



The **January 13, 2026** organizational meeting of the Rockingham County Electoral Board was called to order at 9:36 a.m. by Director of Elections Lisa B. Gooden and was held in the Registrar's Office Annex, 20 East Gay Street, Harrisonburg.

Attendance: Electoral Board members present: David K. McQuilkin; Timothy L. Woodward; and Susan C. Threewitts. Staff in attendance: Lisa B. Gooden, Director of Elections; Emily Helms, Chief Deputy Registrar; and Madaline Paladino, Deputy Registrar.

Lisa Gooden mentioned, as a newly appointed member of the Electoral Board, you are required to read/review two portions of state law dealing with public records, meetings, and conflicts of interest: the Virginia Freedom of Information Act (FOIA) and the Conflict of Interests Act (COIA). Below are links to those documents.

The three items after that are links to the state's election laws as found in the Code and the Administrative Code, as well as a guidance document for Virginia's local election officials. She requested that members let staff know if they would like printed copies of any of these documents:

- Va. Freedom of Information Act -
<https://law.lis.virginia.gov/vacode/title2.2/chapter37/>
- Conflict of Interests Act -
<https://law.lis.virginia.gov/vacode/title2.2/chapter31/>
- Title 24.2 of the Code of Virginia -
<https://law.li.virginia.gov/vacode/title24.2/>
- Administrative Code for the State Board of Elections -
<https://law.lis.virginia.gov/admincode/title1/agency20/>
- GR/EB Handbook -
<https://www.elections.virginia.gov/grebhandbook/>

Election of Officers for the Electoral Board: A motion was made by Susan Threewitts, seconded by Tim Woodward, and unanimously carried, naming members of the Electoral Board to the following positions:

- David K. McQuilkin – Chair
- Timothy L. Woodward -- Vice Chair
- Susan C. Threewitts – Secretary

Approval of Minutes – November 5-12, 2025 Canvass of Votes: A motion was made by Tim Woodward, seconded by Susan Threewitts, and unanimously carried, to approve the minutes of the November 5-12, 2025, Canvass of Votes, as presented.

Electoral Board Duties and Delegations – A list was provided regarding the specific duties of the EB and the GR. After brief review, a motion was made by Tim Woodward, seconded by Susan Threewitts, and unanimously carried, to approve guidelines provided by ELECT as follows:

Electoral Board Duties and Delegations					Approved: <u>1/13/2026</u>
No.	Source	Category	Duty	EB/GR/Shared	Notes/Directives
101	§ 24.2-106(D)	Training/ Organization/ Meetings	Each member of the electoral board shall attend an annual training program provided by the State Board during the first year of his appointment and the first year of any subsequent reappointment.	EB - Cannot Delegate	
102	§ 24.2-107	Training/ Organization/ Meetings	The electoral board of each city and county shall meet during the first week in February of the year in which it is to appoint officers of election pursuant to § 24.2-115 and during the month of March each year at the time set by the board and at any other time on the call of any board member.	EB - Cannot Delegate	
103	§ 24.2-107	Training/ Organization/ Meetings	Notice of each meeting shall be given to all board members either by the secretary or the member calling the meeting at least three business days prior to the meeting except in the case of an emergency as defined in § 2.2-3701. Notice shall be given to the public as required by § 2.2-3707.	GR or EB Secretary	

104	§ 24.2-107	Training/ Organization/ Meetings	The secretary shall keep an accurate account of all board proceedings in a minute book, including all appointments and removals of general registrars and officers of election.	GR or EB Secretary	
105	§ 24.2-107	Training/ Organization/ Meetings	The secretary shall keep in his custody the duly adopted seal of the board.	GR Office	
106	§ 24.2-107	Training/ Organization/ Meetings	Minutes of meetings that are required to be recorded pursuant to § 2.2-3707 shall be posted on the website of the electoral board or the official website for the county or city, when such means are available. Minutes of meetings shall be posted as soon as possible but no later than one week prior to the following meeting of the electoral board.	Secretary/GR	
201	§ 24.2-109(A)	General Registrar	Each electoral board shall appoint the general registrar for its city or county and officers of election for each precinct who shall serve in all elections, including town elections, as provided in this chapter.	EB	
202	§ 24.2-110(A)	General Registrar	Each electoral board shall meet in the month of May or June in 2007, and every four years thereafter, and shall appoint a general registrar...	EB	
203	§ 24.2-109(A)	General Registrar	The secretary of the electoral board shall promptly notify each [GR/Officer of Election] appointee of his appointment.	Secretary	
204	§ 24.2-109(A)	General Registrar	<p>The electoral board by a recorded majority vote may (i) institute proceedings pursuant to § 24.2-234.1 for the removal of any general registrar who fails to discharge the duties of his office according to law or (ii) remove from office, on notice, any officer of election who fails to discharge the duties of his office according to law.</p> <p>The electoral board shall remove from office, on notice, any general registrar who fails to receive or maintain certification as required by the State Board pursuant to subsection C of § 24.2-103.</p>	EB - Cannot Delegate	

