

State Board of Elections
FINAL Meeting Minutes
Wednesday, December 18, 2019

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The State Board of Elections (“the Board”) meeting was held on Wednesday, December 18, 2019, in the Virginia State Capitol, Senate Room 3, in Richmond, Virginia. In attendance: Robert Brink, Chairman: John O’Bannon, Vice Chairman: and Jamilah LeCruise, Secretary, represented the State Board of Elections (“the Board”). Jessica Bowman, Deputy Commissioner, represented the Department of Elections (“ELECT”). Carol L. Lewis represented the Office of the Attorney General (“OAG”). Chairman Brink called the meeting to order at 1:00 P.M.

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The first order of business was approval of the minutes for the October 29 and November 18, 2019 minutes, presented by Secretary LeCruise. Chairman Brink stated that he had provided minor changes to the minutes. Vice Chair O’Bannon *moved that the Board approve the minutes from the October 29, 2019 Board meeting*. Secretary LeCruise seconded the motion, and the motion passed unanimously. Secretary LeCruise *moved that the Board approve the minutes from the November 18, 2019 Board meeting*. Vice Chair O’Bannon seconded the motion, and the motion passed unanimously.

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The next order of business was the Commissioner’s Report, presented by Deputy Commissioner Bowman. The Deputy Commissioner introduced new employee Taylor Melton, Registrar Liaison. Deputy Commissioner Bowman informed the Board that Governor Northam introduced the budget proposes providing ELECT with seven new positions for IT and Training, and fully funding the General Registrar and Electoral Board salaries. Deputy Commissioner Bowman stated two regulations, on candidate filings and candidate petitions, have completed the public comment period and will take effect January 1, 2020. The Deputy Commissioner informed the Board that ELECT will soon begin ballot proofing for all localities. Deputy Commissioner Bowman stated that absentee voting would begin on January 16, 2020.

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24 The next order of business was the Delegation of Policy presented by Arielle A.
25 Schneider, Policy Analyst. Ms. Schneider explained to the Board that the proposed policy would
26 require the Board to take a vote prior to exercising any authority under provisions that it had
27 previously delegated to the Department of Elections. *The memo and SBE Policy 2019-003 is in*
28 *the Working Papers for the December 18, 2019 meeting.* Vice Chair O'Bannon moved that the
29 Board adopt SBE Policy 2019-003. Secretary LeCruise seconded the motion, and the motion
30 passed unanimously.

31 The next order of business was the Presidential Primary Plan presented by Dave Nichols,
32 Director of Election Services. *This memo is in the Working Papers for the December 18, 2019*
33 *meeting.* Chairman Brink asked if the parties are required to notify ELECT once a candidate has
34 been selected. Mr. Nichols explained that each party must develop a plan to provide a
35 notification, which may include a process for notifying ELECT upon the selection of a candidate.
36 Secretary LeCruise, *in accordance with § 24.2-545 of the Code of Virginia, moved that the*
37 *Board approve the plans for selecting delegates to the national convention of the Democratic*
38 *Party of Virginia and the Republican Party of Virginia.* Vice Chair O'Bannon seconded the
39 motion, and the motion passed unanimously.

40 The next order of business was the Drawing for the Presidential Primary Ballot Order
41 presented by Dave Nichols, Director of Election Services. Mr. Nichols explained to the Board
42 that in accordance with the Code of Virginia §24.2-545(C), once each political party holding a
43 presidential primary has provided a list of the candidates qualified to be on the presidential
44 primary ballot, the Board determines how each candidate shall appear on the ballot by
45 conducting a drawing by lot. He informed the Board that the Chairwoman of the Democratic
46 Party of Virginia had submitted the list of candidates, as well as a submission to edit one of the

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47 candidates' names. *This report is in the Working Papers for the December 18, 2019 meeting.* Mr.

