

**DRAFT Minutes of the Madison County Electoral Board (EB) Meeting
2 February 2022 at 1:00 p.m.; 414 N. Main St., Madison VA**

- **Call to Order:** Lauren Eanes called the meeting to order at 1:00 p.m.
- **Attendees:** Chairman, Leri Thomas; Vice-Chairman, Annette Hyde; Secretary, Margaret “Fred” Douglas; Madison County Registrar, Lauren Eanes; *and Madison County Republican Party Chairman, Jim Smith (observer).*
- **Administration:**
 - The minutes of 19 January 2022 were approved and signed, without changes.
 - The agenda for 2 February 2022 was approved, without changes.
 - The EB agreed that for future EB meetings, an agenda item that allows for public comment at the end of the EB meeting, will be added.
- **Election of Electoral Board (EB) Officers:**
 - The following officers were confirmed by vote for the 2022 calendar year: Chairman, Leri Thomas; Vice-Chairman, Annette Hyde; and Secretary, Fred Douglas
 - EB job responsibilities were discussed, allocated, and agreed upon by the three EB members. (See Page 2 of the minutes.)
- **Appointment of Officers of Election (EOs):**
 - The list of potential EOs for the June 2022 primary were reviewed and confirmed.
 - Notional/first try assignments, matching EOs to precincts, were made. The assignments are not included in the minutes because the EB intends to review and revise the notional assignments in April, when it is closer to the Primary election.
- **Review of Election Dates for 2022:** The following dates were confirmed.
 - Primary – 21 June 2022
 - General Election – 8 November 2022
- **Assignment of Responsibility for Review/Update of the Security Plan:**
 - Leri Thomas accepted the responsibility of updating the *Voting Systems Security Plan* of April 2020. This update will be accomplished in coordination with the Registrar, Lauren Eanes. The update will be completed by 18 February so that EB members may review and approve the plan before a letter certifying its update is provided to ELECT on 25 February 2022.
- **Review of Any New ELECT Advisories:**
 - There were no new ELECT advisories to review.
- **Adjourn:** The meeting was adjourned by Chairman, Leri Thomas at 2:42 p.m.
- **Future/To Do Before the Next Meeting;** Post the order of Primary to the website on/before 14 March 2022.
- **Next Meeting; 7 April 2022 at 1:00 p.m. at 414 N. Main St, Madison, VA 22727.**
- **Public Comments:**
 - Jim Smith recommended that the EOs NOT suggest that people vote in the opposite party’s primary. The EB concurred and will include this in EO training.

Madison County Electoral Board

EB Job	Everyone's Responsibility	Specific EB Member Responsibility
Elect Advisories	Be aware of and adhere to them	Annette Hyde – Keep copies and brief EB on important ones
Ballots	Provide information to go on the ballot, agree on number to order, share responsibility for ensuring they are always secure, follow laws for how to print extras if necessary	Everyone
Polling Places	Continually assess/reassess polling facilities to ensure they meet the needs of the precinct, make recommendations for/research other facilities, as required	Everyone
Voting Equipment	Participate in machine upgrades, attend L&A testing of equipment	Everyone
Canvassing	Attend all canvassing, review and report election results, certify elections	Everyone
Election Official Assignments	Participate in a session before each election to make assignments for all EOs in the precincts (e.g., Chief, Asst Chief, Others), and ensure both parties are represented	Everyone
Election Official Interface	Communicate assignments to EOs, adjust times/locations as required, keep accurate phone and email records, and communicate/attempt to correct performance issues	Annette Hyde
Community Interface for Elections	Arrange police to visit precincts and help with traffic, collect and return walkie talkies for Graves Mill and CAP, alert rescue squad/fire	Lauren Eanes
EB Meeting Support	Generate/review/approve/publish meeting announcements, agendas, minutes, website updates. Notify party chairs re: meetings.	Fred Douglas
Election Security and Safety	Review and update election safety and security plan	Leri Thomas
Facility Security and Safety	Review and update facility safety and security plan	Leri Thomas
EO Training Package Development and Publishing/Filing	Review current training package, update package in accordance with law changes and review comments, etc Ensure packages are stored on google drive for access by EB and Registrars	Fred Douglas, Lead Leri Tomas and Annette Hyde, Support
EO Training	Train the EOs at 3 or more training sessions per election	Everyone
EO Training Coordination	Keep accurate list of EOs, their phone numbers and email addresses Keep accurate list of EO who schedule and attend each session, and provide list to Lauren	Annette Hyde, Lead Lauren Eanes, Support
EB Webpage Update	Update EB webpage as required with current election dates, election laws, etc	Lauren Eanes
Google File Update/Sharing	Ensure most current, accurate files are on google drive and accessible to EB and Registrars	Fred Douglas

Prepared by: Margaret Douglas, Secretary; Reviewed and Approved by: Leri Thomas and Annette Hyde