

**APPROVED**

Galax City Electoral Board  
March 30, 2018, 2:40 p.m.

Melba Knox, and Sylvia Richardson met with Stacey Reavis, Registrar, to discuss elections in 2018 and the appointment of 3<sup>rd</sup> member of Electoral Board. Sylvia called the meeting to order at 2:40 p.m. Norma Haynes resigned due to her son running in City Council Election.

Elections for 2018 discussed preparations for May 1 for Galax City Council and June 12 for Primary Elections. The oath by poll workers for future elections for 2018 was completed with a few exceptions, one being in Arizona. Board members reported on the availability of poll workers for May 1 and June 12. Robin Fincher and Martha Easter volunteered as new poll workers after training for 2018. A few conflicts were noted for the June election. Stacey provided a tentative list for May 1 Election.

No new Electoral Board has been appointed by Brandon Boyles, Republican Party Chair person. The Board expressed hopes that an EB member will be appointed and approved before the May 1 Election and June VEBA meeting in Richmond.

The L and A testing instructions for the Optical Scan unit and ADA unit have been completed by Stacey.

The Scanner, in order to have a working back up, has been shipped to the Winchester to correct a problem and members signed a Security Incident letter for Envelope 2, for the machine problem, not a security problem.

A sample Galax City Council Ballot was supplied by Stacey to us showing 5 candidates running for 4 positions on May 1, 2018

The Annual training for Electoral Board Members will take place June 25, 26 at Double Tree Hotel. Reservations have been made close by June 24, 25, 26 at Four Points Hotel in the Richmond area for our delegation. Hopefully, the new Board member will be able to attend, since attendance is required of new appointees.

Instructions for the June 12 Dual Primary will be needed for ESO Dual Instructions.

April 4, Wednesday, Test and Seal will take place at 9:00 a.m. Melba will attend.

April 23, Monday CAP training will take place at 10:00 a.m.

Minutes for the February 1 were approved.

Handouts by Stacey included:

Election Night, Provisional Ballot Meeting, and Canvas-Helpful Resources, Reminders, Directions and Tips for Elect

Absentee Ballot after Election Requirements- Helpful Resources, Reminders, Directions, and Tips

Elections Records and related Items - Clerk of the Circuit Court Guidance

City of Galax ADA UNIT – Open Elect Voting Interface (OVI) L & A Testing Form

City of Galax SCANNER – OpenElect Voting Optical Scan(OVO)- Cap L & A Testing Form

Meeting adjourned at 3:12 p.m.

Respectfully submitted,

Melba M. Knox, Secretary