

# 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  
February 07, 2024  
11:00 AM

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

The meeting was called to order at 11:00 AM.

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

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

Upon motion by James Talbot, seconded by Angela Mayton, 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 Angela Mayton, the minutes for January 24, 2024 were approved as presented.

Aye: Angela Mayton, James Talbot, Emma Ruffin.  
No: None

### **5. Public Comment**

There were no public comments.

### **6. Closed Session:**

#### **A. 2.2-3711 {A} {1} Personnel**

##### **a. Interview of Potential Officers of Election**

Upon motion of James Talbot, seconded by Angela Mayton, the Board went into Closed Session at 11:03 AM.

Aye: Angela Mayton, James Talbot, Emma Ruffin.  
No: None

Upon motion of James Talbot, seconded by Angela Mayton, the Board renewed open session at 11:31 AM.

Aye: Angela Mayton, James Talbot, Emma Ruffin.  
No: None

**Certification:**

The Electoral Board convened in a closed session under

1. Closed Session: Section 2.2-3711(A)(1) Personnel

A. Interview of Potential 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 matter 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. Registrar's Report**

The Registrar's Report was given to the Board covering the rate of early voting, a meeting with County Administrator concerning the budget, Local Election Security Standards survey, the VEBA conference in March, voting statistics for January voting, training for March Primaries, and a map of precincts, and upcoming dates to remember. Each item was discussed.

**8. New Business**

**a. Appointment of Officers of Election**

Upon motion of James Talbot, seconded by Angela Mayton, Roy Moore and Theresa Crowder were appointed as Officers of Election.

Aye: Angela Mayton, James Talbot, Emma Ruffin.

No: None

**b. Staffing Plan**

The staffing plan for each precinct was discussed with questions made by Board and answered by Stephanie Wray, General Registrar.

Upon motion of James Talbot, seconded by Angela Mayton, the Chief and Assistant Chief for each precinct is approved as presented on Precinct Officers of Election 3/5/2024 sheet prepared by Ms. Wray. See attached sheet.

Aye: Angela Mayton, James Talbot, Emma Ruffin.

No: None

**c. Election Day Ballot Order**

The original order of ballots, the number used as of 2/1/24, the number remaining, and a suggested order for new ballots were reviewed by board with a discussion about the number of ballots may be needed.

Upon motion of James Talbot, seconded by Angela Mayton, the Registrar's suggested order was approved. See attached sheet.

Aye: Angela Mayton, James Talbot, Emma Ruffin.

No: None

## **9. Old/Unfinished Business**

### **a. Delegation of Duties Resolution:**

The Resolution Regarding the Delegation of Electoral Board Duties to the General Registrar/Director of Elections was reviewed and discussed by the Board. Ms. Wray participated in the discussion.

Upon motion of James Talbot, seconded by Angela Mayton the attached resolution delegating duties was approved. Each Board member signed the approval and the Registrar signed to acknowledge and agree to the Resolution.

Aye: Angela Mayton, James Talbot, Emma Ruffin.

No: None

## **10. Board Member Comments**

There were no comments by Board members.

## **11. Schedule Next Meeting**

Upon motion of Angela Mayton , seconded by James Talbot, a meeting will be scheduled on 2/15/24 at 4:00 pm to discuss how the Board will review the precincts on Primary election day 3/5/2024.

Aye: Angela Mayton, James Talbot, Emma Ruffin.

No: None

## **12. Adjournment**

Upon motion by James Talbot, seconded by Angela Mayton, the meeting was adjourned at 1:20 PM.

Aye: Angela Mayton, James Talbot, Emma Ruffin.

