

Chesterfield County Electoral Board

Electoral Board Members

Caroline S. Emmons, Chair
Lynette P. Clements, Vice Chair
Elizabeth G. Dwyer, Secretary

Chesterfield County
Electoral Board Meeting
March 11, 2022

The following people were present: Caroline Emmons, Chair; Lynette Clements, Vice-Chair; Elizabeth Dwyer, Secretary.

Meeting Requirements - Ms. Emmons called the meeting to order at 10:10 a.m. Ms. Emmons and Ms. Clements attended the meeting in person in the Chesterfield County Registrar's Office, establishing a quorum at the in-person location. Ms. Dwyer attended via telephone. The requirements of Section 2.2-3708.2 of the Code of Virginia (regarding electronic attendance at meetings) were met: electronic attendance - approved in advance; remote location - North Carolina; reason - personal matter, previously scheduled trip out-of-state.

Closed Session - A motion was made by Ms. Clements (seconded by Ms. Dwyer) to go into closed session to discuss personnel matters. Upon unanimous vote the Board convened in closed session at 10:15 a.m. Ms. Dwyer moved to end the closed session (seconded by Ms. Clements), and the Board voted unanimously to do so at 11:35 a.m. The Board reconvened in open session and all Board members certified that the closed session was held in compliance with the law (certification attached).

Acting Registrar - Ms. Clements made a motion to appoint Missy Vera as acting Registrar, effective April 1, 2022. Ms. Emmons seconded the motion, which was approved by unanimous vote.

Adjournment - On motion by Ms. Emmons the Board voted to adjourn at 11:45.

