PRINCE WILLIAM
Electoral Board

9250 Lee Avenue, Suite 1, Manassas, VA, 20110
www.pwcvotes.org

Prince William County Electoral Board

MEETING MINUTES

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

August 7, 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)

BOARD MEETING
Chairman Scarborough called the Meeting to order at 1:03 PM and called for a Moment of Silence and then the Pledge of Allegiance. As all three Board members were present, there was a Quorum.

APPROVAL OF MINUTES
Secretary Moyer made a motion to approve the minutes from the Post Election Board Meeting and Canvass conducted from 18-26 June 2025, as well as the minutes for the Emergency Meeting held on 31 July 2025 that was prompted by the need for a Special Election to fill the Gainesville Supervisor role on the Prince William County (PWC) Board of County Supervisors (BOCS) after the passing of Supervisor Bob Weir. The motion was seconded by Vice Chair Stirrup and subsequently passed unanimously.

REPORT FROM ELECTORAL BOARD MEMBERS
Vice Chair Stirrup reflected on the service of Supervisor Bob Weir, commented on the Special Election, and announced the Republican Firehouse Primary scheduled for 16 August 2025.

Secretary Moyer offered further comments on the Special Election, Election Officer (EO) policy, and the ongoing need for EO recruitment, parity, and flexibility.

Chairman Scarborough also commented on the Special Election, and announced the Democrat Firehouse Primary on 10 August 2025.

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GENERAL REGISTRAR'S REPORT

General Registrar Eric Olsen provided an update on his recent interaction and impressions from the Voter Registrars Association of Virginia (VRAV). He reiterated key timelines associated with the pending Special Election that were determined by the Code of Virginia and the Electoral Board's Emergency Meeting on 31 July 2025, provided an update on tasks related to the General Election in November, and a summary of recent voter list maintenance actions.

NEW BUSINESS

New Election Officer Appointments. A list of 82 new Election Officers to be appointed was presented to the Board. Secretary Moyer made a motion to approve the list of new Election Officers. The motion was seconded by Vice Chair Stirrup and subsequently passed unanimously.

Election Officer Party Affiliation Change Request. A list of four Election Officers requesting to change their party affiliation was submitted to the Board. Secretary Moyer made a motion to approve the requested party affiliation changes. The motion was seconded by Vice Chair Stirrup and subsequently passed unanimously.

Training Plan (November Election). General Registrar Olsen outlined the Election Officer Training Plan for the November 2025 General Election, explaining the various types of training events and workshops that would be required/offered to Election Officers at various stages of experience and levels of responsibility (from brand new EOs to the most experienced Chiefs).

The Board discussed the benefits of creating and adding one training session specifically for Authorized Observers (offered virtually and in-person), and making the video recording of that training available online afterward.

Secretary Moyer made a motion to approve the training plan with the addition of Authorized Observer training opportunities. The motion was seconded by Vice Chair Stirrup and subsequently passed unanimously.

Ballot Order (November Election). The General Registrar presented a statistical analysis as the justification for the planned order of 180,000 ballots in support of the projected needs of the 2025 General Election (Election Day, Provisional voting, and Logic and Accuracy Testing).

Secretary Moyer made a motion to approve the ballot order as presented. The motion was seconded by Vice Chair Stirrup and subsequently passed unanimously.

Staffing and Equipment Plan (November Election). The General Registrar summarized the statistical and historical analysis supporting the proposed Election Officer Staffing and Equipment Plan for the 2025 General Election, substantiating the need and plan for 727 Election Officers (an average of seven per precinct) and 549 pieces of equipment (ballot scanners, pollbooks, and ADA ballot marking devices).

Secretary Moyer made a motion to approve the staffing and equipment allocation plan. The motion

was seconded by Vice Chair Stirrup and subsequently passed unanimously.

Election Officer Policy. The Electoral Board maintains an Officer Nomination, Assignment, and Removal Policy in order to ensure proper officer recruitment, election planning, and equitable partisan representation. The Board adopted this policy to ensure adherence to the nomination and assignment of election officers under Virginia Code §24.2-115 and to clarify the roles of the different individuals involved in the process. The policy is under review by the current Board, with several substantive and administrative changes in view.

Secretary Moyer made a motion to table the adoption of an updated Election Officer policy pending further review and proposed amendments by the Board and the General Registrar. The motion was seconded by Vice Chair Stirrup and subsequently passed unanimously.

PUBLIC COMMENTS

The following individuals offered public comments: Tony Guiffre

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 for the purpose of discussing issues related to personnel matters. The motion was seconded by Vice Chair Stirrup. The motion subsequently passed unanimously, and the Board entered a closed session at 3:02 PM

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 at 3:35 PM.

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 3:38 PM.

Keith Scarborough	Heidi Stirrup	Marcus Moyer
Chair	Vice-Chair	Secretary

Date of Approval: 9 / 10 / 2025