

Buena Vista Electoral Board
2039 Sycamore Avenue
Buena Vista, Virginia 24416
Regular Meeting Minutes Tuesday
February 1, 2022
10:00 am

Call to Order - (Reference State Law 24.2 - 107 - Quorum)

Members Present: James C. Bradford (chairman)

Robert Gay (secretary)

Gloria Martin (vice chairman)

Emilie Staton (registrar)

Recognise the appointment of Robert Gay who was appointed for a three year term
(January 1,2022 to December 31, 2024)

3. Approval of Minutes: Regular Meetings – November 3 & 5, 2021

Motion of approval by: Gloria Martin Seconded by: Robert Gay Approved
Unanimous

3. Election Officials Appointments:

Reviewed all Election Officials recommended as new Candidates by the registrar.

Laura Mulitalo

Teresa Markham

Carolyn Matthews

All new Candidates on the list recommended by the Registrar were approved for a
period of one year,(March 1, 2022 to February 28, 2023). (Reference State Law 24.2-115).

Motion of approval by: Robert Gay Seconded by: Gloria Martin

Approved Unanimous

3. 2022-2023 Budget: request reviewed, discussed, and Tabled until March 2,2022 Electoral
Board Meeting.

Motion of approval by: Robert Gay Seconded by: Gloria Martin

Approved Unanimous

6. 2022 Security Plan: Reviewed, Revised, and Approved the annual Security Plan,(State law
24.2-625.1D), Completed and forwarded to the State Board of Elections by registrar

Motion of Approval by: Robert Gay Seconded by: James Bradford

Approved Unanimous

7. Other: Robert Gay brought up examples to justify the need for a Procedures Manual to consolidate into one small concise document, that guides thru the required policy sources to legally process the Provisional and Absentee Ballots.

Robert Gay Made a motion to have the Board and Staff to develop and make available a Procedures document.

Motion died for lack of a second.

Adjournment: Motion to Adjourn by: Robert Gay Seconded by: Gloria Martin

Approved Unanimous

Things to Remember:

A: 1. Training of Election Officers by the Registrar and Board Members not less than three days or more than 30 days before each election (State Law 24.2-115).

2. Electoral Board Training: Each member of the Electoral Board shall attend an annual training program provided by the State Board. (to be scheduled by SBE) (State Law 24.2-106.d)

B: **Regular Meeting:** Wednesday, March 2, 2022 – 10:00 a.m.

D. Elector Equipment Training - Must be scheduled within 30 days before the Election (State Law 24.2-636)

E. Equipment testing, and certification - at least 30 days before the Election (State Law 24.2-632)

Note: All meetings shall be conducted in accordance with the Freedom of Information Act (Reference: State Law 24.2-107 and 2.2-3707)

POST

Submitted by Robert D Gay (secretary)