205	§ 24.2-109.1	General Registrar	The electoral board shall conduct an annual performance review of the general registrar... by August 1 of each year, retain a copy of the performance review, and provide a summary of the review to the State Board. The performance review shall be conducted in accordance with the format and forms provided by the State Board.	EB - Cannot Delegate	
206	§ 24.2-110(A)	General Registrar	The electoral board shall fill any vacancies in the office of general registrar for the unexpired term.	EB - Cannot Delegate	
207	§ 24.2-110(A)	General Registrar	The electoral board shall declare vacant and fill the office of the general registrar if the appointee fails to qualify and deliver a copy of his oath to the secretary of the electoral board within 30 days after he has been notified of his appointment.	EB - Cannot Delegate	
208	§ 24.2-112(A)	General Registrar	The electoral board shall determine the number of deputy registrars to serve in the office of the general registrar, including any to serve full-time.	EB - Cannot Delegate	<i>Suggested:</i> In consultation with the general registrar.
209	§ 24.2-112(B)	General Registrar	The electoral board shall set the term for the deputy registrars; however, their terms shall not extend beyond the term set by law of the incumbent general registrar.	EB - Cannot Delegate	<i>Suggested:</i> In consultation with the general registrar.
301	§ 24.2-115(A)	Officers of Election	Each electoral board at its regular meeting in the first week of February of the year in which the terms of officers of election are scheduled to expire shall appoint officers of election.	EB - Cannot Delegate	<i>Suggested:</i> In consultation with the general registrar.
302	§ 24.2-115(C)	Officers of Election	The electoral board shall ensure that one officer is designated as the chief officer of election and one officer is designated as the assistant for each precinct.	EB/GR/Shared	
303	§ 24.2-115(C)	Officers of Election	The electoral board shall ensure that each chief officer and assistant is instructed in his duties not less than three nor more than 30 days before each election.	EB/GR/Shared	
304	§ 24.2-115(D)	Officers of Election	Additional officers shall be appointed in accordance with this section at any time that the electoral board determines that they are needed or as required by law.	EB - Cannot Delegate	<i>Suggested:</i> In consultation with the general registrar.

305	§ 24.2-115(D)	Officers of Election	The electoral board or the general registrar shall inform the political parties of the decision of the electoral board to make [substitute or additional officer] appointments	EB/GR/Shared	
306	§ 24.2-115(E)	Officers of Election	The secretary of the electoral board or general registrar shall prepare a list of the officers of election that shall 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 shall promptly add the names of the appointees to the public list.	GR	
307	§ 24.2-115(E)	Officers of Election	Upon request and at a reasonable charge not to exceed the actual cost incurred, the secretary of the electoral board or the general registrar shall provide a copy of the list of the officers of election, including their party designation and precinct to which they are assigned, to any requesting political party or candidate.	EB/GR/Shared	
308	§ 24.2-115.1	Officers of Election	Any officer of election assisting with the closing of the precinct and reporting the results of the votes at the precinct shall be required to report to the precinct at least one hour prior to the closing of the precinct. However, the chief officer and the assistant chief officer, appointed pursuant to § 24.2-115 to represent the two political parties, shall be on duty at all times.	EB/GR/Shared	
309	§ 24.2-115.2(A)	Officers of Election	Each officer of election shall receive training consistent with the standards set by the State Board pursuant to § 24.2-103. This training shall be conducted by the electoral boards and general registrars, using the standardized training programs and materials developed by the State Board for this purpose. However, any electoral board and general registrar may instead require that the officers of election complete the online training course provided by the State Board pursuant to subsection D of § 24.2-103. Each officer of election shall receive such training, or complete the online training course, before the first election in which he will be serving as an officer of election. Such requirement shall apply to each term for which the officer of election is appointed.	EB/GR/Shared	

