

A P P R O V E D

BOTETOURT COUNTY ELECTORAL BOARD

M I N U T E S

JULY 30, 2018

The Botetourt County Electoral Board met on Monday, July 30, 2018, in the Second Floor Conference Room in the Botetourt County Court House in Fincastle, Virginia. Chairman John W. Rader, Vice Chairman William L. Heartwell, III, and Secretary Paul E. Fitzgerald were present. Director of Elections and General Registrar (DoE/GR) Traci Clark also was present. The DoE/GR provided a detailed agenda with supporting information packet.

The meeting was called to order at 2:00 p.m.

The minutes reflecting the activities of the Electoral Board June 12-15, 2018, regarding the Botetourt County Dual Party Primary Election of June 12, 2018, were unanimously approved.

The DoE/GR reported that the deadline for filing for the Special Election for Botetourt County Commonwealth's Attorney, in connection with the General Election of November 6, 2018 is August 17, and at the time of this meeting only one candidate had filed.

The Electoral Board unanimously concurred with the recommendation of the DoE/GR that the print order for ballots for the November 6 election(s) be 60 percent of registration totals.

The DoE/GR reported that State elections personnel had listed 181 Botetourt County voters in the boundary areas of the 17th and 19th House Districts and the dividing line between Botetourt and Roanoke Counties as possibly being misassigned, and that she would keep the Electoral Board informed as that re-examination progressed.

At 2:11 p.m., on a motion made by Vice Chairman Heartwell and unanimously approved, under the provisions of the Freedom of Information Act (FOIA) of the Code of Virginia, the Electoral Board went into Executive Session for the purpose of considering a personnel matter (2.2-3711(A)(1)—Annual Performance Appraisal of the DoE/GR, and a security

matter (24.2 - 625.1)—review and updating of the Botetourt County Voting System Security Program Plan.

The Electoral Board returned to Regular Session at 3:12 p.m. on a motion made by Vice Chairman Heartwell, approved by a unanimous roll-call vote that included an individual affirmation by each Electoral Board that no matters, other than those that were stated in the motion that created the Executive Session were discussed and no decision/vote was taken during the Executive Session.

In Regular Session, the Electoral Board collectively executed and unanimously approved the Annual Performance Appraisal of the DoE/GR.

The Electoral Board unanimously approved the updated and revised Botetourt County Department of Elections Security Plan “with editorial changes”.

The next meeting of the Electoral Board is scheduled for 2 p.m. on Monday, September 17, 2018, in the Second Floor Conference Room of the Botetourt County Court House.

The meeting was adjourned at 3:16 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Paul E. Fitzgerald". The signature is written in a cursive style with a large, stylized initial "P".

Paul E. Fitzgerald, Secretary
September 17, 2018