



Prince William County Electoral Board

MEETING MINUTES

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

September 10, 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 10:03 AM, called for a Moment of Silence and then the Pledge of Allegiance. As all three Board members were present, there was a Quorum.

REPORT FROM ELECTORAL BOARD MEMBERS

Vice Chair Stirrup reflected on the anniversary of the attacks on September 11, 2001.

Secretary Moyer commented on the current 2025 election season and the most recent Logic and Accuracy testing that was completed.

Chairman Scarborough drew attention to the U.S. Citizenship and Immigration Service's recent change in policy precluding third-party groups from conducting voter registration drives at citizenship/naturalization ceremonies.

Special Recognition

The Electoral Board and the General Registrar recognized Cynthia Martinez for 30 years of faithful and distinguished service with the Prince William County Office of Elections.

GENERAL REGISTRAR'S REPORT

General Registrar Eric Olsen provided a thorough report of ongoing and pending tasks and actions in support of the 2025 General Election.



Chairman Scarborough highlighted the recurring challenges and voter consternation associated with the current Virginia Code prohibition of attaching party affiliation to local office races on the ballot.

Deputy Director of Voter Services Natalia Taylor presented a report on voter registration and voter list/database maintenance activities that have been completed over the last eight months.

NEW BUSINESS

New Election Officer Appointments. A list of 26 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 six 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.

Election Officer Initiatives. 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.

The General Registrar presented a report and analysis of the current Prince William County Election Officer universe, outlined past and current recruitment efforts and results, and framed the current challenges presented by the disparity in party representation within that population which tends to be relatively proportionate and reflective of party demographics across the county.

Proposed initiatives to balance party representation, achieve/maintain parity requirements imposed by Virginia Code, and move toward the goal of parity in Chief assignments:

- Letter from the Republican Members of the Electoral Board to Republican Election Officers encouraging recruitment, participation, and flexibility (letter already drafted, and to be distributed no later than Friday, 12 September 2025)
- Party (particularly the Republican Party) recruitment goal of 150+ officers/year
- Staff moving closer to Chief parity whenever possible through smart, strategic scheduling
- Establish Election Officer Working Group
- Evaluate policy changes/implementation based on work group findings and progress

Americans with Disabilities Act (ADA) Compliance Report. The Board was presented with the results of a recent ADA Compliance review of our 103 precincts, only six of which required minor adjustments or accommodations. Secretary Moyer moved to accept the report as submitted.



The motion was seconded by Vice Chair Stirrup and subsequently passed unanimously.

Budget Initiatives.

The General Registrar provided a review of the Fiscal Year (FY) 2025 budget as we approach the end of the FY, and the Office's request for an additional ~\$400,000 due to a ~5% over-execution in FY25 due to presidential election costs.

The Registrar also presented insights to FY26 projections — including a status update on the pending purchase of new election equipment (planned acceptance in January 2026) — and FY27 initiatives related to acquisition of new electronic poll books, publication/distribution of a voter guide, and the potential need for a dedicated Outreach staff position.

The potential proposal for a dedicated outreach position garnered discussion from the Board, with Vice Chair Stirrup challenging the need, and Secretary Moyer indicating that it would not be high on his priority list in a fiscally constrained environment.

APPROVAL OF MINUTES

Secretary Moyer made a motion to approve the minutes of the Board Meetings conducted on May 7th and August 7th 2025. The motion was seconded by Vice Chair Stirrup and subsequently passed unanimously.

PUBLIC COMMENTS

The following individuals offered public comments: Denny Daugherty

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 voting security. The motion was seconded by Vice Chair Stirrup. The motion subsequently passed unanimously, and the Board entered a closed session at 12:34 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 1:09 PM.

Security Plan. Vice Chair Stirrup made a motion to approve the Security Plan that was presented in closed session. The motion was seconded by Secretary Moyer and subsequently approved unanimously.



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 1:10 PM.

		
Keith Scarborough Chair	Heidi Stirrup Vice-Chair	Marcus Moyer Secretary

Date of Approval: 10 / 8 / 2025