

Galax City Electoral Board
October 4, 1:00 pm

The Electoral Board met in the Committee Meeting room on the 1st floor. Sylvia Richardson, Vice Chairman called the meeting to order at 1:00 pm. Melba Knox present and newest appointed Josepha Thompson to be an Electoral Board Member. The purpose of the meeting was to discuss the details of the responsibilities of a member.

Sylvia and Melba welcomed Josepha to the Electoral Board.

Josepha was elected Chairman to fill C.C. Kurtz Jr.'s term, Sylvia to Vice Chairman, and Melba to Secretary.

Sylvia and Melba discussed the highlights of the job with Joseph and Josepha asked questions, using the following handouts.

The **Electoral Board Job Description** was used to point out several important concepts. 12 Responsibilities especially No 10 Conducting a Canvas to ascertain all results are accurate and complete. No 11 The Counting of Provisional ballots. Other responsibilities including preparing budgets, attending training programs and evaluation of the Registrar. Emphasis was made that when performing official duties member must not engage in political activities. Qualifications, Disqualifications and Desirable Characteristics were discussed. Others are listed in detail.

Requirements for Galax City Electoral Members. Specifics for Galax including computer skills and an email account. Training and selection of officers prior to an election. Witnessing test and seal of machines, required meetings to discuss specifics of an election, attendance at VEBA conference, attendance at polls the days of election at 5:00 AM and throughout to assist poll workers and to pick up breakfast and lunch for them., meet to go to Independence to begin Canvas and complete by Friday., Others as printed on this handout.

Virginia Election Laws 2021 Edition regarding Absences 2.1.10 Regulation discusses being absent from meetings and the Canvas

Meetings for November Election

CAP	October 19 2:00 pm	
Poll Workers	October 21, 6:00 pm.	Electronic Poll Book program
	October 26, 6:00 pm	Chiefs and Asst. Chief
	7:00 pm	Electoral Board + David

Meeting adjourned at 1:53 pm.

Respectfully submitted,

Melba Knox, Secretary