



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods, and diverse communities of Fairfax County

## Electoral Board

**Hon. Katherine K. Hanley**  
Chairman

**Jeffrey K. Shapiro**  
Vice Chairman

**Amb. (ret.)  
Christopher P. Henzel**  
Secretary

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**Eric L. Spicer**  
General Registrar and  
Director of Elections

## ELECTORAL BOARD MEETING

Date: December 11, 2023

Time: 4:30 p.m.

Location: Conference Room 315

## AGENDA

- I. Call to Order, Welcome, and Introduction
- II. Adoption of the Agenda
- III. Approval of the Minutes
  - October 30, 2023
  - November 8, 2023
- IV. General Registrar's Report
- V. Electoral Board Reports
- VI. New Business
- VII. Public Comments
- VIII. Closed Session for the following reason:
  - To discuss personnel matters, as permitted by Va. Code § 2.23711(A)(1).
- IX. Adjourn

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Voter Services  
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Election Administration  
Phone: 703-324-4735  
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**Fairfax County Office of Elections**  
12000 Government Center Parkway  
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MINUTES  
Fairfax County Electoral Board  
October 30, 2023

The Fairfax County Electoral Board (Board) met on Monday, October 30, 2023, in Conference Room 315 at the Fairfax County Government Center located at 12000 Government Center Parkway, Fairfax. Chairman Hon. Katherine K. Hanley; Vice Chairman Jeffrey K. Shapiro; General Registrar Eric L. Spicer; Deputy Director Cheryl Jones; and Clerk to the Electoral Board Beth Dixon Methfessel were present. Secretary Amb. (ret.) Christopher P. Henzel participated remotely.

IT Manager Cord Whitehouse; Election Manager Ravi Udeshi; Public Information Officer Brian Worthy; Deputy Registrar for Voter Registration Bushra Ardalan; Deputy Registrar for Voter Satellite Offices Florence Brown; Deputy Registrar for Absentee Voting Sean Stewart; Voting Equipment and Logistics Manager Tyrone Allen; Election Officer Manager Gretchen Coleman; Supply Manager Kay Garrison; Financial Specialist Teresa Maza; Mira Elliott, Ann Hines, and B. Gissell Jimenez (Office of Elections (Office) staff); Christine Brim (Fairfax County Republican Committee (FCRC) Election Integrity Task Force); Dominic Thompson (Executive Director, Fairfax County Democratic Committee (FCDC)); Carol Allen and Megan Challender (FCDC Election Law and Voter Protection); Gregory Brandon (Fairfax County Democratic Committee (FCDC) Central Communications); James Lee, Pat O'Brien, and Stephen Spitz (members FCDC); Maggi Luca (League of Women Voters (LWV) – Fairfax) and Kyle Laker, and Kelly Price (residents of Fairfax County and/or neighboring jurisdictions).

The following individuals participated using the Zoom videoconferencing platform: Human Resources Manager Yoon Choi-Lee; FOIA Coordinator Pat Ferguson; IT Business Analyst George Panagakos; Office staff and/or rovers Mark Beale, Carrie Clark, Jeanne Faubell, Lisa Hogle, Alejandra Malanowski, Kathryn Martin, Matt Meads, Dan Per-Lee, Abigale Peters, Todd Strelow, Jerald Taylor, and Fily Vilasanta; Maria Vorel (FCDC Precinct Operations); Arina van Breda (Fairfax League of Women Voters (LVW)); Peggy Morrison (FCDC Voter Registration and Education); Barbara Palmer-Tengs (member FCRC); Helen Chaikovsky, Audrey Dutton, William Denk, Phyllisa Goldenberg, Amanda Griffith, and David Lopez, Fairfax County election officers and/or residents of Fairfax County or neighboring jurisdictions).

Ms. Hanley called the meeting to order at 4:30 p.m. and introduced the Board. Ms. Hanley asked Mr. Henzel to state for the record his location and why he was participating remotely. Mr. Henzel replied that he was on business and calling in from New York, New York. Ms. Hanley called for a motion that Mr. Henzel's voice can be adequately heard and that his remote participation comports with the Electoral Board's Remote Participation Policy. Mr. Shapiro so moved, and the motion passed 2-0.

Mr. Henzel moved approval of the agenda, and the motion passed by a vote of 3-0. Mr. Henzel moved to adopt the Draft Minutes of the Board meeting held on September 27, 2023. By a vote of 3-0, the Minutes of the Board meeting held on September 27, 2023, were adopted.

Mr. Shapiro made a motion to appoint of 255 election officers (EO) (142 Democrats, 102 Republicans, and 103 Unaffiliated) for a term ending February 28, 2025. The motion passed by a vote of 3-0.

Under the General Registrar’s (GR) report dated October 29, 2023 (attached and made a part of this record), Mr. Spicer updated the voter registration numbers since the last Electoral Board meeting:

<b>Voter Registration</b>		
<b>Registered Voters</b>	<b>As of October 27, 2023</b>	<b>Change from 9/25</b>
Active registered voters	717,440	+2,913
Inactive registered voters	69,580	-1,015
<b>TOTAL</b>	<b>787,020</b>	<b>+1,898</b>

<b>Registration Transactions</b>	<b>September 2023 (9/1 to 10/1)</b>	<b>Year-to-Date (1/1 to 10/1)</b>
DMV online voter registration transactions	16,947	137,565
Web voter registration transactions	2,673	10,257
Third-party voter transactions	382	3,196
Other voter registration transactions	1,592	18,242
<b>TOTAL</b>	<b>21,594</b>	<b>169,260</b>

<b>Voter Cancellations</b>	<b>September 2023 (9/1 to 10/1)</b>	<b>Year-to-Date (1/1 to 10/1)</b>
Deceased	478	3,271
Out-of-state	427	8,897
Other	77	7,249
<b>TOTAL</b>	<b>982</b>	<b>19,417</b>

### **Action Items from Previous Board Meeting**

<b>Breakdown of DMV Transactions</b>	<b>September (9/1 to 10/1)</b>
Change of Address	3,480
New Registrant	2,662
Transferred In	1,551
Administrative Duplicate Match	4,212
Name and/or Address Change	545

Other (Includes voters who moved out of Fairfax County, moved out of the State, were reactivated, and identified themselves as non-citizens)	4,497
<b>Total DMV Transactions</b>	<b>16,947</b>

Mr. Shapiro asked Mr. Spicer to explain Administrative Duplicate Match. Ms. Ardanan was asked to answer, and she said that any voter registration application submitted online where no information has changed is processed as an Administrative Duplicate. No new voter registration postcard is generated. These transactions result in no change to the active voter numbers. Mr. Shapiro asked what happens if there is a minor discrepancy such as a missing middle initial. Ms. Ardanan responded that the system will process this application because something has changed. Transferred In covers those individuals who lived in another locality and moved into Fairfax County. New Registrants include those individuals with no previous voter registration in Virginia. If applications received by the Division of Motor Vehicles (DMV) are completed correctly, they are processed in a timely manner. Any incomplete application is denied, and a denial letter is mailed and emailed to the voter if an email is provided. Applications with an out of state address are denied. Voters registered in Fairfax County who submit a voter registration application with an out of state address are cancelled.

