

Norfolk Electoral Board

Minutes of the February 4, 2025 Board Meeting

Present:

Ms. Atoy Carrington (Chairwoman), Ms. Marianne McKay (Vice-Chairwoman), Mr. H. Michael Ziegenfuss (Secretary), Ms. Stephanie Iles (Director of Elections & General Registrar), Ms. Rosanna Bencoach (Deputy Director of Elections & Deputy Registrar), and members of the public - Arthur Devine Jr., Dr. Frederick Rochte, Mark E. Snell-Cook, Scott Hancox, and Raymarie Rowzie.

The Norfolk Electoral Board was called to order on Tuesday February 4, 2025 at 11:04 a.m. by Ms. Atoy Carrington in the Norfolk Office of Elections.

Ms. McKay motioned to change the agenda order to move the closed session as the last agenda item to permit public testimony first. The motion was not seconded.

After discussion, a motion to approve the minutes from the January 7, 2025 meeting was made by Mr. Ziegenfuss and seconded by Ms. Atoy Carrington. The motion passed 2-1 with Ms. McKay abstaining.

Ms. Iles reported to the Board the 2025 NRVA cancellation list information effective January 30, 2025 and the state scheduled confirmation mailing timeline.

Ms. Iles advised the Board of pending election related legislation before the Virginia General Assembly this short session and confirmed today is Crossover Day.

Closed Session:

After some discussion, it was moved by Mr. Ziegenfuss at 11:45 a.m. and seconded by Ms. Carrington to go into closed session pursuant to the Code of Virginia for discussion of Elections Security. The motion was approved by a unanimous vote of the Board.

Upon a motion made by Mr. Ziegenfuss and seconded by Ms. McKay and passed by unanimous vote of the Norfolk Electoral Board, the Electoral Board reconvened in open session. Further, at 11:55 a.m. Mr. Ziegenfuss moved to adopt the following certification:

"We certify that the Norfolk Electoral Board convened a closed meeting on February 4, 2025 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."

Ms. McKay seconded the adoption of the certification, and the Board unanimously voted to approve the certification.

New Business:

Ms. McKay requested the names of Officers of Election who submitted feedback from the November 2024 Election. Ms. Iles advised some feedback provided is anonymous and Officer information is not required. Feedback is given to determine potential process improvements and availability to serve. Mr. Ziegenfuss advised that "feedback should be provided freely and not coerced." Discussion was held.

Ms. McKay questioned provisional ballot log completion for the November 2024 election. Ms. Iles advised of communication to Chief Officers and reviewed chain of custody procedures for provisional ballots and logs.


Ms. McKay requested to go on record that there was a "systematic failure on Election Day" at a precinct and with the provisional ballot process. Ms. Iles adamantly disagreed. The Chairwoman & Secretary of the Board concurred with Ms. Iles.

The next meeting of the Norfolk Electoral Board was set for Tuesday, March 4, 2025 at 11:00 a.m. in the Elections' Office Board Conference Room in Norfolk City Hall.

Public comment was given. Mr. Rochte requested the Board to review ableism. Mr. Devine inquired about his previous email with regards to training. Ms. Rowzie inquired on the complaint review process.

Mr. Ziegenfuss moved to adjourn the meeting, which was seconded by Ms. Carrington. The meeting was adjourned at 12:54 p.m. by a 2-1 vote with Ms. McKay dissenting.

Respectfully submitted,

A handwritten signature in cursive script that reads "H. Michael Ziegenfuss". The signature is written in dark ink and is positioned below the typed name.

Mr. Ziegenfuss, Secretary
February 4, 2025