

**Harrisonburg City Electoral Board  
Minutes  
Monday – September 12, 2022  
9:00 a.m.  
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**Call to Order**

Meeting was called to order by Chair of Electoral Board, Wiens at 9:02 a.m.  
Meeting was held at City Hall in Council Chambers.

**In Attendance**

**Electoral Board Members; Dave Wiens, Chair, Sandra Price-Stroble, V.Chair  
(Present by phone)  
Jane Grant Burner, Secretary; Mark Finks, Director of Elections.  
Visitors: Pat Haden and Angelina Clapp.**

**Grant Burner made a motion to approve the agenda and board members present voted in favor of the agenda.**

**Motion was made by Wiens to approve minutes from August meeting and board members present voted in favor of minutes.**

**Director of Elections Report**

**Refer to Report Attached ...**

**New Business**

- **Question was raised by Grant Burner concerning an ample number of CAP precinct workers scheduled for the (45) day period due to individual city precinct ballots used for the first time and an additional ‘Ballot Officer’ scheduled working with the Poll Book Officer.**
- **Sample Ballot presented and attached.**  
**Grant Burner questioned the clarity of the ballot instructional format at the top of the ballot .**  
**Inquiry will be made to the State Board of Elections but the ballots have already been printed for the November 8th Election and if changes are deemed necessary no changes can be made and ballots cannot be reprinted at this point in time.**

**Unfinished Business**

**None**

**Public Comment ( call in number 540-432-7707)**

**None**

**..... (5) Minute Break at 9:45 a.m.**

**Closed Session**

**Wiens made a motion that the Board enter into executive session at 9:50 a.m. and motion was seconded by Grant Burner and all members voted yes for the purpose of (i) reviewing and updating personnel as provided by Section 2.2-3711.**

**Return to Public Session at 10:00 a.m.**

**Certify Closed Session actions with Roll Call Vote:**

**Wiens made motion and all members voted yes; Wiens, Price-Stroble and Grant Burner.**

**RESOLVED, that to the best knowledge of each member of this Board (i) only public business matters lawfully exempted from the open meeting requirements of Chapter 37 (Virginia Freedom of Information Act) of Title 2.2 of the Code of Virginia and (ii) only such public business matters as were identified in the motion by which today's executive session was convened were heard, discussed or considered in the executive session.—.**

**Roll call vote: Wiens - yes and Grant Burner - yes**

**Names of Officers of Election presented in closed session were approved: Wiens - yes and Grant Burner - yes.**

**Final Business**

**- Next Business Meeting is scheduled for October 10<sup>th</sup> at 9:00 a.m. at City Hall.**

**Adjournment**

**The motion was made by Grant Burner to adjourn the Electoral Board meeting at 10:09 a.m. All voted in favor.**

**Respectively submitted,  
Jane Grant Burner, Secretary**





CITY OF HARRISONBURG  
**VOTER**  
**REGISTRAR**

HARRISONBURG CITY HALL  
409 SOUTH MAIN STREET, HARRISONBURG, VA 22801  
OFFICE (540) 432-7707 • FAX (540) 432-7784

To: Electoral Board  
Re: General Registrar Report  
Date: 09/12/22

1. Redistricting Notices:  
The state is mailing the redistricting notices out to Harrisonburg voters on September 19<sup>th</sup>.
2. Early Voting: will start September 23<sup>rd</sup> in the City Hall Atrium and will be open 8:30am to 4:30pm.
3. Election Ballots: We have received the 800 folded ballots. We are still waiting on the flat election day / early voting ballots and election media.
4. Election Precincts: Use of facility requests have been sent to JMU, Simms, and Harrisonburg City Schools for November 7<sup>th</sup> and 8<sup>th</sup>.
5. November 11th Holiday: The Friday after Election Day is veterans' day, so we adjusting the deadline for returning mailed ballots. Voters will now have until Monday November 14<sup>th</sup> at 12pm for their ballot to arrive by mail. I have ordered new AB mail envelopes to reflect this date change for this year's election.
6. Sample Ballot: Is included in your packet. We are using the sample ballot for Simms as all of the elections on the ballot will be the same
7. Staff: I have hired a new Office Clerk to fill the vacancy. Her name is Catherine Hawk, and she has been an officer of election in Warren County.
8. HHS: I gave a 20-minute presentation to 6 HHS Government classes by Zoom on September 1<sup>st</sup> and 2<sup>nd</sup>. We also set up a table during lunch periods at HHS on September 7<sup>th</sup>, but we only got one registration.
9. JMU: I meet with the new interim Director at JMU Civic (Kara Dillard) and her team by Zoom. We discussed the implication of the Same Day Registration, and how to navigate the new voting location on JMU campus.



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### Important Dates for November Election

Friday September 16<sup>th</sup> L&A Early Voting Equipment

Monday September 19<sup>th</sup> Early Voting Training

Thursday September 22<sup>nd</sup> Deadline to get ballots in the mail

Friday September 23<sup>rd</sup> Early Voting Starts

Tuesday October 18<sup>th</sup> L&A All Election Machines

CAP Dates: Tuesday November 1<sup>st</sup>

Saturday November 5<sup>th</sup>

Tuesday November 8<sup>th</sup>

Monday November 14<sup>th</sup>