reconvene on August 30, 2016 at 1:00PM in Richmond, Virginia – General Assembly
209 Building – Room C.

210

211

212

213

214

Secretary

215

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219

220

221

Chair

Vice Chair

DRAFT



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Commissioner's Report

BOARD WORKING PAPERS
Edgardo Cortés
ELECT Commissioner



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Old Business

BOARD WORKING PAPERS



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McCollum Complaint

BOARD WORKING PAPERS
Brooks Braun
ELECT Policy Analyst



Memorandum

To: James Alcorn, Chairman; ClaraBelle Wheeler, Vice Chair; Singleton McAllister, Secretary

From: Brooks C. Braun, Policy Analyst

Date: August 30, 2016

Re: Request by the Attorney for Gary McCollum

Background: At its January 8, 2016 meeting the State Board of Elections (SBE) heard the matter of a complaint received from the Republican Party of Virginia alleging that Friends of Gary McCollum failed to appropriately disclose certain campaign contributions in violation of the Campaign Finance Disclosure Act. It was alleged that Mr. McCollum continued receiving payments from his employer during a specified period in which he was campaigning for elective office full time.

Chairman Alcorn directed the Department to notify the commonwealth attorney's office regarding this matter and to update SBE when a determination is made.

On January 21, 2016, a letter was sent to Mr. Collin Stolle, Commonwealth's Attorney for the City of Virginia Beach. The letter included all correspondence received by the Department of Elections concerning this matter and stated that the Board had decided to forgo any hearings regarding the matter until the Mr. Stolle's office had concluded its review. The letter also asked that Mr. Stolle keep the Board updated as to the disposition of the matter. The Department has received no further contact from the Commonwealth's Attorney for the City of Virginia Beach.

On July 22, 2016, Mr. Johnathon Schronce, attorney for Mr. McCollum, contacted the clerk and asked that a letter from another attorney for Mr. McCollum, Mr. Whitt Clement, be presented to the Board for a decision at the August 30, 2016 meeting, included in the Board materials. In this letter Mr. Clement asks the Board to consider the matter resolved if Mr. McCollum files an amended report accounting for previously omitted payments. The letter asserts that the Commonwealth's Attorney for the City of Virginia Beach has agreed that such an action would resolve the matter.



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JOHNATHON E. SCHRONCE
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EMAIL: JSchronce@hunton.com

July 22, 2016

FILE NO: 87512.2

Via E-Mail

James B. Alcorn, Esq.
Dr. Clara Bell Wheeler
Singleton B. McAllister, Esq.
State Board of Elections
Washington Building
1100 Bank Street, First Floor
Richmond, Virginia 23219

Re: Complaint Filed Against Gary McCollum

Mr. Alcorn, Dr. Wheeler, and Ms. McAllister:

My colleague Whitt Clement and I represent Gary McCollum, who was recently a candidate for the Virginia Senate. As you know, last fall a complaint was filed with the Department of Elections alleging that Mr. McCollum's campaign committee failed to disclose certain contributions to his campaign. The Board later referred the complaint to the Commonwealth's Attorney for the City of Virginia Beach.

The reports filed by Mr. McCollum's campaign committee were complete and complied with the Campaign Finance Disclosure Act. Nevertheless, Mr. McCollum is willing to file an amended report disclosing the amounts in question, if doing so will resolve this matter without a notice of violation and without further action by the Board or the Commonwealth's Attorney. I have spoken with the Commonwealth's Attorney, and he agrees that an amendment would resolve this matter.

Please let me know whether this approach is satisfactory to the Board.

Very truly yours,



Johnathon E. Schronce

JES/jes

cc: Colin Stolle, Commonwealth's Attorney, City of Virginia Beach

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Ballot Drawing November 8, 2016

BOARD WORKING PAPERS
Reiko Doğu
Senior Elections Administrator



COMMONWEALTH of VIRGINIA
DEPARTMENT OF ELECTIONS

Edgardo Cortés
Commissioner

Elizabeth L. Howard
Deputy Commissioner

Memorandum

To: Chairman Alcorn, Vice Chair Wheeler, and Secretary McAllister
From: Reiko T. Doğu, Senior Elections Administrator
Date: August 30, 2016
Re: Ballot order of political parties and recognized political parties

Suggested motion for the Board:

I move that the Board certify the determination by lot of the order of the political parties, recognized political parties and other groups to determine the ballot sequence of party candidates on the November 8, 2016 General Election ballot.

