

MINUTES  
Fairfax County Electoral Board  
October 29, 2024

The Fairfax County Electoral Board (Board) conducted an All-Virtual Special Meeting on Monday, October 29, 2024. Chairman Hon. Katherine K. Hanley; Clerk to the Electoral Board Beth Dixon Methfessel; Election Manager Ravi Udeshi; Election Officer Manager Gretchen Coleman; and Voting Equipment and Logistics Manager Tyrone Allen were present in Conference Room 315 at the Fairfax County Government Center located at 12000 Government Center Parkway, Fairfax.

The following individuals participated using the Zoom videoconferencing platform Vice Chairman Jeffrey K. Shapiro; Secretary Amb. (ret.) Christopher P. Henzel; General Registrar Eric L. Spicer; Deputy Director Cheryl Jones; Deputy Registrar for Voter Registration Bushra Ardalan; Deputy Registrar for Absentee Voting Sean Stewart; Supply Manager Kay Garrison; Ann Hines and Lisa Hogle (Office of Elections (Office) staff); Christine Brim (Fairfax County Republican Committee (FCRC) Election Integrity Task Force); Audrey Dutton and Raouf Kheir (Fairfax County election officers, rovers, and/or residents of Fairfax County).

Ms. Hanley called the meeting of the Electoral Board (Board) to order at 12:30 p.m. She explained that to conduct this meeting wholly electronically, the Board must make certain findings for the record to evidence their compliance with Va. Code § 2.2-3708.3. A series of motions was made to address this compliance. Ms. Hanley asked Mr. Shapiro to state his name and location and confirm he could adequately hear the other Board members. Mr. Shapiro replied that he was participating from his residence in McLean, Virginia and confirmed that he could hear his colleagues. Ms. Hanley asked Mr. Henzel to state his name and location and confirm that he could adequately hear the other Board members. Mr. Henzel responded that he was participating from a hotel in New York City, New York and that he could adequately hear his colleagues. Ms. Hanley stated that her location was the Fairfax County Government Center, and she confirmed that she could adequately hear the other Board members.

Ms. Hanley moved that the Board certify for the record that each member's voice may be adequately heard by each of the other members of the Board. The motion passed by a vote of 3-0.

Ms. Hanley explained that one of following two circumstances must be chosen for the Board to conduct an all-virtual public meeting:

- i. It is impracticable or unsafe to assemble a quorum of the Board in a single location, but a state of emergency has not been declared by the Governor or Fairfax County Board of Supervisors; or
- ii. Other circumstances warrant the holding of an all-virtual public meeting, including, but not limited to, the convenience of an all-virtual meeting.

Ms. Hanley moved that ii.) other circumstances warranted the holding of an all-virtual public meeting, including, but not limited to, the convenience of an all-virtual meeting. The motion passed by a vote of 3-0.

Ms. Hanley moved that both of the following conditions exist:

- i. The Board has not had more than two all-virtual public meetings, or more than **50 percent** of its meetings rounded up to the next whole number, whichever is greater, during the calendar year; and
- ii. The Board's last meeting was not an all-virtual public meeting.

The motion passed by a vote of 3-0.

Ms. Hanley moved that the Board conduct this meeting electronically through a dedicated video- and audio-conferencing line, and that the public may access this meeting by calling USA 888 270 9936 US Toll-free and entering access code 166320. The motion passed by a vote of 3-0.

Ms. Hanley moved that the meeting of the Board to be held this day is in conformance with this body's all-virtual public meeting policy and as such:

- i. The meeting notice indicated that the public meeting will be all-virtual, and the notice stated that that the method by which the Board chose to meet would not be changed unless the Board provided a new meeting notice in accordance with Va. Code § 2.2-3707.
- ii. Public access to this meeting is provided by electronic communication means that allows the public to hear all participating members of the Board.
- iii. Audio-visual technology, if available, is used to allow the public to see the members of the Board during this meeting.
- iv. A phone number, email address, or other live contact information is provided to the public to alert the Board if electronic transmission of this meeting fails for the public, and if such transmission fails, the Board will take a recess until public access is restored.
- v. A copy of the proposed agenda and all agenda packets (unless exempt) have been made available to the public electronically at the same time such materials were provided to the members of the Board.
- vi. The public is afforded the opportunity to comment through electronic means, including written comments, at meetings where public comment is customarily received; and
- vii. There are no more than two members of the Board together in one physical location.

The motion passed by a vote of 3-0.

Ms. Hanley moved approval of the agenda, and the motion passed by a vote of 3-0.

Ms. Hanley presented the appointment list of 44 election officers (EO) (25 Democrats, 10 Republicans, and 9 Unaffiliated) for a term ending February 28, 2025. Mr. Henzel moved to appoint the list of election officers presented by Ms. Hanley. The motion passed by a vote of 3-0.

Mr. Shapiro moved to adjourn. The motion carried, and without objection, the meeting was adjourned at 12:40 p.m.

#### Attachments

---

Hon. Katherine K. Hanley, Chairman

---

Jeffrey K. Shapiro, Vice Chairman

---

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

This page intentionally left blank.

DRAFT