No: None

**Submitted by,**

**James Talbot, Secretary**

# Dinwiddie County Officers of Election

3/5/2024

## 101 - White Oak - 764

Chief - Bryan Thomas

AC - Sherrill Mellick

Claudia Thomas

## 301 - Reams - 828

Chief - Dana Tipton

AC - Becky Burton

Cynthia Wells

## 403 - Cherry Hill - 809

Chief - Sherika Robinson

AC - Freddie Gilchrist

Frances Thorpe

## 102 - Rocky Run - 1405

Chief - Carol Kachur

AC - Carrie Mortinger

Janess Dyer

Elizabeth Godburn

## 302 - New Hope - 1442

Chief - Richard Worssam

AC - Chester Barrett

Debra Prior

Winnie Kelley

## 501 - Edgehill - 1067

Chief - Yolanda Smith

AC - Yannette Nicholas

Telescia Godsey

Betty Alston

## 103 - Church Road - 1880

AC - Vicki Keppel

Chief - Nikki Gusti

Debbie Bishop

Tamara LaVance

Rebecca Anitico

## 303 - Little Zion - 2128

Chief - Sherry Merrill

AC - Hattie Bonner

Cynthia Brown

Jon Merrill

## 502 - Chesdin - 2629

Chief - Ida Nicholas

AC - Michelle Archer

Kenneth Mullen

Ariana Parham

Veronica Harper

## 201 - Rohoic - 1235

Chief - Laura Ketron

AC - Teliscia Parham

Roy Moore

## 401 - Dinwiddie - 2102

Chief - Franklin Zitta

AC - Debera Jones

Ralph Ruffin

Harvay Holloway

Karen Zitta

## CAP

Team 1:

Asst Chief - Ronnie Reese

Dorothy Pegram

Team 2:

Amie Miles

Chief - Wanda Bailey

## 202 - Sutherland - 2972

Chief - Debbie Marston

AC - Michele Goings

James Simpson

Linda Gholson

Monica Brooks

## 402 - McKenney - 1315

Chief - Connie Capone

AC - Tracy Doucette

Anita Hobbs

Monique Harris

**Republican**

	Voters	Original Order	Used as of 2/1/24	Remaining	Suggested Order	% Ordered	Total Ballots
101	786	100	15	85	200	38%	300
102	1404	200	31	169	200	28%	400
103	1962	200	32	168	400	31%	600
201	1256	100	14	86	150	20%	250
202	3008	300	42	258	650	32%	950
301	836	100	10	90	150	30%	250
302	1483	200	27	173	200	27%	400
303	2210	200	29	171	350	25%	550
401	2197	300	19	281	400	32%	700
402	1381	200	18	182	200	29%	400
403	813	200	10	190	0	25%	200
501	1079	200	7	193	0	19%	200
502	2707	200	19	181	300	18%	500
	<b>21122</b>	<b>2500</b>	<b>273</b>	<b>2227</b>	<b>3200</b>		<b>5700</b>

**Democratic**

	Voters	Original Order	Used as of 2/1/24	Remaining	Suggested Order	% Ordered	Total Ballots
101	786	100	8	92	0	13%	100
102	1404	200	32	168	100	21%	300
103	1962	200	26	174	100	15%	300
201	1256	100	18	82	250	28%	350
202	3008	300	68	232	300	20%	600
301	836	100	15	85	100	24%	200
302	1483	200	38	162	200	27%	400
303	2210	300	73	227	250	25%	550
401	2197	300	51	249	200	23%	500
402	1381	200	35	165	100	22%	300
403	813	200	13	187	0	25%	200
501	1079	200	30	170	150	32%	350
502	2707	300	100	200	500	30%	800
	<b>21122</b>	<b>2700</b>	<b>507</b>	<b>2193</b>	<b>2250</b>		<b>4950</b>

# Resolution Regarding the Delegation of Electoral Board Duties to the General Registrar/Director of Elections

WHEREAS, The Electoral Board of Dinwiddie County recognizes its duties as defined by the State Code of Virginia; and

WHEREAS, the mission of the Electoral Board of Dinwiddie County is to ensure fair, legal, equitable, accurate and secure elections for the citizens of Dinwiddie County; and

WHEREAS, it is acknowledged by the Electoral Board of Dinwiddie County that the State Code of Virginia allows for delegation of the majority of the Electoral Board duties to the General Registrar/Director of Elections; and

WHEREAS, the Electoral Board of Dinwiddie County believes that in order to accomplish the mission of the Board, it is imperative that duties be delegated to the General Registrar/Director of Elections and the delegation of said duties is a common practice among localities in the Commonwealth of Virginia; and

WHEREAS, The Electoral Board acknowledges that they are responsible for ensuring the delegated duties are completed according to the State Code of Virginia through supervision and communication.