310	§ 24.2-115.2(B)	Officers of Election	[E]ach officer of election shall receive additional training or instruction whenever a change to election procedures is made to this title or to regulations that alters the duties or conduct of the officers of election. Such changes shall include changes to voting systems, electronic pollbook equipment or programming, voter identification requirements, and provisional ballot requirements. Such additional training shall be conducted or instruction given to all relevant individuals promptly after the law or regulation has taken effect, but not less than three days prior to the first election occurring in the locality after the law or regulation has taken effect.	EB/GR/Shared	
311	§ 24.2-115.2(C)	Officers of Election	Following any training conducted pursuant to this section [24.2-115.2], the electoral boards shall certify to the State Board that the officers of election in its jurisdiction have received the required training. Such certification shall include the dates of each completed training.	EB/GR/Shared	
312	§ 24.2-611(A)	Officers of Election	The [officer of election oath] shall be administered to each officer of election by the general registrar, a member of the electoral board, or an officer of election designated by the general registrar and secretary of the electoral board, who shall be so identified on the form. The oath shall be signed by each officer of election and the person administering the oath.	EB/GR/Shared	
313	§ 24.2-636	Officers of Election	No fewer than three nor more than 30 days before each election, the electoral board or general registrar shall instruct, or cause to be instructed, on the use of the equipment and his duties in connection therewith, each officer of election appointed to serve in the election who has not previously been so instructed.	EB/GR/Shared	
314	§ 24.2-712	Officers of Election	Each central absentee voter precinct shall have at least three officers of election as provided for other precincts. The number of officers shall be determined by the electoral board and general registrar.	EB/GR/Shared	

401	§ 24.2-413	Voter Registration	The office of the general registrar, and each agency, business, and establishment set for registration... shall be accessible as required by the provisions of the Virginians with Disabilities Act, the Voting Accessibility for the Elderly and Handicapped Act, and the Americans with Disabilities Act relating to public services.	GR	
402	§ 24.2-416.6	Voter Registration	Whenever the ... local electoral board ... or general registrar's office furnishes individuals or groups multiple copies of the voter registration application, it shall provide accompanying instructions...	GR	
403	§ 24.2-457	Voter Registration	The electoral board shall ensure that the [voter registration system] is capable of accepting both a federal postcard application and any other approved registration application sent to the appropriate election official.	GR	
501	§ 24.2-109(B)	Candidates/ Ballots	The electoral board shall perform the duties assigned by this title including ... the preparation of ballots	Shared	
502	§ 24.2-505(D)	Candidates/ Ballots	If requested in writing by a candidate filing [an independent candidate declaration of candidacy], the secretary of the electoral board shall notify him of any irregularity in the declaration or petitions which can be corrected prior to the filing deadline.	GR	
503	§ 24.2-506(C)	Candidates/ Ballots	[An appeal of denied candidate petition for a county, city, or town office] shall be heard by the ... electoral board ... within five business days of its filing.	EB - Cannot Delegate	
504	§ 24.2-506(C)	Candidates/ Ballots	The electoral board shall notify the State Board of any appeal of denied declaration of candidacy that is filed with the electoral board.	EB/GR/Shared	
505	§ 24.2-524	Candidates/ Ballots	In the event that a candidate is unopposed in a primary election, the State Board or the local electoral board, as appropriate, who has received the "state primary fund fee" shall notify, no less than 60 days before the primary, the treasurer or director of finance to whom the fee was paid that the candidate is unopposed and shall provide the name and mailing address for returning the fee to the candidate.	EB/GR/Shared	