In June 2021, approximately 15,400 voters were notified that they would be converted from an annual absentee application to the newly created permanent absentee voter list. This by-mail notification was required by the legislation that implemented the permanent absentee list. Through 2022, approximately 800 permanent absentee voters opt-outs were received from the mailing. Additionally, opt out forms are available at polling locations and on the Office website, and are emailed or mailed to voters who contact the office requesting to be removed. After the November 2023 Election, another opt-out mailing will be sent to the approximately 60,000 voters on the current permanent absentee list in advance of the 2024 election cycle. Mr. Shapiro asked what action is taken if the opt-out mailing was returned undeliverable. Mr. Stewart responded that voters may not be removed from the rolls based on a mailing that was returned undeliverable. The undeliverable mailing will be scanned into the voter’s record which initiates the confirmation mailing process. The voter is flagged as ‘inactive’ and if no response to the confirmation mailing is received, the voter will be removed after two federal elections.

Mr. Spicer enumerated the list maintenance functions performed by the voter registration team, e.g., DMV registrations, license surrenders for out-of-state movers, voters who move to other localities, duplicate voters, felony convictions, non-citizens, and adjudicated mentally incapacitated. The Virginia Department of Elections (ELECT) now uses several sources of information to provide the localities information for the removal of deceased voters:

- Confirmation of death by deceased voter’s family or estate;
- Confirmation of death by registrar or deputy registrar who personally knows the deceased voter;
- Records from the State Registrar of Vital Records processed through the hopper;
- Records from local health officials;
- A death certificate; or

- An obituary posted in a newspaper or on a website of a licensed funeral home.

Mr. Henzel recalled that last year ELECT gave guidance against using the use of jury questionnaires with citizenship information. Mr. Henzel asked if this guidance is still in place, and Mr. Spicer responded that the guidance has not changed, and jury questionnaires cannot be used to determine citizenship.

ELECT receives a list of individuals convicted of felonies from the Virginia State Police (VSP) each month and sends this list to local General Registrars through VERIS as part of the voter registration hopper. Local voter registration offices remove these voters from the voter list and send cancellation letters by mail in accordance with state law. Recently, ELECT discovered that VSP included in its list voters who violated their probation, which is not cause for removal from the voter rolls. ELECT asked VSP to conduct a historical review, which revealed 3,400 such records statewide. As a result of this effort, ELECT sent these names to local General Registrars for reinstatement and on October 6, 2023, directed the Office to reinstate seven voters in Fairfax County out of the 32 voters that were removed on July 21. Probation violations have now been removed from the lists of felony convictions sent to ELECT by VSP. Between September 1 and October 28, ELECT directed the Office to cancel 38 voter registrations for felonies and reinstate 94 voters previously removed for felonies.

As of October 26, 69,433 absentee ballot applications were received for the November 2023 General Election. This includes 58,688 permanent applications, 1,821 applications from overseas and military voters, and 8,924 one-time applications. Mr. Henzel asked if the number of applications from overseas and military voters is trending normal. Mr. Stewart replied that it is a bit low, which is not unexpected in an election year featuring local races. Mr. Spicer added that the military and overseas voters are emailed their ballots but must return them by regular mail. Mr. Henzel expressed concern about the vulnerability of returning overseas and military ballots in comparison to other options for returning absentee ballots and requested the Office to continue to monitor the number of applications and the return of these types of ballots.

The General Assembly changed a statutory requirement for absentee by mail voting (Va. Code § 24.2-706) that replaced the witness signature on the “statement of absentee voter” with the last four digits of the voter’s Social Security number and year of birth. ELECT has recently noted statewide concerns being raised about who has access to potentially sensitive voter information because the Social Security number and year of birth are on the outside of the envelope. This is not a concern in Fairfax County because the Office proactively designed a new absentee ballot return envelope in collaboration with USPS and the Office’s third-party printer/mailer that protects a voter’s sensitive information. The new envelope design, however, has increased the amount of time needed to process each envelope in the Central Absentee Precinct (CAP). It now takes approximately three minutes to process each envelope. In addition, these changes have increased the number of mail absentee ballots that are sent through the curing process. Mr. Shapiro asked how discrepancies on the absentee ballot envelope are handled. Mr. Stewart responded that if the information on the absentee ballot envelope is not a perfect match with the voter’s record in VERIS (Virginia’s statewide voter registration system), the voter is notified, and if the discrepancy is not cured, the ballot is rejected.

On October 9, 2023, Erickson Senior Living confirmed that the renovation of Greenspring Conference Center, the usual polling place for Greenspring precinct, was not yet complete. These renovations began in the spring of 2023. At the time, and pursuant to its authority to temporarily relocate polling places at Va. Code § 24.2-310(D), the Electoral Board relocated the polling place to Village Square for the June 21, 2023, Primary Elections and, upon recent receipt of updated information about the status of the renovations, will also relocate the polling place for the November 7, 2023, General and Special Elections. Like the Greenspring Conference Center, Village Square is located inside the Greenspring precinct's boundary. A postcard was sent to voters the week of October 16 to inform them that voting will be held in the same building used for the June 21, 2023, Primary Elections. The relocation of the Greenspring polling place will foreseeably need to remain in place through at least next June's primary elections, therefore, on December 5, 2023, a public hearing will be held to permanently relocate the polling place for Greenspring precinct to Village Square.

In response to action by the Board of Supervisors, postcards were mailed to affected voters to inform them that Lee Highway and Lee Jackson Memorial Highway were changed to Rt. 29 and Rt. 50, respectively.

A total of 235 election officers were assigned to the voter satellite offices including a Republican Chief EO and a Democratic Assistant Chief EO for each location. Due to many cancellations, the Office greatly increased its efforts to recruit additional EOs to ensure party balance at the satellite offices. Ms. Hanley noted that the Virginia Code contemplates EO party balance, and for many years Fairfax County has been working to achieve it. Mr. Shapiro added that last weekend he brought attention to the lack of parity at the voter satellite offices and commended staff for the swift effort to correct the imbalance. He encouraged staff to continue to "manage to the requirement."

On Monday, October 30, an online briefing will be conducted for all Chiefs and Assistant Chiefs to cover critical information ahead of Election Day. They must either participate live or watch a recording within 48 hours. Numerous in-person training classes for this election are being offered, including workshops for Chiefs and Same Day Registration Specialists as well as equipment practice sessions for first-time and inexperienced officers. Open houses scheduled on October 28 and November 2 will provide optional opportunities for additional practice. More than 1,050 officers attended in-person training for this election or are enrolled in an upcoming open house.

Matthew Meads, a promotional hire from DIT, started as GIS Analyst II on October 21. Gissell Jimenez Cedeno was promoted to Absentee Mail Assistant Manager, effective November 4.

There was no Chairman's report.

Under the Vice Chairman's report, Mr. Shapiro emphasized his earlier comments that staff continue to focus on achieving party balance in EO assignments.

Under the Secretary's report, Mr. Henzel made the following statement, "At the August 7, 2023, meeting of this Electoral Board, I expressed concern that the activist group "Informing

Democracy” (or “ID”), which calls itself “non-partisan”, is in fact quite partisan, and that the Virginia Electoral Board Association (VEBA) was assisting it with distributing a questionnaire. Today I need to note that the “ID” group, in addition to displaying a partisan agenda, is also sloppy at best in its reporting. In a web publication dated October 12, “ID” included a listing of every electoral board member and general registrar in Virginia and labelled a number of them “anti-democracy” or “election subverters.” Of course, all the Board members so labelled are Republican-nominated members. This same October 12 web publication also purports to quote from, and cite, the minutes of this Electoral Board’s meeting of July 21, 2022. However, if one compares the excerpt in ID’s publication with our Board’s actual minutes, it is clear that the group distorted the minutes in order to fit their false narrative. Page 5 of our minutes, in the para beginning “Mr. Lopez asked...” show what was actually said. I encourage anyone who has concerns about ID’s inaccurate publication to look at the actual minutes on the Fairfax County Electoral Board’s website.”