March 29, 2022

Approval Date

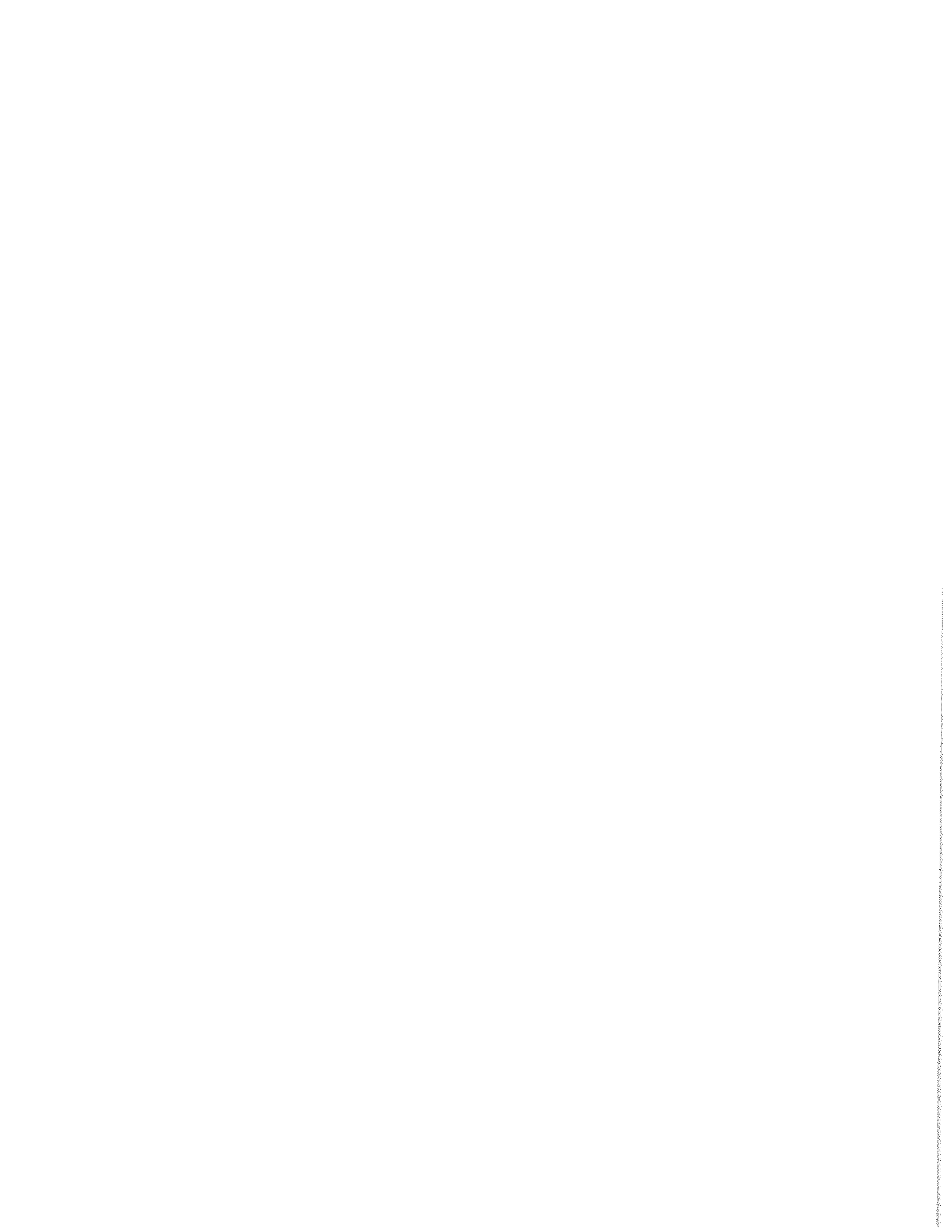
Elizabeth Dwyer

Elizabeth Dwyer, Secretary



9848 Lori Road
P. O. Box 1690
Chesterfield, VA 23832

PHONE (804) 748-1471
FAX (804) 751-0822
EMAIL registrar@chesterfield.gov
WEBSITE www.chesterfield.gov/registrar



Electoral Board Closed Session Minutes

Electoral Board Closed Session

Date: 3/11/22

CLOSED SESSION

GOING IN TIME: 10:10

1. Upon a motion made by Electoral Board Member Lynette, seconded by Electoral Board Member Elizabeth, and passed by a vote of Electoral Board, Electoral Board went into closed session pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia for the "[d]iscussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body;"

2. Upon a motion made by Electoral Board Member Elizabeth, seconded by Electoral Board Member Lynette, and passed by vote of the Electoral Board, Electoral Board reconvened in open session


COMING OUT TIME: 11:45

CERTIFICATION

1. Upon a motion made by Electoral Board Member Lynette, seconded by Electoral Board Member Elizabeth, and passed upon affirmative roll call vote in open session, it was certified that (i) only public business matters lawfully exempted from open meeting requirements and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the closed session or meeting by the Electoral Board.

ROLL CALL VOTE:

Chair Emmons: aye
Vice Chair Clement B.: aye
Secretary Dwyer: aye


Chair signature

3/11/22
Date

Selected Code of Virginia Sections that Electoral Boards may cite for going into closed session:

§ 2.2-3711(A)(1): Personnel. Provides an exemption for:

Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body ...

Use this exemption to prepare your General Registrar's annual performance evaluation and to discuss appointment and performance of officers of election.

§ 2.2-3711(A)(4): Privacy. Provides an exemption for:

The protection of the privacy of individuals in personal matters not related to public business.

§ 2.2-3711(A)(7): Legal advice. Provides an exemption for:

Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

§ 2.2-3711(A)(29): Contracts. Provides an exemption for:

Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

Use this exemption to discuss the details of your contract with a vendor to acquire new voting equipment.

§ 2.2-3711 (A)(35). Security. Provides an exemption for:

Discussion or consideration by the State Board of Elections or local electoral boards of voting security matters made confidential pursuant to § 24.2-625.1.

Use this exemption to prepare and revise your locality's security plan.

Excerpted from FOIA Council website:

http://foiacouncil.dls.virginia.gov/2014_workshopmaterials.htm