Applicable Code Section: Va. Code § 24.2-613C reads in part:

The State Board shall determine by lot the order of the political parties, and the names of all candidates for a particular office shall appear together in the order determined for their parties... [T]he order of the recognized political parties within the class shall be determined by lot by the State Board; and the class shall follow the political parties ... and precede the independent class.

Background:

A "recognized political party" is defined as an organization that, for at least six months preceding the filing of its nominee for the office, has had in continual existence a state central committee composed of registered voters residing in each congressional district of the Commonwealth, a party plan and bylaws, and a duly elected state chairman and secretary. A letter from the state chairman of a recognized political party certifying that a candidate is the nominee of that party and also signed by such candidate accepting that nomination shall constitute sufficient and appropriate evidence of nomination by a recognized political party. Va. Code § 24.2-613B.

"Party" or "political party" means an organization of citizens of the Commonwealth which, at either of the two preceding statewide general elections, received at least 10 percent of the total vote cast for any statewide office filled in that election. The organization shall have a state central committee and an office of elected state chairman which have been continually in existence for the six months preceding the filing of a nominee for any office. Va. Code § 24.2-101.

Additionally, a group of qualified voters, not constituting a political party as defined in § 24.2-101, may have the names of electors selected by them printed upon the official ballot to be used in the election of electors for President and Vice President. Such a group may utilize a selected party name on the ballot providing that the petitioners have had a state central committee composed of registered voters from each congressional district of the Commonwealth, a party plan and bylaws, and a duly designated chairman and secretary in existence and holding office for at least six months prior to filing the petition. These “other groups” shall be considered a “recognized political party” for the purpose of this ballot lottery. Va. Code § 24.2-543



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Independent Candidate Petition Update

BOARD WORKING PAPERS
Paul Stenbjorn
Director of Elections Administration



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Candidate Extension

BOARD WORKING PAPERS
Paul Stenbjorn
Director of Elections Administration

From: Jaynell Pittman-Shaw <electjaynell@gmail.com>

Sent: Thursday, July 14, 2016 10:36 PM

To: Mansfield, Rose (ELECT)

Subject: August 29 Agenda

Attachments: Ltr w-attachments to SBE 7.14.16.pdf

Good evening Rose. Per our discussion earlier today, attached please find my formal request to have my request to file an extension of the filing deadline for the Statement of Economic Interest (see Code section attached) be on the August 29 agenda.

Please call or email me if you have questions, 804-986-2862.

516 N. 32nd Street
Richmond, Virginia 23223

July 14, 2016

James B. Alcorn, Esq., Chairman of the Board
Clara Belle Wheeler, Vice Chair of the Board
Singleton B. McAllister, Esq., Secretary of the Board
Virginia Department of Elections
Washington Building
1100 Bank Street, First Floor
Richmond, VA 23219

Dear Mr. Alcorn, Ms. Wheeler and Ms. McAllister:

This is a request to have my request to file an extension of the filing deadline for the Statement of Economic Interest (see Code section attached) be on the August 29 agenda.

On Friday, July 8, after coming back from vacation, I was surprised to read a letter from the Electoral Board (City of Richmond) stating that it had ruled me "Unqualified as a candidate for Member, School Board, 7th District" because I had "Failed to file the required Statement of Economic Interest by the filing deadline of 7:00 PM, Tuesday, June 14, 2016.

I accept complete responsibility for not including the Statement with the other documents that I filed by the deadline, including the Petition of Signatures. I gathered double the amount of signatures required. It was not my intention to omit any document. Rather, it was inexperience. This is my first attempt at running for public office.

Except for the Statement of Economic Interest, all other documents were filed by the deadline. On Monday, July 11, 2016, I did file the Statement of Economic Interest with the General Registrar, City of Richmond. I also filed a copy of the Statement of Organization (Candidate Committee), with a copy to the State Board of Elections.