Ms. Hanley moved that the Board go into Closed Session to consult with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, as permitted by Va. Code § 2.23711(8). Without objection, and by a vote of 3-0, the Board entered a Closed Session at 5:27 p.m.

At 5:55 p.m. the Board concluded the Closed Session. Chairman Hanley read the following statement:

“In accordance with *Virginia Code* § 2.2-3712(D), I am asking the Secretary of the Electoral Board to conduct a roll call vote to certify that to the best of each member’s knowledge that (i) only public business matters lawfully exempted from open meeting requirements of the Virginia Freedom of Information Act were conducted in the closed meeting and (ii) only such public business as was identified in the motion for the closed meeting, by which the closed meeting was convened, was heard, discussed or considered in the closed meeting of the Electoral Board. That roll call vote shall be recorded and included in the minutes of the Electoral Board.”

Secretary Henzel then called the roll for the vote on the above statement:

Voting Yes:	Chairman Hanley
	Vice Chairman Shapiro
	Secretary Henzel

Under Public Comments, Ms. Hanley reminded the public that comments are limited to three minutes. The Board may provide the information; however, an answer may be deferred if more research is required.

Megan Challender, Dominic Thompson, Kyle Laker, Maria Vorel, Maggi Luca, James Lee, and Arina van Breda addressed the Board regarding the recent disqualification of Franconia School Board candidate Marcia St. John-Cunning, urging the Electoral Board to clarify the process by providing clearer written and verbal instructions, in all four required languages, on how to cast a write-in vote. Concerns were raised regarding voter confusion at the early voting satellites on how to cast a vote for Ms. St. John-Cunning, especially those who voted her printed name on the ballot *and* [emphasis added] wrote her name on the write-in line. Given there is no

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process to cure those who voted for Ms. St. John-Cunning prior to her disqualification, concerns were expressed over the disenfranchisement of those who have already voted for her. Mr. Spicer confirmed that the ballot provides instructions on how to write-in a name on the ballot. Additionally, the voting machine, unless manually overridden, will reject an over-voted ballot [voting for more than one candidate in a single-vote contest.]

Greg Brandon asked how this disqualification will be accounted for in the procedures of the post-election canvass. Ms. Hanley answered that this case is still before the court. Mr. Shapiro added that the Board is not a party to the court case, but once settled, the Board will follow all ELECT and legal requirements.

Since mailout of military and overseas ballots occurred 45 days ago, Steve Spitz asked how these voters will be notified. Ms. Hanley confirmed that Mr. Spicer plans to notify absentee voters who have not returned their ballot that Ms. St.-John Cunning has been disqualified.

Arina van Breda asked if any effort was made to notify those voters denied the ballot because they had been erroneously removed from the rolls because of probation violations. Ms. Ardan confirmed that postcards were sent to the seven individuals who were erroneously removed from the rolls that they had been reinstated.

Mr. Shapiro moved to adjourn. The motion carried, and without objection, the meeting was adjourned at 6:10 p.m.

Attachments

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Hon. Katherine K. Hanley, Chairman

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Jeffrey K. Shapiro, Vice Chairman

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Amb. (ret.) Christopher P. Henzel, Secretary



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MINUTES  
Fairfax County Electoral Board  
November 8, 2023

The Fairfax County Electoral Board (Board) met on Wednesday, November 8, 2023, in Conference Room 251 at the Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, to receive the election materials necessary to canvass the returns and ascertain the results of the General and Special Elections held on November 7, 2023, and in Suite 251 and Suite 364 to transcribe the write-ins for contests that met the 10% threshold. Chairman Katherine K. Hanley, Vice Chairman Jeffrey K. Shapiro, Secretary Amb. (ret.) Christopher P. Henzel, Election Manager Ravi Udeshi, and Clerk to the Board Beth Dixon Methfessel were present. In addition, rovers, and Office of Elections (Office) staff were present to conduct the Canvass.

Ms. Hanley called the Canvass to order at 10:04 a.m., introduced the Board, and welcomed the Canvass workers. She thanked everyone for a well-run, successful election.

Ms. Hanley moved to appoint Phyllisa Goldenberg and Lawrence “Larry” Danforth as Electoral Board representatives to substitute for Ben Jarratt or Bill Turley if they are not available for any days during the Canvass of the November 7, 2023, General and Special Elections. The motion passed by a vote of 3-0.

Ms. Hanley asked Mr. Udeshi to give instructions on conducting the Canvass. Mr. Udeshi explained to the eighteen assembled teams that they will verify that all required election documents have been returned, ensure the accurate completion of the statement of results (SOR) including verifying that all tapes are properly attached in the correct order and that they match the SOR and the ERM (Election Results Management-ElectionWare) reports. If any signatures or documents are missing, the Office will follow up. Corrections should be made in red. Additionally; the Office will review all remaining election materials to ensure completion and accuracy. Any issues or problems regarding the Canvass should be brought to the Board and any polling place concerns should be reported to the Clerk. The Chief’s Notes will be set aside for Board review.

Write-ins for three contests on the ballot exceeded the 10% threshold, specifically, Commonwealth’s Attorney, Town of Clifton Mayor, and Clifton Town Council. Twenty-four 2-person teams were assembled in Suite 251 and 364 to transcribe the write-ins for those contests. Because the write-in percentage of the ‘vote for not more than six’ Vienna Town Council contest was 9.41%, exceeding the number of votes garnered by the fifth-place finisher at 8.98%, and the sixth-place finisher at 8.94%, the Board asked the Mr. Udeshi to include this race in the transcription process to determine if a write-in candidate prevailed. The write-in teams will transcribe the names exactly as they appear on the ballot. The Board representatives will analyze the name variations and make recommendations to the Board. The Board will review the recommendations and make the final decisions on how to count the name variations.

Ms. Hanley moved that the Board enter a Closed Session for the purpose of considering whether each person who submitted a provisional vote at the election was qualified to do so.

Other than appropriate staff and legal counsel of the Electoral Board, attendance at this meeting shall be permitted for the persons whose provisional votes are being considered with their legal counsel, if present, as well as one authorized representative of each political party or independent candidate, as specified in §24.2-653(B). While the Electoral Board is in Closed Session, Election Manager Ravi Udeshi will supervise the Canvass. The motion passed by a vote of 3-0, and the Board moved into Closed Session at 12:02 p.m.

Six voters presented information regarding their provisional ballots. The authorized representative for the Fairfax County Republican Committee (FCRC) was Christine Brim; there was no authorized representative for the Fairfax County Democratic Committee (FCDC).

The Canvass teams recessed for lunch at 12:00 p.m. The doors were secured, and at 1:00 p.m. the conference room was re-opened, and the Canvass continued.

At 1:02 p.m. the Board concluded the Closed Session. Ms. Hanley moved that the Fairfax County Electoral Board certify that in the Closed Session just concluded, the only matters discussed were the qualifications of provisional voters, as permitted by Virginia Code § 24.2-653, and as identified in the motion to close the meeting pursuant to the Virginia Freedom of Information Act. The motion passed by a vote of 3-0. Ms. Hanley recessed the provisional ballot meeting subject to the call of the chair.

Throughout the day, the Board monitored the canvass operations in Suite 251 and Suite 364. This included inspecting and adjudicating signature variations for the write-in transcriptions.

Staff reported that there will be approximately **4100** provisional ballots to adjudicate.

At 5:30 p.m. the Electoral Board recessed the Canvass until 9:00 a.m. on Thursday, November 9, 2023.

