

SALEM VA  
REGISTRAR'S OFFICE

19 East Clay Street

Electoral Board Minutes

October 27, 2025

4:30 pm

Attendees: Elizabeth Bowles - Chair, Mark Claytor -Vice Chair, Katherin Elam- Secretary, Benjamin Leeson – Director of Elections/General Registrar.

The meeting was called to order at 4:30pm by the chair, Elizabeth Bowles.

Minutes from the June meeting were approved by the electoral board, signed and filed.

**First Order of Business** – Early Voting Update

Mr. Leeson reported that staffing has been going well and minor hiccups were remedied within minutes. Officers of Election are finding the early voting process so easy now that they are using electronic pollbooks for check in. There will be at least 3,800 ballots pre-processed on Tuesday, October 28.

**Second Order of Business** – Officers of Election Training Content

The electoral board reviewed the power point and noted which members would address various points during the training.

**Third Order of Business**- Officers of Election Assignments

The board reviewed each precinct for the number of election officers and that the chief and assistant chief are of different political parties. The chiefs and assistants have participated in additional training on the pollbooks and the opening and closing of the polls.

**Fourth Order of Business** – Canvass days and times

The board has agreed to convene in the General Registrar Office for canvass November 5 and November 7 at 11am.

## New Business – Risk Limit Audit

Virginia Department of Elections will have a lottery to determine which municipalities will need to participate in the audit during the week of November 17-21. Ballots will be pulled to match the numbers in the Delegate race that were reported November 7. If Salem is pulled Elizabeth Bowles and Katherin Elam will be among the board members on the audit team.

Vice Chair Claytor made a motion to adjourn the meeting at 4:55 pm.

Elizabeth Bowles Dec 16, 2025

Elizabeth Bowles, Chair Date

Mark Claytor 16 Dec. 2025

Mark Claytor, Vice Chair Date

Katherin Elam Dec. 16, 2025

Katherin Elam, Secretary Date

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