

# Norfolk Electoral Board

## Minutes of the March 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 - Scott W. Hancox, Judith E. Brown, Tony Olcott, and Raymarie Rowzie.

The Norfolk Electoral Board was called to order on Tuesday March 4, 2025, at 11:01 a.m. by Ms. Atoy Carrington in the Norfolk Office of Elections.

A motion to approve the minutes from the February 4, 2025 meeting was made by Mr. Ziegenfuss and Seconded by Ms. Atoy Carrington. The motion passed 2-1 with Ms. McKay dissenting.

Ms. Iles reported to the Board that two (2) new polling places will be needed beginning with the June 2025 Primary Elections. Larchmont Library will be undergoing extensive renovations and Calvary Revival Church is no longer available to serve as a polling place. Ms. Iles advised several locations were viewed as possible alternate polling places. Ms. Iles advised of the quick timeline and requirements due to the June Primary Elections. Ms. Iles presented the proposed polling place relocations. Larchmont Library Precinct would move to the Larchmont United Methodist Church. Calvary Revival Church Precinct would move to Aldersgate United Methodist Church. The Board agreed with the proposed polling place changes as presented. The presentation will be shared with Norfolk City Council at their informal session this evening. Public comment would be available through April 4th. Public hearing and Council vote would occur on April 8th.

Ms. Iles provided a legislative update on election-related bills within the Virginia General Assembly this session.

The Board listened to comments from the observers. Ms. Rowzie inquired about proposed legislation. Mr. Hancox and Mr. Olcott discussed polling place relocations and signage.

The next meeting of the Norfolk Electoral Board was set for Tuesday, April 1, 2025 at 11:00 a.m. in the Norfolk Office of Elections.

## Closed Session

At 12:28 p.m., it was moved by Mr. Ziegenfuss and seconded by Ms. Carrington to go into a closed session pursuant to the Code of Virginia for a discussion of personnel – potential Officer of Election review. The motion was approved by a 2 to 1 vote of the Board with Ms. McKay abstaining.

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. Furthermore, at 1:00 p.m. Mr. Ziegenfuss moved to adopt the following certification:

“We certify that the Norfolk Electoral Board convened a closed meeting on March 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. Carrington seconded the adoption of the certification, and the Board voted to approve the certification by a 2 to 1 vote with Ms. McKay abstaining.

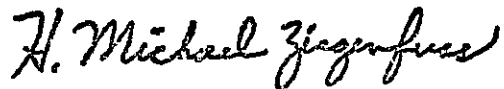
Mr. Ziegenfuss moved to approve the 1,118 applicants presented by Ms. Iles to serve as Officers of Election for the period ending February 28, 2027. Ms. Carrington seconded; the motion passed 2 to 1 with Ms. McKay abstaining.

Such other business as may come before the Electoral Board:

Vice Chair McKay moved that the Board review Officer feedback forms from the November 2024 election at the next Electoral Board meeting in open session. Ms. Iles voiced concerns about discussing personnel in open session. There was no second. The motion was tabled.

Mr. Ziegenfuss moved to adjourn the meeting, which Ms. Carrington seconded. The meeting was adjourned at 1:06 p.m. by a vote of 2 to 1 with Ms. McKay abstaining.

Respectfully submitted,

A handwritten signature in black ink that reads "H. Michael Ziegenfuss". The signature is written in a cursive style with a large, stylized "H" and "Z".

Mr. Ziegenfuss, Secretary

March 4, 2025