Thursday, November 9, 2023  
Reconvened Canvass and Provisional Ballot Meeting

At 9:00 a.m. the Electoral Board reconvened the canvass in Suite 251. Write-in transcription continued in Suite 251 and 364.

An updated notice was emailed to the Electoral Board Notice List providing a tentative line for the completion of the canvass:

- 9:00 a.m., Thursday, November 9 – Completion of precinct canvass and write-in transcription, Conference Room 251, Suite 364
- 9:30 a.m., Thursday, November 9 - Hand count of ballots unable to be digitally scanned, Suite 339

- 10:00 a.m., Sunday, November 12 – Provisional ballot adjudication; write-in transcription for absentee by mail ballots, Election Day drop-box absentee ballots, and hand-counted ballots, Conference Rooms 315, 319
- 6:00 p.m., Monday, November 13 - Write-in transcription for absentee ballots received by 12:00 noon, Conference Rooms 315, 319
- 8:00 a.m., Tuesday, November 14 - CAP canvass, preparation of Write-in Certifications, completion of Abstracts, Conference Rooms 315, 319

The first phase of the precinct Canvass was completed at approximately 1:55 p.m. The write-in transcription was completed at 2:25 p.m.

The provisional voter log was completed and distributed to the political committees at 4:40 p.m.

Throughout the day, the Board monitored the canvass operations in Suite 251 and Suite 364. This included inspecting and adjudicating signature variations for the write-in transcription.

Ms. Hanley moved that the Board go into Closed Session pursuant to Virginia Code Sections 2.2-3711(A)(7) and (A)(8). Closed Session under part (A)(7) will be conducted for the purpose of consultation with the Electoral Board’s legal counsel pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Board. Closed Session under part (A)(8) will be conducted for the purpose of consultation with the Electoral Board’s legal counsel regarding specific matters requiring the provision of legal advice by such counsel. The subject matter to be consulted upon is the hearing scheduled to take place in Fairfax Circuit Court on Monday, November 13, 2023.

Without objection, and by a vote of 3-0, the Board entered a Closed Session at 4:06 p.m.

At 4:50 p.m. the Board concluded the Closed Session. Chairman Hanley read the following statement:

“In accordance with *Virginia Code* § 2.2-3712(D), I am asking the Secretary of the Electoral Board to conduct a roll call vote to certify that to the best of each member’s knowledge that (i) only public business matters lawfully exempted from open meeting requirements of the Virginia Freedom of Information Act were conducted in the closed meeting and (ii) only such public business as was identified in the motion for the closed meeting, by which the closed meeting was convened, was heard, discussed or considered in the closed meeting of the Electoral Board. That roll call vote shall be recorded and included in the minutes of the Electoral Board.”

Secretary Henzel then called the roll for the vote on the above statement:

Voting Yes:                    Chairman Hanley  
   Vice Chairman Shapiro  
   Secretary Henzel

At 4:55 p.m. the Electoral Board recessed the Canvass until 10:00 a.m. on Sunday, November 12, 2023.

Sunday, November 12, 2023  
Reconvened Canvass and Provisional Ballot Meeting

At approximately 10:45 a.m. the Electoral Board reconvened the Canvass in Conference Room 315/319 as required by Va. Code § 24.2-653 to allow voters casting provisional ballots in the November 8, 2022, General Election to present any information that might prove they are qualified, registered voters in the precinct where they cast their provisional ballot. There were no provisional voters.

Ms. Hanley moved that the Board enter a Closed Session for the purpose of considering whether each person who submitted a provisional vote at the election was qualified to do so. Other than appropriate staff and legal counsel of the Electoral Board, attendance at this meeting shall be permitted for the persons whose provisional votes are being considered with their legal counsel, if present, as well as one authorized representative of each political party or independent candidate, as specified in §24.2-653(B). The authorized representative for the Fairfax County Republican Committee (FCRC) was Andrea Bayer; there was no authorized representative for the Fairfax County Democratic Committee (FCDC). The motion passed by a vote of 3-0, and the Board moved into Closed Session at 10:47 p.m.

The Board recessed at 11:38 a.m. and reconvened at 11:55 a.m.

At 12:40 p.m. the Board concluded the Closed Session. Ms. Hanley moved that the Fairfax County Electoral Board certify that in the Closed Session just concluded, the only matters discussed were the qualifications of provisional voters, as permitted by Virginia Code § 24.2-653, and as identified in the motion to close the meeting pursuant to the Virginia Freedom of Information Act. The motion passed by a vote of 3-0.

Ms. Hanley moved that **3872** out of the 4098 Provisional Ballots cast and entered as qualified on the Master Provisional Ballot Logs 1 and 2 be **accepted and counted** for the reasons determined by a majority vote of the Electoral Board. The Provisional Ballot Logs shall be retained and incorporated into the Minutes of the Canvass for the November 7, 2023, General and Special Elections. The motion passed by a vote of 3-0.

Ms. Hanley moved that the remaining **226** out of the 4098 Provisional Ballots entered as disqualified on the Master Provisional Ballot Logs 1A and 2A be **rejected** for the reasons determined by a majority vote of the Electoral Board. The Provisional Ballot Logs shall be retained and incorporated into the Minutes of the Canvass for the November 7, 2023, General and Special Elections. The motion passed by a vote of 3-0.

Of the 4098 provisional ballots that were qualified, 2164 were SDR provisional ballots. Of the 4098 provisional ballots cast, 94% received a recommendation to be qualified and counted.

Mr. Udeshi reported that a total of 294 ID Confirmation Statements were submitted, 102 in the voter satellite offices, and 192 in the precincts on Election Day.

The 3872 qualified provisional ballots were extracted, and 3782 were scanned on the high-speed DS850, and 3 DS200 machines. The Board hand-counted 90 ballots that could not be scanned on the voting machines. The scanning was completed at 6:30 p.m., the results were uploaded into ERM, and a report was generated for the statement of results. Four teams transcribed the additional write-ins from the qualified provisional ballots.

Once the results from the provisional ballot adjudication were uploaded and verified in the ERM system, the Board completed the Statement of Results for the qualified provisional voters for the November 7, 2023, General and Special Elections.

Four 2-person teams completed the required transcriptions for the write-ins on the provisional ballots, absentee ballots from the Election Day drop boxes, the hand-counted ballots, and the ballots received by mail and postmarked no later than November 7, 2023,

The Canvass recessed at 9:07 p.m. and will reconvene on Monday, November 13, 2023, at 6:00 p.m.

Monday, November 13, 2023  
Reconvened Canvass and Provisional Ballot Meeting

The Electoral Board reconvened the canvass at 6:20 p.m. in Conference Room 315/319 to re-adjudicate 28 provisional ballots after guidance was received from the Department of Elections (ELECT) about SDR provisional voters who completed the non-SDR side of the provisional envelope.

Ms. Hanley moved that the Board enter a Closed Session for the purpose of considering whether each person who submitted a provisional vote at the election was qualified to do so. Other than appropriate staff and legal counsel of the Electoral Board, attendance at this meeting shall be permitted for the persons whose provisional votes are being considered with their legal counsel, if present, as well as one authorized representative of each political party or independent candidate, as specified in §24.2-653(B). There were no authorized representatives for the political committees. The motion passed by a vote of 3-0, and the Board moved into Closed Session at 6:21 p.m.

At 6:51 p.m. the Board concluded the Closed Session. Ms. Hanley moved that the Fairfax County Electoral Board certify that in the Closed Session just concluded, the only matters discussed were the qualifications of provisional voters, as permitted by Virginia Code

§ 24.2-653, and as identified in the motion to close the meeting pursuant to the Virginia Freedom of Information Act. The motion passed by a vote of 3-0.

