

APPROVED

Galax City Electoral Board
April 19, 5:40 p.m.

Melba Knox, Sylvia Richardson, and Darla Mays met to elect officers for the Galax Electoral Board. Sylvia, Vice Chairman called the meeting to order at 6:40 p.m. in City Council Chamber Private Room.

Darla Mayes was elected Chairman, Sylvia Richardson elected Vice Chairman and Melba Knox was elected Secretary.

Sylvia and Melba welcomed Darla to the Board and shared information regarding responsibilities and procedures. Darla had been a past poll worker, so she was acquainted with general election knowledge. Since Darla is a full time employee we decided to have meetings at 2:30 p.m., mostly since she can go to work early to accommodate this time. We will adjust when needed.

We discussed what we usually do before an election, during an election and after an election. Before- preparing, setting up polls the night before, getting workers, checking them out , planning a roster, etc. During- appearing at 5:00 a.m. at an assigned poll area to be helpful if an emergency arises, getting and paying for breakfast for your poll workers, moving from poll to poll to be visible and helpful throughout the day, after doing the canvas while going to Independence with poll envelopes and checking accuracy, returning and signing forms, etc. Electoral Board workers have State meetings to attend.

After our discussions we attended the Optical Scan workshop in City Council facilities. Darla decided to be responsible for East, Melba for South and Sylvia for North.

Meeting adjourned 6:07 p.m.

Respectfully submitted,

Melba M. Knox, Secretary