506	§ 24.2-529	Candidates/ Ballots	In the event two or more candidates file simultaneously for the primary ballot, the order of filing shall then be determined by lot by the electoral board or the State Board as in the case of a tie vote for the office.	EB - Cannot Delegate	
507	§ 24.2-536	Candidates/ Ballots	[When a vacancy in office occurs more than 45 but less than 75 days before the primary date,] the electoral boards having charge of the printing of the official ballots for the primary shall [cause them to be prepared as required by 24.2-536].	GR	
508	§ 24.2-537(B)	Candidates/ Ballots	[When an unopposed nominee dies or withdraws 45 or more days before the primary,] the electoral boards having charge of the printing of the official ballots for the primary shall [cause them to be prepared as required by 24.2-537].	GR	
509	§ 24.2-538	Candidates/ Ballots	[When an opposed candidate dies 45 or more days before the primary,] the electoral boards having charge of the printing of the official ballots for the primary shall [cause them to be prepared as required by 24.2-538].	GR	
510	§ 24.2-538.1(B)	Candidates/ Ballots	As soon as possible [after the State Board declares a remaining candidate to be the nominee after the only other candidate withdraws], the local electoral board shall petition the circuit court for the cancellation of the primary election.	EB/GR/Shared	
511	§ 24.2-541	Candidates/ Ballots	[When a qualified candidate dies or withdraws,] the electoral boards having charge of the printing of the official ballots for the primary shall [cause them to be prepared as required by 24.2-541].	GR	
512	§ 24.2-612	Candidates/ Ballots	[The determination by the general registrar of the number of printed ballots] shall be based on the number of active registered voters and historical election data, including voter turnout, and shall be subject to the approval by the electoral board.	EB - Cannot Delegate	
513	§ 24.2-612	Candidates/ Ballots	Upon receipt of such paper ballots, the electoral board or the general registrar shall affix the seal of the electoral board.	EB/GR/Shared	
514	§ 24.2-613(C)	Candidates/ Ballots	In the event two or more candidates file simultaneously, the order of filing shall then be determined by lot by the electoral board as in the case of a tie vote for the office.	EB - Cannot Delegate	

515	§ 24.2-617	Candidates/ Ballots	The electoral board or general registrar shall designate one person to be continuously present in the room in which the ballots are printed from the start to the end of the work and ensure that the undertakings of the printer's statement are complied with strictly.	GR/Delegated	
516	§ 24.2-618	Candidates/ Ballots	A member of the electoral board or the general registrar, or an employee of the board or general registrar designated by the electoral board or the general registrar, shall receive the ballots after they are printed and shall certify the number of ballots received.	GR/Delegated	
517	§ 24.2-618	Candidates/ Ballots	The certificate [of the number of printed ballots received] shall be filed with other materials for the election.	GR/Delegated	
518	§ 24.2-619	Candidates/ Ballots	A member of the electoral board or the general registrar, or some other person designated by the electoral board or the general registrar, shall cause the seal of the board to be affixed in his presence to every ballot printed as provided in this chapter ... The member of the board, general registrar, or other person designated to oversee sealing of the ballots shall sign a statement, subject to felony penalties for making false statements pursuant to § 24.2-1016, that the seal of the electoral board was affixed to the ballots in his presence in the manner prescribed by law, setting forth the name of every person taking part in the affixing of the seal, and stating that he has faithfully performed his duties. His statement shall be filed with the minutes of the board.	GR/Delegated	
519	§ 24.2-620	Candidates/ Ballots	The electoral board or general registrar shall cause to be made, in the presence of at least one member of the board or a designee of the board, one or more packages of ballots for each precinct in the election district. Each package shall contain a number of ballots determined by the board or general registrar.	GR/Delegated	

520	§ 24.2-621	Candidates/ Ballots	Before every election the secretary of the electoral board, or another board member, board employee, or the general or a deputy registrar designated by the board, shall deliver to an officer of election of each precinct the official ballots for that precinct and obtain a receipt for the package or packages and a certificate that the seals are unbroken. If the secretary or other such designated person is unable to deliver the official ballots, another member of the board shall deliver the ballots.	GR/Delegated	
521	§ 24.2-623	Candidates/ Ballots	[Ballot] containers shall be kept by the electoral boards for use in the precincts.	GR/Delegated	
522	§ 24.2-639	Candidates/ Ballots	The keys to the equipment and any electronic activation devices that are required for the operation of electronic voting equipment shall be delivered, prior to the opening of the polls, to the officer of election designated by the electoral board or general registrar in a sealed envelope on which has been written or printed the name of the precinct for which it is intended.	GR/Delegated	
523	§ 24.2-641	Candidates/ Ballots	The electoral board or general registrar shall provide for each precinct in which any voting or counting machines are used two sample ballots for each ballot style in use at that precinct. Such sample ballots shall be posted for public inspection at each polling place during the day of election.	GR	
601	§ 24.2-109(B)	Election Administration	The electoral board shall perform the duties assigned by this title including ... the conduct of the election	EB	
602	§ 24.2-310(C)	Election Administration	Polling places shall be accessible to qualified voters as required by the provisions of the Virginians with Disabilities Act..., the Voting Accessibility for the Elderly and Handicapped Act..., and the Americans with Disabilities Act relating to public services The State Board shall provide instructions to the local electoral boards and general registrars to assist the localities in complying with the requirements of the Acts.	EB/GR/Shared	

