



**Electoral Board Meeting
Wednesday September 14, 2022
Minutes**

Attendance

<i>Electoral Board</i>		<i>Public Participation</i>
Barbara Tabb,		Eric Ditri, GOP, Prince George Resident
Lewis Stevenson		Elana R. House, RNC, Prince George Resident
Deborah Young,		Norman A. Winfer, Prince George Resident
		Catherine Zingaro, GOP, Prince George Resident
<i>Registrar Office</i>		
Allan Richeson,		

Meeting was called to order at 2:07 pm EDT by Barbara Tabb, Chair

Pledge of Allegiance to US Flag recited.

Chair Tabb, recognized Mr. Richeson for receiving a Resolution of Commendation from the Prince George Board of Supervisors on September 13, 2022 presented by Chair Waymack. The Commendation was for Mr. Richeson Attainment of Elections Registration and Administrator (CERA) Certification. *(Resolution from Board of Supervisors Meeting-Attachment 1)*

Agenda was presented by Chair Tabb with suggested changes of rearranging the order of topics; Topic 2 exchanged with Topic 4. Vice -Chair Stevenson moved the agenda be accepted with the suggested changes. Motion was passed unanimously. *(Attachment 2)*

Chair Tabb stated Early voting will begin on September 23, 2022. Prince George County, Virginia expects 50% of registered voters will vote early. The early voting numbers will impact the resources and machinery required for the precincts. Chair Tabb presented Officers of Election require training per Code of Virginia §24.2-115.2; Explaining new equipment and ballot requirements. Each precinct will have its own ballot. Training for Officers of Election (OE) will be the weeks of October 16th and 24th, 2022.

The Electoral Board (EB) appointed the Chief and Assistant Chief for each of the precincts. The appointments were in accordance with Article 5, Officers of Election, Code of Virginia §24.2-115. The appointments represent the major parties as practicable and based on experience. Each precinct appointments are of different parties, equitable, and include some independents.

Motion made by Chair Tabb to Delegate to the Prince George County, Virginia Registrar, Mr. Richeson and staff the following duties:

- Assign the remainder of the Officers of Elections for each precinct in accordance with Code of Virginia §24.2-115 having equal party representation and experience as practicable.
- Make any appropriate changes to Chief and Assistant Chief as required maintaining the Code of Virginia §24.2-115 requirements.
- Skills and Expertise shall be included in the assignments.

Motion passed unanimously.

Registrar Richeson presented, reviewed, and provided pertinent dates/documentation to the Electoral Board including the Election Calendar. (*Attachment 3 without Election Calendar*)

Meeting Adjourned at 3:50 pm EDT.

Submitted on October 9, 2022 by:

Secretary, Deborah Young, _____

Approved By:

Chair, Barbara Tabb _____

Approved By:

Vice-Chair, Lewis Stevenson _____

Attachments:

Attachment 1: Attendance Sheet and Richeson Commendation from PG Supervisors Board Meeting, September 13, 2022

Attachment 2: September 14, 2022 Meeting Agenda

Attachment 3: Information provided by Registrar

Attachment 4: Action Items

COMMENDATION

ALLAN C. RICHESON

ATTAINMENT OF ELECTIONS/REGISTRATION ADMINISTRATOR (CERA) CERTIFICATION

Presented on September 13, 2022

WHEREAS, Mr. Allan C. Richeson, Registrar for Prince George County was designated as a Certified Elections/Registration Administrator (CERA), the highest professional achievement for election officials in the country; and

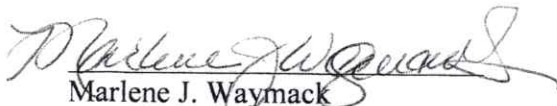
WHEREAS, CERA designation is achieved only through a multi-year course of study taught by the Auburn University's Master in Public Administration (MPA) faculty, Auburn, Alabama and conducted by the Election Center's Professional Education Program. The intent of the program is to professionalize the management of voter registration and elections administration in promoting and preserving public trust in the democratic process; and

WHEREAS, This is the highest designation available to elections and voter registration officials. The graduating class of 85 election professionals totals 1,420 election officials and election vendors who have achieved the CERA/CERV status. This is an outstanding accomplishment; and


WHEREAS, Prince George County is indeed fortunate to have Allan Richeson as one of the top designated professionals in America. Obtaining and maintaining CERA status means that he has committed to a career long process of continuing education to improve the electoral process in Virginia and the nation.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 13th day of September, 2022, does hereby commend Allan C. Richeson for attaining the highest professional achievement for election officials and election vendors in the country; and

BE IT FURTHER RESOLVED that this Board extends its gratitude for Mr. Richeson's outstanding leadership in the Registrar's Office and wishes him many more years of success.


