



VOTER REGISTRATION & ELECTIONS DEPARTMENT ELECTORAL BOARD MEETING

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April 22, 2026

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Call to Order

The Electoral Board of Pittsylvania County meeting was called to order at 10:02 a.m. with Chair Arlene presiding.

Members present: Arlene Burkhardt (Chair), Jackie Menefee (Vice Chair), Anita A. White (Secretary)

General Registrar: Shani Shorter (present)

Approval of the Agenda: Secretary Anita moved to approve the agenda with the following edits:

- a. Move the closed session to follow the Meeting dates and times
- b. Add discussion of the Precinct assignments and Precinct checklists under new business

Motion approved by unanimous consent.

Statement of Conduct

Chair Arlene read the statement of conduct.

Approval of Previous Minutes

The minutes from the March 3, 2026, meeting were presented. The minutes were approved by unanimous consent.

Public Comment

There were no public comments.

Unfinished Business – none

New Business

- a. Discussion was conducted to add to the next meeting agenda to reconsider the election officer precinct assignments in a closed session.
- b. Discussion of the precinct checklists gave caused to instruct the general Register to add the following tasks to the Election Officers training:
 - i. Use of the privacy booths when voters are using the Express Vote machine and voting a provisional ballot
 - ii. Training for the Chiefs and Assistant Chiefs concerning the DS300 bins
 - iii. Develop an off boarding plan
 - iv. Use of 40ft tape and cones
 - v. Practice of repeating the voter's name and address back



VOTER REGISTRATION & ELECTIONS DEPARTMENT ELECTORAL BOARD MEETING

General Register's Report was received and placed on file. She presented the "General Registrar's Plan to ensure adequate numbers of trained Officers of election." She gave a brief report concerning the Election Ware, the new reporting system for end of night vote counts.

Meeting dates and times

- Next Electoral Board Meeting -May 5, 2026 at 10:00 a.m.
- Next L& A meeting – June 15, 2026 at 9:00 a.m.
- Early Voting stars - June 18, 2026

Closed Session

Motion: Chair Arlene moved to table the remainder of the open meeting and enter closed session under VA Code 2.2-3711 for the purpose of performing the annual performance review of the General registrar, VA code 24.2-109.1. at 11:24 a.m.

Motion approved by unanimous consent.

The Board reconvened from closed session at 12:20 p.m.

Motion: Chair Arlene moved that we take from the table the remainder of the Open Meeting.

Motion approved by unanimous consent.

Certification of Closed Session

The closed session was held to conduct the annual performance review of the General Registrar in accordance with VA code 24.2-109.1. Upon conclusion, the Board certified the closed session per VA Codes 2.2-3712 and 24.2-109.1, affirming that to the best of their knowledge: (i) only public business matters lawfully exempted from open meetings 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 Arlene - yes
- Vice Chair Jackie - yes
- Secretary Anita - yes

No motions were made from the closed sessions.

The meeting was adjourned at 12:21 p.m.



VOTER REGISTRATION & ELECTIONS DEPARTMENT ELECTORAL BOARD MEETING

Call to Order

The Electoral Board of Pittsylvania County meeting was called to order at 1:01 p.m. with Chair Arlene presiding.

Members present: Arlene Burkhardt (Chair), Jackie Menefee (Vice Chair), Anita A. White (Secretary)

General Registrar: Shani Shorter (present)

Approval of the Agenda: Secretary Anita moved to approve the agenda by unanimous consent.

Statement of Conduct was read in the 10:00 a.m. meeting.

Public Comment

There were no public comments.

Closed Session

Motion: Chair Arlene moved to table the remainder of the open meeting and enter closed session under VA Code 2.2-3711 for the purpose of reviewing the Provisional Ballots, VA code 24.2-653.01 at 1: 03 p.m. Motion approved by unanimous consent.

The Board reconvened from closed session at 4:08 p.m.

Motion: Chair Arlene moved that we take from the table the remainder of the Open Meeting.

Motion approved by unanimous consent.

Certification of Closed Session

The closed session was held to review the Provisional Ballots in accordance with VA code 24.2-653.01. Upon conclusion, the Board certified the closed session per VA Codes 2.2-3712 and 24.2-653.01, affirming that to the best of their knowledge: (i) only public business matters lawfully exempted from open meetings 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 Arlene - yes
- Vice Chair Jackie - yes
- Secretary Anita - yes



VOTER REGISTRATION & ELECTIONS DEPARTMENT ELECTORAL BOARD MEETING

The Electoral Board began the process of the Canvass and Certification of the April 21, 2026, Special elections at 5:20 p.m.

The Electoral Board recessed until Monday, April 27, 2026, at 9:00AM.

The Electoral Board reconvened on Monday, April 27, 2026, at 9:00 a.m.

Closed Session

Motion: Chair Arlene moved to table the remainder of the open meeting and enter closed session under VA Code 2.2-3711 for the purpose of reviewing the Provisional Ballots, VA code 24.2-653.01 at 9: 03 a.m. Motion approved by unanimous consent.

The Board reconvened from closed session at 10:48 a.m.

Motion: Chair Arlene moved that we take from the table the remainder of the Open Meeting. Motion approved by unanimous consent.

Certification of Closed Session

The closed session was held to review the Provisional Ballots in accordance with VA code 24.2-653.01. Upon conclusion, the Board certified the closed session per VA Codes 2.2-3712 and 24.2-653.01, affirming that to the best of their knowledge: (i) only public business matters lawfully exempted from open meetings 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 Arlene - yes
- Vice Chair Jackie - yes
- Secretary Anita - yes

The Electoral Board continued the canvass of April 21, 2026, Special election at 10:49 a.m.

The Electoral Board completed the canvass and certified the election for Pittsylvania County. The abstracts were signed by the Board members.

With no further business to address, the meeting was adjourned at 12:02 p.m.

Anita A. White
Secretary
Pittsylvania County Electoral Board