

**Bristol Virginia Electoral Board**  
Meeting Minutes

*February 1, 2017*

*Present:* Chair Nancy Steele; Vice-Chair Sarah Williams; Secretary Jane L. Sheffey; General Registrar Penny R. Limburg

*Next meeting:* March 1, 2017 at 9:00 a.m. for Reorganization of the Board

---

**I. Call to Order** – The meeting was called to order at 9:20 a.m. by Chair, Steele.

**II. Approval of Minutes** – Minutes from November 9, 2016, were examined and no errors were found. Sheffey moved to approve the minutes followed by a second from Williams. The motion carried by all, the minutes were filed as recorded.

**III. Old Business** – None.

**IV. New Business** – The first order of business was consideration of election officer names submitted. Both political party chairmen were in agreement to offer reappointment to the current list of officers. No new names of individuals were submitted. After a short discussion, Sheffey moved to approve the list of individuals as officers of election for a two-year term beginning March 1, 2017 and ending February 29, 2019. Williams provided a second and the motion carried. The registrar’s office will send letters of notification to the officers immediately.

Next, the board reviewed the Voting Systems Security Policy. After some discussion about minor changes and a few corrections, Sheffey moved to approve the policy as amended. Williams seconded the motion and with all in agreement the motion carried.

The board then reviewed the draft budget for fiscal year 2017-18. The registrar is to meet with city administration soon and is concerned that she will be asked to look for further cuts. The board expressed their support and asked to be informed if a formal presentation was scheduled in the future.

**V. Announcements/ Comments** – The registrar distributed a calendar of events for the upcoming election year. There will be a Primary Election June 13 and a November General Election. There have been several inquiries made in regard to the upcoming constitutional seats that will be up for election.

Williams brought forth an observation from the public during the previous November General Election. Outside campaign workers were observed handing out literature and talking with voters over the side railing to the entrance at Virginia High precinct. Since this falls within the prohibited 40 ft. restricted area, the registrar stated they need to provide better signage or markings.

There was also some discussion about challenges at City Hall precinct on Election Day due to a number of reasons. The board discussed the possibility of exploring other locations in the future.

**VI. Adjourn** – The meeting was adjourned by Chair Steele at 10:46 a.m.

---

**Signature of secretary**

**date**