Albemarle County Electoral Board Meeting

November 9, 2026, 9:00 AM
5th Street County Office Building, 1600 5th Street, Charlottesville, Room C

Members of the public may attend in person. Members of the public who wish to attend virtually can find the details online at https://www.albemarle.org/government/elections/electoral-board, click on the Electoral Board Meeting event at the bottom of the page for specifics.

ITEM	WHO
1. Establish Quorum and Call to Order	Chair
2. Approve Final Agenda	Board
3. Brief Announcement(s) from the Board and Registrar	Board/Registrar
4. Public Comment(s) – limited to 3 min. per speaker	All
5. Approve Minutes of prior meeting(s)	Board
6. Old Business	
- Elections office accounting report, Registration Report	Jonell McFadden
- Review and disposition of old Board Materials in Warehouse	Jim Heilman
- [EO Half-Day Shifts (§ 24.2-115.1)] (Tabled to 2027)	Bucky Walsh
7. New Business	
- November General Election Review	Board/Registrar
- Risk Limiting Audit	Jonell McFadden
- Backup Alternate Polling Places	Bucky Walsh
- Hotwash Plans	Jonell McFadden
8. Other Items	Board
9. Next Meeting	Board
10. Executive Session – Closed Meeting	Board/Registrar
11. Return from Executive Session – Open	
12. Adjourn	Board

Backup Polling Places

What are they: Each polling place should have a designated location that it would move to in case its regular location was or became unavailable, usually due to a disaster scenario (fire, flood, power, water, fumigation, structural failure, etc.). This might be triggered either before or DURING an election.

If we assume that this rare event would only happen once in any given election, then one location could be the backup polling place for many precincts.

Many current polling places could host a second precinct in the same facility. Schools, for example, if they have enough parking available, could generally host more than one precinct. This is done now at Monticello High School as the normal course.

How does this get triggered: The Registrar, likely with the advice of the Electoral Board members, makes the decision to move a precinct to its backup polling place. This decision is not made at the precinct level, not even on election day. If a problem arises during an election day, the precinct contacts the Registrar and explains the circumstances to then await a decision.

What happens when a backup is used: 1) The Registrar makes this decision and informs the original and the backup locations about the change. The folks at the original location, if the election is under way, have to: follow their backup plan directing them to put up pre-made signs announcing the change and where to go – including at least one roadside sign (flip over an existing sign to expose the backup location), take the EPBs, ballots, envelopes and scanner and themselves to the backup location, set up the polling place, put out signs for their precinct and work out with any existing precinct already on site how to ensure voters are directed expediently. 2) The Registrar launches a pre-established communication plan to get the notice of this change out to the voters, parties, candidates, news media, etc. 3) A cleanup team needs to be sent or left at the original site to pack up everything not taken into the cage if possible. 4) At the end of the day the relocated DS200/future DS300 needs to be secured in some fashion assuming the cage it should go in is somewhere else.

If the election is not underway when the decision to use the backup is made, then in the ideal scenario the cage would be transported to the new site, the communication plan enacted, and the election would run from start to finish at the backup site.

Problems/Concerns:

1) This only happens when a facility becomes truly unavailable – you have to have a fire, not just a fire alarm. This is a drastic measure. It will interfere with voting. It should only be used when there is no possibility to hold the vote in the original precinct.
2) Packing up the EPBs/Merlin (if still applicable) and scanner should be tested to make sure they can be closed up, disconnected and reconnected and come back working.
3) Determining the proper procedure to load a DS200/future DS300 into the back of someone's hatchback should be determined and tested. This is not necessary on a by-precinct basis, but it should be done once to determine a method to safeguard the scanner.

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4) The backup site for each precinct should be identified in advance – not all precincts can be a backup as they will not have enough space or parking or the traffic level might not be supported by the local roads. The ideal backup site for each precinct is as close to that precinct as it can be. With a planned backup, a packet of "backup site in use" signage would be all that had to be prepared in advance and provided to each precinct.
5) There should be a manual section on this process in the chief's manual with step by step instructions on what to do when told to move by the Registrar.

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