

MINUTES

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4 The State Board of Elections Board meeting was held on Friday, February 18,
5 2011. The meeting was held in the State Capitol, House Room Two in Richmond,
6 Virginia. In attendance representing the State Board of Elections was Donald Palmer,
7 Secretary; Justin Riemer, Confidential Policy Advisor; Joshua Lief Senior Assistant
8 Attorney General and SBE Counsel; Susan Lee, Election Uniformity Manager; Peter
9 Goldin, Policy Analyst; Martha Brissette, Policy Analyst; and Susan Pollard, Director of
10 Communications. Justin Riemer called the meeting to order at 2:31 PM.

11 The first order of business was the introduction of Ms. Kimberly T. Bowers, Mr.
12 Charles E. Judd and Mr. Donald L. Palmer, all recently appointed to the State Board of
13 Elections.

14 The second order of business was the organization of the new board. Confidential
15 Policy Advisor Justin Riemer nominated the Honorable Charles E. Judd as Chair of the
16 Board. Secretary Palmer voted in favor of naming Mr. Judd as Chair and he was
17 unanimously elected. Justin Riemer then nominated Ms. Kimberly T. Bowers as Vice-
18 Chair of the Board. Secretary Palmer and Chair Judd voted in favor and Ms. Bowers was
19 unanimously elected Vice-Chair of the Board. Secretary Palmer, having been appointed a
20 member and Secretary of the Board by Governor McDonnell on January 28, 2011, and
21 later sworn in by the Secretary of the Commonwealth did not require a nomination.

22 The second order of business was the approval of the minutes from the State
23 Board of Elections Board Meeting on January 31, 2011. Vice-Chair Bowers made a
24 motion to approve the minutes. Secretary Palmer seconded the motion and the minutes
25 were unanimously approved by the Board.

26 For the next order of business, the Board asked for some time to share with each
27 other and the public their vision for the upcoming Board term. Chairman Judd said that
28 they looked forward to serving because they believe in the mission of the Board. The
29 Board looked forward to facilitating the legal, open, thorough and efficient conduct of
30 elections in Virginia. Vice-Chair Bowers agreed with Chairman Judd and said she is
31 passionate about the transparency and uniformity in which elections are run. Vice-Chair
32 Bowers said she looked forward to looking at local training and making the voting

33 process as smooth as possible for Virginians on Election Day. Secretary Palmer said the
34 Board's goal is to increase and maintain voter confidence, work with localities and
35 promote and facilitate training.

36 Mr. Larry Haake, General Registrar of Chesterfield County and President of the
37 Voter Registrars Association of Virginia (VRAV), welcomed the Board on behalf of the
38 registrar community. Mr. Robin Lind, Secretary of the Goochland County Electoral
39 Board and Legislative Director of the Virginia Electoral Board Association (VEBA),
40 welcomed the Board on behalf of VEBA. Ms. Ann Sterling from the League of Women
41 Voters welcomed the Board. Mr. Curt Jones, President of the Central Virginia Chapter
42 of the A. Phillip Randolph Institute also welcomed the Board.

43 Chairman Judd introduced Joshua Lief, Senior Assistant Attorney General and
44 SBE Counsel. Joshua Lief said he looked forward to being of service to the Board.

45 The next order of business was the presentation of guidance documents to the
46 Board. Martha Brissette presented the Board with the General Registrar and Electoral
47 Board Members Handbook, Board Minutes from 1946 to 2010, and a summary of the
48 duties of general registrars, Electoral Board members and the Secretary. Martha Brissette
49 indicated that Board members will also receive a chart listing the areas of focus for the
50 SBE policy analysts.

51 The next order of business was the review of the State Board of Elections' bylaws
52 and official seal. Justin Riemer explained that the Board is able to amend the bylaws if
53 they so choose, but for now the Board will operate under the existing bylaws. The seal is
54 the official State Board seal and was provided to the Board for their reference.

55 The next order of business was a review of the Board Regulations. Justin Riemer
56 explained that in 2010 the Board changed the process from passing Board polices to
57 passing regulations for later incorporation into the Virginia Administrative Code. The
58 Board was provided with a packet of Board Regulations that have been adopted and are
59 in the process of being incorporated into the Virginia Administrative Code.

60 The next item on the agenda was the determination of minutes preparation. Justin
61 Riemer explained that the Virginia Freedom of Information Act (FOIA) established
62 minimum standards for agency meetings with a requirement that discussion of matters be
63 summarized and that a record of the votes taken be provided. In 2003, the Board decided

64 to use a summary format for Board minutes, and it is recommended that they continue to
65 use this format. Secretary Palmer made a motion to have the minutes prepared in a
66 summary format. Vice-Chair Bowers seconded the motion. The motion was unanimously
67 adopted by the Board.

68 The next item on the agenda was a presentation on the Electronic Registration
69 Information Center (ERIC) by Mr. David Becker, Project Director for Election Initiatives
70 at the Pew Center of the States. Mr. Becker was not in attendance at this point, but
71 Chairman Judd introduced Mr. Becker and briefly explained the ERIC system. Chairman
72 Judd explained that ERIC would be a way for Virginia to coalesce with other states in
73 order to share voter lists so that certain overlays could be provided in a cost efficient way.
74 Chairman Judd continued that one of the goals of the Board is to have a clean, accurate,
75 up-to-date list of all voters in Virginia and ERIC could be a way to manage that goal.

76 Chairman Judd asked if there was anyone in the audience who wanted to address
77 the Board before moving into executive session. Joshua Lief introduced Wesley G.
78 Russell, Deputy Attorney General, and Stephen Hall, Assistant Attorney General, both
79 from the Attorney General's Office who work with Joshua Lief on matters concerning the
80 State Board of Elections. Ann Sterling from the League of Women Voters invited all to
81 the Library of Virginia on Tuesday, March 22, 2011 from 2:00 PM—5:00 PM. University
82 of Virginia students participated in a competition creating new districts for Virginia and
83 winning maps will be presented at that time.

84 Chairman Judd then called for the meeting to go into executive session, to discuss
85 actual and probable litigation matters requiring the provision of legal advice by agency
86 counsel, as provided by Section 2.2-3711(A7) of the Code of Virginia. Vice-Chair
87 Bowers seconded the motion and the motion was unanimously passed. The meeting
88 moved into executive session.

89 After the executive session, the Board opened the meeting to the public and each
90 Board member certified by roll call vote that to the best of each member's knowledge
91 only lawfully exempt public business matters identified in the motion closing meeting
92 were heard, discussed or considered in the closed portion of the meeting.

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95 Mr. David Becker, now in attendance, gave a PowerPoint presentation on ERIC.

96 Chairman Judd asked for any further public comments. There being none the
97 meeting was adjourned at approximately 4:55 PM.

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Secretary

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Chair

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Vice-Chair

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