Until this matter is resolved, I am unable to fully participate in campaigning. For instance, I have a Facebook page for the website and a campaign email address, but am unable to raise funds for campaign literature and to be honest, I'm afraid to spend my own money, since I do not know if or how the Board will rule. I also have an invitation to participate in the Richmond Association of

Realtors Candidate Interviews on August 25, 2016, but I am unsure if I should attend.

I am seeking elected office for the first time because I think that I have relevant experience and because I care about the kids in the City of Richmond. I know our schools can be better. I also believe I have an obligation to serve my community. I would like the opportunity to represent the kids and community of the 7th District on the City of Richmond School Board. If I can't, I'd like for it to be because I lost the election.

For this reason, I am asking for an opportunity to be on the August 29 agenda to request an extension of the filing deadline for the Statement of Economic Interest (see Code section attached).

Please let me know if you have questions. I can be reached at (804) 986-2862.

Sincerely,


Jaynell A. Pittman-Shaw

CODE OF VIRGINIA

DEADLINES FOR FILING REQUIRED STATEMENTS; EXTENSIONS. (Â§ 24.2-503)

The written statements of qualification and economic interests shall be filed by (i) primary candidates not later than the filing deadline for the primary, (ii) all other candidates for city and town offices to be filled at a May general election by 7:00 p.m. on the first Tuesday in March, (iii) candidates in special elections by the time of qualifying as a candidate, and (iv) all other candidates by 7:00 p.m. on the second Tuesday in June.

A statement shall be deemed to be timely filed if it is mailed postage prepaid to the appropriate office by registered or certified mail and if the official receipt therefor, which shall be exhibited on demand, shows mailing within the prescribed time limits.

The State Board may grant an extension of any deadline for filing either or both written statements and shall notify all candidates who have not filed their statements of the extension. Any extension shall be granted for a fixed period of time of ten days from the date of the mailing of the notice of the extension.

HISTORY: Code 1950, Â§ 24-132; 1970, c. 462, Â§ 24.1-167; 1971, Ex. Sess., c. 226; 1973, c. 30; 1975, c. 515; 1976, c. 616; 1977, c. 490; 1978, c. 778; 1980, c. 639; 1982, c. 650; 1984, c. 480; 1987, Sp. Sess., c. 1; 1988, c. 469; 1990, cc. 476, 865; 1991, c. 137; 1993, c. 641; 2000, c. 1045.

Aug 28 ^{next} scheduled Board meeting

Rose Mansfield

804 864 8944

rose.mansfield@elections.virginia.gov



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Re: Richmond Association of REALTORS(R) Candidate Interviews

Inbox

Starred

Sent Mail

Drafts

SBE Info

More

 Jaynell

No recent chats
Start a new one

Jaynell Pittman-Shaw <electjaynell@gmail.com>
to Elizabeth

Thanks Elizabeth. I just became aware that I need to request extension of the filing and I can participate with you on August 25.

On Wed, Jul 6, 2016 at 11:38 AM, Elizabeth Hancock Greenfield <egreenfield@rarejaynell.com>

Jaynell,
Congratulations on your candidacy for the Richmond City School Board. **We hop interviews on August 25, 2016.**

As central Virginia's largest trade association, RAR represents over 4,300 REALTORS®. REALTORS® are committed to promoting the region's economic vitality and an in transportation, taxation, infrastructure funding, economic development, neighborh Richmond region.

Interviews generally run about 20-30 minutes per candidate and will be held at RA the interviews. Please complete the form and return it to me via fax, email or reg

Also attached is a sign-up sheet for preferred interview time slots. Please return i

Should you have any questions, please feel free to contact me at [\(804\) 422-5023](tel:8044225023) you.

Sincerely,

Elizabeth

Elizabeth Hancock Greenfield
Vice President of Government Affairs & Member Services
Richmond Association of REALTORS®/CVR MLS
(P) [804.422.5023](tel:8044225023) | (F) [804.422.5065](tel:8044225065)
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SBE

Training Standards

BOARD WORKING PAPERS
Vice Chair Wheeler
SBE

**VIRGINIA STATE BOARD OF ELECTIONS
 MINIMUM TRAINING STANDARDS FOR OFFICERS OF ELECTION
 TRAINING MATERIALS TO BE DEVELOPED BY
 THE DEPARTMENT OF ELECTIONS**

PURSUANT TO §24.2-103.

