

City of Harrisonburg Electoral Board Minutes

Monday, April 14, 2025

City Hall, Council Chambers

409 S. Main Street

Harrisonburg, Virginia 22801

540-432-7707

In Attendance: Chairman, Bill Call; Vice Chairwoman, Jane Burner, Secretary, Ramona Sanders, General Registrar, Mark Finks. Also in attendance was Ms. Pamy Grey, Chair of Harrisonburg Republican Committee.

1. Call to Order: The Meeting was called to Order on Monday, April 14, 2025 @ 9:02 AM.
2. Welcome and Introductions: Chair welcomed Ms. Pamy Grey, Chair of Harrisonburg Republican Committee.
3. Public Comment: There were no Public Comments.
4. Unfinished Business: There was no Unfinished Business.
5. Motion to Approve Agenda: All members of the Electoral Board voted to approve the agenda.
6. Motion to Approve Minutes: All members of the Electoral Board voted to approve the Minutes of March 3, 2025.
7. Report from Director of Elections: General Registrar, Mark Finks reported the following:
Important proposed dates and confirmed dates of Logic and Accuracy Tests: AB L&A – Monday April 28, @ 3:00 PM; ED L&A – Monday, June 2 @ 1:00 PM; OoE Training Dates: Tuesday, April 29 @ 3:00 PM, Tuesday, June 3, Chief training @ 5:30 PM; Wednesday, June 4 Pollbook training at 5:30 PM, Thursday, June 5 Info Officer training @ 5:30 PM; Saturday, June 7, Officer training at 2:00 PM; Canvass; Start of Canvass on June 18th @ 11:00 AM; Continue Canvass on June 19 because the provisional entry must be finished by 5 PM on Friday, June 20, 2025.
2. Ballot Order: Mark plans to order no more than 80% of registered voters – 40% for Republican Primary and 40% for Democratic Primary
3. Appointment of Machine Custodians – this was addressed under #9, **New Business**
4. Provisional Hearing notices: We confirmed the start time for notices for the next few elections. Mark plans to print the document in house to save on costs of paper.
5. KNOWiNK: GR is working with KNOWiNK to deploy the pollpad in the Provisional process under what is allowable under Virginia code. He hopes to experiment with this during the June Primary
6. ELECT Voter Placement Audit: The audit was completed with information supplied by ELECT at the end of March 2025. 6 registered voters in the City needed to be placed in Rockingham County, and 25 City voters had been placed in incorrect precincts. Their VERIS file have been corrected and letters have been sent alerting them of their precinct change
7. **More Important Dates:**
05/02/25 – Start of Early Voting for June Primary
05/12/25 – Locality Election Security Standard report due to ELECT
05/12/25 – Next scheduled EB Meeting @ 9:30 AM

05/26/25 – City Hall closed for Memorial Day
05/27/25 – Last day of voter registration for June Primary
06/06/25 – Last day to request an absentee ballot by mail
06/07/25 – Saturday Early Voting
06/14/25 – Last day of Early Voting
06/17/25 – Election Day for June Primary/Deadline for independent candidates to submit
06/18/25 – Start of Canvass @ 11:00 AM
08/01/25 – GR Evaluation due to ELECT
08/29/25 – Due date for 2025 for 2025 Voting System Security Plan
09-01/25 ADA Compliance checklist for polling places due
09/19/25 – Start of Early Voting for General Election
11/04/25 – General Election

8. A motion was made by Chairman Bill Call to move to Closed Session at 9:45 AM to discuss Personnel matters pursuant to Section 2.2-3711(A) of the Code of Virginia, as amended, to discuss Election Security practices pursuant to Section 24.2-410.2 Of the Code of Virginia. Those in attendance at Closed Session were: Chairman, Bill Call, Vice Chairwoman, Jane Burner, Secretary, Ramona Sanders. and General Registrar, Mark Finks

Chairman Call read the following Statement: 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 closed session.

Chairman Call asked, "Do I have a motion to return to Open Session"?

Motion was made by Vice Chairwoman Burner to return to Open Session.

Roll Call Vote to return to Open Session was made at 11:05 AM.

Chairman Call, Yes, Vice Chairwoman Burner, Yes, Secretary, Sanders, Yes

9. New Business – Chairwoman Burner asked for approval to pay the Annual Harrisonburg Rockingham Chamber of Commerce dues of \$164. All voted in favor to approve payment of dues.

Appointment of Machine Custodians: All voted in favor of appointing our Machine Custodians for the 2025 election season.

10. Vice Chair, Jane Burner made the motion to adjourn. All members voted to adjourn. Meeting was adjourned at 11:09 AM.

The next schedule meeting of the Electoral Board will be Monday, May 12, 2025 @ 9:30 AM.

Respectfully submitted by Ramona Sanders, Secretary, City of Harrisonburg Electoral Board, Tuesday, April 15, 2025