

The Electoral Board for the City of Harrisonburg last met on Monday, September 8, 2025. All members of the Board were present, along with the General Registrar, Mr. Mark Finks.

Call to Order: The meeting was called to order by Chair Call at 9:03 A.M.

Welcome and Introductions: The Chair, Mr. Bill Call welcomed Mr. Chris Brown, City Attorney.

Public Comment: There were no Public Comments

Unfinished Business: There was no Unfinished Business

Approval of Agenda: Agenda Approved

Approval of Minutes: Minutes from the July 21, 2025, meeting were approved as written

Discussion of Budget Questions: Mr. Brown, City Attorney, was there to answer questions from the Secretary, Ramona Sanders. The other two Electoral Board Members did not have questions. Mr. Brown reported about bonuses were not paid from City funds but rather from the Virginia Department of Elections in accordance with its directive dated June 11, 2025. He further stated that the city can only pay employee bonuses when authorized by an ordinance passed by City Council. He and Mr. Propst decided that since the City was not providing for the payment of the bonuses but simply acting as a pass through for the funds, there was no need for Council action. He noted that compensation and expense plan for secretaries and members of Electoral Boards is established by the General Assembly in its General Appropriation Act. He stated that there is no authority in code section for a locality to supplement compensation paid to Electoral Board members. He understands that the bonus to Electoral Board members was not reflective of their hard work and dedication, and that he would like to see a bonus more reflective of the work done by the members, but the City simply doesn't have the legal authority to provide such bonuses.

Report from Director of Elections: 1. The General Registrar Report from Mr. Mark Finks, stated that is team is in full gear preparing for the November Election. Documents are being updated, which includes the SOR, Ballot Record Report, call-in sheets, and reconciliation sheets. Poll Pad software is being updated. Scheduling is being done for Election Day Officers'. Absentee Ballots are being prepared for mailing by September 18. Addresses were verified and absentee applications were reorganized. UOCAVA is being managed by the Mr. Finks, the General Registrar personally. (the overseas and military ballots submitted by mail). 2. **Ballot Order:** has been placed with PrintELECT. 3. **JMU Outreach:** Mr. Finks held a Democracy Fellows Training on August 18, 2025. Mr. Finks and a staff member attended the JMU annual block party on Court Square where they collected 18 paper applications and directed several students to online registration using the QR code. 4. **Officer of Election Approval Process:** The names of candidates that request to represent a party will be sent to the party chairs in advance of each meeting; chairs will be given a response deadline; if no response is received, the OoE will be considered approved to represent the part as submitted. This provides clarity and documented communication which will begin at our next meeting. 5. **Tabulator Updates:** Mr. Tyler Lincks of PrintELECT will offer options for upgrading our tabulators. He will attend an Electoral Board Meeting, open to the public, on October 20, 2025, prior to our L&A election day equipment testing @ 1:00 P.M. 6. **Voter Registration:** There has been an uptick in voter registration in the last month. 110 paper applications have come in from the Democratic Party, Madison Center for Civic Engagement, and Next Gen. 7. **Election Day Page Program:** Mr. Finks and a member of his staff have had a meeting with HCPS about starting an Election Day Page Program for the City. An interest form has been created and will be sent to both High School's Social Studies Departments.

8. Citizens Academy: Mr. Finks presented a two-hour session to the 2025 Citizens Academy, covering the Registrar's office and local election processes. **9. Secure Virginia 2025:** Mr. Finks participated virtually in the statewide Election Preparedness Exercise on August 26, 2025. He continues to look for ways to strengthen his emergency response capabilities.

Review of ADA Compliance: The Secretary of the Electoral Board, Mrs. Ramona Nida Sanders, printed, signed, and dated the appropriate form to send the Compliance Standards to the State.

Sign Security Policies Letter for ELECT: All members of the Electoral Board for the City of Harrisonburg signed the Security Policies Letter for ELECT. Mrs. Sanders turned in two of her copies of said plan for shredding.

Review of new Officers of Election: We were presented four persons names on September 8, 2025. The Electoral Board will vote for approval at our next meeting, and immediately adopt the new procedure submitted by the General Registrar, Mr. Mark Finks, this day and going forward.

New Business: No New Business

Adjournment: The meeting was adjourned at 10:27 AM

The next scheduled meeting is Monday, October 6, 2025 at 9:00 AM.

Respectfully submitted by Ramona Sanders, Secretary, City of Harrisonburg Electoral Board, Tuesday, September 9, 2025