

BOTETOURT COUNTY ELECTORAL BOARD

July 28, 2022

On July 28, 2022, a regularly scheduled meeting of the Botetourt County Electoral Board was held in the Registrar's Office in Fincastle. Vice Chairman Steve Vaughn and Secretary Buck Heartwell were physically present. Chairman John Rader, who was ill, attended via telephone. Traci Clark, the GR/DOE, was also physically present. John called the meeting to order at 2:00 pm.

The first order of business was to adopt a written policy controlling meetings held with one member participating remotely, as required by the Virginia Freedom of Information Act. Traci provided Buck and Steve with a proposed written policy - she had already emailed a copy to John. This policy had been modeled on one adopted by the Board of Supervisors. Traci explained that John had requested that he be permitted to participate remotely because of his illness. Steve made a motion that the policy be adopted, and that John be permitted to participate remotely in accordance with his request. The motion passed unanimously.

Steve then made a motion to approve the minutes from the June 22nd and June 24th meetings, which had been previously submitted. The motion passed unanimously

Traci then reported on Redistricting. She stated that all board approvals of the plan had taken place and that a final audit of the information on voter placement was underway. She expected to be

sending out the notification cards to the voters within the next 2 to 3 weeks.

The Board then considered an amendment of the list of those who had access to the annex where the County's voting machines and other election equipment was stored. Debbie Miller and Spencer Eason were removed from the list, and Kathie Smith was added with full access. Buck moved that the amended list be approved. The motion passed unanimously.

Traci then asked that Karen Wickham be appointed as Voting Machine Custodian and that Kathy Smith be appointed Assistant Voting Machine Custodian. Steve made a motion in favor of these appointments; his motion passed unanimously.

In her report on the upcoming November 8th elections, Traci pointed out that there would be special elections to replace a Town of Fincastle council member who had moved out of the Town, and to replace the County Treasurer, who had resigned. There would probably be a third special election, she said, to replace a Troutville council member who had passed away, but there was no court order on this yet. As for ordering ballots, Traci said that based on historical turnout for these offices she estimates that the number of ballots should equal 65% of the total number of registered voters.

Traci then reported on training opportunities which were coming up for her and her staff, as well as one which had taken place on July 21st. She also informed the Board that the ballot-on-demand printer, which would sync the names of early in-person absentee voters with their home precincts, would be arriving soon.

Buck then moved the Board to go into closed session pursuant to sec. 24.2-109.1 and sec. 2.2-3711(A)(1) of the Code of Virginia for the Registrar's annual performance review. The motion passed unanimously. After approximately 1 hour the Board returned to open session. A roll-call vote was then 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.

The Board's next meeting was set for October 13, 2022 at 2:00 pm. There being no further business to come before the Board, the meeting was adjourned at 3:30 pm.

Buck Heartwell, Secretary