603	§ 24.2-310(D)	Election Administration	If an emergency makes a polling place unusable or inaccessible, the electoral board or the general registrar shall provide an alternative polling place and give notice of the change in polling place, including to all candidates, or such candidate's campaign, appearing on the ballot to be voted at the alternative polling place, subject to the prior approval of the State Board.	EB/GR/Shared	
604	§ 24.2-604.1	Election Administration	The electoral board or the general registrar shall 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.	EB/GR/Shared	
605	§ 24.2-609	Election Administration	Each electoral board or general registrar shall provide at each polling place in the county or city one or more voting booths. At least one booth shall be an enclosure which permits the voter to vote by printed ballot in secret and is equipped with a writing surface, operative writing implements, and adequate lighting.	EB/GR/Shared	
606	§ 24.2-610(C)	Election Administration	The electoral board, general registrar, and officers of election shall comply with the requirements of this title and the instructions of the State Board to ensure that the pollbooks, ballots, voting equipment keys, and other materials and supplies required to conduct the election are delivered to the polling place before 6:00 a.m. on the day of the election and delivered to the proper official following the election.	EB/GR/Shared	
607	§ 24.2-632(A)	Election Administration	[T]he electoral board and general registrar shall employ custodians of voting equipment. The custodians shall be fully competent, thoroughly instructed, and sworn to perform their duties honestly and faithfully, and for such purpose shall be appointed and instructed at least 30 days before each election.	EB/GR/Shared	
608	§ 24.2-632(A)	Election Administration	The final testing of the equipment prior to each election shall be done in the presence of an electoral board member, a representative of the electoral board, the general registrar, or their authorized representative.	EB/GR/Shared	

609	§ 24.2-637	Election Administration	Before the time to open the polls, each electoral board shall ensure that the general registrar has the voting and counting equipment and all necessary furniture and materials at the polling places, with counters on the voting or counting devices set at zero (000), and otherwise in good and proper order for use at the election.	EB - Cannot Delegate	
610	§ 24.2-649(B)	Election Administration	In any locality designated as a covered locality pursuant to § 24.2-128, the local electoral board shall ensure that interpretation services in the language of the applicable minority group are available and easily accessible to voters needing assistance pursuant to this subsection.	EB/GR/Shared	
701	§ 24.2-653.01(A)	Provisional Ballots	The electoral board shall meet on the day following the election and determine whether each person having submitted a provisional vote ... was entitled to do so as a qualified voter in the precinct in which he offered the provisional vote	EB - Cannot Delegate	<i>Suggested:</i> After polls have closed, the general registrar and their staff may unseal the envelopes containing provisional envelopes for purposes of provisional voter research and registration.
702	§ 24.2-653.01(C)	Provisional Ballots	If the electoral board determines that such person was entitled to vote, the name of the voter shall be entered in a provisional votes pollbook and marked as having voted, the envelope shall be opened, and the ballot shall be placed in a ballot container without any inspection further than that provided for in § 24.2-646.	EB	
703	§ 24.2-653.01(D)	Provisional Ballots	On completion of its determination of provisional ballots, the electoral board shall proceed to count such ballots	EB	
704	§ 24.2-653.01(D)	Provisional Ballots	On completion of its determination of provisional ballots, the electoral board shall proceed to ... certify the results of its count [of provisional ballots].	EB - Cannot Delegate	
705	§ 24.2-653.01(E)	Provisional Ballots	The certification of the results of the count together with all ballots and envelopes, whether open or unopened, and other related material shall be delivered by the electoral board to the clerk of the circuit court and retained by him as provided for in §§ 24.2-668 and 24.2-669.	EB/GR/Shared	
801	§ 24.2-109(B)	Canvass/ Certification/ Recounts	The electoral board shall perform the duties assigned by this title including ... the ascertaining of the results of the election.	EB - Cannot Delegate	

