

## **Dinwiddie County Electoral Board Minutes for December 13, 2023 at 11:00 AM**

### **1. Call to Order/Roll Call**

The meeting was called to order by the chair Emma Ruffin at 11:02 AM. The roll was called by the secretary C. Worssam. All present (James Talbot, Emma Ruffin, and Carolyn Worssam). Guest: Stephanie Wray, Registrar.

### **2./3. Prayer/Pledge of Allegiance**

The Lord's prayer and Pledge of Allegiance was recited by all present.

### **4. Approval of the Agenda**

J. Talbot made a motion to amend the agenda to read as follows:

Approval of the October 16, 2023 and October 27, 2023 minutes.

Items # 6, and #7 to remain

Table item # 8.

To Schedule a meeting on December 21, 2023 at 11:00 AM to review and approve ballots and ballot order for the March 5, 2023 Presidential Primary.

C. Worssam seconded the motion. All voted Aye. Motion carried.

Ms. Wray reminded the board that the minutes from the November 7, 2023 general election is included in the requested items for the recount.

Ms. Worssam will try to have the canvass minutes (November 8, 13,14) completed before the recount on December 18, 2023.

Ms. Worssam reminded Ms. Wray that draft minutes can be posted on line for the public to read. Ms. Wray acknowledged that draft minutes can be posted but her concern is it looks bad for the board if anything is incorrect.

Ms. Worssam reminded the group that the minutes are a draft and are subject to corrections.

### **5. Approval of Minutes**

- a. October 11, 2023
- b. October 16, 2023 approved
- c. October 23, 2023
- d. October 27, 2023 approved
- e. Canvass of the November 7, 2023 Election

Mr. Talbot made a motion that we approve the minutes from **October 16** dealing with the Americans for Disability review. The minutes were signed by all three board members and the **October 27** minutes dealing with the approval for the general registrar to do 1:1 training for officers of election who could not attend a scheduled class. Second by C. Worssam. All voted aye. Motion carried.

As for the November 7 general election canvass minutes, Ms. Worssam will try to have the canvass minutes (November 8, 13,14) completed before the recount on December 18, 2023.

Motion seconded by C. Worssam. All vote Aye. Motion carried.

**6. General Registrar Report and Budget Overview, Stephanie Wray General Registrar**

***See Registrar's Report for December 13, 2023.***

*Certification for this certification cycle is complete.*

**Logic and Accuracy testing** is scheduled January 18 2024 for March primary. For the November 7, 2023 general election, Ms. Wray stated she received the election information on a secure email. She cleaned all the thumb drives then she transferred the data onto the thumb drive which Mason a technician employee programmed all our machines.

December 19, 2023 is the deadline to be on the ballot for candidates. ELECT will decide if the primary will be a single or dual primary on December 20, 2023.

Mr. Talbot asked if the Demtech patches will help with the lagging that was experienced at the November 7, 2023 election. Ms. Wray thinks so but they are not finished with the upgrade.

Budget requests are due for the county on January 12, 2024. Ms. Wray will post election expenses for the board to review on January 10, 2024.

Ms. Worssam encouraged the board to continue pursuing the purchase of weights for the small cones. Officers of election use the small cones to hold signs upright while in the ground. The weights help keep the small cones from falling over. Mr. Talbot suggested to have Ms. Wray do some research on the size and weights needed to secure the weights for the smaller cones.

#### **7. Recount Review, Stephanie Wray, General Registrar**

Training for the recount will be December 18, 2023 at 07:30 AM. The actual recount starts at 8:00 AM and continues until the all votes are counted.

Ms. Wray stated the voting machines are already programmed for the election.

Pay for officers of election who are participating in the recount was discussed.

Mr. Talbot made a motion to pay officers of election \$200.00 for the day of the recount. Motion seconded by C. Worssam. All voted aye. Motion carried.

Ms. Wray said she was going to provide lunch for the officers the day of the recount. She said she will give them (3) three choices that way they can choose what they want. No vote was taken.

C. Worssam suggested the purchase of the food items, ex. box lunches, be purchased from the Route 1 Country Store. They provide quality food and great service and we would be supporting a local business.

#### **8. Resolution Regarding Delegation of Duties to the General Registrar.**

**Tabled.**

**9. Schedule Next Meeting: December 21, 2023 at 11:00AM to review and approve ballots and ballot order for the March 5, 2023 Presidential Primaries**

Ms. Wray asked that the meeting be scheduled so the board could approve ballots and the ballot order to get us started with Absentee Voting which begins January 19, 2024. Additional ballots can be ordered for the Presidential Primary March 5, 2024.

**10. Adjournment**

A motion was made by C. Worssam to adjourn the meeting at 1:01 PM. Second by J. Talbot. All vote aye. Motion carried. Meeting adjourned.

Respectfully Submitted

Carolyn Worssam, Secretary

Dinwiddie County Electoral Board

*Changes were made prior to Electoral Board approval.*

*Approved 1/10/2024*