



The **January 8, 2024** Reorganizational Meeting of the Rockingham County Electoral Board held in the Registrar's Office Annex, 20 East Gay Street, Harrisonburg, was called to order at 9:38 AM by Lisa Gooden, Director of Elections.

Electoral Board Members attending: Sandra L. Parks, Rebecca J. Ruckman, and Susan C. Threewitts. Staff in attendance: Lisa B. Gooden, Director of Elections/Voter Registrar; Nicholas Ocampo, Chief Deputy Director of Elections; and Luke Thompson, Deputy Registrar. Others in attendance: Kimberly Shoup-Erney (Election Services Online-ESO; and Zack Weaver, ESO.

The purpose of this meeting was for the Electoral Board to reorganize, as well as conducting the Logic & Accuracy testing for the March 5, 2024 dual Presidential Primary.

Appointment of Chair, Vice Chair and Secretary of the Electoral Board: A motion was made by Susan Threewitts, seconded by Sandra Parks, and unanimously carried, to appoint Sandra L. (Sandy) Parks as Chair; Rebecca Ruckman as Vice Chair; and Susan C. Threewitts as Secretary of the Rockingham County Electoral Board for 2024.

Minutes: A motion was made by Sandra Parks, seconded by Rebecca Ruckman, and unanimously carried, to approve the minutes of November 8-14, 2023, as presented.

Staff Reports: Lisa Gooden, Director of Elections, gave the following update:

Registrant Count: presented members with an updated copy of the Registrant Count that noted a total of 57,355 registered voters in Rockingham County.

Election Officer Assignments for March: Members were presented a preliminary copy of election officer assignments for the March 5 dual Presidential Primary.

Appointment of Election Officer: A motion was made by Susan Threewitts, seconded by Sandra Parks, and unanimously carried, to appoint Liana Bayne-Lin (D) as an election officer effectively immediately through February 28, 2025.

Electoral Board Duties and Responsibilities: Members were given copies of the duties and responsibilities of Electoral Board members as noted below:

Electoral Board Job Description Summary: The Electoral Board of each County and City in Virginia is made up of three members who serve three-year staggered terms. Two members are members of the political party of the most recently elected governor. The chair and secretary must represent different political parties unless the position is declined. Although the bipartisan board is appointed by the Circuit Court based upon local party recommendations, each member must carry out official duties in a nonpartisan manner. The authority for the administration of many aspects of elections for the locality remains with the Electoral Board, including oversight of the General Registrar/Director of Elections, and is responsible to the State Board of Elections for that administration. It appoints the General Registrar, who handles voter records. Generally, the work of the Electoral Board should be shared equally by all three members, although the Secretary has additional responsibilities. I. Responsibilities:

A. Election administration includes:

1. Approval of voting equipment to be used, and development and approval of a security plan to keep all equipment and materials secure.
2. Ensure the creation, production, and proper custody of ballots.
3. Ensure the proper conduct of Logic and Accuracy (L&A) test to be sure equipment is programmed correctly for each election.
4. Assist in conducting absentee voting when requested by the Director of Elections.
5. Appointment of officers of election and ensuring that training, assignment, and review of precinct officers of election occurs.
6. Ensure coordination with other local government departments (e.g., police, sheriff, public works, IT, schools) to ensure smooth conduct of each election.
7. Assistance in procuring, packing, and delivering supplies to polling places.
8. Ensure proper setup of polling places prior to each election.
9. Assistance in polling places and offices as needed on Election Day. Availability to respond to inquiries from media, voters, and political parties.
10. Conduct of post-election canvass to ascertain that all precinct results are accurate and complete.
11. Based on input from the General Registrar, determination of validity and counting of provisional ballots.
12. The Electoral Board's signatures on the certification of results following the canvass is the ultimate declaration of the truth, accuracy and dependability of the vote totals being submitted to the

Commonwealth and is thus the foundation of the democratic process.

