Buena Vista Electoral Board

2039 Sycamore Avenue

Buena Vista, Virginia 24416

Regular Meeting Minutes

Thursday

June 13, 2023

11:00 a.m.

1. Call to Order – Quorum – 100% Board Members Present; Dennis Hawes (Chr.), Robert Gay (V. Chr.), James Bradford (Sec.), and Emilie Staton (Registrar), and - Reference State Law 24.2 -107

2. Approval of Minutes

Approved - Regular Meeting Minutes– March 2, 2023

1. Executive Session: to conduct the Annual Performance Evaluation of the General Registrar, to discuss the re-appointment of the current registrar, and legal responsibilities of the board with the expanded fulltime position of the Deputy Registrar.
2. A. The Board approved a motion by James Bradford and seconded by Robert Gay to go into closed Executive Session.

B. The Board approved closing the Executive Session.

C. Each Board Member attested that the items discussed were the Annual Performance Evaluation of the General Registrar, the re-appointment of the current registrar, and the legal responsibilities of the Board with the expanded fulltime position of the Deputy Registrar. James Bradford (Yes), Robert Gay (Yes), and Dennis Hawes (Yes).

D. A motion was passed to resume the regular meeting.

5. A motion was unanimously approved appointing Emilie F. Staton to the position of

General Registrar four-year term effective July 1, 2023 to June 30, 2027.

1. A motion was unanimously approved that the position of Deputy Registrar to be effective July 1, 2023 be for a term not to exceed beyond the term set by of the encumberment General Registrar.
2. Registrar - Board approved Annual review and evaluation, reviewed with the Registrar before August 1st, submitted to SBE, and copy on file in the Registrar’s office.

Dates to Remember

1. Training of Election Officials not less than three days or more than 30 days before each election – State Law 24.2-115
2. Next Meeting/ Election – November 7, 2023
3. Next Meeting – Election Certification – November 8, 2023
4. Electoral Board – Mandatory Training – Week in July - Normally attended by Registrar and Board Members - State Law – 24.2-106
5. Election Machines – Equipment testing and certification at least 30 days before the election – 24.2:632

7. Meeting adjourned at 1:35 p.m.

Minutes Submitted by: James Bradford, Board Secretary

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**