

King William County Electoral Board Meeting Minutes – March 20, 2024

The King William County Electoral Board met at the office of the General Registrar on Wednesday, March 20, 2024, in accordance with Virginia State Code 24.2-107.

Present for the meeting were:

Robert Hughes, Chair
John B. Breeden, Vice Chair
Christine Hall, Secretary
Alison W. Fox, General Registrar/Director of Elections

Call to Order: The Chair called the meeting to order at 12:33 PM.

New Business:

- **Approval/Review of Minutes:**
 - The Board signed the approved minutes of February 21, 2024.
- **VEBA Conference Updates -** Ms. Hall noted that one of the topics at the conference dealt with the requirement to post the Electoral Board agenda and minutes on the County website. It appears that after September 2023 the minutes of the meetings are not showing up on the website even though Ms. Fox has posted them after each meeting. Ms. Fox will further investigate and report back to the Board as to why the minutes are not shown on the website and what is being done to remedy this problem. Also, she will start posting the agenda on the website at the same time as it is given to the Board.

Old Business: No old business was discussed at this meeting.

Closed Meeting: At 12:58 PM, Mr. Breeden motioned to go into closed session pursuant to Section 2.2-3711(A)(34) for the purpose of discussing Cyber Security Policy. The motion was seconded by Ms. Hall and was unanimously approved.

Open Meeting: At 1:51 PM, Mr. Hughes moved to return to the open meeting session, seconded by Mr. Breeden and was unanimously approved.

We certify that the King William County Electoral Board convened a closed meeting on March 20, 2024, pursuant to an affirmative vote in accordance with the provisions of the Virginia Freedom of Information Act and that Section 2.2-3712 of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law.

The King William County Electoral Board further certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such

public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Board in the closed meeting.

With further matters to discuss, “c. Organizational Issues” was added to the agenda.

Organizational Issues:

- **Record Retention:** Ms. Fox says that she is helping the Clerk of Courts to reorganize the current stored records, but some are still outdated and will require further work. Mr. Breeden volunteered to help with this clean-up.
- **Office of Elections:** Mr. Breeden noted that OE’s can now work 8 hour shifts instead of committing to the full day during an election. Ms. Fox stated that thus far the full day schedule hasn’t been a problem for personnel. Mr. Breeden also noted that perhaps sending out birthday cards to the OE’s would be a nice gesture and that hands-on training for future elections might be a helpful training tool.
- **Reorganization of Board:** Ms. Hall nominated Mr. Breeden to become the Chair for the current term, Mr. Hughes seconded and it was unanimously approved. Mr. Breeden nominated Mr. Hughes to become Vice Chair, Ms. Hall seconded and it was unanimously approved. Mr. Breeden nominated Ms. Hall to remain as Secretary, Mr. Hughes seconded and it was unanimously approved.
- **Changes to website:** The website needs to be updated with the new county email addresses and positions for the Board members. Ms. Fox said she would take care of this.

Adjournment: On motion by Mr. Breeden, seconded by Ms. Hall, the Electoral Board voted to adjourn the meeting at 2:25 PM, the motion was unanimously approved.

Next meeting: April 10, 2024, 12:30pm

John B. Breeden, Chair

Robert Hughes, Vice Chair

Christine Hall , Secretary