PRINCE WILLIAM
Electoral Board

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Prince William County Electoral Board

MEETING MINUTES

Old Manassas Courthouse
9248 Lee Ave, 2nd Floor
Manassas, VA 20110

February 5, 2025

IN ATTENDANCE:
Marcus Moyer, Secretary
Keith A. Scarborough, Chair
Heidi Stirrup, Vice-Chair
Eric Olsen, Director of Elections/GR
Jon Alvarez, Assistant Director of Elections (Operations)
Natalia Taylor, Assistant Director of Elections (Voter Services)

BOARD MEETING

Chairman Scarborough called the Meeting to order at 10:00 AM and called for a Moment of Silence and then the Pledge of Allegiance. As all three Board members were present, there was a Quorum.

WELCOME NEW BOARD MEMBER

Chairman Scarborough recognized Mrs. Heidi Stirrup as the newest member of the board, recently appointed to the seat on the board formerly held by London Steverson. Mrs. Stirrup offered brief comments following her introduction.

ORGANIZATION OF THE BOARD

Mrs. Stirrup made a motion to organize the Prince William County Electoral Board with Keith Scarborough as Chair, Heidi Stirrup as Vice Chair, and Marcus Moyer as Secretary. The motion was seconded by Marcus Moyer and subsequently passed unanimously.

APPROVAL OF MINUTES

Secretary Moyer made a motion to approve the minutes from the meetings held on September 30th and November 6th of 2024. The motion passed with approval of Chairman Scarborough and Secretary Moyer; Vice Chair Stirrup abstained since she was not a member of the board at the time of the meetings under review.

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KEITH SCARBOROUGH
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HEIDI STIRRUP
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REPORT FROM ELECTORAL BOARD MEMBERS

Vice Chair Stirrup offered brief comments expressing how pleased she was at the opportunity to serve as an Electoral Board member and that she is eager to get to work.

Secretary Moyer contrasted the importance of exercising the most fundamental and basic right and duty of a citizen – to vote in our elections – with the voter turnout statistics for Prince William County in the 2024 General Election. He presented a brief overview of the vision for 2025, focused on continued enhancement of voter education, increasing voter turnout, growing citizen participation as Election Officers, and refining Election Officer parity and leadership balance in our precincts (specifically in the instance of Chief Officers).

Chairman Scarborough noted that the State Board of Elections voted unanimously in January to seek the removal of a Republican Electoral Board member of the City of Waynesboro who had announced last fall that he would refuse to certify the results of the November election unless he could conduct a hand count of all ballots cast. As Electoral Board members, our focus is to insure the fair, orderly and transparent operations of elections, not attempting to change the law.

GENERAL REGISTRAR'S REPORT

General Registrar Eric Olson provided a comprehensive "Year in Review" of 2024, with a special emphasis on the statistical overview of the most recent election in November. He outlined the various challenges encountered and resolved, along with lessons learned, during a very dynamic year that experienced active voting for nearly 40% of the year. He highlighted a number of programmatic achievements in the areas of operations, voter registration, Election Officer recruitment, early voting, and mail voting. Mr. Olson also provided an analysis of Prince William County's innovative approach to early voting locations that was implemented in 2024 (i.e. adjusted number of sites, dates and times that each site was open, total available site days compared to other counties, total voter throughput capacity, wait times, etc.), with evidence indicating that the new approach was very successful.

NEW BUSINESS

Appointing Election Officers. A list of Election Officers to be re-appointed for a two-year cycle (with some officer requests for party affiliation re-alignment) was presented for the board's review. A second list of new Election Officers to be appointed (with some party affiliation objections noted by the Parties) was also presented for review. Secretary Moyer made a motion to approve the Election Officer appointments and re-appointments, but to revisit the party affiliations in the March meeting pending further input from the Parties. The motion was seconded by Vice Chair Stirrup and subsequently passed unanimously.

Delineation and Separation of Electoral Board and General Registrar Duties Review. In 2024 the Electoral Board adopted a reference document outlining the individual and shared duties and responsibilities of the Electoral Board and the General Registrar, as stipulated in applicable controlling documents (i.e., the Code of Virginia, the General Registrar's Handbook, etc.), subject to annual review. Secretary Moyer made a motion to table the discussion and annual review of this

document, affording newly appointed Vice Chair Stirrup an opportunity to become more familiar with it. The motion was seconded by Vice Chair Stirrup and was subsequently passed unanimously.

PUBLIC COMMENTS

The following individuals offered public comments:

(1) Allen Sayler
(2) Jeff Fuller

CLOSED SESSION

Secretary Moyer made a motion that the Board go into a closed session pursuant to Virginia State Code Section 2.2-3711-A1 and 2.2-3711-A7 for the purpose of discussing issues related to personnel matters and probable litigation. The motion was seconded by Vice Chair Stirrup. The motion subsequently passed unanimously, and the Board entered a closed session.

Secretary Moyer made a motion that the Board return to public session and certify that only public business matters lawfully exempt from open meeting requirements under Virginia law, and only such business matters identified in the motion convening the closed session were discussed or considered. The motion was seconded by Vice Chair Stirrup. The motion passed unanimously, and the Board returned to public session.

ADJOURNMENT

Secretary Moyer made a motion to adjourn the meeting. The motion was seconded by Vice Chair Stirrup and subsequently passed unanimously.

The meeting adjourned at 12:58 PM.

Keith Scarborough
Chair

Heidi Stirrup
Vice-Chair

Marcus Moyer
Secretary

Date of Approval: 3 / 5 / 2025