

Amelia County Electoral Board
Minutes – April 12, 2022

ATTENDEES: Mary Alice Williams, Chair Brenda Johnson, Secretary
Mamie Barley, Vice Chair Deborah Hathorn, Director of Elections
Lauren Whittington, ACDC Chair

The Amelia County Electoral Board met on Tuesday, April 12, 2022 in the Registrar's office. The meeting was called to order by Chairman Williams at 10:07 A.M. Minutes of the March 15, 2022 meeting were approved as presented. The written agenda was approved by consensus.

Budget Update: Hathorn stated that there are no changes to the FY 2023 budget that has been presented to the Board of Supervisors for adoption after the public meeting. .

Redistricting: The ordinances approved by the Board of Supervisors to relocate Precinct #4 to the Parks and Rec building and the redistricting changes that will move 150 voters from Precinct #5 to Precinct #4 was delivered to the Attorney General's office on April 7th. The Office has 60 days to respond. June 6th is the deadline to notify voters of the change, if approved. Changes would be in effect for the June 21st Democratic Party Primary. Changes in the congressional districts have not been finalized. Chairman Williams and Hathorn will prepare an article to be placed in the Amelia Bulletin Monitor, of the changes approved by the Board of Supervisors.

June Primary - Early voting for the Primary begins May 6th. We will schedule up to five (5) Officers of Elections (OOEs) to work in each precinct. CAPS training will be June 14th, followed by training for Chiefs. Training for all Officers of Election will be held Thursday, June 16th. The Board will meet on Wednesday, June 22 at 10:00 A.M. to canvas. If needed, we will meet again on Friday, June 24th.

Grant Applications – Hathorn was asked to talk to Holly Steele, Amelia County's Director of Community Development, to explore possible grant opportunities and report back to the Board.

Chair Williams shared with us some information from the statewide (VAEB) meeting she attended. Eighty present of the attendees were newly appointed Electoral Board members. The new Commissioner, Susan Beals, replacing Chris Piper, was in attendance. Board members were encouraged to communicate with their legislators before the General Assembly meets. Chair Williams volunteered to serve on the Legislative Committee representing our District. In this capacity, she will be able to help with the writing of election laws. Meetings will be held in Richmond at the Dept. of Elections office. A few bullet points on how to conduct an effective Board meeting:

- Follow parliamentary procedure
- Provide proper notice for meetings (compliance)
- Provide copies of agenda and minutes for all attendees
- Motions do not require a second
- Record motions and action taken
- Meetings can be recorded electronically
- No voting is allowed by mail
- FOIA request – cost for information requested must be stated. The request must be specific. Time to respond may be extended.

- Be open and transparent
- Board members should have EB email accounts.
- Board members should assist the General Registrar- work together; however, each person should perform their specific job.
- Question was asked as to who will pay for the cost of additional staff to handle Election Day voter registration.
- There will be no auditing of the ID forms.
- Limit the time for each speaker to speak during the Public Comment Period. Record questions in the minutes.

Chair Williams said the training was good and it was helpful to meet other Electoral Board members.

The Board agreed that each Board member will be given an email address specifically for Electoral Board business. Hathorn will get these set up.


Hathorn will attend the VRAV meeting on Tuesday, April 19th.

Public Comment Period: Chair Williams thanked Ms. Whittington for her comments. She stated that the deadline for Democratic Party candidates running in the June 21st Primary signatures to be verified is next week. She expressed concern over the timing of redistricting notification, non-compliance of posting documents on the county's website, due to the site not working properly.

The next board meeting is scheduled for Tuesday, May 10, 2022 at 10:-00 A.M.

There being no further business, the meeting was adjourned at 11:19 A.M.

Respectfully submitted,

 4/14/22
Brenda H. Johnson, Secretary