Ms. Hanley moved that the following 27 provisional ballot numbers 3903, 3904, 3905, 3906, 3907, 3908, 3910, 3912, 3913, 3916, 3918, 3919, 3920, 3921, 3922, 3926, 3927, 3928, 3930, 3931, 3932, 3933, 3934, 3935, 3936, 3945, and 3952 previously entered as disqualified on **Provisional Ballot Log 1A** and 1 Provisional Ballot number 4030 previously entered as disqualified on **Provisional Log 2A** for the General and Special Elections held on November 7, 2023, now be entered as **qualified** on **Provisional Ballot Log 2** for the General and Special Elections held on November 7, 2023. These ballots shall be accepted and counted for the reasons determined by a majority vote of the Electoral Board. The Provisional Ballot Logs shall be amended, retained, and incorporated into the Minutes of the General and Special Elections held on November 7, 2023.

The 28 additional qualified provisional ballots were extracted and scanned on a DS200 machine. The scanning was completed at 6:30 p.m., the results were uploaded into ERM, and a report was generated for the statement of results. Two 2-person teams transcribed the additional write-ins from the 28 qualified provisional ballots.

With the additional 28 provisional ballots, a total of 3,900 provisional ballots were qualified, and 2192 were SDR provisional ballots. Of the 4098 provisional ballots cast, 95% received a recommendation to be qualified and counted.

The Electoral Board continued its inspection and adjudication of signature variations for the for the write-in transcriptions.

Once the results from the additional provisional ballot adjudication were uploaded and verified in the ERM system, the Board completed an amended Statement of Results for the qualified provisional voters for the November 7, 2023, General and Special Elections.

The Canvass recessed at 9:07 p.m. and will reconvene on Tuesday, November 14, 2023, at 8:00 a.m.

Tuesday, November 14, 2023  
Reconvened Canvass

The Electoral Board reconvened the canvass at 8:17 a.m. in Conference Room 315/319. The CAP Canvass began at 8:18 a.m. At 9:03 a.m. the Canvass of the fifteen satellite voter offices plus the Fairfax County Government Center was completed. One 2-person team completed the remaining transcriptions for the write-ins on the ballots received by mail and postmarked no later than November 7, 2023.

The Electoral Board finished its inspection and adjudication of signature variations for the write-in transcriptions.

At 3:10 p.m. Mr. Henzel informed the Board that he was unable to complete the canvass due to a professional out-of-state obligation. The Board elected Mr. Shapiro as Acting Secretary. The State Board of Elections was informed that Mr. Henzel would be unable to finish the canvass and sign the abstracts. At 5:40 p.m. Ms. Hanley and Mr. Shapiro certified the results of the election and signed the Abstracts. At 7:16 p.m. the Abstracts, Election Certification Checklist, and Write-in Certifications for Commonwealth's Attorney, Town of Clifton Mayor, and Clifton Town Council, and a set of voided ballots were sent electronically for review to the Department of Elections. All printer oaths have been received and filed with the Electoral Board minutes and supporting documents.

Mr. Shapiro moved that there being no further business, the November 7, 2023, General and Special Elections be concluded. By a vote of 2-0, and without objection, Ms. Hanley and Mr. Shapiro adjourned at 6:55 p.m.

#### Attachments

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Hon. Katherine K. Hanley, Chairman

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Jeffrey K. Shapiro, Vice Chairman

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Amb. (ret.) Christopher P. Henzel, Secretary



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# County of Fairfax, Virginia

## GENERAL REGISTRAR'S REPORT

**DATE:** December 6, 2023

**TO:** Hon. Katherine K. Hanley, Chairman of the Fairfax County Electoral Board  
Jeffrey K. Shapiro, Vice Chairman of the Fairfax County Electoral Board  
Amb. (ret.) Christopher Henzel, Secretary of the Fairfax County Electoral Board

**FROM:** Eric L. Spicer, General Registrar and Director of the Office of Elections

**CC:** Beth Dixon Methfessel, Clerk to the Electoral Board  
Office of Elections – All staff

**SUBJECT:** General Registrar's Report for the December 11, 2023, Electoral Board Meeting

### Voter Registration

Registered Voters	As of December 6, 2023	Change from 10/27
Active registered voters	720,689	3,249
Inactive registered voters	67,703	-1,877
<b>TOTAL</b>	<b>788,392</b>	<b>+1,372</b>

Registration Transactions	October/November (10/1 to 11/30)	Year-to-Date (1/1 to 11/30)
DMV online voter registration transactions	29,700	167,265
Web voter registration transactions	9,208	19,465
Third-party voter transactions	934	4,130
Other voter registration transactions	6,000	24,242
<b>TOTAL</b>	<b>45,842</b>	<b>215,102</b>

Voter Cancellations	October/November (10/1 to 11/30)	Year-to-Date (1/1 to 11/30)
Deceased	738	4,009
Out-of-state	1,463	10,360
Other	199	7,448
<b>TOTAL</b>	<b>2,400</b>	<b>21,817</b>

Fairfax County Office of Elections

12000 Government Center Parkway, Suite 323, Fairfax, Virginia 22035

Phone: 703-222-0776 | Fax: 703-324-4706 | TTY: 711 | [voting@fairfaxcounty.gov](mailto:voting@fairfaxcounty.gov)

<https://www.fairfaxcounty.gov/elections>

Page 1 of 6

## Action Items from Previous Board Meetings

Breakdown of DMV Transactions	10/1 – 11/30
Change of Address	7,390
New Registrant	6,423
Transferred In	3,341
Administrative Duplicate Match	8,308
Name and/or Address Change	1,624
Other (Includes voters who moved out of Fairfax County, moved out of the State, were reactivated, and identified themselves as non-citizens)	2,614
<b>Total DMV Transactions</b>	<b>29,700</b>

## Change of Address Mailing from Sample Ballot Mailing

After mailing the sample ballot brochure, our printer/mail house received the NCOA (National Change of Address) data for our list of active voters. Using this list, they determined that a total of 22,338 voters who were sent the brochure were no longer at the address where they are registered to vote. We are also receiving undeliverable mail for those voters, which we are scanning and recording on their voter records.

In October, our printer/mail house mailed an address update questionnaire to the forwarding addresses of 22,338 voters, based on the NCOA list. The questionnaire asks the voter to confirm if their current address is correct or if they have moved, and to return the form with their new address if they moved within Virginia. Because the form is signed by the voter, we can use it to immediately update or cancel the voter's registration. This is an efficient and effective way to update the voter list. Normally we would send the questionnaire to voters individually based on the Post Office nixie label attached to the returned mail. The following chart reflects the results that we have received for this mailing so far.

<b>As of December 6, 2023:</b>	
Address Updated within Fairfax County	572
No Change	457
Moved within VA	566
Cancelled Out of State	1,900
<b>Total</b>	<b>3,495</b>



## Permanent Absentee Opt-Out Mailing

In support of the office's continuing commitment to list maintenance and providing quality voter services, we are preparing to mail another permanent absentee voter opt-out notice. We will send this during the week of December 18 to the approximately 60,000 county voters on the Permanent Absentee Voter list. The postcard will remind voters of their permanent absentee status and ask them to return an attached postcard if they wish to opt out. Additionally, opt-out forms will continue to be available at polling locations and on our website, and emailed or mailed to voters who contact the office requesting to be removed from the permanent list.

