



Prince William County Electoral Board

## MEETING MINUTES

Old Manassas Courthouse  
9248 Lee Ave, 2<sup>nd</sup> Floor  
Manassas, VA 20110

April 2, 2025

**IN ATTENDANCE:**

Marcus Moyer, Secretary  
Keith A. Scarborough, Chair  
Heidi Stirrup, Vice-Chair  
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 10:00 AM 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 meeting held on March 5, 2025. The motion was seconded by Vice Chair Stirrup and subsequently passed unanimously.

### REPORT FROM ELECTORAL BOARD MEMBERS

Secretary Moyer commented on the recent executive order ("Preserving and Protecting the Integrity of American Elections") signed by President Trump, a number of pieces of legislation recently passed or being considered by Virginia's General Assembly, as well as several ordinances under review by the Prince William County Board of Supervisors—all of which could affect how elections are administered in Prince William County. Secretary Moyer acknowledged that though there are undoubtedly strong feelings on all sides, it remains the mission of the Prince William County Electoral Board to remain as non-partisan as possible, allowing the representatives elected by the people to determine policy, while the Electoral Board focuses on ensuring that our elections are as fair, secure, and transparent as possible within the confines of the Constitution, the Code of Virginia, and the eligible voting population of Prince William County.

Vice Chair Stirrup echoed Secretary Moyer's sentiments on the recent executive order and other signed or pending legislation and policies. She commented on the Virginia Electoral Board



Association (VEBA) conference that she and the other board members attended, along with the General Registrar and members of the staff, from March 22<sup>nd</sup> to March 25<sup>th</sup> in Hot Springs, Virginia. She highlighted the information and educational benefits of the conference and thanked the General Registrar and his staff for their efforts in coordinating the Board's attendance. She concluded by reiterating the Board's commitment to ensuring legal, fair, open, and transparent elections in Prince William County.

Chairman Scarborough's opening remarks also stressed the duty of the Electoral Board to administer elections in accordance with the law, despite any personal feelings or disagreement. He pointed out that the Constitution gives state legislatures and Congress the authority to write laws regarding how elections are conducted, and the only role the President has is to either sign or veto congressional legislation. He noted that while this action has encouraged discussion among people across the country, several lawsuits have been filed. Chairman Scarborough concluded by reiterating that whatever the final outcome from Richmond and Washington D.C., it is the duty of the Electoral Board to administer elections in accordance with those decisions and laws.

## **GENERAL REGISTRAR'S REPORT**

General Registrar Eric Olson provided an update on preparations for the upcoming 2025 elections, reporting 17 tasks that are ahead of schedule and four that are behind schedule (but which would be resolved, or close to resolved, by the conclusion of the meeting).

The General Registrar also provided an update on the status of the annual request for a waiver for split precincts, which is required each year in the case of overlapping districts in the same precinct with less than 100 voters, and in which a single precinct must therefore manage two separate ballot styles. Prince William County has two such locations—precincts 208 and 604—for which such waivers have been requested. A resolution was passed by the Board of County Supervisors (BOCS) on March 18<sup>th</sup>, 2025. The matter is now awaiting approval by the State Board of Elections.

The Board was informed that, in accordance with the decisions made during the March meeting, the new business hours for the Office Elections (closing at 4:30 PM) have been updated online (i.e. the office's website, Google, ELECT, etc.), and the locations and dates for early voting have also been posted at [www.pwcvotes.org](http://www.pwcvotes.org).

General Registrar Olson presented a brief synopsis of recent legislation passed by Virginia's General Assembly and signed into law by Governor Youngkin.

- SB945 – Provides an appeal process for candidate financial disclosure penalties
- SB991 – Changes the registration deadline from 21 days before election to 10 days
- SB1002 – Prohibits the use of campaign funds for personal use
- SB1044 – Requires the reporting of provisional ballots by precinct
- SB1174 – Specifies language that cannot be used to distribute to voting areas

The Board of County Supervisors is deliberating on the county's budget requests for Fiscal Year (FY) 26, which includes \$2.4 million for new election equipment. The General Registrar fielded questions from BOCS on April 1<sup>st</sup>. Budget adoption is scheduled for April 22, 2025.



At mid-year, the FY25 budget execution is greater than 50%, which the General Registrar intimated is not unusual, historically. However, the Office of Elections is still slightly over-budget for FY25. The Registrar has identified several cost-saving measures that can be implemented and is working with the Office of Management and Budget (OMB).

