

**CITY OF SUFFOLK ELECTORAL BOARD MINUTES
AUGUST 2, 2016**

CALL TO ORDER:

Les Ward, Chairman, called to order the meeting of the City of Suffolk Electoral Board at 9:00 a.m., Tuesday, August 2, 2016, at the Voter Registration Office, 440 Market Street, Suffolk, Virginia.

ROLL CALL:

The following persons were present:

Les Ward, James Banks, Beverly Outlaw and Susan Saunders.

APPROVAL OF MINUTES OF LAST MEETING:

Ms. Saunders read the minutes from the May 2, 2016 meeting and Les Ward moved that the minutes be approved as read and Mr. Banks seconded the motion.

Ms. Saunders read the minutes from the June 14, 2016 meeting and Les Ward moved that the minutes be approved as read and Mr. Banks seconded the motion.

OLD BUSINESS:

Ms. Outlaw inquired as to the City of Suffolk's retention schedule. Ms. Saunders replied that she contacted William Hutchings who informed her that the City of Suffolk follows the state schedules. Mr. Clint Rudy, the Library Director, is the City's records manager and will be able to supply a copy of the policy and process for the destruction of City records.

Mr. Ward cited several precincts not returning Election Day material in the proper envelopes or failure to sign forms. These will be addressed at the Chief and Assistant Chief training prior to the November General Election.

Ms. Outlaw commented on a newspaper article published in the Suffolk News Herald on Tuesday, August 2, 2016. The article may have caused some confusion as to the location of polling sites previously approved by City Council. Mr. Ward will contact the newspaper and ask for a correction.

NEW BUSINESS:

Ms. Saunders reported on the disposal of the laptop computers no longer in use. They will be disposed of through the City's Purchasing Department after the hard drive is removed by the IT Department.

Mr. Saunders reported that the new voting machine and two voting machine bins had been ordered through Atlantic Election Services and should be delivered within 30 days.

Ms. Outlaw will notify local party chairs of the legal holiday on Friday, November 11, 2016 and that the ID deadline for the November 8, 2016 Election will be extended to Monday, November 14, 2016.

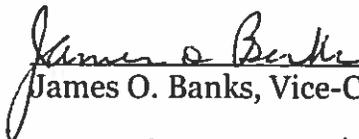
In preparation for the November General Election, Mr. Ward would like to notify the police and have them ready and available to attend to any disturbances at the polling sites. Ms. Outlaw suggested that Debbie George, Chief of Staff for the City of Suffolk, be notified of the precinct locations, date of Election and times the polls will open and close.

ADJOURNMENT:

There being no further business, this meeting was adjourned at 10:30 a.m. The next Board meeting will be held on Tuesday, September 6, 2016.



Lester L. Ward, Chairman



James O. Banks, Vice-Chairman



Beverly S. Outlaw, Secretary