

County of King and Queen
Office of the Electoral Board and General Registrar
232 Allens Circle, P. O. Box 56
King and Queen Courthouse, 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 King & Queen County met Tuesday September 10, 2024 in the office of the GR. EB meeting was called to order at 9:07. In attendance: EB members Stuart Swilley, Linda Culbreth, GR Diane Klausen, and DR Kristy Creech. Minutes of the previous meeting were read, reviewed and unanimously approved as written.

Old Business:

1. Logic and Accuracy (L&A) Testing will be Sep 17, 9:30 am in the Courthouse Hearing Room. Both political parties were notified via email.
2. Ballot revisions at State Board of Elections delayed final ballot printing. Final revisions are due soon; we test ballots for L & A testing Sep 17 and early voting on Sep 20.
3. All Officers of Election were notified of election training. Training for the Officers of Election will be October 22 2024 from 9-4 in the Courthouse conference room. Satellite officers will be trained October 24,2024 from 10-1.
4. Satellite Office begins operation Saturday October 26, 2024, resumes on Monday October 28 through Saturday November 2, 2024.
5. GR and DR completed poll pad testing to ensure the connections functioned as expected. It was successful; a second test will be completed soon.
6. Americans with Disabilities Act (ADA) & Accessibility forms were completed and submitted to the state by the 1 September 2024 deadline.

New Business:

1. The Registrar and staff assisted the State Department of Elections by verifying 25 pages of signatures for a presidential candidate.
2. GR and DR presented a quarterly report on GR activities during the most recent Board of Supervisors meeting.
3. GR purchased new cameras for the Registrar's office. The Sheriff's department cameras were not usable due to inability to share software. Cost was \$600.
4. There will be a statewide Risk Limiting Audit (RLA) of the US senate race. The state board will hold a drawing and notify which congressional districts will also have an RLA. The RLA will be the week of 18 November.
6. GR and assistant will go to Central High School 16 September 2024 at 1100 to register seniors to vote. Sixteen-year-olds may pre-register, but a voter must be 18 by election day, 5 November 2024 in order to vote in this election.
7. Stuart inquired if individuals may register people to vote. For less than 25 people, they may. If an individual is requesting more than 25 voter registration applications, they must take a training course which is available on- line at the Department of Elections website.
8. The ballot on demand printer will be used at Early Voting and Satellite locations.
9. The GR will participate in a conference call with KNOWINK on 12 September to set up the election in ePulse.
10. There are two updates, Business Impact Analysis Policy and IT Contingency Planning Policy, for LESS standards. Since it is a living document, updates are part of the process. EB members present reviewed and approved. Absent EB member will reaview and approve later in the week.

** Next meeting of the K&Q County EB: 9 am Tuesday, October 8, 2024.
There being no further business, the meeting adjourned at 9:57.

Respectfully submitted,
Linda Culbreth, Vice Chair