

Hampton Electoral Board Meeting
April 2, 2026 10:00 a.m., Registrar's Office

Draft Minutes

Present: Rebecca Winn, Chair; Stephanie Durrah, Vice Chair; Tara Morgan, Registrar; Matt Scott, Secretary

Also Present: Deputy City Attorney Angela King

Meeting was called to order at 10:13 a.m.

There were no public comments made.

Minutes were approved from EB meetings on 3/5, 3/18, and 3/20 with a correction of a scrivener's error and a possible review of Delegation of Duties listed from the 3/5 meeting.

Unfinished Business

Duties and Delegations

- #505 - Reported to the office, then to EB
- #506 – EB
- #507 – Office
- #508 – Office orders ballots
- #509 – Office orders ballots
- #510 – EB
- #511 – Office orders ballots
- #512 – Board approves the number of ballots
- #513 – By printer
- #514 – EB
- #515 – The Printer is designated
- #516 – Office
- #517 – Office
- #518 – Printer
- #519 – Office
- #520 – Office
- #521 – Kept in Office
- #901 – Shared duties with Office
- #902 – Shared duties with Office

VEBA Annual meeting reports –

The start of our Canvass for each election can be designated a “Limited Action Meeting.”

We should be in contact with the Liaison Office at LAFB to make sure they are informed about the prospective voters who come to them.

Roll Call votes should be taken when we come out of Closed Sessions to certify that the session was done properly.

Salaries for Registrars and Deputies were mentioned in the meeting.

EB members can do voter education and recruitment for OEs.

We can place signage that includes the law regarding the distance fire arms must be away from the precinct entrance.

Each precinct needs to report to the office, on Election Day, by 5:15 a.m., the status of that precinct's OEs – hopefully that everyone is there.

We can create a map – a lay-out - for each precinct so the information is available for those who work there in the future.

The School Leadership has announced that the schools will be closed to students on the day of the Special Election (4/21). It appears that school closure is on the calendar for March 7, 2028 for the Presidential Preference Primary.

The OE Appreciation Event has been tabled for now.

Security training. Rebecca will contact Chief Wideman to see if someone in our police division would do training for our Chiefs and Assistant Chiefs.

The software the office is using is called "Election Worker." It is being used on a trial basis, and will be purchased for future use.

ADA Compliance forms will be filled out for each precinct in the near future.

There have been 3 voter engagement events recently.

HU Precinct – Michelle will be there early on Election Day to assist with SDRs. The board will be there on 4/8 to help establish the placement of the various functions of that precinct.

New Scanners – We are waiting on potential scanners to be approved by the state, and for the City to approve the budget for such a purchase.

New Business –

Guidance will come on a recent Executive Order on mailed-in ballots in Federal Elections.

Motion was made that pursuant to Virginia Code Section 2.2-3711(A)(1) for the Electoral Board to go into closed session for the purpose of the discussion and consideration of the assignment, appointment and performance of Officers of Election. Motion was seconded and passed.

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Closed session began at 12:20 p.m.

At 12:44 p.m. EB moved back into open session.

Motion was made that members of the Electoral Board certify that to the best of each board member's knowledge only public business matters lawfully exempted from open meeting requirements and only such public business matters as were identified in the motion to convene the closed session were heard, discussed or considered in the closed session. Seconded and passed.

The board went back into open session at 1:15 p.m.

Motion was made for the board to appoint new Officers of Election pursuant to VA code 24.2-115.

Phil Siff, James Mason, Zenaya Cherry, Susan Weis, Deana Jackson, Patrick Uribes, Joshua Stevenson, Zoe Stevenson, and Yasmine Goodrich are appointed to be Officers of Election at their home precincts. They may be changed due to precinct needs, availability of such officers to complete their duties, and similar circumstances associated with scheduled Election Days. These OEs are unaffiliated as to party until or unless they are accepted by one of the parties. Motion was seconded and passed.

Motion was made that pursuant to Virginia Code Section 2.2-3711(A)(1) for the Electoral Board to go into closed session for the purpose of the discussion and consideration of the assignment, appointment and performance of Officers of Election. Motion was seconded and passed.

Closed session began at 1:20 p.m.

At 3:58 p.m. EB moved back into open session.

Motion was made that members of the Electoral Board certify that to the best of each board member's knowledge only public business matters lawfully exempted from open meeting requirements and only such public business matters as were identified in the motion to convene the closed session were heard, discussed or considered in the closed session. Seconded and passed.

Meeting was adjourned at 4:00 p.m.

Sincerely submitted,
Matt Scott, Secretary
Hampton Electoral Board