B. The Electoral Board has additional responsibilities, including:

1. Appointment, removal and annual performance evaluation of General Registrar.
2. Certification of candidates, when required.
3. Conduct of meetings in accordance with the Freedom of Information Act (FOIA).
4. Familiarity with federal and state laws that must be followed in conducting elections.
5. Attendance at training programs provided by Virginia Department of Elections (ELECT).
6. Together with the General Registrar, administration of the Office of Elections, including budgeting and dealing with local government officials, as needed.
7. The Secretary of the Electoral Board has specific tasks and responsibilities according to the Code and must take and keep accurate minutes of all board meetings.

Electoral Board Activity Prohibitions:

- A. May not collect any fee as a notary during the time of such appointment.
- B. May not engage in political activities when performing official duties.
- C. May not solicit signatures for candidate petitions in a public building.

I. Qualifications:

The following qualification is required by law:

- Must be a qualified voter of the County or City, in good legal standing.

I. Disqualifications:

- A. Must not be directly related to another Electoral Board member or General Registrar or to a candidate or holder of elected office.
- B. May not serve as chair of a political party, at local, district or state level, and may not hold elected office or offer to be a candidate for elected office
- C. May not be employed by or hold incompatible office under federal, state or local government (ELECT will provide a list of incompatible offices)

Additional desirable characteristics:

- A. Customer-service orientation in dealing with voters.
- B. Computer literacy, as much business is conducted via email.
- C. Ability to travel around the County or City.
- D. Public speaking ability to conduct training or address groups.
- E. Writing ability to write training materials, legislative positions, or analyses.
- F. Basic budgeting skills.
- G. Knowledge of basic legal concepts and judicial proceedings; willingness to become deeply familiar with United States Code Title 52 and Virginia Code Title 24.2 governing Elections and administrative regulations thereunder.
- H. Assertive manner when needed to enforce compliance with code or regulations.

Conditions:

Service on the Electoral Board is a year-round obligation. There is a general election every year in November and a primary election most years in June. In addition, there may be City or Town elections in May and special elections whenever called. From six to two weeks prior to each election, the board may need to be available a few times per week for a few hours. The week prior to and the week of the election, the board needs to be available most of the time, including 5am-10pm or later on Election Day. At other times the board may meet monthly and may attend training or networking meetings or conferences. Members may be asked to address local groups or attend meetings of interest.

Update on Electronic Pollbook (EPB) Issues from November 2023: Nick Ocampo, Chief Deputy Director of Elections, informed members that an equipment technician from DemTech, Ian, performed an update on all pollbook equipment (70 Laptops and 33 Merlins) on Wednesday, January 3, 2024. The purpose of the update was to address the complications various precincts experienced during the November 2023 General Election when setting up their pollbooks.

Nick outlined additional concerns with DemTech, citing a lack of clear communication and information from the vendor since the last election. Nick also discussed actions staff will take to better prepare Officers of Election in the event pollbook issues ensue during future elections. He mentioned that many localities across the Commonwealth who use DemTech as their pollbook vendor have experienced similar issues. It was noted that ELECT is closely monitoring and evaluating these issues.

Ballot Order for March 5, 2024 Dual Presidential Primary: After brief discussion, a motion was made by Sandra Parks, seconded by Rebecca Ruckman, and unanimously carried, to set the ballot order for the March 5 Dual Presidential Primary at 50% of the total registered voters. It was noted that the Ballot on Demand system would still be used for early (in person) voting.

Equipment Pickup for March Primary: It was briefly discussed, and members agreed to assist beginning at 11 AM on March 4.

Precinct Visits for March 5 Primary: Members mentioned that it may not be necessary to conduct formal precinct visits for the primary.

The Canvass of Votes for the upcoming primary was set for 9:30 AM on March 6 in the Registrar’s Office Annex.

Logic & Accuracy Testing: The meeting recessed at 10:15 a.m. in order to conduct this testing for the March 5, 2024 dual Presidential Primary.

