



**Culpeper County Electoral Board Meeting  
Wednesday, May 3, 2023 10:00 AM**

# Minutes

The meeting was called to order 10:00 a.m.

Board members Tracy Neely, Don Doyle, and Clive Richmond were all present, as was Director of Elections James Clements, Deputy Registrar Melissa Hart.

The Agenda and Meeting Minutes from March 29 and April 26, 2023, were approved by acclimation.

The Board entered a Closed Session at 10:00 a.m. The Board came out of closed session at 10:55 a.m.

An observer, Dewey McDonnell, arrived at 11:00 a.m.

## Old Business

The notification to voters changing the location of the Rixeyville Precinct will be mailed the week of July 10. Signs will be placed at the former location directing voters to the new location.

A Chief Officer training will be at 6:00 p.m. on June 7. This training will focus on equipment, supplies, procedures, paperwork, and legislative changes such as same-day registration. Another training is scheduled for 6:00 p.m. on June 21 for new prospective chiefs.

The office is looking at Ballot-on-Demand printers. Three printers will be needed for the Registrar's Office for in-person absentee voting. The Board directed the Registrar to order bar-code scanners for each Precinct and the Office. These scanners will allow Officers to scan the bar-code on the back of Virginia Driver's Licenses to speed the check-in on Election Day.

Absentee Mail Delivery – after a presentation by Mr. Clements the Board directed that a contract be entered into with PrintElect for the printing and mailing of Absentee Ballots. This will significantly reduce the burden on Office Staff for this activity.

Vice Chair Mr. Don Doyle will supervise a review of Polling Places for Compliance with Americans With Disabilities Act.

Ms. Kendall Trout is now working full-time for the Office.

Respectfully,

Clive Richmond

Secretary