

1 MINUTES

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

12 The first order of business was the Commissioner Report delivered by  
13 Commissioner Cortés. Commissioner Cortés stated that the precincts opened on time with  
14 the exception of two locations that were delayed momentarily. Commissioner Cortés  
15 noted that there were approximately a dozen issues related to voting equipment across the  
16 Commonwealth. Commissioner Cortés stated that the voting process was not interrupted  
17 as alternative voting methods were utilized. Commissioner Cortés provided the details to  
18 SBE members. Commissioner Cortés stated that on this Election Day, there are 5.6  
19 million voters eligible to cast their ballots and that over 500 thousand absentee ballots  
20 have been cast.

21 Chairman Alcorn moved *that the Board recess until 12:00PM*. Vice Chair Wheeler  
22 seconded the motion and without further comment the Board voted unanimously to recess.  
23 The Board recessed at 8:30AM. Chairman Alcorn moved *that the Board reconvene the*  
24 *meeting at 12:05PM*. Secretary McAllister seconded the motion. The Board unanimously  
25 approved the motion. Chairman Alcorn requested an update on Election Day activities from  
26 the Commissioner.

27 Commissioner Cortés provided updates, from the morning briefing, stating the  
28 issues presented were resolved and or a process was adopted to adjust to the situation.  
29 Commissioner Cortés noted that the precincts that were experiencing long wait-times  
30 deployed extra equipment. Commissioner Cortés stated that the elections community was  
31 provided guidance on how to handle voters who appeared to cast a ballot in-person at the

32 polls, who were in possession of a previously requested absentee ballot. Commissioner  
33 Cortés stated that ELECT is providing guidance on various routine issues to the general  
34 registrar community. Commissioner Cortés stated that pre-election preparations proved  
35 invaluable as the general registrar’s offices are prepared with their election materials, i.e.  
36 provisional ballots. Commissioner Cortés stated that the call center had fielded over  
37 30thousand calls from voters in the Commonwealth on varying topics. The Board  
38 expressed confidence in the ability of the call center to appropriately answer the  
39 questions presented. SBE members expressed gratitude to the Commissioner, ELECT  
40 staff members and the general registrars’ offices for their work in creating a smooth  
41 running Election Day.

42 Chairman Alcorn moved *that the Board recess until 6:30PM*. Vice Chair Wheeler  
43 seconded the motion and without further comment the Board voted unanimously to recess.  
44 The Board recessed at 12:30PM. Chairman Alcorn moved *that the Board reconvene the*  
45 *meeting at 6:35PM*. Secretary McAllister seconded the motion. The Board unanimously  
46 approved the motion. Chairman Alcorn requested an update on Election Day activities from  
47 the Commissioner.

48 Commissioner Cortés stated that the ELECT call center has received over four  
49 thousand inquires and over 155thousand sessions had occurred on the ELECT website.  
50 Commissioner Cortés stated that there were a few Electronic Poll Book (EPB) issues in  
51 one locality and the resolve was that the voters cast their ballots provisionally.  
52 Commissioner Cortés stated that currently the focus is on wait-times for voters and the  
53 closing of the polls. Commissioner Cortés stated that the issues of the day were routine  
54 and a response plan was in place.

55 Commissioner Cortés stated that SBE requested a post-election survey. This  
56 survey was delivered to SBE on October 4, 2016 and today. Chairman Alcorn provided a  
57 review of the survey and stated that questions were added to reflect SBE initiatives. Vice  
58 Chair Wheeler asked who would be completing the surveys. Commissioner Cortés stated  
59 that it would be helpful to have one response from each of the localities. Secretary  
60 McAllister asked about the timeline of the survey. Commissioner Cortés stated that  
61 ELECT respectfully requests that all input from the Board be received by November 21,  
62 2016. Commissioner Cortés stated the goal is to have preliminary survey results delivered

63 to the field prior to the next legislative session. Commissioner Cortés asked if there were  
64 additional questions and there were none.

65 Chairman Alcorn moved *that the Board adjourn*. Secretary McAllister seconded  
66 the motion and without further comment the Board voted unanimously to adjourn.

67 The meeting was adjourned at approximately 7:00PM. The Board shall  
68 reconvene on November 21, 2016 at 10:00AM in the General Assembly Building –  
69 Room C, Richmond, Virginia.

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Secretary

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Chair

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Vice Chair

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