



Voter Registration and Elections Electoral Board Meeting

Tuesday, March 19, 2019 @ 10 a.m.

Location: Wickham Bldg. Conference Room 102

Called by: Electoral Board Secretary as per Code of Virginia §24.2-107

Attendees

Electoral Board Members

Robert N. Barnette, Jr. (D)

Louis J. Szari (D)

Michael C. Carter (R) – New Member

Teresa 'Teri' Smithson – Director of Elections/General Registrar

Sheilah A. Frattini - Deputy Registrar

Call Meeting to Order

Welcome Citizens and Guests

Agenda Topics

1. Adopt November 2018 minutes
2. Welcome new Electoral Board member Michael C. Carter
 - a. *ELECT-119 - Certificate of Eligibility for Electoral Board Appointment
 - b. *Electoral Board Job Description.pdf
 - i. www.fec.gov
 - ii. <https://law.lis.virginia.gov/admincode/title1/agency20/>
 - iii. <https://law.lis.virginia.gov/vacode/title24.2/>
3. Board reorganization
 - a. *Electoral Board Information Form (SBE-106)
 - b. Election for Board positions

Chair: _____

Vice-Chair: _____

Secretary: _____

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4. Review Dept. of Elections template - *Suggested Electoral Board Policy for Electronic Participation in Meetings
5. *Legislative Impact Review
6. *2019 Election Year Calendar Overview
 - a. June Primary
 - i. Republican Party Simultaneous Fillers
 1. Drawing on April 2, 2019 at 10AM Wickham Bldg. conference room 102
 - ii. Ballot Orders
 - iii. Quantities and styles
 - iv. Officers of Elections Needed
 - b. November General
 - i. Ballot Orders
 - ii. Quantities and styles
 - iii. Officers of Elections Needed
7. Electronic Pollbook Upgrade/Replacement – *Draft RFI
 - a. Upgrade – DemTech’s Advocate 3.0 software
 - i. Rebuilding current laptops with Windows 10
 - ii. Price per licensing fee
 - iii. Additional laptops for 2020 costs
 - b. Replacement – Vendor Options
 - i. DemTech: price per unit
 - ii. KnowInk: price per unit
 - iii. VR Systems: price per unit
8. Action Items/Next Steps

Adjourn Meeting

***Handouts:**

- ELECT-119 - Certificate of Eligibility for Electoral Board Appointment
- Electoral Board Job Description.pdf
- Electoral Board Information Form (SBE-106)
- The Handbook Chapter 2 – Local Electoral Boards
- Suggested Electoral Board Policy for Electronic Participation in Meetings
- Legislative Impact Review
- 2019 Election Year Calendar