## November 2023 Election Stats

BALLOT	
Ballot Size	19 inches long
Ballot Styles	265
Candidates	117
Offices	61

VOTERS	
Active Registered Voters	717,521
Ballots Cast	323,816
Election Day	207,630
Early Voting at Satellites	64,371
Absentee by Mail	47,915
Provisional	3,900

PROVISIONAL BALLOTS	
Total	4,098
Accepted	3,900
Not accepted	198

SAME DAY REGISTRATION	
Early Voting	247
Election Day	2,066
Total SDRs	2,313
Total Accepted	2,192

ABSENTEE BALLOTS	
Ballots Issued	70,465
Ballots Returned	48,345
Requiring Curing	851 (441 Cured/410 Not Cured)



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**Greenspring Polling Place Relocation**

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On December 5, 2023, the Board of Supervisors approved the temporary relocation of the polling place for Greenspring precinct. The original polling place, Greenspring Conference Center at Hunter’s Crossing, is undergoing renovation, and is being replaced by Village Square. This new location will be used through the June 2024 primary, after which Greenspring’s management expects the polling place to return to the Conference Center in time for the November 2024 Presidential Election.

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**Early Voting Satellites**

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Early voting for the March 5, 2024, election will occur at 16 locations, as in past primary elections. We will be open on two Saturdays but not on a Sunday.

Opening dates:

- Friday, January 19: the Fairfax County Government Center, Mount Vernon Governmental Center, and North County Governmental Center.
- Saturday, February 24: 13 additional locations.
- Saturday, March 2: last day of early voting.

**Friday, January 19 through Saturday, March 2**

Fairfax County Government Center	8:00 a.m. to 4:30 p.m. on weekdays (except Monday, February 19 – Presidents Day holiday) 9:00 a.m. to 5:00 p.m. on two Saturdays: February 24, March 2
Mount Vernon Governmental Center & North County Governmental Center	1:00 p.m. to 7:00 p.m. on weekdays (except Monday, February 19 – Presidents Day holiday) 9:00 a.m. to 5:00 p.m. on two Saturdays: February 24, March 2

**Saturday, February 24 through Saturday, March 2**

13 additional locations	1:00 p.m. to 7:00 p.m. on weekdays 9:00 a.m. to 5:00 p.m. on two Saturdays: February 24, March 2
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**Election Officers Assigned to Early Voting Satellite Locations**

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Election officers will be assigned to both early voting satellites and precincts in accordance with Code of Virginia requirements regarding party parity among officers.

If it is a dual-party primary, election officers will be staffed as in general elections: each location will be assigned a Chief officer representing the Republican party, an Assistant Chief officer



representing the Democratic party, and an equal number of regular officers of each major party affiliation.

If it is a single-party primary, each location will be assigned a Chief and Assistant Chief officer both representing the party conducting the primary. Regular officers will also primarily represent the party conducting the primary.

The exact number of officers assigned to each location will be based on the expected turnout depending on the primary being conducted. Each location will have an officer serving as an SDR Specialist to help with the provisional process.

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### **RFID Chain of Custody Program**

We are in the process of replacing our barcode inventory system with one that uses an RFID tracking system. This will enable us to track important assets more efficiently as they are prepared and relocated during an election cycle. For example, voting machines, electronic pollbooks, voting location equipment carts, and boxes of voted ballots will be tagged. All tags attached to items within range of an RFID hand scanner will respond when queried and the tag numbers recorded. This allows a staff member to quickly identify all pieces of inventory within an area in a matter of seconds. The RFID system will store inventory information in a central database, which will provide easy, secure access, and allow us to track a single item or group of items over time. Fairfax County is working with the vendor to finalize the contract and acquire the necessary hardware to begin implementation during the L&A process for the upcoming primary election.

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### **Logic and Accuracy Testing for March 2024 Election**

Tentative Logic and Accuracy dates for the March 5, 2024, election:

Logic and Accuracy Testing for early voting equipment: January 9-12, 2024

Logic and Accuracy Testing for precinct equipment & DS850s: January 23-February 9, 2024

The schedule for Poll Pad and BOD L&A testing has not been set but will take place within the same timeframe as the voting equipment L&A without overlapping.

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### **Office Personnel**

We are recruiting for an Assistant Satellite Manager to fill the vacancy created when Florence Brown was promoted and an IT Analyst to replace Khamthakone Betts, who was previously in that position. We are also recruiting for a Training/Operations Manager and an Administrative Assistant for Voter Services.



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**FOIA**

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We have received 20 VFOIA requests and no NVRA requests since the October Board meeting. We received a total of 87 VFOIA requests between January 1 and December 5.



**FAIRFAX**



**COUNTY**

**OFFICE OF ELECTIONS**

**November 7, 2023 General  
and Special Elections**



# Mailings



Fairfax County  
Office of Elections  
12000 Govt. Center Pkwy  
Suite 323  
Fairfax, VA 22035

Return Service Requested

## Vote Here Election Day

Vote aquí el día de las elecciones  
Ngày bầu cử Bỏ phiếu tại đây • 선거 당일 이곳에서 투표하십시오  
6 a.m.—7 p.m.

## Key Middle School

6402 Franconia Rd  
Springfield, VA 22150-1207  
422 - VAN DORN



# Your Sample Ballot

Su boleta de muestra • Lá phiếu mẫu • 견본 투표용지

Commonwealth of Virginia, Sample Ballot  
County of Fairfax  
General and Special Elections  
Tuesday, November 7, 2023

422 - VAN DORN

BT109

Estado de Virginia, Boleta de muestra  
Condado de Fairfax  
Elecciones Generales y Especiales  
Martes, 7 de noviembre de 2023

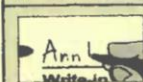
Tiểu Bang Virginia, Lá Phiếu Mẫu  
Quận Fairfax  
Tổng Tuyển Cử Và Bầu Cử Đặc Biệt  
Thứ ba, ngày 7 tháng 11, 2023

Virginia 주, 견본 투표지  
Fairfax 카운티  
총선 및 특별 선거  
2023년 11월 7일, 화요일

## To Vote • Para votar • Để bỏ Phiếu



Completely fill in the oval to the left of your choice.  
Rellene completamente el óvalo a la izquierda de su preferencia.  
Xin tô kín hình bầu dục nằm bên trái chỗ bạn đã chọn.  
선택 항목 왼쪽의 타원형을 완전히 채웁니다.



To vote for a person not on the ballot, write the name on the line and completely fill in the oval to the left of that name.  
Para votar por una persona que no esté en la boleta, escriba el nombre sobre la línea y rellene completamente el óvalo a la izquierda del nombre de esa persona.  
Để bỏ phiếu cho một người không có tên trên lá phiếu, hãy ghi tên lên dòng và điền đầy đủ vào hình bầu dục ở phía bên trái của tên đó.  
투표용지에 이름이 없는 사람에게 투표하고 싶은 경우 줄 위에 그 이름을 적고 해당 왼쪽 타원형을 완전히 채웁니다.

