

APPROVED

BOTETOURT COUNTY ELECTORAL BOARD

MINUTES

NOVEMBER 5-7, 2019

This is a recordation of official activities of the Botetourt County Electoral Board in the period of Tuesday through Thursday, November 5-7, 2019, regarding the Botetourt County General and Special Elections of November 5, 2019. These actions are considered to be elements of a single topic and purpose, and, as such, are here treated as a Continued Meeting.

Tuesday, November 5, 2019 --

Chairman John W. Rader and Vice-Chairman William L. Heartwell, III, met at 7:00 am 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 and the Centralized Absentee Voting Precinct. This was completed in mid-afternoon. No significant problems were encountered. 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 precincts, which took place without problem or incident.

Wednesday, November 6, 2019 --

Chairman Rader, Vice-Chairman Heartwell and Secretary Fitzgerald, assisted by Traci S. Clark, Director of Elections and General Registrar (DoE/GR), met in the Second Floor Conference Room of the Botetourt County Court House in Fincastle, Virginia, to canvass votes. 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 10:02 a.m.

On motion made by Vice-Chairman Heartwell, the Electoral Board unanimously approved the minutes of the meeting of July 29, 2019.

A general review of the previous days' election produced unanimous evaluation that the voting public of Botetourt County had been well-served and without significant incident. The votes were canvassed with only corrections made to the numbers reported by CAP on election night.

It was determined CAP officers reported end of night totals from the scanner tape instead of from the Statement of Results which resulted in the hand-counted ballots not being included in the reported totals. Totals were updated and DoE/GR stated corrections to the information reported on the state database would be updated as well. The Electoral Board reviewed the one provisional ballot cast. Upon a motion by Vice-Chairman Heartwell, the Board voted unanimously to count the provisional ballot. At the conclusion of the canvass, the DoE/GR was directed to prepare the Abstracts of Votes for execution by the Electoral Board. DoE/GR stated the Abstracts would be available for execution on Thursday, November 7, 2019. Chairman Rader and Vice-Chairman Heartwell stated they would complete their certifications prior to noon and Secretary Fitzgerald would complete his certification later in the afternoon on Thursday.

The Electoral Board planned its next meeting for 2:00 p.m. on Monday, December 9, 2019, in the Second Floor Conference Room in the Botetourt County Court House for the purpose of reviewing the proposed Fiscal Year 2021 budget prepared by DoE/GR prior to submission to the County.

The meeting was adjourned at 11:48 a.m.

Following the meeting, Chairman Rader and Vice-Chairman Heartwell delivered the election materials to the Clerk of the Circuit Court as provided for in Code of Virginia §24.2-668.

Thursday, November 7, 2019 --

Chairman Rader and Vice-Chairman Heartwell individually certified Abstracts of Votes in the Department of Elections and Voter Registration. Secretary Fitzgerald arrived at the Department of Elections and Voter Registration later in the day and executed the necessary copies of Abstracts of Votes to conclude activities related to the November 5, 2019 General and Special Elections.

Respectfully submitted,



Paul E. Fitzgerald, Secretary

