

# **D R A F T**

## **BOTETOURT COUNTY ELECTORAL BOARD**

### **M I N U T E S**

**JUNE 12-15, 2018**

This is a recordation of official activities of the Botetourt County Electoral Board in the period of Tuesday through Friday, June 12-15, 2018, regarding the Botetourt County Dual Party Primary Election of June 12, 2018.

#### ***Tuesday, June 12, 2018—***

Chairman John W. Rader and Vice-Chairman William L. Heartwell, III, met at 7:00 a.m. in the facilities provided for the Department of Elections and Voter Registration on Court House Square in Fincastle, Virginia, to begin an inspection and liaison tour of the ten sited voting precincts in Botetourt County. This was completed in mid-afternoon. No significant problem was encountered, with high morale and enthusiasm evident among the precinct workers. Concurrently, Secretary Paul E. Fitzgerald was assigned to maintain ready response availability if required at the Department's offices.

Chairman Rader and Vice-Chairman Heartwell returned to the Department's offices that evening to observe and assist in the return of reports and equipment from the ten precincts.

#### ***Wednesday, June 13, 2018—***

Chairman Rader, Vice-Chairman Heartwell, and Secretary Fitzgerald, assisted by Traci S. Clark, the Director of Elections and General Registrar (DoE/GR), met in the Administrator's Conference Room of the Botetourt County Court House in Fincastle, Virginia, to canvass the vote. For the duration of the meeting, those four persons were the only persons present. No visitor and no observer attended.

The meeting was called to order at 10:30 a.m.

The Electoral Board unanimously approved the minutes of the meeting of March 3, 2018.

There were not any provisional ballots.

The Vote Canvass was completed at 11:05 a.m.

Secretary Fitzgerald executed certifications of inventories of the various styles of ballots.

Plans were made for Chairman Rader and Vice Chairman Heartwell to individually certify Abstracts of Votes on Thursday, June 14, 2018, and Friday, June 15, 2018, with Secretary Fitzgerald comp executing his and Electoral Board certifications on Friday, June 15.

The Electoral Board agreed to meet at 2 p.m. on Monday, July 30, 2018, in the Administrator's Conference Room in the Botetourt County Court House, for the purpose of approving the Botetourt County Department of Elections Security Plan and discussing with the DoE/GR the Electoral Board's annual review of her performance. Because of the nature of these two matters, they will be discussed in an Executive Session that will be invoked under the provisions of the applicable statutes of the Commonwealth of Virginia

*Thursday-Friday, June 15, 2018—*

Chairman Rader and Vice-Chairman Heartwell separately/individually reviewed and individually certified the official Abstracts of Voting, and, at 1:47 p.m. on Friday, June 15, 2018, Secretary Fitzgerald completed the individual certifications and effected the Electoral Board certification.

Respectfully submitted,

Paul E. Fitzgerald, Secretary