

APPROVED

Galax City Electoral Board
Sept. 5, 2017 2:30 p.m.

Norma Haynes called the meeting to order at 2:30 p.m. with Melba Knox , Sylvia Richardson and Stacey Reavis, Registrar, present. Stacey gave us the old layouts of precincts for us to mark new changes considering new equipment. The minutes for August 1 and July 27 meetings were read and passed. .

We discussed the updated instructions Stacey had been working to complete. Areas discussed with final copies to be distributed later include the following:

1. We decided to ponder, whether more than 2 poll workers were needed to be present to do the SOR on the night of the election. Melba felt more than 2 needed to be present, since it is such an important part of the election and often has mistakes. Others felt other jobs needed to be accomplished, such as putting up equipment. The discussion concluded, we need to ponder before the next meeting, whether maybe 3 or 4 might be better to be present for SOR.
2. Six officers of election would be used in the November 7 election.
3. Chief tips discussed.
4. Privacy Folder discussed.
5. Greeter Instructions discussed.
6. Spoiled Ballot Policy discussed.
7. Voided Ballot Policy discussed.
8. Curbside Policy discussed.
9. Equipment return policy discussed. Chiefs will return voting booths to the Registrar's office on election night.
10. New SOR with changes was discussed.
11. Ethernet Switch will be discontinued and Electronic Poll Books must still be coordinated.
12. Election Day Guide was discussed with few changes.
13. "What if" Guide will be about the same.

Next meeting will be September 18 Monday at 10:00 a.m. in 1st floor Conference Room for CAP Scanner and ADA Unit Logic and Accuracy Testing.

October 3, 2:30 p.m. we will discuss the details of the Training Session.

Meeting adjourned at 4:45 p.m.

Respectfully submitted,

Melba M. Knox, Secretary