

A P P R O V E D

BOTETOURT COUNTY ELECTORAL BOARD

MINUTES

MAY 13, 2019

The Botetourt County Electoral Board met on Monday, May 13, 2019, in the Main 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 a supporting information packet.

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

On a motion made by Vice-Chairman Heartwell, the Electoral Board unanimously approved the minutes of the Electoral Board meeting held on March 4, 2019.

A brief discussion indicated a unanimous awareness that recent and ongoing legislative developments in the Commonwealth regarding absentee voting have greatly increased, and will continue to increase, the significance of that element of the electoral process.

The DoE/GR informed the Electoral Board that:

- ❖ Ballots for the June 11, 2019 Republican Party Primary Election reflecting candidates for Blue Ridge District seat on the Board of Supervisors, Sheriff, and Commissioner of the Revenue have been received;
- ❖ The Print Order was sufficient to serve a 60 per cent turnout;
- ❖ Absentee voting is in process, with 24 in person to that date, 75 mailed (26 marked and returned), 4 emailed, and a deadline of Saturday, June 8 (office open 8:30 a.m. until 4:30 p.m.);

- ❖ Seventy-nine Precinct Election Officials (including two new) have been assigned (14 split-shift);
- ❖ Ballots for the General and Special Elections on November 5 will include candidates for: Valley District—17th District House of Delegates seat, 19th District House of Delegates seat, and Town of Troutville officials; Amsterdam District—19th District House of Delegates seat; Fincastle District —19th House of Delegates seat and Town of Fincastle officials; Buchanan District—19th House of Delegates seat and Town of Buchanan officials; Blue Ridge District—19th House of Delegates seat; and Independent Candidates for Sheriff and Blue Ridge seat on Botetourt County School Board;
- ❖ The Botetourt County Board of Supervisors approved the FY20 budget for the Department of Elections and Voter Registration “as submitted” except for the line-item covering new Electronic Poll Books, which was advanced to, and purchased, during the current Fiscal Year.
- ❖ There has been no further communication from the Botetourt County Administration regarding the Department’s needs and concerns regarding office space and suitability, including suitability for absentee voting and access for mobility-challenged citizens.

At 2:20 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 (2.2 – 3711(A)(1)), the Electoral Board went into Executive Session for the purpose of considering a personnel matter—re-appointment of the DoE/GR.

The Electoral Board returned to Regular Session at 2:29 p.m. on a motion made by Vice Chairman Heartwell, approved by a unanimous roll-call vote that included collective, and individual, affirmation by each Electoral Board, that no subject, other than that which was stated in the motion that created the Executive Session, was discussed, and no decision/vote was taken, during the Executive Session.

In Regular Session, on a motion made by Vice Chairman Heartwell, the Electoral Board unanimously approved the re-appointment of Traci Spradlin Clark for a new four-year term (July 1, 2019 to June 30, 2023) as General Registrar for Botetourt County.

The activities of the Electoral Board in direct connection with the Election of June 11 were planned to include a tour of all precincts beginning at 7:00 a.m. June 11 at the Department Office, the Official Canvass beginning at

10:30 a.m. on Wednesday, June 12, in the Second Floor Main Conference Room of the Botetourt County Court House, with abstract and certification actions continuing through Thursday and Friday, June 13 and 14, 2019 in the Department offices.

The meeting was adjourned at 2:40 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
June 12, 2019