48 Nichols read out the list of candidates to be placed on the Democratic Party, March 3, 2020,

49 Presidential Ballot. The ballot order drawing was conducted by the State Board Members and

50 confirmed by Mr. Nichols. The ballot order for the Democratic Party is as follows:

- 51 1. Cory Booker
- 52 2. Julián Castro
- 53 3. Bernie Sanders
- 54 4. Elizabeth Warren
- 55 5. Marianne Williamson
- 56 6. Michael Bennet
- 57 7. Joseph R. Biden
- 58 8. Amy Klobuchar
- 59 9. Tulsi Gabbard
- 60 10. Deval Patrick
- 61 11. Pete Buttigieg
- 62 12. Andrew Yang
- 63 13. Tom Steyer
- 64 14. Michael R. Bloomberg

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66 Vice Chair O'Bannon *moved that the Board certify the ballot order as drawn.* Secretary

67 LeCruise seconded the motion, and the motion passed unanimously.

68 The next order of business was a report on the Risk Limiting Audit ("RLA"), presented

69 by James Heo, Confidential Policy Advisor. *This report is in the Working Papers for the*

70 *December 18, 2019 meeting.* Mr. Heo stated that over the past year, ELECT conducted eight

71 pilot audits in 33 participating localities throughout the Commonwealth. He explained the pilot

72 audits allowed ELECT to develop a process on how to administer the RLA pilot properly. Vice

73 Chair O'Bannon asked if the statute requires ELECT to move forward with the process. Mr. Heo

74 stated that the remaining 99 localities would be randomly selected to determine when the audit

75 should be conducted. Secretary LeCruise asked when the next group of localities would be

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76 selected to participate. Mr. Heo informed the Board that once the RLA consultant contract is
77 renewed, the audits will continue, and that the contractors would help train ELECT staff to assist
78 localities in administering the audits.

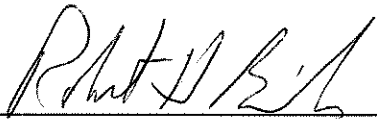
79 The next order of business was appointment of members to the Advisory Review
80 Workgroup, presented by Chairman Brink. Chairman Brink stated that on October 29th, the
81 Board adopted a resolution providing that appointments to the workgroup be made based on
82 recommendations from groups in the Virginia elections community as well as five citizen
83 members. The Chairman provided the recommendations as follows: from the Voter Registrars
84 Association of Virginia: Tracy Howard, Director of Elections and General Registrar, Radford
85 City; Walter Latham, Director of Elections and General Registrar, York County; Allison
86 Robbins, Director of Elections and General Registrar, Wise County. From the Virginia Electoral
87 Board Association: Kate Hanley, Secretary, Fairfax County Electoral Board; JoAnne Speiden,
88 Secretary, Orange County Electoral Board; Barbara Tabb, Chairman, Prince George County
89 Electoral Board. From the Virginia Association of Counties: Donald L. Hart, Jr., Supervisor,
90 Accomack County. From the Virginia Municipal League: Jessica Ackerman, Policy and
91 Advisory Relations Manager, VML. The Citizen Members are Barry Condrey, Chief Information
92 Officer, Chesterfield County; Kim Cummings, Retired Educator, Prince William County
93 Schools; Lisa Gerchick, League of Women Voters of Virginia; John Hager, Former Lieutenant
94 Governor, Commonwealth of Virginia; and Tram Nguyen, Co-Executive Director, New Virginia
95 Majority. Secretary LeCruise moved *that the Board to approve the recommended appointees*.
96 Vice Chair O'Bannon seconded the motion, and the motion passed unanimously.

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97 Chairman Brink opened the floor for public comment. Robin Lind, former secretary for
98 the GREB Workgroup and Carol Noggle, League of Woman Voters of Virginia, addressed the
99 Board.

100 Secretary LeCruise moved to adjourn the Board. Vice Chair O'Bannon seconded the
101 motion, and the motion passed unanimously. The meeting adjourned at approximately 1:42 P.M.

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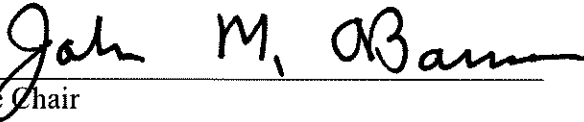


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104 Chairman

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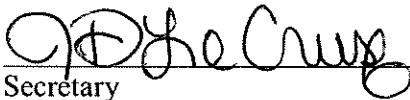


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