June 18th Primary: It was mentioned that, should a June 18, 2024, primary be held the Canvass of Votes would begin at 9:30 a.m. on Thursday, June 20 due to the Juneteenth holiday on the 19th.

Upcoming Meetings/Events: The following schedule was presented for election related activities:

Date	Start Time	End Time	Room Requested	Notes
13-Feb	9:00 AM	12:00 PM	Board of Supervisors Meeting Room	Election Officer Training Session (10A)
13-Feb	3:00 PM	6:00 PM	Board of Supervisors Meeting Room	Election Officer Training Session (4P)
15-Feb	9:00 AM	12:00 PM	Board of Supervisors Meeting Room	Election Officer Training Session - WEATHER DATE
15-Feb	3:00 PM	6:00 PM	Board of Supervisors Meeting Room	Election Officer Training Session - WEATHER DATE
24-Feb	9:00 AM	12:00 PM	Board of Supervisors Meeting Room	Election Officer Training Session (10A)
27-Feb	9:00 AM	5:00 PM	Community Room	CAP Training & Pre-Processing (10A)
1-Mar	9:00 AM	5:00 PM	Community Room	CAP Pre-Processing
5-Mar	11:00 AM	9:00 PM	Community Room	CAP Pre-Processing & Results Tabulation (12N)
8-Mar	12:00 PM	6:00 PM	Community Room	CAP Post-Election Processing & Tabulation (1P)
20-Feb → 2-Mar, 7:00-5:00			Recreation Conference Room	Early Voting (Includes Saturday 24-Feb; No Sundays)

June Primary -- Tuesday, June 18, 2024

Date	Start Time	End Time	Room Requested	Notes
11-Jun	9:00 AM	5:00 PM	Community Room	CAP Training & Pre-Processing (10A)
14-Jun	9:00 AM	5:00 PM	Community Room	CAP Pre-Processing
18-Jun	11:00 AM	9:00 PM	Community Room	CAP Pre-Processing & Results Tabulation (12N)
24-Jun	12:00 PM	6:00 PM	Community Room	CAP Post-Election Processing & Tabulation (1P)

28-May → 15-Jun, 7:00-5:00	Recreation Conference Room	Early Voting (Includes Saturday 8-Jun; No Sundays)
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General Election -- Tuesday, November 5, 2024				
Date	Start Time	End Time	Room Requested	Notes
15-Oct	3:00 PM	6:00 PM	Community Room	Election Officer Training Session (4 PM)
17-Oct	9:00 AM	12:00 PM	Community Room	Election Officer Training Session (10 AM)
23-Oct	9:00 AM	12:00 PM	Community Room	Election Officer Training Session (10 AM)
23-Oct	3:00 PM	6:00 PM	Community Room	Election Officer Training Session (4 PM)
26-Oct	9:00 AM	12:00 PM	Community Room	Election Officer Training Session (10 AM)
29-Oct	9:00 AM	5:00 PM	Community Room	CAP Training & Pre-Processing (10A)
30-Oct	9:00 AM	5:00 PM	Community Room	CAP Pre-Processing
1-Nov	10:00 AM	6:00 PM	Community Room	CAP Pre-Processing
2-Nov	10:00 AM	5:00 PM	Community Room	CAP Pre-Processing -- IF REQUIRED
5-Nov	11:00 AM	9:00 PM	Community Room	CAP Pre-Processing & Results Tabulation (12N)
8-Nov	12:00 PM	6:00 PM	Community Room	CAP Post-Election Processing & Tabulation (1P)
20-Sep → 2-Nov, 7:00-5:00			Board of Supervisors Meeting Room	Early Voting (Includes Saturday 26-Oct; No Sundays)

Adjourn: With no further business, a motion was made by Rebecca Ruckman, seconded by Susan Threewitts, and unanimously carried, to adjourn the meeting at 6 p.m.

Respectfully submitted,



Susan C. Threewitts, Secretary