

Bristol Virginia Electoral Board

Meeting Minutes

March 15, 2019

Present: Sarah Williams, Chairman; Jane L. Sheffey, Secretary; Joyce Kistner, incoming new board member, and General Registrar, Penny R. Limburg

Next meeting: Not yet scheduled

1. **Call to Order** – The meeting was called to order at 9:37 a.m. by Chair, Williams.
2. **Williams** welcomed newly appointed board member, Joyce Kistner, who was appointed upon the resignation and sadly, death of previous board member, Kevin Corbett. Secretary Sheffey and the registrar echoed the welcome.
3. **Minutes** from February 2, 2019. A motion was made by Sheffey and seconded by Williams. The minutes were approved with no changes.

4. **New Business**

Recognition. Chair Williams recognized previous board member, Kevin Corbett. Although he was unable to serve for very long on the electoral board, Williams stated that Kevin was involved and worked for the good of the community. She said she had known him for about 10 years and stated he had quite a collection of political bumper stickers. She appreciated his willingness to serve and said he will be missed.

Electoral Board Reorganization. Williams opened the floor for nominations for the position of Chairman. Sheffey nominated Williams followed by a second from Kistner. There being no further discussion, all were in agreement and Williams accepted the nomination.

Williams then asked for nominations for Vice-Chair. Sheffey nominated Joyce Kistner followed by a second from Williams. Williams invited discussion; there being none, the members voted and Kistner accepted the position.

Williams then nominated Sheffey for the position of Secretary followed by a second from Kistner. There was a little discussion about the duties of the secretary but all members voted and Sheffey retained the position. Although it is generally customary for the Chairman and Secretary to represent opposite parties, Kistner signed a waiver declining the role as Secretary since she was new to being a member of the board.

Reappointment. The next order of business was to consider the reappointment of current general registrar, Penny Limburg. Upon a motion by Sheffey, seconded by electoral board member, Kistner, and passed by a vote of the electoral board, the 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;....”

Upon a motion made by electoral board member Sheffey that no other business was discussed, seconded by electoral board member, Kistner, and passed by a vote of the electoral board, the electoral board reconvened in open session.

Secretary calls the roll.

Time Out 9:55 a.m. Closed session: Reappointment

Roll call vote:

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| Chair Williams | yes |
| Vice-Chair Kistner | yes |
| Secretary Sheffey | yes |

Sheffey made a motion to reappoint Penny Limburg as the general registrar for the new term beginning July 1, 2019 – June 30, 2023. Williams seconded the motion and after a vote the board was in agreement to reappoint Limburg. Limburg thanked the board and stated she was pleased that the board had always worked well together and she appreciated their support. She said a lot of work was ahead to prepare for year 2020 elections and the implementation of early voting.

Security Policy. The next order of business was to amend the previously approved security policy with current Vice-Chair Kistner's information. The board completed a new signature page.

Early Voting. Limburg informed the electoral board about the new bill that passed and was waiting on the Governor's signature in regard to No Excuse Early Absentee Voting. As it stands now, a public building must be used in which to conduct no excuse voting and it is to be implemented for the November 2020 elections. Voting will take place from Saturday to Saturday one week prior to the election.

5. Old Business

Consider appointment of additional officers of election. Limburg stated that she had been able to recruit five new officers after recently speaking to the Bristol Senior Show Choir. She said the new recruits were energetic and seemed to have a lot of enthusiasm for working elections. One additional officer was referred by a current election officer. Limburg also requested that two individuals that assist with other election related tasks be added as alternates to fill in when needed. A motion was made by Sheffey, with a second by Williams. After voting the motion was approved.

6. Announcements.

Maintaining Ballot Images for Federal Elections. The Registrar informed the board that ballot images had been successfully downloaded from the November 2018 election onto a jump drive. It only took a matter of minutes and the information will be stored by the circuit court for 22 months as per the federal requirement.

Summer workshop – The newest member of the electoral board, Joyce Kistner, will attend ELECT's summer workshop.

The registrar will attend a cybersecurity tabletop exercise in Richmond on April 16 and April 17. The event is sponsored by the Virginia Department of Elections.

7. Public Comment. None

8. Adjourn. Williams asked for a motion to adjourn furnished by Sheffey with a second from Kistner. All in agreement, the meeting was adjourned at 10:20 a.m.

Jane L. Sheffey, Secretary

Signature of secretary