



Northumberland County, Virginia

Minutes of Electoral Board Meeting



Date:	Nov 20, 2025	Member Attendees		Present
Location	Registrar's Office	Chair:	Susan Ruberry	Yes
Call to order	9:54am	Vice Chair:	Austin Schmidt	Yes
Adjourned	10:56am	Sect:	David Heath	Yes
Others Present		Registrar:	Kathy Davenport	If needed
Guests Present:	None			

Approval of Previous Minutes The minutes of the November 5–14, 2025 Canvass Meeting were presented. Motion: To approve the minutes as presented. Action: Motion carried unanimously.

Resignation of Chair Chair Susan Ruberry submitted her resignation effective immediately upon adjournment of this meeting. The Board expressed appreciation for her service.

Agenda Items Discussed

- Fiscal Year 2026 Budget* The Board will await monthly financial reports from the Northumberland County bookkeeper. The goal remains to submit the FY 2026 Electoral Board budget to the County prior to the end of calendar year 2025.
- FOIA Request Regarding Election Equipment* The Board fulfilled a Freedom of Information Act request concerning election equipment on November 11, 2025, via email response.
- Board of Supervisors Inquiry – “Sole Source” Vendor Justification* The Board informed the Board of Supervisors that only one vendor is currently certified to VVSG 2.0 standards. Given the County's requirements and the necessary certification, testing, and delivery timelines for the 2026 elections, no other vendor can meet the deadlines. This constitutes a sole-source procurement.
- Election Equipment – Hart InterCivic Quote* The Board is scheduling additional meetings with Hart InterCivic representatives to review and refine the pending equipment quote.
- Office Lease and Fuel Purchases* Responsibility for the General Registrar's and Electoral Board office lease and heating-oil/fuel purchases rests with the Northumberland County Administrator. The Electoral Board has provided input and is awaiting a response.
- Election Officer (EO) Survey* The Board revised the post-election survey to be distributed only to Chiefs and Assistant Chiefs. Distribution date to be determined.

Closed Session

Motion by the Secretary: "I move that the Electoral Board of Northumberland County, Virginia, convene in closed session pursuant to Virginia Code § 2.2-3711(A)(1) and § 2.2-3712 for the purpose of discussing the ELECT Annual Bonus program, compensation matters raised by the Board of Supervisors in their closed session last Thursday, and how these may relate to Commonwealth-mandated raises and bonuses for Electoral Board members and the General Registrar." The motion was seconded and passed unanimously. The Board entered closed session at approximately 10:40 AM.

Open session

Motion by the Secretary: "I move that the Electoral Board certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed, or considered, and (ii) only such public business matters as were identified in the motion to convene the closed session were heard, discussed, or considered." The motion was seconded and passed unanimously.

Adjournment

No further business being brought before the Board, a motion to adjourn was made, seconded, and passed unanimously. The meeting adjourned at 10:56 AM.

Signatures

Signed and accepted on:

Date: 11.24.25

Austin Schmidt Acting Chair



Austin Schmidt Vice Chair



David Heath Secretary

