

**Meeting Minutes  
July 31, 2018**

The City of Manassas Electoral Board held a meeting, Tuesday, July 31, 2018 9:00 AM at Voter Registration & Elections Office, 9025 Center St.

Chair Snider called the meeting to order at 9:00 AM.

Vice Chair Kincheloe moved to approve minutes of last meeting and Secretary Fields seconded the motion. Minutes approved unanimously.

Next, Electoral Board discussed the November General 2018 ballot order and agreed ordering 70% would be appropriate. Vice Chair Kincheloe moved that the City of Manassas Registrar order 70% ballots of total registered voters for the upcoming November General, all were in favor.

L & A testing dates were discussed and September 12, 2018 at 1:30 PM was decided upon. Chair Snider asked General Registrar Reed to inquire about a more thorough L & A testing for elections in 2019.

General Registrar Reed invited Electoral Board to attend the Fairfax City Pilot Audit on August 2 and 3, 2018. The audit will involve the same voting machines and showcase 3 audit procedures. Chair Snider agreed to August 2 and Vice Chair will attend August 3.

Electoral Board directed General Registrar Reed to put together a packet documenting the duties, responsibilities and code requirements expected of City of Manassas Assistant Registrars. A record of hours required to accomplish job duties, election support and filling in for training, annual leave and sickness. Electoral Board would like packet by mid-August.

Meeting was adjourned at 10:34 AM.



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**Patricia E. Fields, Secretary**