



Prince William County Electoral Board

MEETING MINUTES

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

March 5, 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 10:02 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

Vice Chair Stirrup made a motion to approve the minutes from the meeting held on February 5, 2025. The motion was seconded by Secretary Moyer and subsequently passed unanimously.

REPORT FROM ELECTORAL BOARD MEMBERS

Vice Chair Stirrup had no report.

Secretary Moyer reiterated the importance of elections, acknowledging that the sole reason for the existence of the Prince William County Electoral Board and Office of Elections is to facilitate the vote for Prince William County. He encouraged renewed efforts and participation in our elections by the residents of Prince William. Secretary Moyer concluded his comments by restating the commitment of the Electoral Board and the Office of Elections to make the elections in 2025 as clean, secure, and transparent as possible.

Chairman Scarborough drew attention to the new presidential administration's recent decisions that have reduced the federal work force. He commented on concerns surrounding the potential negative impacts of those decisions on election security, specifically with regard to the Cybersecurity and Infrastructure Security Agency (CISA). He concluded with a note of caution that



if the federal government takes a step back in this area it could leave election security vulnerable, in which case the responsibility will fall to the states, and Virginia must be ready to meet that challenge if necessary.

GENERAL REGISTRAR'S REPORT

General Registrar Eric Olson provided a brief orientation of the schedule of elections for 2025 and preliminary preparations already underway for the primaries set for 17 June 2025. He specifically highlighted efforts underway to establish multi-year memorandums of understanding (MOUs) with schools and other voting facilities, finalize Election Officer training plans, prepare print materials for mail ballots, validate the ballot design, and project staffing and equipment requirements.

The General Registrar also presented an overview and insights into the recent community survey of Prince William County residents. The survey is conducted every few years with the goal of gauging residents' level of satisfaction with various services provided by the county. The survey's results indicated that the voting experience in Prince William County had the most improvement of any county activity from 2021 to 2024, and it is one of the most satisfactory activities in the county according to the residents. This was viewed as especially significant given the relatively small budget and number of personnel employed by the Election Office, both of which are orders of magnitude smaller than those associated with other county agencies.

General Registrar Olsen reported that Prince William County's Office of Elections has been the vanguard and model for a number of innovative initiatives in recent months and years, to include: hosting an "Open House" to demonstrate election processes to the public, publishing election results tapes online for maximum transparency, sponsoring an "I Voted" sticker contest, refining the ballot curing procedures, and reinvigorating Election Officer recruitment. In recognition of the effort that went into each of these programs, all five were submitted for consideration for the 2024 Clearing House (CLEARIE) Awards.

Final comments were focused on the strategic objectives for 2025 and 2026, specifically targeting improved/enhanced mail voting processes; Election Officer recruitment, training, and performance evaluation; Election Day operations (development of layers of quality control and implementation of new voting equipment); and improved efficiency, accuracy, and validation processes for voter registration. Plans and metrics for these strategic objectives will be developed and reviewed by the Office of Elections and the Electoral Board and published online. In short, the goal is to deepen and solidify a culture of excellence and accountability.

NEW BUSINESS

Electoral Board and General Registrar Duties Review. In 2024 the Electoral Board adopted a reference document outlining the individual and shared duties and responsibilities of the Electoral Board and the General Registrar, as stipulated in applicable controlling documents (i.e., the Code of Virginia, the General Registrar's Handbook, etc.), subject to annual review. These duties were brought forward for their annual review and approval during the meeting on 5 February 2025. However, since Vice Chair Stirrup was new to the Board and had not yet had an opportunity to thoroughly familiarize herself with this document, the board tabled the discussion at that time.



Vice Chair Stirrup had a number of recommendations to further clarify the delineation of duties that she presented in this meeting, with which the Board concurred. Secretary Moyer made a motion to postpone the vote to adopt the new policy until April's meeting, pending the incorporation of the proposed adjustments. The motion was seconded by Vice Chair Stirrup and was subsequently passed unanimously.

New Election Officer Appointments. A list of nine new Election Officers 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.

Modification of Election Officer Appointments. A modified list of Election Officer appointees was presented, incorporating changes requested in the party affiliation of several officers that were considered during the meeting on 5 February 2025. Secretary Moyer made a motion to approve the modified list of Election Officers. The motion was seconded by Vice Chair Stirrup 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.

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, 21 instances of "prohibited matches" (i.e. a convicted felon or adjudicated by a court to be mentally incompetent) attempting to vote, and two instances of self-declared non-citizens submitting a provisional ballot. He asked the Board and Office of Elections to conduct a more thorough review of these findings.

Secretary Moyer made a motion for the Board, pending the results of that analysis, 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. The motion was seconded by Vice Chair Stirrup and subsequently passed unanimously.

Office Hours. The General Registrar proposed an adjustment to the Office of Election's business hours, while remaining compliant with VA Code § 24.2-411. The Office of Election would continue to open at 8:30 AM on weekdays and would close at 4:30 PM (instead of 5:00 PM); most of the Election Offices in nearby localities adhere to these times. Research and analysis indicate that the modification would better align the Office of Election with the office hours of other government agencies and services across the county while simultaneously reducing potential voter confusion during early voting periods. Secretary Moyer made a motion to adopt the newly proposed office hours. The motion was seconded by Vice Chair Stirrup and subsequently passed unanimously.

Early Voting Hours. The General Registrar put forward proposed days and hours for early voting during the upcoming June primaries, which comply with the stipulations within the Virginia Code as well as Prince William's Board of County Supervisors (BOCS) ordinance.



Under the proposed plan, early voting will commence at the Office of Elections on Friday, May 2nd; early voting satellite locations will be open for eight straight days from Saturday, June 7th to Saturday, June 14th. Proposed early voting hours:

- 8:30 AM – 4:30 PM Weekdays
- 8:30 AM – 7:00 PM (Wednesday only)
- 8:30 AM – 5:00 PM Saturdays (2)
- 11:00 AM – 5:00 PM Sundays (1)

Secretary Moyer made a motion to adopt the proposed early voting days and hours. Vice Chair Stirrup seconded the motion which was subsequently passed unanimously.

PUBLIC COMMENTS

The following individuals offered public comments: Jeff Fuller

CLOSED SESSION

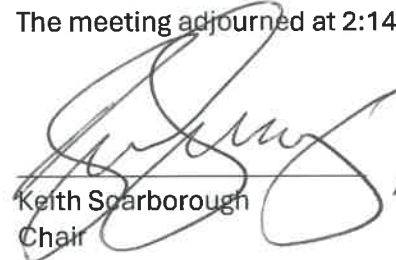
Secretary Moyer made a motion that the Board go into a closed session pursuant to Virginia State Code Section 2.2-3711-A34 for the purpose of discussing issues related to Local Election Security Standards (LESS). The motion was seconded by Vice Chair Stirrup. The motion subsequently passed unanimously,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

Secretary Moyer made a motion to adjourn the meeting. The motion was seconded by Vice Chair Stirrup and subsequently passed unanimously.

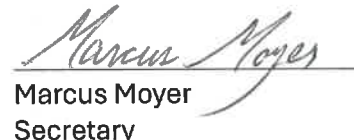
The meeting adjourned at 2:14 PM.



Keith Scarborough
Chair



Heidi Stirrup
Vice-Chair



Marcus Moyer
Secretary

Date of Approval: 4 / 2 / 2025