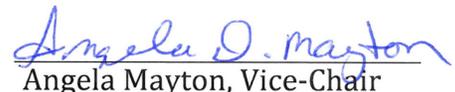
THEREFORE BE IT RESOLVED, by the Electoral Board of Dinwiddie County, that the attached duties that are allowable to be delegated by the State Code of Virginia be delegated to the General Registrar/Director of Elections and any duties that arise that are not listed will be discussed on a case by case basis.

THEREFORE BE IT FURTHER RESOLVED, that the General Registrar/Director of Elections accepts the delegation of duties as prescribed by the Electoral Board of Dinwiddie County in her role as Director of Elections, and that the General Registrar will communicate with the Electoral Board regarding such duties, requesting assistance when needed.

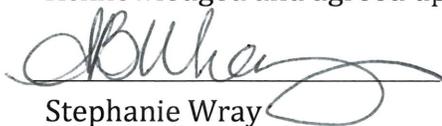
Approved by the Electoral Board of Dinwiddie County on February 7, 2024.

  
Emma Ruffin, Chair

  
James Talbot, Secretary

  
Angela Mayton, Vice-Chair

Acknowledged and agreed upon by the General Registrar/Director of Elections:

  
Stephanie Wray  
General Registrar/Director of Elections

2.7.2024  
Date

## Duties Delegated to the General Registrar

Language derived from the GREB Handbook as Revised 9/2023

### Duties Related to General Organization

- The secretary must notify the Department of Elections “of any change in the membership or officers of the electoral board.”
- The electoral board must provide any information requested by the Department of Elections as provided: “Electoral boards and registrars shall provide information requested by the State Board and shall follow (i) the elections laws and (ii) the rules and regulations of the State Board insofar as they do not conflict with Virginia or federal law.”

### Duties Related to Polling Places

- The electoral board is responsible for reviewing all polling places after each election to determine that there will be polling places for the next election that meet the requirements of the Code of Virginia §§24.2-305-310.
- The electoral board must assist the local governing body in complying with various state and federal acts designed to ensure the accessibility of all polling places to persons with disabilities.
- “If an emergency makes a polling place unusable or inaccessible, the electoral board or the general registrar [must] provide an alternate polling place.”
- “The electoral board or the general registrar [must] provide and have posted outside each polling place appropriate signs to direct people with disabilities and elderly persons to any special entrance designed for their use.”
- The electoral board or the general registrar must provide voting booths to each polling place, including at least one designed for voting paper ballots.

### Duties Related to Voter Registration

- The electoral board or the general registrar may set additional hours for the voter registration office to be open.24.2-411
- The electoral board or general registrar may set additional occasional registration sites.
- The electoral board, along with the general registrar, should ensure that all permanent registration sites comply with various state and federal acts designed to ensure the accessibility of all polling places to persons with disabilities, such as the Virginians with Disabilities Act, the Voting Accessibility for the Elderly and Handicapped Act, and the Americans with Disabilities Act

## Duties Delegated to the General Registrar

Language derived from the GREB Handbook as Revised 9/2023

- Changes in hours and locations of official voter registration sites staffed with a government employee are subject to notice requirements.

### Duties Related to Candidate Qualifications

- If requested by a candidate, the electoral board must notify the candidate of any deficiencies in his declaration of candidacy or his petitions “which can be corrected prior to the filing deadline.”
- Duties Related to Primaries and Special Elections
- The secretary must post or publish any notice of a primary that is received from the Department of Elections or other appropriate authority.
- “Each secretary [must] post a copy of the notice on the official website of any county or city, post copies of the notice at not less than 10 public places in the county or city, or have notice of the election published at least once in a newspaper of general circulation in the county or city.”
- The electoral board must notify the locality’s treasurer or director of finance if any candidate is running unopposed in a primary, so that the candidate’s filing fee may be returned.

