Albemarle County Electoral Board Meeting

July 24, 2025

Location: Albemarle County Office Building, 5th Street
Attendance: Jim Heilman, Clara Belle Wheeler, Bucky Walsh, Lauren Eddy (for part)

The meeting began at 9:00 am. The final agenda was approved.

Clara Belle announced that the purpose of the public part of this meeting is to review our recent work on forms and manuals. The Board has met to create new modules of our education program for those wishing to be Assistant Chief Officers. We have also reviewed our Chiefs/Assistant Chiefs Manual with Richard Banko to update it for the upcoming November election. We will also hold a work session on creating a manual for the Central Absentee Precinct.

Executive Session. Clara Belle moved the following: RESOLVED, that the Board enter into executive session for the purpose of discussing and completing the required annual performance review of the General Registrar as provided for by Section 2.2-3711.A.1 and Section 24.2-109-1of the Code of Virginia. The motion passed unanimously. The Board went into executive session at 9:06 am.

The Board came out of executive session at 11:47 am. (Board members participated in the executive session with Lauren joining us for the second part of the session.) Clara Belle moved the following: RESOLVED, that to the best knowledge of each member of this Board, (i) only public business matters lawfully exempted from the open meeting requirements of Chapter 37 (Virginia Freedom of Information Act) of Title 2.2 of the Code of Virginia and (ii) only such business matters as were identified in the motion by which today's executive session was convened were heard, discussed or considered in the executive session. The motion passed unanimously.

Board members and Lauren signed the performance review. Clara Belle moved to commend Lauren for being with us today, for doing a splendid job, and for her service to the Board and to Albemarle County. The motion passed unanimously.

The meeting was adjourned at 11:49 am.

Respectfully submitted,

James M Heilman

James M. Heilman
Secretary, Albemarle County Electoral Board