



VOTER REGISTRATION & ELECTIONS DEPARTMENT ELECTORAL BOARD MEETING

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Pittsylvania County Electoral Board

Meeting Minutes 2.3.2026

Call to Order

The Electoral Board of Pittsylvania County convened at 10:06 AM, with Chair Anita presiding

Approval of Agenda

Secretary Arlene made a motion to approve the agenda. The motion was unanimously approved by the Board.

Statement of Conduct

Secretary Arlene read the statement of conduct to the Board.

Chair Anita made a motion that the following slate of officers for the board be approved. Anita White-Secretary Arlene Burkhardt-Chair Jacqueline-Vice Chairwoman. Secretary Arlene made a substitute motion that she remain secretary with Anita remaining Chair and Jacqueline being made Vice Chair. Chair Anita called for motion-Anita and Jacqueline voted Yes. Arlene-no. The substitute motion was not addressed.

Approval of Previous Minutes

Chair Anita made a motion regarding the approval process. The minutes from the November 5, 2025, meeting had already been ready by the Board members. The minutes were read and approved unanimously.

Public Comments

Kathy Ramsey commented on the 45' perimeter that workers were going over during the election at precincts.

The Democratic Chair Dixon expressed support for the change of officers, agreeing with the statement previously read by Chair Anita.

Closed Session

Chair Anita made a motion to table the remainder of the open meeting and proceed into closed session. By unanimous consent, the Board entered closed session in accordance with Virginia Code §24.2-117 and §24.2-115.2 for the purpose of discussing precinct officers of election. The session was held pursuant to VA Code §2.2-3711. The Board reconvened from closed session at 1:10 PM, at which point Vice Chair Jacqueline made a motion to return to the regular meeting. The motion passed unanimously.

Certification of Closed Session .

The closed session was held to review potential officers of election. Upon conclusion, the Board certified the closed session per VA Code §2.2-3712, affirming that to the best of their knowledge : (i) only public business matters lawfully exempted from open meeting requirements under the relevant chapter, and (ii) only such public business matters as were identified in the motion convening the closed meeting, were heard, discussed, or considered during the session. A roll call vote confirmed the certification as follows:

Chair Anita-yes

Vice Chair Jacqueline-yes

Secretary Arlene-Yes

Officers of Election

Vice Chair Jacqueline made a motion to approve the updated list of officers of election as discussed by the Board during the closed session. Chair Anita seconded the motion, and it was approved unanimously.

General Registrar's Report

General Registrar Shani presented her report, which included updates on voter engagement, capital investments, and special elections for 2026. She discussed the implementation of the new DS300 voting machine and its anticipated benefits for the county's election integrity and accountability. The Board received updates on voter turnout and election processes. Training for chiefs and assistant chiefs is scheduled for February 2026 and will feature a round table discussion. Additionally, Rebecca Craddock has joined the Registrar's office staff. The Board was informed that the April 21st redistricting election is currently under litigation, and

preparations are underway should the election proceed. Training on the new voting machines is scheduled for February 24, 2026, and will be mandatory.

The Board was also alerted to a change in post office procedures regarding postmarks; ballots must be taken inside the post office to ensure proper postmarking. The post-election deadline remains seven days. Confirmation voting is scheduled for February 2, 2026. General Registrar Shani provided chiefs and officers of election with information regarding the minimum wage increase law effective January 1, 2026, and included addendums for later review.

Canvass Meeting

General Registrar Shani inquired about holding the canvass at 1:00 PM. The Board agreed by unanimous consent.

Next Meeting

The next meeting is scheduled for March 3, 2026, at 10:00 AM.

Adjournment

With no further business to address, the meeting was adjourned at 1:47 PM.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Arlene H. Burkhardt", with a large, sweeping flourish extending from the end of the signature.

Arlene Burkhardt, Secretary

Pittsylvania County Electoral Board