

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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Electoral Board of K&Q County met Tuesday, December 12, 2023 in Office of GR.
EB meeting was called to order @2:06 p.m. by Stuart Swilley, Chair.

In Attendance: Stuart Swilley, Linda Culbreth, Martha E. Hart, & GR Diane Klausen.

Minutes of previous EB meeting, as well as minutes from each November Election Canvass Days' meetings, were read, reviewed, & approved unanimously, after minor corrections.

Old Business:

1. EB & GR reviewed Envelope #2 Incident Reports from each Precinct re: November 7, 2023 Election. Discussion involved common &/or recurring issues, concerns, & problem-solving interventions, such as, but not limited to:
 - ***EB of K&Q County maintains: No Public Restrooms @Precincts;
 - ***Duties & Responsibilities of each OE;
 - ***Signage Visibility;
 - ***Voter Parking & Accessibility;
 - ***Proper use of Sample Ballots by Campaigners.

New Business:

2. GR informed EB: new K&Q County Website went 'Live' earlier today.
3. GR & EB reviewed national high profile security concerns re: November Election.
4. GR informed EB upon review of K&Q constitutional officers' campaigns, three (3) candidate campaign filing fines were imposed, & fees assessed.
5. EB & GR discussed potential inclement weather concerns per upcoming Early Voting season. K&Q County EB Vice Chair, Linda Culbreth, made a motion for Office of GR to follow K&Q County Administration Policy for Inclement Weather Closing. Motion was seconded by K&Q County EB Chair, Stewart Swilley. Motion was carried by unanimous vote of EB.
6. GR has ordered a "Ring"-type alarm for review/trial-use re: improved Curbside Voter Accessibility.

7. GR & EB reviewed 2024 Election Planning Calendar:

- **Next EB meeting will be held Tuesday, January 9, 2024 @9:00 a.m.
- **Logic & Accuracy (LSA) Testing in preparation for the March 5, 2024 Presidential Primary, will commence Friday, January 12, 2024 @10:00 a.m.
- **Early Voting for March 2024 Presidential Primary begins Friday, January 19, 2024.
- **Deadline to request Ballot to be mailed: Friday, February 23, 2024 @5:00 p.m.
- **Office of GR will be Open from 9:00 a.m.—5:00 p.m. for Saturday Early Voting: February 24, 2024, & March 2, 2024.
- **Officer of Election (OE) Training: Monday, February 26, 2024.
- **Presidential Primary Election: Tuesday, March 5, 2024.
- **Presidential Primary Election Canvass Day 1: Wednesday, March 6, 2024.
- **Presidential Primary Election Central Absentee Precinct (CAP) Late Ballot Processing: Friday, March 8, 2024.
- **Conclude CAP & Provisional Ballot Meeting: Monday, March 11, 2024.

*****The following information pertains to potential dates associated with the Virginia June 2024 Primary Election ONLY IF HELD:

- ***Early Voting for June Primary will begin Friday, May 3, 2024.
- ***Deadline to request Ballot to be mailed: Friday, June 7, 2024 @5:00 p.m.
- ***Office of GR will be Open from 9:00 a.m.—5:00 p.m. for Saturday Early Voting: June 8, 2024, & June 15, 2024.
- ***Primary Election: Tuesday, June 18, 2024.
- ***Primary Election Canvass Day 1: Thursday, June 20, 2024.
- ***Primary Election Central Absentee Precinct (CAP) Late Ballot Processing: Friday, June 21, 2024.
- ***Primary Election CAP & Provisional Ballot Meeting: Monday, June 24, 2024.

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- **Early Voting for November 2024 General Election begins Friday, September 20, 2024.
 - **Deadline to request Ballot to be mailed: Friday, October 25, 2024.
 - **Office of GR will be Open from 9:00 a.m.—5:00 p.m. for Saturday Early Voting: October 26, 2024, & November 2, 2024.
 - **General Election: Tuesday, November 5, 2024.
 - **General Election Canvass Day 1: Wednesday, November 6, 2024.
 - **General Election Central Absentee Precinct (CAP) Late Ballot Processing: Friday, November 8, 2024.
 - **Conclude CAP & Provisional Ballot Meeting: Tuesday, November 12, 2024.

8. GR reminded EB VEBA 2024 Annual Meeting will return to The Homestead in March. EB members are encouraged to check email regularly for registration & lodging details.

There being no further business, meeting of K&Q County EB adjourned @4:12 p.m.

Respectfully Submitted,

Martha Edwards Hart
Secretary

