



VOTER REGISTRATION & ELECTIONS DEPARTMENT ELECTORAL BOARD MEETING

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July 14, 2025

Members present: Anita White-Chair Arlene-Secretary

The meeting was called to order by Chair Anita at 2:00 PM.

Approval of the agenda: Chair Anita requested an addition to the agenda for the review of the DS300 quote and the administration station after public comments. Chair Anita made a motion to amend the agenda with the purchase proposal review of the DS300 and administration station. Secretary Arlene seconded the motion, and the motion carried.

Chair Anita read the statement of conduct.

Chair Anita called for the reading of the minutes from the last two meetings. The minutes were read silently by the Board members. Chair Anita made a motion that March 28, 2025, minutes be accepted and Secretary Arlene seconded the motion. Chair Anita made a motion that the minutes of the June 18th meeting be accepted with (2) corrections. The motion was made by HF Haymore to make HF Vice Chair and Josh Austin Secretary. Motion was seconded by Josh Austin. Motion carried. A correction needed to be made on the last page for the date of the canvass.

There were no public comments.

General Registrar Shani presented the proposal for the DS300 and the administration station purchase. The money had been allocated by the Board of Supervisors budget. Shani will contact the ESS machines for the purpose of several questions that were asked by the Board. Shani will report back to the Electoral Board the results. Chair Anita made a motion to approve the purchase of the DS300 machines and the administrative station contingent on the satisfaction of the questions being answered by ESS to the Board with a delivery date of September 1, 2025. Secretary Arlene seconded the motion, and the motion carried.

Chair Anita made a motion to table the remainder of the meeting and go into closed session per VA code §2.2-3711 to complete the annual performance review of the General Registrar per Virginia Code §24.2-109. Secretary Arlene seconded the motion, and the motion was unanimously passed.



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The Electoral Board returned from closed session after the completion of the review of the General Registrar per VA code §2.2-3712. A roll call vote shall be taken of the members to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body. Chair Anita-yes Secretary Arlene-yes.

Chair Anita submitted her polling place accessibility forms for 2025. Vice Chair Law and Secretary Arlene have not submitted their polling place accessibility forms. Chair Anita made a motion that we complete the ADA compliance confirmation for the year 2025 with the exclusion of (2) precincts that will be accessed by November 5, 2025. Secretary Arlene seconded the motion, and the motion carried.

General Registrar's gave her report.

With no further business to discuss, the Electoral Board adjourned at 4:18 PM.

Respectfully submitted,

Arlene D. Burkhardt/Secretary
Pittsylvania County Electoral Board