

## MINUTES OF FALLS CHURCH ELECTORAL BOARD MEETING

May 18, 2016

9:00 a.m., Mary Riley Styles Library Conference Room

**Board Members Present:** Linda Neighborgall, Bill Wanlund and Renee Andrews

**Others Present:** David Bjerke, Director of Elections

1. **Call to Order:** Linda Neighborgall at 9:05 am
2. **Public Comment:** None
3. **Approval of Minutes:** Minutes from the meeting of April 5 were approved as presented.
4. **Electoral Board Items:**
  - A. Security Plan:

Closed session pursuant to §2.2-3711 (A)(35) for: “[d]iscussion or consideration by the State Board of Elections or local electoral boards of voting security matters made confidential pursuant to § 24.2-625.1.”

Closed session minutes are attached to this document

    - Motion: Renee moved, Linda seconded that we adopt the security plan as amended.  
Motion passed by unanimous vote.
  - B. Election Officer Training: The board and DE discussed incorporating a training exercise (case study) into training materials for the November presidential election. Renee will look for the one she wrote I 2008 to use as a draft. We may want to send it out to officers before training and discuss during training. We also may consider holding a separate training session for new officers, possibly with seasoned officer volunteers to mentor new officers.
  - C. Discussion of High School Engagement Program: The board discussed planning a program for high school students. Linda created a list of ideas for student involvement. The list is attached to these minutes. Linda, Dave and Renee will meet with Pam Mahony.
  - D. Book: *The Gatekeepers of Democracy*: Renee recommended reading the novel *The Gatekeepers of Democracy*, a story about election officers in Fairfax County that details the procedures of conducting an election in a polling place. We will buy 2 copies for the office and let staff and election officers know that they may borrow, read, and return the book to the office.
  - E. Arlington Primary Election June 14: Renee has volunteered to work in Arlington. Linda may visit polling places if her schedule allows.

F. Director of Elections Performance Evaluation:

Closed session pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia for the "[d]iscussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body; ...." Preparation of Director of Elections annual performance review. Closed session minutes are attached to this document.

**5. Director of Elections Items:**

- A. Update: school funding referendum and potential special election: There is no referendum on the near horizon, but should one be ordered, it may be ordered at any time, unlike a special election to fill a local vacancy which must be held at the same time as the next general election.
- B. Computer issues: IT has checked our office computers, and they are up-to-date; however they move slowly due to software bleed. IT will reimage the computers one at a time in order to make them move faster. We hope this fix will allow our system to scan voter registration forms. Dave is buying a new copier/scanner for small (black and white) jobs to be done in the office.
- C. "I voted" stickers: Dave will select and order.
- D. COG meeting May 13: Dave and Renee attended. The meeting itself consisted of all Virginia Des and staff and Renee. There was discussion of scanning voter registration forms and the Voter Participation Center. Afterwards the group toured the C-SPAN studios, saw the studios, and learned about C-SPAN productions and their educational outreach to secondary schools.
- E. Office staff scheduling and DE time off schedule: Dave wants to hire an additional part-time seasonal staff member. He will send the summer office coverage schedule to EB.

**6. Other Items: none**

**7. Announcements:**

Dave will be away June 24-July 2; Renee will be away June 18-Labor Day  
Linda and Renee will attend ELECT training in Richmond the last week of June.

- 8. Next Meeting:** Monday June 13, 9:00, including closed session to present Dave's review. If necessary, we will schedule another meeting later that week for Dave's response.

- 9. Adjournment:** 10:39 am

**10. Attachments:**

- A. Closed Session Minutes – 1
- B. Closed Session Minutes – 2
- C. Student Involvement Ideas

Respectfully submitted by:

*Renee Bergmann Andrews, Secretary*

## Electoral Board Closed Session Minutes

**Electoral Board Closed Session**

**Date:** May 18, 2016 - 1

### **CLOSED SESSION**

GOING IN TIME: 9:08

1. Upon a motion made by Electoral Board Member Andrews, seconded by Electoral Board Member Neighborgall, and passed by a vote of Electoral Board, Electoral Board went into closed session pursuant to §2.2-3711 (A)(35) ... for discussion or consideration by the State Board of Elections or local electoral boards of voting security matters made confidential pursuant to § 24.2-625.1.

2. Upon a motion made by Electoral Board Member Andrews, seconded by Electoral Board Member Neighborgall, and passed by a vote of Electoral Board, Electoral Board reconvened in open session.

COMING OUT TIME: 9:13

### **CERTIFICATION**

1. Upon a motion made by Electoral Board Member Andrews, seconded by Electoral Board Member Neighborgall, and passed upon affirmative roll call vote in open session, it was certified that (i) only public business matters lawfully exempted from open meeting requirements and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the closed session or meeting by the Electoral Board.

#### ***ROLL CALL VOTE:***

Chair Neighborgall: Aye

Vice Chair Wanlund: Aye

Secretary Andrews: Aye

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Chair signature

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Date

## Electoral Board Closed Session Minutes

**Electoral Board Closed Session**

**Date:** May 18, 2016 - 2

### **CLOSED SESSION**

GOING IN TIME: 10:15

1. Upon a motion made by Electoral Board Member Andrews, seconded by Electoral Board Member Neighborgall, and passed by a vote of Electoral Board, Electoral Board went into closed session pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia for the "[d]iscussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body; ...."

2. Upon a motion made by Electoral Board Member Andrews, seconded by Electoral Board Member Neighborgall, and passed by a vote of Electoral Board, Electoral Board reconvened in open session.

COMING OUT TIME: 10:30

### **CERTIFICATION**

1. Upon a motion made by Electoral Board Member \_\_\_\_\_, seconded by Electoral Board Member \_\_\_\_\_, and passed upon affirmative roll call vote in open session, it was certified that (i) only public business matters lawfully exempted from open meeting requirements and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the closed session or meeting by the Electoral Board.

#### ***ROLL CALL VOTE:***

Chair Neighborgall: Aye

Vice Chair Wanlund: Aye

Secretary Andrews: Aye

\_\_\_\_\_  
Chair signature

\_\_\_\_\_  
Date

Some Ideas for Increased Student Involvement in the  
Elections Process  
(Building on Student Page program)

Assist voters with filling out absentee (AB) voting applications and help keep lines organized during pre-election AB voting. This would build on the student Page program.

To increase community/students' understanding, write and publish information articles re the electoral process and legal requirements. And/Or:

Conduct an essay contest with award to student(s) who write the most Informative or insightful essays about elections, their importance, the process; publish the winning essay. Winner could make presentations to civics classes.

EB could schedule an official EB meeting at GMHS to show how we plan for and conduct elections. This could lead to:

*Classroom Exercise:* create student EB, with students to conduct mock electoral board meeting to explore more about mechanics & legal requirements for planning and conducting an election.

Classroom discussion topics about electoral issues in the news, e.g., voter ID; controversy over re-design of voter registration form (citizenship statement) and role of legislature in such matters. Current topics could also be incorporated into a real or mock EB meeting