### Duties Related to Ballots

- The electoral board must certify its compliance with the deadline to the Department of Elections and report to SBE the number of ballots ordered.
- The electoral board or the general registrar [must] designate one person to be continuously present in the room in which the ballots are printed.” If not an electoral board member, the person must be paid at least \$20 per day.
- The electoral board or the general registrar must designate a person to affix the electoral board seal to each ballot and to sign a statement witnessing such. This statement must be filed with the board’s minutes.
- The electoral board or the general registrar must have the printed ballots sorted for each precinct with at least one electoral board member or designee of the board present.
- The electoral board must designate a member, or a registrar, or an employee, to “deliver to an officer of election of each precinct the official ballots for that precinct and obtain a receipt for the package or packages.”

## Duties Delegated to the General Registrar

### Language derived from the GREB Handbook as Revised 9/2023

#### Duties Related to Voting Equipment

- The board must keep all ballot containers to be used in the precincts.
- The board must furnish properly designed and printed ballots for use on all optical scan voting equipment
- The board must notify appropriate local party chairs (or independent candidates for a city or town election if there are no party nominees on the ballot for any office) of the time and place that the voting equipment will be prepared and sealed and allow the persons notified to have one representative each to witness the preparation and sealing.
- The board or the general registrar must deliver the keys in sealed packages to designated officers of election in each precinct before the polls open.
- The board or the general registrar may designate times and places for “the exhibition of equipment containing sample ballots, showing the title of offices to be filled, and, so far as practicable, the names of the candidates to be voted for at the next election for the purpose of informing voters who request instruction on the use of equipment.

#### Duties Related to Election Day

- The board or general registrar must “provide for each precinct in which any voting or counting machines are used two sample ballots.” “Such sample ballots [must] be posted for public inspection at each polling place during the day of election.

#### Duties Following the Election, Primary, or Referendum

- The board or general registrar may direct the return of all materials from the precincts to the office of the general registrar instead of the Clerk of Circuit Court. These materials must be conveyed to the Clerk of the Circuit Court by noon on the day following the electoral board’s ascertainment of the results.
- The board must inform the Clerk of Circuit Court of any officer of election who has failed to return the election materials by the time of the board’s meeting to ascertain the results.
- The board, along with the general registrar and the officers of election, must account for all used and unused paper ballots.
- The secretary must make, and deliver, certificates of election to all winners of local offices. (Secretary will sign the documents.)

## Duties Delegated to the General Registrar

Language derived from the GREB Handbook as Revised 9/2023

### Duties Related to Absentee Balloting

- “The board, or the general registrar, must mark the date of receipt of any absentee ballot and deposit it in an appropriate container.
- The board must deliver one attested copy of the final absentee applicants list to the chief officer of election for each precinct on the day before the election.<sup>1</sup>
- “The secretary of the electoral board [must] deliver all absentee ballots received after the election to the Clerk of Circuit Court.

### Duties Related to Officers of Election

- The electoral board or general registrar shall “dismiss at a minimum the chief officer or the assistant chief officer, or both, as appropriate,” and any other officer of election who fails to record the required information when taking voting machines to voters outside the polling place on Election Day.
- The Department of Elections sets the training standards for the officers of election to be fulfilled by the local electoral boards and general registrars. Department of Elections policy 2010-2 establishes the training standards.
- The electoral board will certify to the Department of Elections each year before the November general election that (1) they have reviewed and updated their training plan to meet training standards, including changes in laws and instructions from the Department of Elections, and (2) any officers of election trained within the last year have been trained according to these standards.
- The board or the general registrar [must] not permit any person to serve as an officer [of election] who is not fully trained to conduct an election properly with the equipment” used in the precinct.
- An electoral board member, the general registrar, or designated officer of election must give an oath to each officer of election before the polls open.
- The secretary of the electoral board or the general registrar [must] prepare a list of the officers of election that [must] be available for inspection and posted in the general registrar’s office prior to March 1 each year. Whenever substitute or additional officers are appointed, the secretary of the electoral board or the general registrar [must] promptly add the names of the appointees to the public list.