

1           MINUTES

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3           The State Board of Elections Board Meeting was held on Tuesday, March 1,  
4 2016. The meeting was held in the Washington Building, Richmond, Virginia – Room  
5 B27. In attendance, representing the State Board of Elections (SBE) was James Alcorn,  
6 Chairman; Clara Belle Wheeler, Vice Chair, and Singleton McAllister, Secretary. Also in  
7 attendance, representing the Department of Elections (ELECT) was Edgardo Cortés,  
8 Commissioner; Elizabeth Howard, Deputy Commissioner; Martin Mash, Policy Advisor,  
9 and Rose Mansfield, Clerk. Anna Birkenheier, Assistant Attorney General and Counsel to  
10 SBE and ELECT attended. Chairman Alcorn called the meeting to order at 8:10AM.

11           The first order of business was the Commissioner’s Report delivered by  
12 Commissioner Cortés. Commissioner Cortés reported that the start of Election Day was  
13 quiet and all polling places opened without incident. Commissioner Cortés stated that the  
14 General Registrar’s and Electoral Board Members prepared for the election and the  
15 results of their efforts are being realized. Commissioner Cortés stated that ELECT has  
16 implemented a call center for this election emphasizing that ELECT experiences an  
17 increase in calls leading up to an election. Commissioner Cortés stated the call center will  
18 be utilized during the November 2016, General Election. Commissioner Cortés reported  
19 that absentee voting has been higher, than the two previous presidential primary  
20 elections; in particularly the request of Republican Primary Ballots. The number of  
21 absentee ballots cast as of February 29, 2016 was double the number cast, approximately  
22 23,000 ballots, in the 2008 Republican Presidential Primary. Vice Chair Wheeler thanked  
23 the Commissioner and ELECT staff for their preparations for voter turnout and the  
24 absentee ballots. Commissioner Cortés stated that the use of the ELECT website to  
25 submit absentee ballot applications, by voters, was high and the General Registrars’  
26 provided feedback stating that the amount of data entry required at the local level was  
27 reduced. Commissioner Cortés stated that ELECT conducted a community outreach  
28 campaign regarding the photo identification voting requirement that has included radio,  
29 print and cable advertising, social media ads, and in Northern Virginia public  
30 transportation ads. The program has been active since February 1, 2016. Commissioner  
31 Cortés reported that Facebook had a banner that reminded voters of the date of the

32 presidential primary and Google app sent a card reminding users to vote. Commissioner  
33 Cortés stated that Facebook had a banner, the day prior to the registration deadline, and  
34 this action generated the highest usage of the website, for registration purposes, on a  
35 single day to date.

36 Commissioner Cortés reported that February 29, 2016 was the expiration date of  
37 some electoral board member terms stating that one member of the local electoral board  
38 will have a term expire on the last day on February. As a result, several localities are  
39 absent a member of their electoral board because the appointment process was not  
40 completed by the courts. The department sent the Clerks' of Courts reminder  
41 notifications about the expiring terms and explained that the vacant seat could have an  
42 impact on the locality and the administration of the election on March 1, 2016.

43 The next order of business was the Legal Report presented by Anna Birkenheier,  
44 Assistant Attorney General. Ms. Birkenheier stated that there were no updates to provide  
45 members.

46 Chairman Alcorn moved *that the Board recess until 12:00PM*. Vice Chair  
47 Wheeler seconded the motion and without further comment the Board voted unanimously  
48 to recess. The Board recessed at 8:35PM. Chairman Alcorn moved that the Board reopen  
49 the meeting at 12:05PM. Secretary McAllister seconded the motion. The Board  
50 unanimously approved the motion.

