



## **VOTER REGISTRATION & ELECTIONS DEPARTMENT ELECTORAL BOARD MEETING**

Phone: 434.432.7971

P.O. Box 460  
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August 10, 2026

### **Call to Order**

The Electoral Board of Pittsylvania County meeting was called to order at 10:07 a.m. with Chair Arlene presiding.

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

General Registrar: Shani Shorter (present)

### **Approval of Agenda**

The agenda was continuation from the August 5, 2026, meeting.

### **Closed Session**

Motion: Chair Arlene moved to table the remainder of the open meeting and enter closed session under VA Code 2.2- 3711 (A) (1) for the purpose of reviewing Provisional Ballots (per VA Code 24.2-653.01).

The Board included General Registrar Shani Shorter. Motion approved by unanimous consent.

The Board reconvened from closed session at 11:07 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 Provisional Ballots (per VA Code 24.2-653.01).

Upon conclusion, the Board certified the closed session per VA Codes 2.2-3711 (A)(1), 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

### **Motions from Closed Session:**

The Board unanimously approved the remaining provisional ballots. Motion was approved by unanimous consent.



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The Board opened the Canvass and Certification of August 4, 2026, Dual Primary Election at 11:25 a.m.

Unfinished Business: None

New Business:

- a. Board Members discussed and recommended training initiatives for the General Registrar to consider as ascertained from the precinct visit checklist.
- b. Board Members discussed and recommended training initiatives, such as developing a Chief and Assistant Chiefs training manual, on boarding letters for officers, and updating Election Officer qualifications.

General Registrar's Report was received and placed on file.

The following topics are planned as agenda items at the next meeting:

- The L&A will be September 9, 2026, at 10:00 a.m.
- Review and approval of outstanding minutes
- The next meeting will be September 9, 2026, 10:00 a.m.

With the Canvass and Certification of August 4, 2026, Dual Primary Election completed, the meeting was adjourned at 2:30 p.m.

Anita A. White  
Secretary  
Pittsylvania County Electoral Board