

**CITY OF SUFFOLK ELECTORAL BOARD MINUTES  
SEPTEMBER 15, 2016**

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**CALL TO ORDER:**

Les Ward, Chairman, called to order the meeting of the City of Suffolk Electoral Board at 9:00 a.m., Thursday, September 15, 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 August 2, 2016 meeting and Beverly Outlaw moved that the minutes be approved as read and Mr. Banks seconded the motion.

**OLD BUSINESS:**

Ms. Outlaw asked Ms. Saunders to write a letter to the local party chairs advising that the deadline for providing the required photo identification will be Monday, November 14, 2016, at 12:00 p.m., because Friday, November 11, 2016 is a legal holiday.

Beverly Outlaw suggested inviting Debbie George, Chief Bennett and Patrick Roberts to the next scheduled Electoral Board Meeting in order to go over key issues and concerns that may arise on Election Day. Ms. Saunders will contact Ms. George and advise her of the meeting date and time.

Ms. Outlaw commented that the follow-up correction in the Suffolk News Herald was good and it adequately explained that the polling place changes approved by City Council in February, 2016 would remain in effect.

Ms. Outlaw inquired as to the status of the newly ordered voting machine and bins and Ms. Saunders replied that the voting machine and two bins had been delivered to the office.

Ms. Saunders reported that her precinct site visits to Westminster Presbyterian Church and Nansemond River Baptist Church were positive and she had an opportunity to meet with the Chiefs of the precincts, as well as persons of contact at the facilities

**NEW BUSINESS:**

Ms. Saunders advised that at check-in on Election Day, a voter may state verbally, write down, or otherwise provide in written form their residence address. The officer of election must still repeat the address aloud in a voice audible to party representatives who may be present. This is included in the newest edition of the "What If" guide and will be included in the electronic poll book officer training.

Ms. Saunders advised the Board of the numerous successful mobile outreach visits she has conducted throughout Suffolk. During the visits she has been able to check the status of voters, register voters, take photo identifications and assist voters with completing Absentee Ballot Application forms.

Ms. Saunders presented to the Electoral Board the Election Service Agreement received from Atlantic Elections Services, Inc., securing their services through June of 2017. Ms. Outlaw accepted and signed the agreement.

**ADJOURNMENT:**

There being no further business, this meeting was adjourned at 10:15 a.m. The next Board meeting will be held on Tuesday, October 11, 2016.

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Lester L. Ward, Chairman

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James O. Banks, Vice Chairman

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Beverly S. Outlaw, Secretary