

County Of Bath, Virginia  
65 Courthouse Hill Road  
Warm Springs, Va. 24484

Bath County Historical Society Board Room

Wednesday, February 7, 2024  
Electoral Board Regular Meeting

Nancy Peery, Chair; Karen Allen, Vice Chair; Liz Knapp, Secretary  
Donna Weaver, General Registrar

**Call to Order and Pledge of Allegiance:** 3:00 pm

- Present at meeting: Nancy Peery, Karen Allen, Liz Knapp, Donna Weaver, and Michael Bender, Bath County Administrator

**Closed Meeting:**

Karen made a motion, which was seconded by Nancy, pursuant to Section 2.2-3711 subsection A34 of the Code of Virginia, 1950, as amended, to discuss and consider matters of election security made confidential under Virginia Code section 24.2-410(2)e for the Board to convene a closed meeting. Ayes 3 Nays 0

**Certificate of Closed Meeting:**

WHEREAS, the Bath County Electoral Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Bath County Electoral Board that such closed meeting was conducted in conformity with Virginia law,

NOW, THEREFORE, BE IT RESOLVED, that the Bath County Electoral Board certifies that, to the best of each member's knowledge:

1. Only business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certificate resolution applies, and
2. Only such business matters as were identified in the motion convening the closed meeting were heard, discussed, and considered by the Bath County Electoral Board.

A motion to come out of the closed meeting regarding election security was made by Karen and seconded by Liz. Ayes 3 Nays 0

**Approval of Minutes:**

- The minutes of the January 10, 2024 Regular Board meeting were approved without changes.

**New Business:**

- Discussions with Mr. Bender regarding the need for backup for voting locations and our emergency contingency plans; lease agreement with voting locations; and budget issues.

Donna will provide Mr. Bender with the cost to replace all voting equipment to consider future budget reserve needs. She also informed Mr. Bender of the possibility of a State requirement for

a Deputy Chief General Registrar in every office, working full-time at 60% of the General Registrar's salary.

Regarding emergency locations and a contingency plan, the Board will make note of any potential alternate polling locations on March 5<sup>th</sup>. It will also check with other counties at the VEBA meeting in March about their plans; review the County emergency plan and begin drafting one for elections; and arrange for a work session with the County Board of Supervisors for their input on alternative locations.

Regarding lease agreements, the Board agreed to meet with the owners/managers of the polling locations to review the lease agreement in person. The Board will also ask the appropriate County Supervisor to attend the meetings.

**Chairman's Report:**

- The Voting Equipment Custodian job description was reviewed and approved by the Board.
- Karen made a motion to move the regular March meeting scheduled for March 13<sup>th</sup> to March 8<sup>th</sup> at 3pm, after the final Canvass. Liz seconded and all agreed.
- Primary election dates:
  - January 19, 2024 – Early voting began
  - February 12, 2024 - Last day to register to vote
  - February 23, 2024 - Deadline to request absentee by mail ballot
  - February 24, 2024 - Saturday voting
  - February 27, 2024 – Preprocessing of returned absentee ballots 1pm
  - March 1, 2024 – Preprocessing of returned absentee ballots 1pm
  - March 2, 2024 - Last day of in person early voting
  - March 5, 2024 – Election Day – dual Presidential primaries
  - March 6, 2024 – Canvass 10am to be continued on March 8<sup>th</sup> at 1pm
  - March 8, 2024 – Final canvass and processing of absentee ballots 1pm to be followed at 3PM by the Board's regular meeting.
- Liz made a motion to move the regular Board meeting from May 8, 2024 to May 15, 2024. Karen seconded and all agreed.

**General Registrar's Report:**

- Discussion regarding reappointment of Officers of Elections – 13 OEs have returned their oaths; the rest will be received at training. We are down two OEs (three for this election only). We have one new OE and two with outstanding paperwork. The Board will continue to encourage the parties to ask members to work. Current OEs will be asked to "refer a friend."
- Donna gave all Board members a copy of the March 5<sup>th</sup> Precinct Location and OE List as well as a Chief OE Contact Information list.

**Public Comment:** No public attendance at this meeting.

Nancy adjourned the meeting at 4:30pm. The next meeting will be on Wednesday, March 6, 2024 at 10am for election Canvass to be continued until Friday at 1pm for final election Canvass followed by the regular Board meeting at 3pm.