## Member Senate of Virginia 34th District Vote for only one

Miembro del Senado de Virginia  
Distrito 34  
Votar solamente por uno  
Thành Nghị Viện Virginia  
Đơn vị 34  
Chỉ bỏ phiếu cho một ứng cử viên  
Virginia 주 상원의원  
제 34 지역구  
한명만 투표

Mark A. Springman - R

Scott A. Surovell - D

Write-in / Por escrito / Viết thêm tên / 기명 투표

## Sheriff Vote for only one

Alguacil  
Votar solamente por uno  
Cảnh Sát Trưởng  
Chỉ bỏ phiếu cho một ứng cử viên  
보안관  
한명만 투표

Stacey Ann Kincaid

Jerry L. McMillian

Christopher F. DeCarlo

Write-in / Por escrito / Viết thêm tên / 기명 투표

## Chairman Board of Supervisors

## Member Board of Supervisors Franconia District Vote for only one

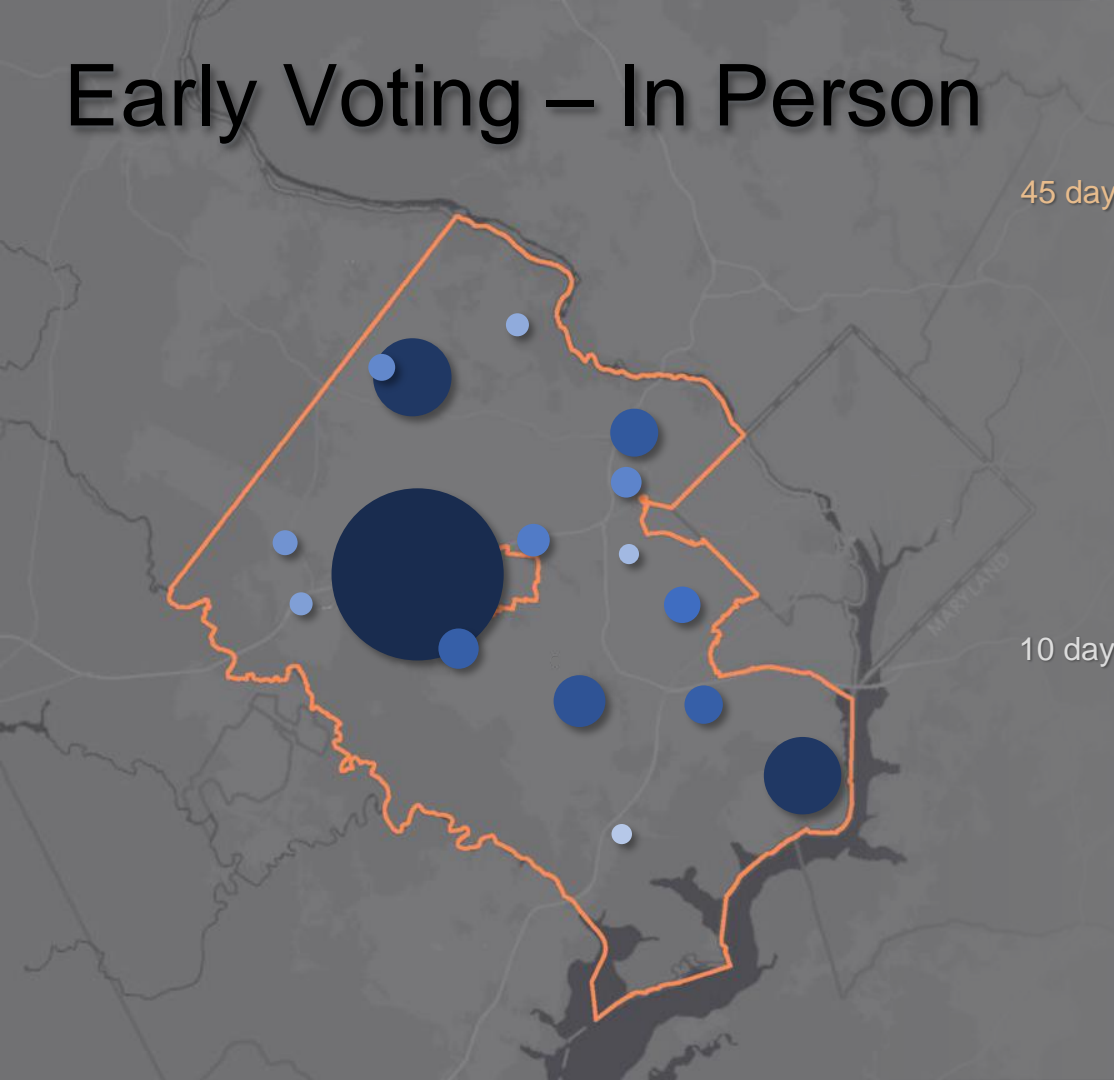
Miembro de la Junta de Supervisores  
Distrito Franconia  
Votar solamente por uno  
Hội Đồng Giám Sát  
Đơn vị Franconia  
Chỉ bỏ phiếu cho một ứng cử viên  
수퍼바이저 위원회 의원  
Franconia 지역구  
한명만 투표

