

Office of the Electoral Board and General Registrar  
County of King and Queen  
232 Allens Circle, P.O. Box 56  
King and Queen Court House, VA 23085

Stuart Swilley, Chair  
Linda Culbreth, Vice Chair  
Martha Edwards Hart, Secretary

Diane C. Klausen, General Registrar  
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The Electoral Board of K&Q County met Tuesday, June 6, 2023.  
EB meeting was called to order @9:00 a.m. by Stuart Swilley, Chair.  
In Attendance: Stuart Swilley, Linda Culbreth, Martha E. Hart, & GR Diane Klausen.

Minutes of the previous meeting were reviewed. Chair Stuart Swilley made a motion to approve the minutes with minor modifications. Vice Chair Linda Culbreth seconded the motion. Motion to approve minutes with minor modifications was carried unanimously.

Old Business:

1. GR provided updates:
  - a) per Virginia General Assembly, effective July 1, 2023:  
Envelopes A & B of Absentee Ballots will No Longer Require Witness Signatures; therefore, Absentee Ballot Envelopes A & B will be revised.
  - b) Filings of Candidates for K&Q County Constitutional Offices are due by 7:00 p.m. Tuesday, June 20, 2023.
  - c) K&Q EMS/Fire Station 8, located in Bohannon Park, Shackelfords, VA, has been designated as Shanghai District Precinct 501 Emergency Alternate site.

New Business:

2. GR provided follow up on Locality Election Security Standards (LESS).  
Another Penetration Test will be initiated June 22, 2023.  
David Lankford has closed work order tickets for printers.
3. GR Diane Klausen will be away Friday, June 9—14, 2023.  
Kristy Creech will cover K&Q County Office of the GR, with M. Kelly LaFollette, Essex County GR, to serve as on-call Administrator.
4. Per Code of Virginia, Title 24.2. Elections, Chapter 1. General Provisions & Administration, Article 4. Registrars: "The EB of each county & city shall determine the number of deputy registrars to serve in the office of the GR, including any to serve full-time."..."Any county or city whose population is 15,500 or less shall have at least one substitute registrar who is able to take over the duties of the GR in an emergency & who shall assist the GR when he requests."

Over the past 10 years, K&Q County Office of GR has had seven (7) part-time employees. As recent result of no part-time applicants, GR is requesting one (1) full-time position for K&Q County Office of GR.

K&Q County 2023—2024 Budget is already set. Per information provided by GR re: comparable salary scales, EB discussed budget revision.

Chair Stuart Swilley made a motion pursuant to Virginia Code to submit a revised budget request to K&Q County BOS for one (1) full-time position for K&Q County Office of the GR. ViceChair Linda Culbreth seconded the motion.

Roll Call:

Stuart Swilley—Aye

Linda Culbreth—Aye

Martha E. Hart—Aye

EB members & GR will attend K&Q BOS meeting Monday, July 10, 2023 @7:00 p.m. to present revised budget request with specific rationale.

5. Next meeting of K&Q County EB: 9:00 a.m., Tuesday, July 11, 2023.

There being no further business, K&Q County EB meeting adjourned @10:00 a.m., per unanimous decision.

Respectfully Submitted,

Martha Edwards Hart  
Secretary