51 The next order of business was the Ballot Order Draw for the May 3, 2016 City  
52 and Town General Elections presented by Reiko Doğu, Senior Elections Administrator.  
53 Ms. Doğu stated that all parties and recognized political parties will be included in the  
54 drawings and any party or recognized political party not represented by a candidate will  
55 not appear on the ballot and the positions will shift up accordingly. Ms. Doğu explained  
56 the process and the ballot order drawing was conducted. The official ballot order drawn  
57 by SBE Board Members;

58 Class 1 Drawing:

- 59 1. Republican  
60 2. Democrat

61 Class 2 Drawing:

- 62 1. Green  
63 2. Social Democratic

- 64 3. Libertarian
- 65 4. Constitutional
- 66 5. Reform
- 67 6. Natural Law
- 68 7. Virginia Taxpayers
- 69 8. Independent Green
- 70 9. Southern
- 71

72 Vice Chair Wheeler moved *that the Board certify the ballot order as drawn.*  
73 Chairman Alcorn seconded the motion and without public comment the Board  
74 unanimously approved the motion.

75 Chairman Alcorn stated that some voters expressed concern over announcing  
76 which party primary they were participating in on Election Day. Chairman Alcorn stated  
77 that the process is a *Code* provision enacted by the General Assembly.

78 Deputy Commissioner Howard reported that Norfolk City had sent test ballots to  
79 voters that had requested absentee ballots. Deputy Commissioner Howard stated that the  
80 situation was remedied by sending letters to the possible impacted voters. Deputy  
81 Commissioner Howard stated that both the General Registrar and the Print Elect vendor  
82 representative will be present at the next available SBE meeting to discuss the situation  
83 under the Chairman’s initiative “Lessons Learned”.

84 Commissioner Cortés reported that the City of Winchester will be relocating their  
85 Central Absentee Precinct (CAP) and their General Registrar Office due to protests that  
86 are planned for the afternoon. Commissioner Cortés stated that the protests are not related  
87 to the elections but rather to a community issue. The offices will move to an alternative  
88 location at the advice and assistance of the Virginia State Police.

89 Chairman Alcorn moved *that the Board recess until 6:30PM.* Vice Chair Wheeler  
90 seconded the motion and without further comment the Board voted unanimously to  
91 recess. Chairman Alcorn moved that the Board reopen the meeting at 6:40PM. Secretary  
92 McAllister seconded the motion. The Board unanimously approved the motion.

93 The next order of business was the approval of the minutes from the January 8,  
94 2016 and February 4, 2016 SBE Board Meeting. Chairman Alcorn noted that he  
95 submitted changes to the Clerk and the revised minutes would be presented for approval  
96 at the next meeting.

97 Chairman Alcorn stated that voter turnout was high, as predicted, by the number  
98 of absentee ballots requested. Chairman Alcorn noted that a couple of localities had  
99 concerns about having an adequate supply of ballots. Commissioner Cortés stated that the  
100 concerned localities were printing additional ballots and delivering them to the polling  
101 locations. Chairman Alcorn stated that there were a few reports of lengthy lines and that  
102 all voters’ who arrived before the close of polls, 7:00PM, should stay in line as they  
103 would be permitted to vote. Chairman Alcorn stated that he would like the locality  
104 involved appear before the Board to help with “Lessons Learned”. Commissioner Cortés  
105 stated that the localities have received numerous communications from ELECT  
106 reminding and instructing General Registrars about the process of ordering extra ballots.  
107 Chairman Alcorn asked that Stafford & Chesterfield Counties, and the Cities of Norfolk  
108 & Hampton be invited to the next available meeting to participate in “Lessons Learned”.  
109 Commissioner Cortés reported that the call center received over 1,300 calls today.

110 Chairman Alcorn moved *that the Board adjourn*. Secretary McAllister seconded  
111 the motion and without further comment the Board voted unanimously to adjourn. The  
112 meeting was adjourned at approximately 7:10PM.

113 The Board shall reconvene on March 15, 2016, at 10:00AM in the General  
114 Assembly Building, 1100 Bank Street, Room C, Richmond, Virginia.

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Secretary

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Chair

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Vice Chairman

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