



Electoral Board Minutes

February 5, 2024

4:30pm

19 East Clay Street

The meeting of the City of Salem Electoral Board in accordance with Section 2.2-3707 of the Code of Virginia, 1950 as amended was held Monday, February 5, 2024 and called to order at 4:29pm.

All members of the Board were present in person. Mr. Zachary Agee, Chair, Ms. Elizabeth Bowles, Vice Chair, Katherin Elam, Secretary and Director of Elections – Dana Oliver.

FIRST ORDER OF BUSINESS

The minutes of the December 4 and January 8 minutes were reviewed and approved with the addition of the year 2023 in the January minutes to November and December.

SECOND ORDER OF BUSINESS

Deputy Registrar appointment of Sharon Pratt for the year 2024 was made in a motion by Chair Agee and seconded by Vice Chair Bowles, the motion carried.

Six officers of election have been approved as presented in a motion by Chair Agee and seconded by Vice Chair Bowles. The motion carried. The six newly appointed officers will serve through December 2025 and they are: Judy Lansing, Linda A. Jones, Ashlee Wyckoff, Dorothy E. Cleary, Rebecca Doss and Helen Moe.

In a review of the election calendar, the Director of Election pointed out that we have two primaries in March and June and the federal election in November. The latter election will also include the City Council race with five people running for three seats, two of those are incumbents.

Ms. Oliver indicated that staffing is day to day but there are six people she can call on to assist her. Currently the staff are working on mail in ballots. Multiple absentee ballots are being returned as undeliverable, these individual ballots cannot come off the election mailing list until they have been through two federal elections.

Chair Agee has created a **Jotform** survey to email to our Officers of Election to seek their input in preparing for future training for this cohort. It is hopeful the survey will go out and be returned by February 26.

THIRD ORDER OF BUSINESS

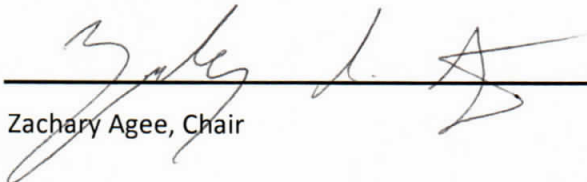
Officer of Election on Training content is still but the newest additions will be 1) the new Statement of Results to record dual primary totals by precinct. 2) The method for distributing the correct party ballots to the voter. We will use laminated square scraps of paper with Rs and Ds to denote the proper ballot request and ensure accuracy.

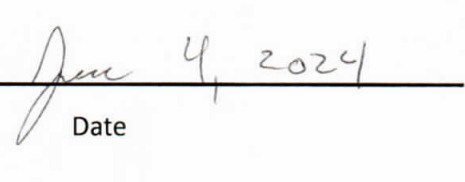
In preparing the slide deck for the officer of election training the correct diagram showing the location for each precinct in the Civic Center needs to be included.

The board will also speak with a veteran Chief about splitting duties with other capable officers of election. It is important to consider a succession plan for our precincts.

Chair Agee will do a final review of the training power point deck prior to the February 26 Electoral Board meeting.

A motion to adjourn by Vice Chair Bowles was made at 5:40pm.



Zachary Agee, Chair
Date 



Elizabeth Bowles, Vice Chair
Date 



Katherin Elam, Secretary
Date 