

# Dinwiddie County Electoral Board

14016 Boydton Plank Road, Dinwiddie, Virginia 23841

## **Board Members Present**

Emma Ruffin – Chair  
Angela Mayton – Vice-Chair  
James Talbot – Secretary



## **Staff Present**

Stephanie Wray, Registrar

## **Minutes January 24, 2024 11:00 AM**

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

The meeting was called to order at 10:59 a.m.

### **2. Prayer & Pledge of Allegiance**

### **3. Approval of the Agenda**

Upon motion by James Talbot, seconded by Emma Ruffin, the agenda was approved as presented.

Aye: Angela Mayton, James Talbot, Emma Ruffin

No: None

### **4. Approval of Minutes**

Upon motion by James Talbot, seconded by Emma Ruffin, the minutes for January 10, 2024, were approved as presented.

Aye: James Talbot, Emma Ruffin

Abstain: Angela Mayton

No: None

### **5. Public Comment**

There were no public comments or list the name and summarize the comments.

### **6. Closed Session**

At 11:04, upon motion of James Talbot, seconded by Angela Mayton, the Board went into closed session under:

#### **a. Section 2.2-3711 (A)(34) Discussion or consideration of voting security matters made confidential pursuant to 24.2-625.1**

##### **i. Security Plan Discussion**

#### **b. Section 2.2-3711 (A)(1) Personnel**

##### **i. Performance review of Officers of Election**

Aye: Angela Mayton, James Talbot, Emma Ruffin

No: None

At 13:04, upon motion of James Talbot, seconded by Angela Mayton, the Board came out of closed session.

Aye: Angela Mayton, James Talbot, Emma Ruffin

No: None

Certification:

The Electoral Board convened in a closed session under

- a. Section 2.2-3711 (A)(34) Discussion or consideration of voting security matters made confidential pursuant to 24.2-625.1
  - ii. Security Plan Discussion
- b. Section 2.2-3711 (A)(1) Personnel
  - iii. Performance review of Officers of Election

And whereas, no member has made a statement that there was a departure from the lawful purpose of such closed meeting or of the matters identified in the motion discussed.

Now be it certified, that only those matters as were identified in the motion were heard, discussed or considered in the closed meeting.

Upon motion of James Talbot, seconded by Angela Mayton, the certification was approved.

Aye: Angela Mayton, James Talbot, Emma Ruffin

No: None

**7. New Business: At 13:05 the Board took a 10 minute break and reconvened at 13:15.**

**a. Security Plan Approval**

Discussion Summary: The security plan was seen as a responsible security plan.

Upon motion of James Talbot, seconded by Angela Mayton, the security plan was approved as presented.

Aye: Angela Mayton, James Talbot, Emma Ruffin.

No: None

**b. Training Plan for March 5<sup>th</sup> Primary**

Discussion Summary: The training Plan for the March 5<sup>th</sup> was reviewed with the dates of training sessions set. {see attached addendum}

Upon motion by James Talbot, seconded by Angela Mayton, the training plan was approved as presented.

Aye: Angela Mayton, James Talbot, Emma Ruffin.

No: None

**8. Old/Unfinished Business**

**a. Discussion and Review of Delegation of Duties Resolution**

Discussion Summary: After a thorough review of General Registrar Duties it was decided that Ms. Wray review the 2024 Code for any updates or changes and provide the E.B. with a streamlined list of delegated duties for review and approval at the next meeting.

Upon motion by James Talbot , seconded by Angela Mayton, the motion carried.

Aye: Angela Mayton, James Talbot, Emma Ruffin.

No: None

**9. Board Member Comments:**

A grammatically corrected copy of Electoral Board Bylaws was given to Board members for approval and signatures.

**10. Schedule Next Meeting**

The next meeting is scheduled for February 7, 2024 at 11:00 AM.

**11. Adjournment**

Upon motion by James Talbot, seconded by Angela Mayton, the meeting was adjourned at 2:29 p.m.

Aye: Angela Mayton, James Talbot, Emma Ruffin.

No: None

**Submitted by,**

**James Talbot, Secretary**