

**CITY OF SUFFOLK ELECTORAL BOARD  
APPROVED MEETING MINUTES  
MARCH 1, 2022**

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Attending: Brent Rowlands, Chair, Rev. Isaac Baker, Vice Chair, Beverly Outlaw, Secretary, Burdette Lawrence, General Registrar

Mr. Rowlands called the meeting to order at 440 Market Street, Suffolk, Virginia at 9:11 a.m.

Mr. Rowlands read the minutes and moved they be accepted with amendments: add s to Rowland in paragraph 1; add Mr. Rowlands reads the law differently to paragraph 3.

Upon appropriate second, the minutes were approved as amended.

Mr. Rowlands announced a change in agenda order with the first item of business being Public Comment. Ms. Outlaw moved the Board adopt the guidelines used by the City of Suffolk for public comment at meetings of public bodies. Mr. Rowlands amended the motion to provide for inclusion of public sign in sheet in published minutes and redaction of address and telephone number prior to publication. Upon appropriate second motion passed with all members voting yes.

#### Unfinished Business

Ms. Outlaw presented draft education packets for Officers of election and requested that each Board member make suggested changes and return the packets to Mrs. Lawrence by March 15th.

Mrs. Lawrence reported that the list of people expressing an interest in being a newly appointed officer of election now numbered 60. She also reported that current officers of election were returning incomplete forms, primarily omitting party affiliation. Mr. Rowlands moved that a letter be sent to officers who have submitted incomplete forms requiring them to submit completed forms within a specified time frame to be determined by Mrs. Lawrence in order to remain an Officer of election. Upon appropriate second, the motion passed with all members voting yes.

Mr. Rowlands reported he had contacted the City Attorney to determine if the City could provide background checks for Officers of election. He does not yet have a response.

#### New Business

Ms. Outlaw proposed the Board maintain an annual calendar recording established deadlines and meeting dates. Mrs. Lawrence will publish such a calendar with input from the Board.

Public comment was heard.

Mr. Rowlands moved the meeting convene in closed session according to Virginia 2.2-3711 Mrs. Outlaw amended the motion to state business to be discussed included Voting System Security Plan and alleged irregularities during election concerning employees.

Upon appropriate second the motion passed with all members voting yes. The Board convened in closed session at 10:04 a.m.

The Board convened in open meeting at 10:15 a.m.

Ms. Outlaw certified that only public business matters lawfully exempted under code of Virginia 2.2-3711 were discussed and only such business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered.

Roll call vote:  
Mr. Rowlands-yes  
Rev. Baker-yes  
Ms. Outlaw-yes

Ms. Outlaw moved the Voting System Security Plan be approved as discussed and Mrs. Lawrence submit the plan and checklist to the Department of Elections. Upon appropriate second the motion passed.

The meeting adjourned at 10:18 a.m.

Beverly Outlaw, Secretary

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Beverly Outlaw  
Secretary, Suffolk Electoral Board