



Salem Electoral Board Meeting
Minutes
September 9, 2024
19 East Clay Street, (annex)
Salem, VA
3:00pm

Attendees: Zachary Agee- Chair, Elizabeth Bowles -Vice Chair (phoned in), Katherin Elam- Secretary.

The meeting of the City of Salem Electoral Board is in accordance with Section 2.2-3707 of the Code of Virginia, 1950 as amended. The meeting held Tuesday, September 9, 2024, was called to order by Chair Agee at 3:05 pm.

First Order of Business-

The approval and signing of the minutes from the June 4, Electoral board meeting and the canvass of the Republican Senate primary of June 18 and June 21 were presented. Two corrections are needed and the minutes will be presented for a second read and signatures in October.

Second Order of Business –

The board approved seven officers of election for the November election: Edward Stevens Marshall, Julianne Wray, Michelle Narramore, Keith Dalton, Sandra White, Deborah Bode, and Ellen Holtman. All of the newly appointed officers will have an orientation/training October 23 at 9am or 6pm.

Third Order of Business –

The board reviewed a listing of all officers of election and the precincts that they are assigned to for November 5. The seven new officers will be assigned to a precinct closer to the election. Katherin presented the schedule of the officers of election working during the 45 days of absentee voting. There will

be 3-4 officers per day, lunch hour will be 12:30-1:30pm until mid-October when a re-evaluation of midday hours of operation will take place.

Fourth Order of Business

Training dates will be October 7 for pollbooks, October 23 training for the newest officers. October 30 will be the training for all officers of election to review election procedures, rotation of duties, pollbooks and the voting machines.

Fifth Order of Business

The Virginia Office of Elections' ADA checklist was reviewed to ensure the trailer meets the bulk of requirements to move voters in and out of the structure and surrounding grounds.

Other Business

- 1) The costs of urns of coffee for the June primary were presented.
- 2) The Salem Civic Center Catering office has been contacted and asked for lunch options that can be provided on election day for \$10 or less paid by the officers of election.

A motion was made by Elizabeth to adjourn at 3:50pm.

 _____ 12/19/2024
Zachary Agee, Chair Date

 _____ 12/16/2024
Elizabeth Bowles, Vice Chair Date

 _____ 12/12/24
Katherin Elam Date