802	§ 24.2-671(A)	Canvass/ Certification/ Recounts	Each electoral board shall meet at the clerk's or general registrar's office of the county or city for which they are appointed at or before 5:00 p.m. on the day after any election.	EB - Cannot Delegate	
803	§ 24.2-671(A)	Canvass/ Certification/ Recounts	Written directions to the location of any room other than the clerk's or general registrar's office where the board will meet shall be posted at the doors of the clerk's and general registrar's offices prior to the beginning of the meeting.	GR	
804	§ 24.2-671(B)	Canvass/ Certification/ Recounts	The board shall open the returns delivered by the officers and ascertain from the returns the total votes in the county or city, or town in a town election, for each candidate and for and against each question	EB - Cannot Delegate	
805	§ 24.2-642	Canvass/ Certification/ Recounts	[In the event of an inoperative voting machine, o]n the day following the election, the electoral board shall meet and ascertain the results from the inoperative machine in accordance with the procedures prescribed by the machine's manufacturer and add the results to the results for the precinct to which the machine was assigned.	EB - Cannot Delegate	
806	§ 24.2-671(B)	Canvass/ Certification/ Recounts	Once the result is so ascertained, the secretary of the electoral board shall deliver one copy of each statement of results to the general registrar to be available for inspection when his office is open for business.	EB/GR/Shared	
807	§ 24.2-671(B)	Canvass/ Certification/ Recounts	The secretary shall then return all pollbooks, any printed inspection and return sheets, and one copy of each statement of results to the clerk.	EB/GR/Shared	
808	§ 24.2-671(C)	Canvass/ Certification/ Recounts	A report of any changes made by the local electoral board to the unofficial results ascertained by the officers of election or any subsequent change to the official abstract of votes made by the local electoral board shall be forwarded to the State Board of Elections and the explanation of such change shall be posted on the State Board website.	EB/GR/Shared	
809	§ 24.2-671.2(B)	Canvass/ Certification/ Recounts	Risk-limiting audits conducted pursuant to this section shall be performed by the local electoral boards and general registrars under the supervision of the Department and in accordance with the procedures prescribed by the State Board...	EB/GR/Shared	

810	1VAC20-60-80(B)	Canvass/ Certification/ Recounts	[A] local electoral board shall follow the process in [1VAC20-60-80(B)] to request a risk-limiting audit of a contested race within its jurisdiction...	EB	
811	§ 24.2-671.2(G)	Canvass/ Certification/ Recounts	The local electoral board and general registrar shall conduct a risk-limiting audit within their jurisdiction at the date, time, and location noticed by the Department.	Shared	
812	§ 24.2-671.2(G)	Canvass/ Certification/ Recounts	At least one member of the local electoral board representing each party shall participate in the risk-limiting audit and be present for the duration of the risk-limiting audit when ballots are being selected and counted and calculations are being made.	EB - Cannot Delegate	
813	§ 24.2-671.2(H)	Canvass/ Certification/ Recounts	The local electoral board in coordination with the general registrar shall promptly report the results of a risk-limiting audit of any contested races ... in their jurisdiction to the Department.	EB/GR/Shared	
814	§ 24.2-671.2(H)	Canvass/ Certification/ Recounts	The results of any risk-limiting audit for a local contested race shall also be retained by the local electoral board.	EB/GR/Shared	
815	§ 24.2-674	Canvass/ Certification/ Recounts	If, prior to a recount, two or more persons have an equal number of votes for any county, city, town, or district office, and a higher number than any other person, the electoral board shall proceed publicly to determine by lot which of the candidates shall be declared elected.	EB - Cannot Delegate	
816	§ 24.2-675	Canvass/ Certification/ Recounts	As soon as the electoral board determines the persons who have received the highest number of votes for any office, the secretary shall make out an abstract[s] of the votes	EB/GR/Shared	
817	§ 24.2-532	Canvass/ Certification/ Recounts	*Primary* [T]he secretary of the board shall immediately make out abstracts and certificates of the votes cast as provided in § 24.2-675 and forward certified copies thereof to the State Board. The secretary in addition shall place certified copies thereof in an envelope and forward them in person or by certified mail[,] for county and city and district officers, to the chairman of the county or city.	EB/GR/Shared	
818	§ 24.2-675	Canvass/ Certification/ Recounts	The abstracts shall be certified and signed by the electoral board [and] attested by the secretary	EB - Cannot Delegate	
819	§ 24.2-675	Canvass/ Certification/ Recounts	[The abstracts shall be] retained by the electoral board as part of its records.	EB/GR/Shared	