These standards are based on the premise that the Department of Elections is best suited to provide appropriate training on those subjects that are uniform statewide. The subjects listed here tend to be applicable to all localities statewide, (e.g. provisional ballot processing.) The State Board of Elections believes that the Department of Elections is best positioned to provide uniform training for all Officers of Election on the following:

STANDARD	CODE REFERENCE
<p>To ensure uniformity in elections, the Department of Elections shall maintain the current “What If” document and “Election Day Guide”, and develop an appropriate training standard based upon them, excluding operational training on specific voting equipment or electronic pollbooks which may vary by locality.</p>	<p>§24.2-103</p>
<p>The Department of Elections shall provide appropriate overview training for Chief and Assistant Chief officers on reacting to emergency situations. This shall cover basics, with specifics left to each locality. Basic situations include disorderly voter, power disruption, traffic issues, earthquake, terrorist attack, etc. This should be presented from the perspective of the Commonwealth, with the locality also providing specific information in its mandatory standards.</p>	<p>§§ 24.2-604 24.2-606 24.2-607 24.2-608</p>

<p>The Department of Elections shall provide appropriate training on procedures to be followed when a provisional ballot is cast and when the polling hours are extended by order of a court of competent jurisdiction.</p>	<p>§24.2-653</p>
<p>The Department of Elections shall provide appropriate training on voter ID requirements.</p>	<p>§24.2-643(B)</p>
<p>The Department of Elections shall provide appropriate training on polling place accessibility and proper interaction with disabled voters.</p>	<p>§24.2-626.1</p>

**VIRGINIA STATE BOARD OF ELECTIONS
 MINIMUM TRAINING STANDARDS FOR OFFICERS OF ELECTION
 TRAINING MATERIALS TO BE DEVELOPED BY
 EACH LOCALITY**

PURSUANT TO §24.2-103.

These standards are based on the premise that local electoral boards and Directors of Election already have training programs in place for these subjects. These subjects tend to be locality-specific, (e.g. voting systems — which vary by locality). The State Board of Elections believes that each locality is best positioned to train its Officers of Election on these subjects, dependent upon circumstances in the locality.

STANDARD	CODE REFERENCE
<p>To ensure integrity and purity in elections, each electoral board and director of elections shall provide appropriate training as indicated below, on subjects that are specific to the locality. The training, when combined with Standards developed by the Department of Elections, shall be sufficient to produce an effective, error-free election. The electoral board and director of elections shall review its training program at least every two years.</p>	<p>§24.2-103</p>
<p>Each electoral board and director of elections shall ensure that all chief officers and assistant chief officers receive training prior to each election, in those procedures associated with determining and properly securing the results of the election, with concentration on those laws and procedures that are new.</p>	<p>§24.2-115</p>

<p>Each electoral board and director of elections shall ensure that all officers of election are properly trained on the use of the voting equipment utilized in the locality, including the vote counter(s) and the handicap-accessible voting assistance machine.</p>	<p>§§24.2-625 – 24.2-642 Voting Equipment Guidelines</p>
<p>Each electoral board and director of elections shall ensure that all officers of election are properly trained on the use of the electronic (or paper) pollbook utilized in their locality.</p>	<p>§24.2-651 – 24.2-653 EPB Operational Guidelines</p>
<p>Each electoral board and director of elections shall ensure that the officers of election working in a Central Absentee Precinct are properly trained in the requirements and processes associated with absentee ballots.</p>	<p>§24.2-707 §24.2-708 §24.2-709 §24.2-712 Et.al.</p>
<p>Each electoral board and director of elections shall ensure training for Chief and Assistant Chief officers on reacting to emergency situations. This shall cover specifics, including contact with local jurisdiction's police or sheriff's department, and department of emergency services or public safety, to deal with disorderly voter, power disruption, traffic issues, earthquake, terrorist attack, etc.</p>	<p>§§ 24.2-604 24.2-606 24.2-607 24.2-608</p>
<p>Each electoral board and director of elections shall certify before the November general election to the Department of Elections that Officers of Election have been trained according to Department standards.</p>	<p>§24.2-103-B</p>



