

**Meeting Minutes  
February 12th, 2019**

The City of Manassas Electoral Board held a Special meeting of the Board, Tuesday, February 12, 2019 11:00 AM at City Hall, 9027 Center St.

In attendance were: John Snider, Chair of Electoral Board; Pam Kincheloe, Vice Chair; Patricia Fields, Secretary; Andy Hawkins, Executive Director of Finance and Operations MCPS; Almeta Radford, Director of Communications MCPS; Esteban Jordan, Risk Management MCPS; Craig Brown, Manassas City Attorney; Matt Arcieri, Planning/Zoning Services Manager; Susan Reed, Director of Elections and public attendees Mike Freeland, Democrat Co-Chair and Cheryl Macias, Democrat Co-Chair.

Chair Snider called the meeting to order at 11:02 AM and introductions followed.

Agenda for meeting as follows: review existing guidance on campaign signs, compare with current practice and develop recommendations for additional guidance.

Current guidance from Election Code to City and School ordinances was discussed with focus on how policy is enforced and who is responsible. Questions were asked to clarify Election Day, 40 foot line and sign placement. City Attorney Brown stated he would look at amending the existing city ordinance to improve clarity.

School representatives re-iterated that signs are only allowed on Election Day. The schools shall enforce the prohibition of campaign activities including the posting of signs, on other than Election Day. On Election Day, the Officers of Election will have primary responsibility for enforcing applicable rules at the polling places. The Director of Elections committed to informing the candidates and parties of this school policy and that Election Day runs from midnight to midnight. Chair Snider asked for public comment.

Chair Snider stated city ordinance specifies authorization from city official in writing as a requirement to place signs on city property, City Attorney Brown agreed. Electoral Board will draft a letter to the City Manager asking for authorization on a limited number of signs on a specified area of City Hall property during the 45 day period prior to Election Day during which in-person absentee voting takes place; sign size limits and placement of signs to stay for full 45 days of absentee voting.

Chair Snider invited public comment.

Chair Snider called for adjournment. Meeting ended at 12:15 PM.



**Patricia E. Fields, Secretary**