820	§ 24.2-675	Canvass/ Certification/ Recounts	A copy of each [abstract], certified under the official seal of the electoral board, shall immediately be mailed or delivered by hand to the State Board.	Shared	
821	§ 24.2-675	Canvass/ Certification/ Recounts	One certified copy of each abstract of votes shall be forwarded (i) to the clerk of the city council or board of supervisors and recorded in its record book, (ii) for town elections, to the clerk of the town council and recorded in its minute book, and (iii) for each local referendum, to the circuit court for the locality.	Shared	
822	§ 24.2-676	Canvass/ Certification/ Recounts	[T]he secretary shall make out certificates of election for each county, city, town, or district office other than an office shared by more than one county or city, or any combination thereof.	Shared	
823	§ 24.2-676	Canvass/ Certification/ Recounts	The secretary, or another board member or registrar designated by the secretary, shall deliver in person or the secretary shall transmit by certified mail the certificate to the person elected, as soon as such person has complied with the provisions of § 24.2-948.2.	EB Secretary/GR	
824	§ 24.2-802.1(A)	Canvass/ Certification/ Recounts	The [recount] petitioner and his counsel and each other party and their counsel under supervision of the electoral board and its agents shall have access to pollbooks and other materials used in the election for examination purposes	EB/GR/Shared	
825	1VAC20-80-20(D)	Canvass/ Certification/ Recounts	After a recount has been requested ... and prior to the preliminary hearing ... the electoral board of each county or city in which the recount is to be held shall provide the court and all parties to the recount with [the required information in 1VAC20-80-20(D)(1-4)].	EB/GR/Shared	
826	1VAC20-80-20(H)	Canvass/ Certification/ Recounts	The ... appropriate electoral boards shall provide any other [recount] assistance requested by the court.	EB - Cannot Delegate	
901	§ 24.2-109(B)	Absentee	The electoral board shall perform the duties assigned by this title including ... the administration of absentee ballot provisions	EB/GR/Shared	
902	§ 24.2-701.1(B)	Absentee	The electoral board of each county and city shall provide for absentee voting in person in the office of the general registrar or a voter satellite office established pursuant to § 24.2-701.2.	EB/GR/Shared	

903	§ 24.2-701.2(C)	Absentee	Voter satellite offices shall be accessible to qualified voters as required by the provisions of the Virginians with Disabilities Act..., the Voting Accessibility for the Elderly and Handicapped Act..., and the Americans with Disabilities Act relating to public services The State Board shall provide instructions to the local electoral boards and general registrars to assist the localities in complying with the requirements of the acts.	EB/GR/Shared	
904	§ 24.2-701.2(F)	Absentee	If an emergency makes a voter satellite office unusable or inaccessible, the electoral board or the general registrar shall provide an alternative voter satellite office, subject to the approval of the State Board, and shall give notice of the change in the location of the voter satellite office.	EB/GR/Shared	
905	§ 24.2-707.1(D)	Absentee	Absentee ballots shall be collected at least daily by (i) two officers of election or electoral board members representing the two major political parties where practicable or (ii) two employees from the office of the general registrar, unless the drop-off location is in the office of the general registrar, in which case the general registrar or a deputy general registrar may collect the absentee ballots.	GR	
906	§ 24.2-710(B)	Absentee	On the day before the election, the electoral board shall deliver one copy of the [absentee voter list] provided to it by the general registrar to the chief officer of election for each precinct. The list shall be attested by the secretary of the electoral board who shall be responsible for the delivery of the attested lists to the chief officer of election for each precinct.	GR	
907	§ 24.2-711(C)	Absentee	The secretary of the electoral board shall deliver all absentee ballots received after the election to the clerk of the circuit court.	EB/GR/Shared	
908	§ 24.2-711.1(B)	Absentee	The electoral board of each county and city shall send a written explanation of the reason for rejection of an absentee ballot to the voter whose absentee ballot is rejected within 90 days of the date on which the ballot is rejected.	GR	