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Community Outreach Program Update

BOARD WORKING PAPERS
Susan Lee
Community Relations & Compliance Support Manager



Memorandum

To: James Alcorn, Chairman;
ClaraBelle Wheeler, Vice Chair;
Singleton McAllister, Secretary

From: Tanya Pruett, Voter Outreach Coordinator

Date: August 30, 2016

Re: Fall 2016 Voter Outreach Campaign Update

Report to the Board

Board Materials:

- Virginia is for Voters – 2016 Brochure
- Virginia is for Voters – 2016 Poster
- Virginia is for Voters – 2016 Bus Advertisement
- Virginia is for Voters – 2016 Public Service Announcement
- Virginia is for Voters – Fall 2016 Voter Outreach Overview

Background

The Virginia Department of Elections (ELECT) has launched its *Virginia is for Voters* outreach campaign in preparation for the November 8, 2016 Presidential Election. ELECT developed the new *Virginia is for Voters* (VIFV) campaign slogan in partnership with Virginia Tourism, along with the Virginia Department of Elections tagline, “You Have Questions. We Have Answers.”

To coincide with the VIFV campaign, the Virginia Department of Elections has created campaign-specific voter outreach materials (i.e. posters, brochures, etc.) to point voters to the department’s voter-centric website, vote.virginia.gov, and to highlight important voter deadlines, general voter preparedness, and Voter Photo ID requirements. VIFV and voter photo id outreach materials are available to General Registrars and community partners. Materials will also be available online and to the general public at vote.virginia.gov and elections.virginia.gov.

The Virginia Department of Elections’ Fall, 2016 Voter Outreach Plan has been developed to offer statewide and regional voter outreach to complement and supplement voter outreach efforts conducted by general registrars at the local level. The Fall, 2016 Voter Outreach Plan includes a robust digital media campaign offered statewide across the Commonwealth of Virginia, as well as an extensive traditional media campaign that includes major media markets across the state:



Voter Outreach Campaign – Components

A. MARKETING MATERIALS - STATEWIDE

1. VIFV logo
2. VIFV poster
3. VIFV trifold brochure
4. VIFV Public Service Announcement (PSA)
5. VIFV radio advertisements (English, Spanish)
6. VIFV digital media advertisements (English, Spanish)
7. Officer of Election recruitment poster (updated)
8. Voter Pocket Guide
9. Vote.virginia.gov landing page upgrades

B. DIGITAL MEDIA - STATEWIDE

1. In-application display advertisement
2. Custom Facebook display advertisement
3. YouTube pre-roll advertisement
4. Custom display advertisement

C. TRADITIONAL MEDIA – MAJOR MEDIA MARKETS

1. Television/cable advertisements
2. Radio/traffic advertisements
3. Bus advertisements
4. Newspaper advertisements (Required constitutional amendment newspaper advertisements will be expanded to include voter outreach/voter preparedness information)

D. TARGETED OUTREACH

1. Spanish-language bus and radio advertisements (Northern Virginia, Richmond)
2. African American and Spanish-language newspaper advertisements (where available)

Voter Outreach Campaign – Timeline

Mid-August 2016:	Digital and paid social media campaigns began
September 2016:	Brochures and posters available
October 2016:	TV, cable, radio, traffic, newspaper campaigns begin
November 8, 2016:	Election Day

See Fall 2016 Voter Outreach Overview for timeline by type and media market.



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VERIS

Presentation

BOARD WORKING PAPERS
Matt Davis
ELECT Chief Information Officer



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Adjournment

BOARD WORKING PAPERS



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STATE BOARD *of* ELECTIONS

BOARD MEETING

Tuesday, August 30, 2016
General Assembly Building
Room C
1:00PM

SBE Board Working Papers
Prepared by Rose Mansfield
SBE Clerk