PRINCE WILLIAM
Electoral Board

9250 LEE AVENUE, SUITE 1, MANASSAS, VA, 20110
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Prince William County Electoral Board

MEETING MINUTES

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

June 18, 2025

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

POST ELECTION BOARD MEETING AND CANVASS (18 June 2025)

The Board convened at 10:00 AM in the Old Manassas Courthouse, 2nd Floor, 9248 Lee Avenue, Manassas, VA, 20110 to perform the Canvass for the 2025 Primary Election. Chairman Scarborough called the meeting to order.

Vice Chair Stirrup made a motion to allow the Election Officers to open Envelopes 2 and 2A and begin the Canvass of the initial election results. The motion was seconded by Secretary Moyer and subsequently passed unanimously.

Vice Chair Stirrup made a motion to allow the staff to open Envelopes 1 in order to conduct provisional ballot research in preparation for the adjudication of those provisional ballots. The motion was seconded by Secretary Moyer and subsequently passed unanimously.

Vice Chair Stirrup made a motion to authorize the delivery of Envelopes 3 and Envelopes 6 to the courthouse. The motion was seconded by Secretary Moyer and subsequently passed unanimously.

General Registrar Eric Olson explained the Canvass procedure to the bi-partisan Election Officers present; there were no observers in attendance.

Election Officers inspected and cross-checked the reported election results and documentation submitted by each precinct. Precinct 411 had one undervote for Attorney General not captured in the results, and Precinct 608 had six undervotes for Attorney General not captured in the results. The results for those two precincts were re-checked and amended appropriately. All election outcomes were correct.

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PROVISIONAL HEARING (18 June 2025)

At 12:15 PM Secretary Moyer made a motion that the Electoral Board reconvene in the Main Office Conference Room, 9250 Lee Avenue, Manassas, VA, 20110 to hear testimony from voters regarding their provisional ballots. The motion was seconded by Vice Chair Stirrup and subsequently approved unanimously. No voters presented themselves to offer testimony. At 12:45 PM Chairman Scarborough suspended the meeting and concluded the Provisional Hearing.

At 1:00 PM, the Board reconvened the meeting at the Old Manassas Courthouse to conclude the Canvass. The Election Officers completed their work at approximately 1:00 PM, and the Registrar offered closing comments and appreciation for the participating Election Officers.

Vice Chair Stirrup made a motion to suspend the meeting until Tuesday, June 24th, at 1:00 PM. The motion was seconded by Secretary Moyer and subsequently passed unanimously.

PROVISIONAL BALLOT ADJUDICATION (24 June 2025)

At 1:00 PM on June 24th, the Board reconvened the meeting in the Main Office Conference Room, 9250 Lee Avenue, Manassas, VA, 20110 to adjudicate absentee ballots flagged for further scrutiny and provisional ballots submitted during both early voting and on Election Day for the 205 Primary Election. No observers from either party were present. The results were as follows:

Absentee and Provisional Ballot Adjudication		
Adjudication	**Ballot Type / Reason**	**Total**
Accepted	Absentee Ballot	86
	Same-Day Registration (Early Voting)	23
	Same-Day Registration (Election Day)	106
	Already Voted (Election Officer Error)	2
	ID Presentation	6
Accepted Subtotal		***223***
Rejected	Missing Information (Unconfirmed Citizenship)	1
	Other (Under-age)	1
	Wrong Precinct	10
Rejected Subtotal		***12***
Total Adjudicated		**235**

The Board determined that in the future, we will require Chiefs to annotate the time at which each provisional ballot form was completed in order to allow the Board and Election Office staff to compare that time/date stamp against the check-in logs to more accurately identify Election Officer check-in errors that can lead to voters casting provisional ballots.

Secretary Moyer made a motion that in the upcoming Certification meeting the Board be briefed and presented with the completed corrections deemed necessary during the Canvass results and documentation check. The motion was seconded by Vice Chair Stirrup and subsequently passed unanimously.

At 4:55 PM Vice Chair Stirrup made a motion to suspend the meeting until June 26th at 1:00 PM. The motion was seconded by Secretary Moyer and subsequently passed unanimously.

CERTIFICATION (26 June 2025)

The Board reconvened at 1:00 PM on June 26 to complete the final Certification of the 2025 Primary Election. The Board reviewed all early voting, mail voting, provisional, and Election Day results data and documentation, along with necessary corrections that were identified during the Canvass. Once satisfied that all election results for the 2025 Primary Election were reported accurately, the Board signed all certification paperwork verifying the results for Prince William County, to be submitted to the Virginia Department of Elections.

CLOSED SESSION

Secretary Moyer made a motion that the Board go into a closed session pursuant to Virginia State Code Section 2.2-3711(A)(1) for the purpose of discussing the General Registrar's annual evaluation. 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

Vice Chair Stirrup made a motion to adjourn the meeting. The motion was seconded by Secretary Moyer and subsequently passed unanimously. The meeting adjourned at 4:45 PM.

Keith Scarborough	Heidi Stirrup	Marcus Moyer
Chair	Vice-Chair	Secretary

Date of Approval: 8 / 7 / 2025