

PRINCE EDWARD COUNTY
ELECTORAL BOARD

P.O. Box J
Farmville, Virginia 23901

MEETING MINUTES

DATE: March 7, 2017

PURPOSE: Electoral Board Business Meeting

PRESENT: Members: Chairman, Sam Martin, Vice-Chair Gordon Smith, and newly elected Secretary Gwendolyn Akers-Booker. General Registrar Lynette Wright was present. The meeting was held in the Registrar's office.

The meeting was called to order at 1:30 PM by Secretary Gwendolyn Akers-Booker.

Elections of Officers were made and it was approved that Samuel Martin would remain as Chairman, Gordon Smith would remain Vice-Chairman and Gwendolyn Akers-Booker would serve as Secretary. With the individuals in position, Vice-Chair Gordon Smith provided us with a signed statement indicating that as the Republican Member of the Prince Edward County Electoral Board, he agreed to allow Samuel A. Martin, Jr. to serve as Chairman and he would serve as Vice-Chair (SEE ATTACHMENT).

Members of the Board were presented with the list of citizens who were approved and interested in working the polls. The Secretary informed the group that there were a few individuals that would be trained during the next training date.

As of March 7, 2017 the General Registrar was able to publish a list of individuals who had submitted all their information.

The Chairman and Vice Chairman made a motion that the appointments as of this meeting and all after this meeting would be accepted.

Based on the following items below, the Electoral Board will be present to perform such duties as deemed necessary along with the General Registrar. Chairman and Vice Chairman recommend that the Secretary work close with the Registrar also.

- **One Board member must attend the Workshop Training**
- **Performance Evaluation for General Registrar is due June 30th**
- **EB member is to be present at printing of ballots, seal them, take custody of them and sign statement (§24.2-617)**
- **Certificate verifying number of ballots printed is signed by EB Member and filed in Minutes (§24.2-618)**

Meeting Minutes

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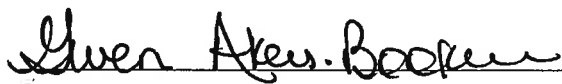
- **In the presence of at least one Board member, ballots are to be divided into packages for each precinct; unused ballots are returned to GR and delivered to the Clerk of Circuit Court by secretary (§24.2-620)**
- **Before each election, secretary (or other board member as designated) is responsible for delivering ballots to precinct chiefs; a receipt of each package is to be obtained; officers of election are to open and count (§24.2-621)**
- **Voting equipment security. EB members may meet in closed meeting to discuss protocols for maintaining security of ballots or equipment. Written plan and procedures to ensure security should be reviewed annually. (§24.2-625.1)**

Further discussion regarding the equipment being used for voters with GR Lynette Wright explaining the decision with regards to moving forward with the new equipment. As soon as we get notification to do so, notification would be made to the Electoral Board.

Members of the Electoral Board asked that the Registrar inform us when Tech Training would be so that we can participate when this is being done.

There was no other business to discuss.

Meeting was adjourned at 12:30 PM.



Electoral Board Secretary