



19 East Clay Street

Electoral Board Minutes

March 17, 2025

4pm

Attendees: Elizabeth Bowles - Chair, Mark Claytor -Vice Chair, Katherin Elam-Secretary, Benjamin Leeson – Director of Elections/General Registrar.

The meeting was called to order at 4pm by the Elizabeth Bowles Chair.

First Order of Business - Minutes

The January meeting minutes were approved and signed in February prior to the final interview of our new General Registrar Leeson.

Second Order of Business-Review of Electoral Board and General Registrar duties.

The board scanned the pages of a document based upon the state handbook for General Registrars. The consensus was Salem's key election staff and board are compliant. The few items that will be enhanced are:

1) Posting the public notices in ten locations prior to any electoral board meetings and elections. 2) Scheduling more training to cover electronic pollbooks, completing Statement of Results, and processing Same Day Registration (SDR) forms. 3) Sending digital enhanced ballots to Salem overseas/uniformed. This allows the voter to print out the ballot and snail mail to the office.

Third Order of Business -Officers of Election (OOE) Status.

Our records say that sixty-five people completed their paperwork for 2025. The concern lies with the percentage of OOE's who have checked U as their party identifier. According to the Virginia Code 24.2-115, A “the representation of the two parties shall be equal at each precinct.” If practicable, no more than one-third of the total number of officers appointed for each precinct may

be citizens who do not represent any political party. Registrar Leeson wants to make it a priority to share with OOE's the desire to have more of them declare a political party to achieve parity.

#### Fourth Order of Business- Registrar's First 90 Days

Registrar Leeson shared in his first week he had a visit from the Voter Registrars Association of Virginia (VRAV) chair who took him through the key steps for March through the June Primary. Days later he had a visit from Tammy Alexander of the State Office of Elections/ Campaign Finance Supervisor. Leeson has decided he will abolish the Salem voter registration card system and rely on electronic filing. In addition, Leeson has two training opportunities with the state election community in March and April.

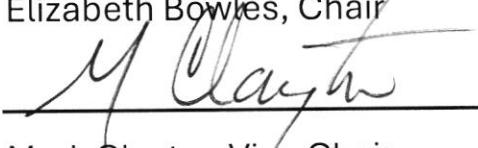
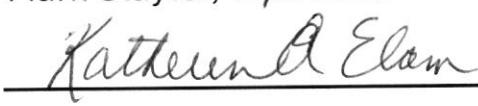
Vice Chair Claytor asked Leeson to record the changes he will implement that will lead to the reduction in the cost of doing business in the Registrar's office.

#### Fifth Order of Business -Staffing

There was a brief discussion about part-time staff available to cover the office when needed who also have experience using VERIS (statewide voter system, which is password protected).

There is still a desire to create a time Registrar Leeson can meet as many OOE's as possible. It was suggested that Secretary Elam send an email invite to meet up with him at the April 25 First Fridays at the Salem Farmer's Market.

A motion was made by Secretary Elam and approved to adjourn the meeting at 5:30pm.

 Elizabeth Bowles, Chair	 Mark Claytor, Vice Chair	 Katherin Elam, Secretary	April 21, 2025	Date
			4/21/2025	Date
			4/21/2025	Date