1001	§ 24.2-410.2(B)	Security	The electoral board of each county and city that utilizes supporting technologies to maintain and record registrant information shall develop and annually update written plans and procedures to ensure the security and integrity of those supporting technologies. All plans and procedures shall be in compliance with the security standards established by the State Board pursuant to subsection A.	EB - Cannot Delegate	<i>Suggested:</i> In consultation with the general registrar.
1002	§ 24.2-410.2(B)	Security	Each electoral board shall report annually by March 1 to the Department of Elections on its security plans and procedures.	EB	
1003	§ 24.2-625.1(C)	Security	Two members of any local electoral board may conduct site visits for the sole purpose of investigating compliance with security policies and procedures [P]rior to conducting such site visits, the board shall hold an open meeting, as defined in the Virginia Freedom of Information Act, and shall identify at that meeting its intention to conduct such site visits, the dates on which such visits will occur, and all polling places or other locations at which such visits will occur, withholding only information identifying secure sites at which voting and counting equipment or ballots are stored. No later than 30 days after any site visit has been conducted pursuant to this paragraph, the board shall hold an open meeting, as defined in the Virginia Freedom of Information Act, at which it shall identify each location visited and the date on which each such location was visited, withholding only information identifying secure sites at which voting and counting equipment or ballots are stored.	EB - Cannot Delegate	
1004	§ 24.2-625.1(D)	Security	The electoral board of each county and city that utilizes electronic voting systems shall develop and annually update written plans and procedures to ensure the security and integrity of its electronic voting systems. The general registrar and the State Board shall provide the electoral board assistance, upon request.	EB - Cannot Delegate	
1005	§ 24.2-659	Security	The State Board, local electoral board, or general registrar shall provide such parties and candidates reasonable advance notice of the examination [of any sealed voting systems].	EB/GR/Shared	

Virginia General Assembly: Lisa Gooden noted that the Virginia General Assembly will convene January 14, 2026 and that there is some discussion about a special election for April (Congressional Redistricting); a June Primary; possibly a special election for August; plus, the November 3 General Election. She said members would be kept up to date as information as it becomes available.

Registrant Count: An updated list was provided, and it was noted that the total registered voters as of January 9, 2026, was 60,856.

Annual Security Plan (Closed Meeting): Lisa Gooden noted that this annual meeting will be held in the Annex on Tuesday, February 24 at 10 AM with Michael Bowen, Technology Director, and Dusty Moyer, Deputy Technology Director.

Discussion of 101-Broadway Precinct: Lisa Gooden mentioned that prior to formal consideration being given to moving this polling location, additional signage/cones may be advantageous. Also, possibly having at least one officer outside to monitor parking and campaigner activity could assist with issues experienced in November 2025 (ultimately up to EB). Members agreed to review this matter further.

Update on 503-McGaheysville Precinct: Lisa Gooden said, according to Steve Reid, Maintenance Director for RCPS, major renovations at this location will occur from February 2026 through August 2027. During this timeframe, the school will not be available for voting. Members were to tour Cub Run Elementary School (1451 S. Montevideo Circle, Penn Laird 22846) after the meeting. (Note: based on its close proximity of Cub Run Elementary and McGaheysville Elementary, members felt this would be the best option for temporarily relocating the 503-McGaheysville polling location from February 2026 through August 2027, with the gymnasium being used for voting.)

Tour of Dayton Fire Station for Possible Relocation of Precinct 205-Silver Lake: Lisa Gooden noted that, with the development of the new Dayton Fire Station, members would tour this new facility at the close of the meeting and later determine whether to give further consideration of relocating the 205-Silver Lake from its current location at the Woodmen Life Building, 3045 John Wayland Highway, Dayton, to the new Dayton Fire Station.

Registrar’s Note: At the close of the meeting and in addition to the tours at Cub Run Elementary and the new Dayton Fire Station, members of the Board drove to the Broadway area to look at the current 101-Broadway polling location. Members agreed that the parking lot is in dire need of attention/repairs and parking spaces need to be marked. Members also drove to other areas of Broadway to get a visual of other sites that could be considered if this polling place is moved in the future.

Respectfully,

A handwritten signature in black ink that reads "Susan C. Threewitts". The signature is written in a cursive style with a large, decorative flourish at the end of the name.

Susan C. Threewitts, Secretary