

# Norfolk Electoral Board

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## Minutes of the February 20, 2020 Meeting

### **Present:**

H. Michael Ziegenfuss (Chairman), Barbara Klear (Vice Chairwoman), Michael Khandelwal (Secretary), Stephanie Iles (Director of Elections & General Registrar)

The Norfolk Electoral Board was called to order at 2:08 p.m. by Mr. Ziegenfuss.

### **Approval of Minutes from the December 4, 2019 Electoral Board Meeting:**

Mrs. Klear moved to approve the minutes from the December 4, 2019 meeting. Mr. Khandelwal seconded the motion. The Board unanimously approved the minutes from the meeting.

### **Approval of Officers of Election:**

Ms. Iles presented a list of thirty-six (36) potential Officers of Election for appointment. Mrs. Klear's motion to approve the list was seconded by Mr. Khandelwal. The Board unanimously voted to approve those on the list for a term ending February 28, 2021.

### **Discussion of March 3, 2020 Democratic Party Presidential Primary Election:**

The Board will arrive at the voting machine warehouse by 5 a.m. on Election Day.

Ms. Klear distributed the routes each Board member would take while evaluating precincts on Election Day. It was determined that Mr. Khandelwal would collect any absentee ballots received by the main post office at 6 p.m. on Election Day.

Representatives from the ADA will be checking polling places on Election Day.

The post-election canvass is set for 10 a.m., Wednesday, March 4, 2020 at the Circuit Court Clerk's office.

### **Closed Session: Elections Security Discussion**

At 2:50 p.m., it was moved by Mr. Khandelwal and seconded by Mrs. Klear to go into closed session pursuant to the Code of Virginia for discussion of Elections Security. The motion was approved by unanimous voice vote of the Board.

Upon a motion made by Mrs. Klear, seconded by Mr. Khandelwal, and passed by unanimous vote of the Norfolk Electoral Board, the Electoral Board reconvened in open session at 3:13 p.m..

Further, Mrs. Klear moved to adopt the following certification:

We certify that the Norfolk Electoral Board convened a closed meeting on February 20, 2020, pursuant to an affirmative vote in accordance with the provisions of the Virginia Freedom of Information Act and that Section 2.2-3712 of the Code of Virginia requires a certification by this

Board that such closed meeting was conducted in conformity with Virginia law.

The Norfolk Electoral Board further certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the board in the closed meeting.

Mr. Khandelwal seconded the adoption of the certification, and the Board unanimously voted to approve the certification.

**Reorganization of the Electoral Board:**

A motion was made by Mr. Khandelwal, that effective March 1, 2020, the board would be reorganized with Mr. Ziegenfuss as Chair, Mr. Khandelwal as Vice-Chair, and Ms. Klear as Secretary. Ms. Klear seconded the motion, which was carried unanimously by the Board.

**Such other business as may come before the Electoral Board:**

Ms. Iles and Ms. Klear discussed their attendance to the memorial for Merle Raynor, a long time and treasured employee of the Office of Elections.

Ms. Iles reported on elections-oriented bills moving through the Virginia Senate and the Virginia House of Delegates.

Ms. Iles and the Board discussed the impacts of potential early-voting.

The Board discussed the relocation of the Elections Office to the first floor of the Norfolk Court House, and the Board unanimously expressed grave disappointment about the city manager's office's lack of communication, progress, information, and understanding of the urgency of the situation.

Mr. Khandelwal moved to adjourn the meeting, which was seconded by Mrs. Klear. The meeting was adjourned at 4:12 p.m. by unanimous vote of the Board.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Michael Khandelwal', with a long, sweeping horizontal line extending to the right.

Michael Khandelwal, Secretary