



Henrico Electoral Board

Office of the General Registrar

Address: 4301 East Parham Road (RM 105 Admin Annex) ♦ Henrico, VA 23228

Phone: 804-501-4347 ♦ Fax: 804-501-5081

Mailing Address: P. O. Box 90775 ♦ Henrico, VA 23273-7032

registerandvote@henrico.us ♦ henrico.us/register

Electoral Board Members

Stephen A. Bryant, Cathy P. Woodson, Alice F. Creighton

General Registrar

Mark J. Coakley

ELECTORAL BOARD MINUTES

Meeting of July 20, 2016, 12:00 p.m.

The Henrico County Electoral Board convened a meeting on Wednesday, July 20, 2016 at 12:00 p.m. in the Administration Building Annex, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico County, Virginia. The meeting was called to order by the Chairperson at 12:00 p.m. Those present at the meeting were:

PRESENT

Stephen Bryant, Chair, Electoral Board

Cathy Woodson, Vice-Chair, Electoral Board

Alice Creighton, Secretary, Electoral Board

Mark Coakley, General Registrar, Voter Registration and Elections

Anne Marie Middlesworth, Deputy Registrar, Voter Registration and Elections

Leslie Funn, Administrative Assistant, Voter Registration and Elections

Allen Layne, Voting Technician, Voter Registration and Elections

Willie Call, Jr., Voting Technician, Asst. Supervisor, Voter Registration and Elections

Set Numbers for Election Officials/Lines/Booths

Mark Coakley distributed the Election Setup spreadsheet to the Electoral Board members.

The calculation for setting the numbers and lines is based on a 110% voter turnout. The November 2016 ballot contains: President, Vice President, House of Rep, and Referendums. The polling locations will receive extra Sample Ballots, for voters.

On a motion of Mrs. Woodson and seconded by Mrs. Creighton; and by unanimous vote the Board accepted the General Registrar's Election Setup spreadsheet recommendation for the November 8, 2016 Election.

The vote of the Board was as follows:

Aye

Stephen Bryant

Cathy Woodson

Alice F. Creighton

Nay

Henrico County Police Vehicle Traffic Control

Henrico County Police department will be notified by the Registrar's office, to dispatch officers for vehicle traffic control during the November 8, 2016 General Election, at the following polling places: Jewish Community Center, Fairfield Library, The Hermitage at Cedarfield, Short Pump Elementary, Gayton Library, Pemberton Elementary, Pinchbeck Elementary, Third Church and Tuckahoe Elementary. The vehicle traffic control hours are 7:00 a.m. - 10:00 a.m. and 4:00 p.m. – 7:00 p.m.



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Number of Deputy Sheriffs/Electoral Board Assistants/Supply Runners

The Board will continue to have (7) Deputy Sheriffs on Election Day. The Electoral Board members and their assistants will be escorted to all Henrico County polling places, on November 8, 2016.

Election Officials leaving and/or remaining at the precinct on Election Day

On motion of Mrs. Creighton, seconded by Mrs. Woodson, and by unanimous vote, the Board voted that the election officials cannot leave the precinct during the November 8, 2016 General Election, unless there is an emergency. With the exception of precinct-212 Hollybrook, they may leave for lunch only. No more than two at a given time.

The vote of the Board was as follows:

Aye

Stephen Bryant
Cathy Woodson
Alice F. Creighton

Nay

Emergency Absentee Ballots

On motion of Mrs. Creighton, seconded by Mrs. Woodson, and by unanimous vote the Board approved to allow Mark Coakley, General Registrar, on Monday before the election without the Electoral Board being present, to issue emergency absentee ballots for the November 8, 2016 Election.

The vote of the Board was as follows:

Aye

Stephen Bryant
Cathy Woodson
Alice F. Creighton

Nay

Mountain of Blessings Christian Center-Owner selling building-Pct 509 Laburnum

The Electoral Board instructed, Mark Coakley to contact the county attorney regarding this issue.

Other Business

Discussion of reporting minutes on county website. (Section 24.2-107)

Good of the Order

Stephen Bryant, welcomed Cathy Woodson, to the Henrico County Electoral Board.



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Closed Session

Cathy Woodson, motion that the electoral board members convene in closed meeting to consider a personnel matter, specifically the evaluation of General Registrar, pursuant to section 2.2-3711(A) (1) of the Code of Virginia, seconded by Alice Creighton.

The vote of the Board was as follows:

Aye

Stephen Bryant
Cathy Woodson
Alice F. Creighton

Nay

Mrs. Woodson motion ending the closed session meeting and open meeting session and seconded by Mrs. Creighton.

Aye

Stephen Bryant
Cathy Woodson
Alice F. Creighton

Nay

There being no further business, on motion of Mrs. Creighton, seconded by Mrs. Woodson, and by unanimous vote, the Board voted to adjourn the meeting at 2:30 p.m.

The vote of the Board was as follows:

Aye

Stephen Bryant
Cathy Woodson
Alice F. Creighton

Nay

Stephen Bryant, Chair

Cathy Woodson, Vice-Chair

Alice Creighton, Secretary