Marlene J. Waymack
Chair, Board of Supervisors




Jeffrey D. Stoke
County Administrator



AGENDA

Prince George County Electoral Board

Administration Building, Suite 243

Registrar's Conference Room

9/14/2022 at 2:00 pm

- I Open Meeting:
 - Pledge of Allegiance
 - Recognition of Observers and Public Comment
 - Chairman's comments
2. Update from General Registrar / Director of Elections
3. Review of Election Calendar – Pending notification of dates from Elect
4. Review of Officer of Election candidates
 1. Review if additional Officers of Elections are available for appointment.
 2. Assignment to precincts
5. L&A testing for 3 Early Voting machines - September 20 - 6:00 PM
6. Planning for Site visits to Precincts in preparation for Election
7. Meeting Adjournment



PUBLIC NOTICE
of
IN-PERSON EARLY VOTING
in
PRINCE GEORGE COUNTY,
VIRGINIA

In-person, early voting will be available at the Voter Registrar's Office for the November 8, 2022, General and Special Elections.

Voting will begin Friday, September 23 at the Voter Registrar's Office and will continue, Monday through Friday, until Friday, October 28, from 8:30-4:30.

The Voter Registrar's Office will also be open on Saturday, October 29, and Saturday, November 5, from 9:00-5:00 for In-person early voting.

We will be closed on Columbus Day, Monday, October 10, 2022.

Allan C. Richeson
Director of Elections/ General Registrar

Va. Code § 24.2-701.2 (804) 722-8748
aricheson@princegeorgecountyva.gov



COUNTY OF PRINCE GEORGE

Office of the Director of Elections and General Registrar

Allan Richeson, Director of Elections
Sherri Jones, Deputy Director of Elections
Betty Bogue, Deputy Registrar
Daniel Ellis, Deputy Registrar

Important Dates to Remember for November 8, 2022 **General and Special Elections:**

- **Friday, September 23 – Absentee Voting Begins.** November General Election Ballots ready for absentee mail-in voting. Registrar's office will be open 8:30 AM to 4:30 PM Monday through Friday for early In-person absentee voting.
- **Monday, October 17 – Last day to Register to vote, or update an existing registration for the November General Election.**
- **Friday, October 28 – Last day to request an absentee ballot to be mailed to you.**
- **Saturday, October 29 and Saturday, November 5 – Registrar's office open 9 AM to 5 PM for in-person absentee voting.**
- **Tuesday, November 8 – "Election Day" Polling Locations open 6 AM to 7 PM.**

Attachment 4



Prince George County Virginia Electoral Board Action Log			
Task	Responsible Party/Parties	Status	Completed
Objectives for Mr. Richeson, Complete review	Electoral Board	Open	Chair Tabb Completed
204 Precinct Courts Location Approval and Move to Gregory Memorial Presbyterian Church	Mr. Stoke, Electoral Board, Registrar	Closed, Redistricting required movement to Abundant Life Church 6500 Middle Road Prince George, Virginia 23875	Complete
Assignment of Officers of Elections for Precincts	Registrar Office, Electoral Board	Chiefs and Assistant Chiefs Appointed on September 14, 2022 in accordance with Code of Virginia §24.2-115.	Complete with changes if required
Assignment of Officers of Elections for Precincts	Registrar Office, Electoral Board	Ongoing, Officers of Elections will be appointed by Registrar Office per delegation in accordance with Code of Virginia §24.2-115.	
Provide calendar of dates for OE Training, Electoral Board Meeting, L&A, Election/Canvass Dates	Chair Tabb	Sent to EB and Registrar on September 21, 2022	Complete
Future movement of Precincts 104 and 205	Electoral Board, Mr. Stoke	Future	