

BOTETOURT COUNTY ELECTORAL BOARD

July 25, 2023

On July 25, 2023, a regular meeting of the Botetourt County Electoral Board was held in the Registrar's Office in Fincastle. All members of the Electoral Board were present, as was Traci Clark, the GR/DOE. Chairman John Rader called the meeting to order at 2:00 pm.

Vice-Chairman Ed Clark then moved to approve the minutes from the meetings held on June 21st and June 26th which had been previously circulated. The motion passed unanimously.

Traci then asked the Board to update the authority of certain of her personnel to access the annex where the County's voting machines and electronic poll books are stored. Following discussion, Secretary Buck Heartwell moved to revoke the authority of Kathie Smith, who no longer worked in the Registrar's office, and to grant full authority to Tammy Thompson, Deputy Registrar. The motion passed unanimously. Traci advised the Board that she would be appointing Tammy as voting machine custodian, and Karen Wickham, Chief Deputy Registrar, as assistant voting machine custodian.

With respect to the November 7, 2023, General Election, Traci provided the Board with a list of all the candidates who would be on at least one of the approved ballots, along with the political party of the candidate and the office which each candidate was seeking. A copy of the list is attached to these minutes.

Buck then made a motion for the Board to go into closed session to conduct Traci's annual performance review pursuant to sec. 24.2-109.1 and sec. 2.2-3711(A)(1) of the Code of Virginia. The motion passed unanimously. After approximately 30 minutes, the Board returned to open session. A roll-call vote was taken certifying that (1) only public business lawfully exempted from open meeting requirements and (2) only such matters as were identified in the motion convening the closed session, were heard, discussed or considered. All Board members voted "aye."

The Board and Traci then set the Board's next meeting for August 29, 2023, at 2:00 pm. There being no further business to come before the Board, the meeting was adjourned at 3:05 pm.

Buck Heartwell, Secretary