



# Northumberland County, Virginia

## Minutes of Electoral Board Meeting



Date:	April 8, 2025	Member Attendees		Present
Location	Registrar's Office	Chair:	Susan Ruberry	Yes
Call to order	9:30 AM	Vice Chair:	Austin Schmidt	Yes
Adjourned	11:25 AM	Sect:	Bob Heller	Yes
Others Present		Registrar:	Kathy Davenport	As needed
Guests Present: No members of public or political party representatives were present.				

**Previous Minutes:** Minutes of March were approved and previously posted.

### Agenda Items:

#### ❖ June Primary

- If we have a June 17<sup>th</sup> “dual” primary will not be known until April 14/15. In case no primary, or a filed candidate is unopposed, their filing fee is to be refunded. The GR will advise the county per VA code §24.2-524 (b).
- Early voting begins May 2
- ELECT is expected to provide ballot proofs Monday, April 14. SR & BH will meet with GR to review following notice that the proofs have been received..
- L & A testing for June 17 primary will begin on April 29 @ 9:30 with priority being preparation for May 2<sup>nd</sup> Early Voting. If time permits, we will continue testing for the remainder of equipment for June 17. Test ballots & forms will need to be prepared first.
- CAP/Absentee Ballots – Pre-processing will be held on 6/10, 6/14 and 6/17.

#### ❖ Election Officers:

- We are in the middle of re-appointment of all officers for the next 2-year term. +/- 80% have responded positively so far with the end of month deadline. In early May we will begin making assignments for the upcoming Primary election with needed training being determined following assignments.
- We have 2 vacancies in Asst. Chief Officer positions; In the 3rd Pct an AC is needed for June, and in 5th Pct we need a new AC going forward. Recruitment is underway.
- New Poll Pads – The voter check-in process will not change. To enhance familiarity with the new equipment prior the election we will set up “demo days” in late May inviting Election Officers to a hands-on overview. The updated Role Binder and training materials are being updated as needed.

#### ❖ Other Business:

- All ELECT advisories for the past month were reviewed with action taken when needed.
- At the March meeting we identified the need for additional vDrives for the November election. It is further realized today that due to 24 months hold on all materials from 2024 elections, we would need additional for use in Nov '25 and a potential June '26 primary. We decided to determine that quantity at our May meeting and make that purchase this FY since funds are available. See next item regarding the FY budget.

- FY budget was reviewed. With 3 months to next FY, we are in good standing. However, the Chair will initiate a transfer of \$3,500 from Capitol Outlay to Repairs & equipment to better accommodate funds for the purchase of additional vDrives for the November election.
- Canvas following the Primary will begin June 18 but pause for the Juneteenth holiday (county offices closed) on the 19th. It cannot be finalized until June 23 due to ELECT advising on potential SDR duplications.
- We have been advised of the potential of a November referendum by a voter group. We will monitor & react as appropriate.

Action Items:

1. The registrar will advise regarding confirmation of primary and ballot proofing as needed.
2. The secretary will initiate Election Officer assignments and training adjustments as needed prior to our next meeting.
3. The Chair will initiate a transfer of \$3,500 from Capital Outlay to Repairs & equipment for the current FY.

Signatures

Signed and accepted on: 

Date: April 11, 2025

Susan RuberryChair

Signed by: Susan Ruberry

Austin SchmidtVice Chair

DocuSigned by: Austin B Schmidt

Bob HellerSecretary

DocuSigned by: R. Heller