Paul F. Beran

Rodney L. Lusk

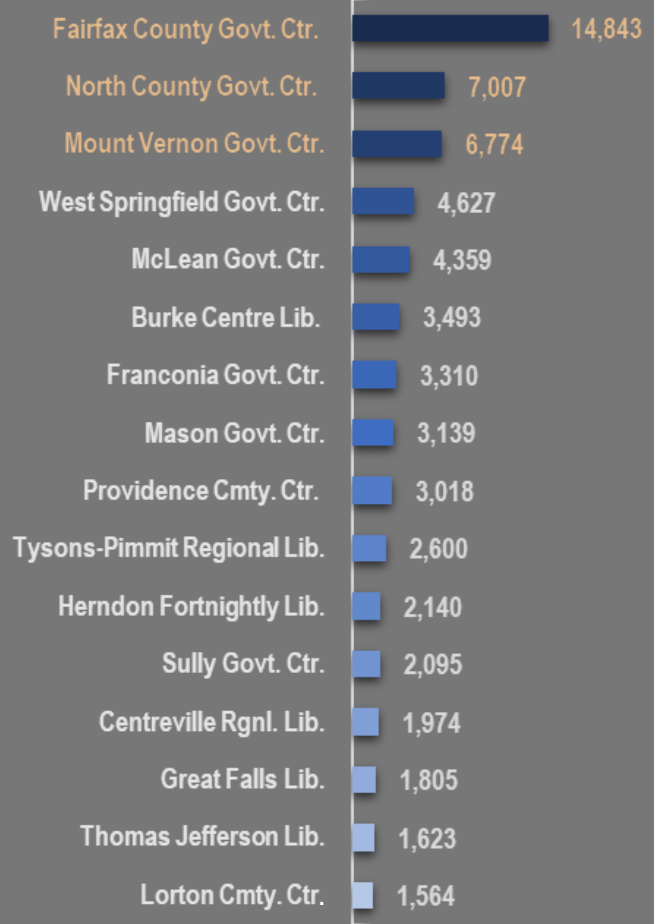
Mark T. Welch

# Early Voting – In Person



45 day

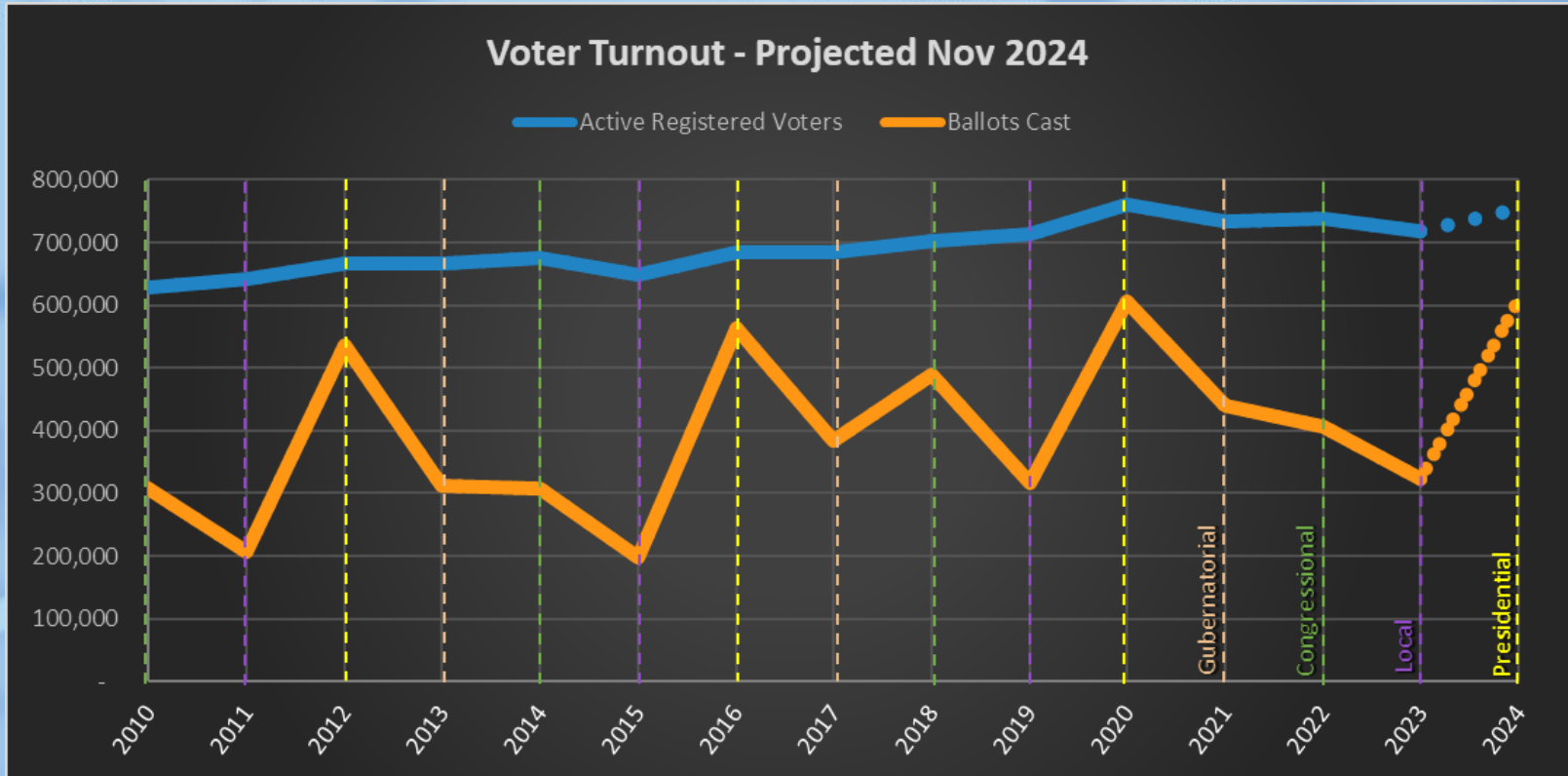
10 day



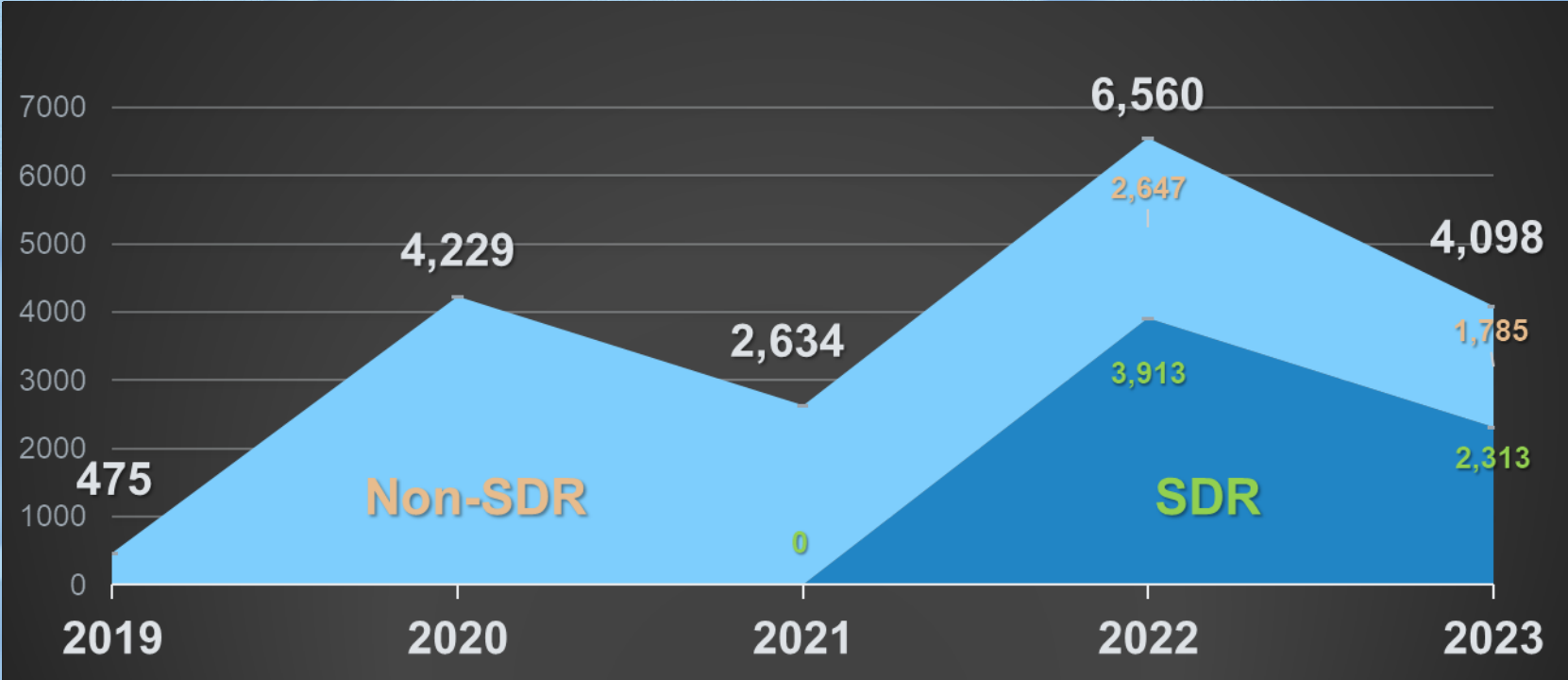
# Election Numbers – By Category

Year	Election Day	Early Voting	By mail	By drop box	Accepted Provisional	Total
<b>2023</b> Local	207,630	64,371	36,645	11,270	3,900	323,816
<b>2022</b> Congressional	261,222	82,168	45,236	12,346	6,041	407,013
<b>2021</b> Gubernatorial	264,178	109,730	45,694	19,217	1,692	440,511
<b>2019</b> Local	279,252	20,587	9,434	-	261	309,534

# Voter Turnout



# Provisional Ballots



# How Many People Does it Take...

## Pre-election

L&A Testing (precinct/ satellite)	40
Equipment/document distribution	40
Precinct Equipment/supply preparation	60
Satellite Officers	238
Mail (check-in, extraction, scanning)	55
<b>Total</b>	<b>433</b>

## Election Day

Rovers	29
Election Officers	2,419
High school student pages	270
Ballot / equipment / document collection & return	70
IT Team-Election Night Reporting	15
<b>Total</b>	<b>2,803</b>

## Post-election

Canvass	36
Write-in Certification	72
Provisional Team	48
SDRs	35
Equipment Return & Storage	50
<b>Total</b>	<b>241</b>

## Grand Total

**3,477**

**FAIRFAX**



**COUNTY**

**OFFICE OF ELECTIONS**

**Thank you**