

**2012 ELECTORAL COLLEGE
DEMOCRATIC ELECTORS
HOUSE CHAMBER
STATE CAPITOL, RICHMOND
DECEMBER 17, 2012 AT NOON**

AGENDA

1. Call to order by Chair of the State Board of Elections, The Honorable Charles E. Judd
2. Welcoming remarks, The Honorable Robert McDonnell, Governor
3. Roll call of 13 Electors
4. Appointment of pages for the College of Electors
5. Invocation and Pledge of Allegiance, Vice Chair Kimberly Bowers
6. Administration of oath of office to the Electors by a Member of the Virginia Supreme Court
7. Appointment of an Elector as temporary presiding officer
8. Adoption of order of business
9. If any vacancy exists:
 - (a) Fill as prescribed by § 24.2-203 of the Code of Virginia
 - (b) Administration of oath by Supreme Court Justice to new Elector, if any
10. Election of president of the College of Electors
11. Election of secretary of the College of Electors
12. Electors cast votes for President of the United States. Each Elector votes by roll call.
13. The Secretary of the Electors counts votes cast for each person and reports total votes cast to the President.
14. The President announces the votes cast.
15. Electors cast votes for Vice President of the United States. Each Elector votes by roll call.

16. The Secretary of the Electors counts votes cast for each person and reports total votes cast to the President.
17. The President announces the votes cast.
18. The College certifies the vote for President and Vice President in accordance with the requirements of the United States Code and the Code of Virginia. Each of the 13 Electors signs the required number of Certificates of the Vote (Form SBE-9 or SBE-9A).
19. The envelopes of endorsement are signed by each Elector certifying that the lists of all the votes of the Commonwealth of Virginia for President, and all of the votes given for Vice President, are contained therein when sealed. The Secretary of the Electors assembles **six** sets of Certificates -- each set containing Form SBE-9A, (or Form SBE-9 if necessary to be completed) and a Certificate of Ascertainment executed by the Governor -- and seals them in the **six** envelopes.
20. The **six** sets, as directed by law, are distributed as follows:
 - (a) **One**, forthwith by registered mail, to the Honorable Joseph P. Biden, President of the Senate of the United States, Office of Public Records, P.O. Box 5109, Alexandria, VA 22301-0109.
 - (b) **Two**, to the Honorable Janet Vestal Kelly, Secretary of the Commonwealth of Virginia, Old Finance Building, Capitol Square, Richmond, Virginia.
 - (c) **One**, to the Honorable M. Hannah Lauck, Judge of the United States District Court for the Eastern District of Virginia, United States Courthouse, Alexandria, Virginia.
 - (d) **Two**, on December 17, 2012, by registered mail, to Dr. Allen Weinstein, Archivist of the United States, National Archives and Records Administration, 800 N. Capitol St. NW, Ste. 700, Washington, DC 20001.
21. A seventh certificate will be presented to Dr. Sandra G. Treadway, Librarian of Virginia, by the President of the Electors.
22. The Secretary of the 2012 Electoral College shall prepare and read the minutes of the meeting, which are then approved by the College and signed by each Elector.
23. Travel vouchers are completed and signed by each Elector.
24. Adjournment.