## NEW BUSINESS

**Electoral Board and General Registrar Duties Review.** The Electoral Board and the General Registrar Duties policy, first adopted by the Board in 2024, is subject to annual review. The document has been under review by the Board for the last two months, giving the newest members an opportunity to study it and provide recommendations. The proposed recommendations put forward during the February and March meetings have been incorporated. Secretary Moyer made a motion to approve the updated policy. The motion was seconded by Vice Chair Stirrup and subsequently passed unanimously.

**New Election Officer Appointments.** A list of five new Election Officers (two Democrat and three non-partisan) to be appointed was presented to the Board. Vice Chair Stirrup made a motion to approve the list of new Election Officers. The motion was seconded by Secretary Moyer and subsequently passed unanimously.

**Legal Referrals.** The General Registrar is required to report violations of election law to the Commonwealth Attorney. He has already referred four such instances that occurred in the November 2024 election, accompanied by applicable research and evidence that suggested a clear violation.

During the meeting on March 5<sup>th</sup>, Secretary Moyer offered the results of his recent analysis of mail and provisional ballot rejections, which indicated 41 instances of a voter submitting more than one ballot. During that meeting a motion was passed unanimously to draft a formal letter to the Commonwealth Attorney's Office conveying all instances of apparent violations of election law (along with all substantiating documentation) and request a formal response outlining the Commonwealth Attorney's intended action in each instance. While the provisional voting process serves a legitimate purpose, it does require an extraordinary amount of vigilance and time on the part of the Board and Office of Elections to prevent anyone from voting more than once (intentionally or not). After further review of each of these 41 cases, the Board determined that the provisional voting process was used for its intended purpose in these instances and without clear ill intent on the part of the voter.

Secretary Moyer amended the motion to proceed with the aforementioned letter to the Commonwealth Attorney Office, but limiting its scope to requesting a written response regarding the plan of action regarding the original cases forwarded by the General Registrar on October 26, 2024, and a request for clarification on the criteria and threshold of election law violation that would prompt action by the Commonwealth Attorney's office. The amended motion was seconded by Vice Chair Stirrup and subsequently passed unanimously.



**Training Plan.** The Election Officer Training Plan for the June 2025 dual primaries was presented, outlining the number of training locations and their capacities, the number of trainers available, and the specific type and duration of training required for the various types of Election Officers (i.e. leadership certification, EO essentials, new Chiefs, etc.). Secretary Moyer made a motion to approve the training plan as presented. The motion was seconded by Vice Chair Stirrup and subsequently passed unanimously.

**Ballot Order.** The General Registrar presented a by-precinct statistical analysis of past Primary Elections as the justification for the planned order of 109,700 ballots for the 2025 Primary Elections.

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

**Staffing and Equipment Plan.** The General Registrar presented a by-precinct Election Officer Staffing Plan for the 2025 Dual Primary Election, outlining the total number of Election Officers and roles to be filled at each precinct, as well as the number and type of election equipment (i.e. electronic pollbooks, scanners, etc.) to be allocated to each voting location. By-name Election Officer assignment—to include party affiliation in order to ensure officer parity and balanced leadership—along with a serialized list of equipment that has passed logic and accuracy (L&A) testing assigned to each precinct is forthcoming.

Secretary Moyer made a motion to approve the staffing and equipment allocation plan, with a more detailed plan (with names, party affiliation, serialized equipment list, etc.) to be presented before being finalized. 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. Specifically, the board is considering promotion policy regarding minimum experience necessary to serve as a Chief, while also meeting not just the legal requirement of Election Officer parity but also targeting balanced leadership across our 103 precincts.

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

## **PUBLIC COMMENTS**

The following individuals offered public comments: Carol Noggle



## CLOSED SESSION



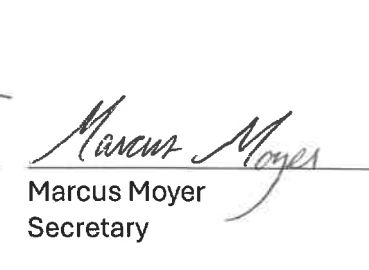
Secretary Moyer made a motion that the Board go into a closed session pursuant to Virginia State Code Section 2.2-3711-A34 for the purpose of discussing issues related to Local Election Security Standards (LESS). The motion was seconded by Vice Chair Stirrup. The motion subsequently passed unanimously, 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 12:32 PM.

		
Keith Scarborough Chair	Heidi Stirrup Vice-Chair	Marcus Moyer Secretary

Date of Approval: 5 / 7 / 2025