

A P P R O V E D

BOTETOURT COUNTY ELECTORAL BOARD

M I N U T E S

JUNE 12-15, 2017

This is a recodation of official activities of the Botetourt County Electoral Board in the period of Monday, June 12, through Thursday, June 15, 2017, regarding the simultaneous Democratic Party Primary Election and Republican Party Primary Election of June 13, 2017.

Monday, June 12, 2017—

Secretary Paul E. Fitzgerald and Director of Elections and General Registrar (DoE/GR) Traci Clark conferred and coordinated the approval and distribution to Precinct Officials of information regarding Absentee Voters.

Tuesday, June 13, 2017—

Chairman Rader and Vice Chairman Heartwell met at 7:00 a.m. in the facilities provided for the Department of Elections and Voter Registration on Court House Square in Fincastle, Virginia, to begin an inspection and liaison tour of the ten sited voting precincts in Botetourt County. This was completed shortly after noon. No significant problem was encountered, and they reported high morale and enthusiasm evident among the well-organized cadre of precinct workers. Concurrently, Secretary Fitzgerald was assigned to maintain ready response availability if required at the Department's offices.

Wednesday, June 14, 2017—

Chairman Rader, Vice Chairman Heartwell, and Secretary Fitzgerald, assisted by the DoE/GR, met in the Second Floor Conference Room of the Botetourt County Court House in Fincastle, Virginia, to canvass the vote. For the duration of the meeting, those four persons were the only persons present. No visitor and no observer attended.

The meeting was called to order at 10:31 a.m.

The Electoral Board unanimously approved the minutes of the meeting of March 21, 2017. At a later point in the meeting, Secretary Fitzgerald

expressed a concern that delays and errors by Botetourt County administrative personnel in the on-line posting and maintenance of Electoral Board minutes could render the Electoral Board subject to criticism and penalties for non-compliance with statutory obligations of the Freedom of Information Act (FOIA). Secretary Fitzgerald said that he had recently discovered that the Electoral Board Draft Minutes of the March 21, 2017 meeting, which had been posted after a delay following the request to post, were no longer available because the link had been deactivated.

The Electoral Board unanimously approved a motion made by Vice Chairman Heartwell, directing the DoE/GR to notify the county personnel, who are involved in processing Electoral Board requests for online posting and maintenance, of the FOIA requirements that exist.

The Electoral Board voted unanimously to accept the single Provisional Ballot cast June 13, in the Troutville Precinct, by Margurita Lawrence Oedel, 4972 Lee Highway, Troutville, and confirmed by the DoE/GR as having been cast by a duly registered voter.

The Vote Canvass was completed at 11:35 a.m. and the meeting was continued until completion and certification of the Voting Abstracts on Thursday, June 15, at the Department's offices.

Thursday, June 15, 2017—

Chairman Rader, Vice Chairman Heartwell, and Secretary Fitzgerald individually and separately, reviewed and certified the official Abstracts of Voting in the Department's offices. Secretary Fitzgerald completed the process at 2:17 p.m.

The next meeting of the Electoral Board is scheduled for 2 p.m. on Tuesday, July 13, in the Second Floor Conference Room of the Botetourt County Court House. [Facilities scheduling conflicts later caused this meeting site to be changed to the Comprehensive Services Conference Room in the basement-level of the Court House.]

Respectfully submitted,

A handwritten signature in blue ink that reads "Paul E. Fitzgerald". The signature is written in a cursive, flowing style.

Paul E. Fitzgerald, Secretary
July 13, 2017