

**Meeting Minutes
April 6, 2020**

The City of Manassas Electoral Board held an Emergency online meeting Monday, April 6th, 2020.

In attendance were Chair John Snider; Vice Chair Pamela Kincheloe; Secretary Patricia Fields, Deputy Registrar Natalia Taylor and General Registrar Susan Reed.

Chair Snider called the meeting to order at 10:00 AM to discuss emergency plans due to Governor's Executive Order 53 banning public gatherings. Until further notice, Electoral Board meetings will be conducted online. Absentee applications will be placed in foyer entrance of office with instructions on filling form out and placing into door slot. Office will open with COVID precautions to keep staff safe when Absentee voting gets closer to Election Day.

Old Business:

Conversation centered on postcards, what postcards should say and when should postcards be sent. All agreed to wait before any voter notice sent to see if precinct consolidation is necessary. If state does not publicize Vote by Mail the Electoral Board directed General Registrar Reed to send postcards out to every residence suggesting Vote by Mail option. Time frame for sending postcards will be early May. Utilize social media and notify political parties of Vote by Mail options. Notice will be sent to every registered voter should precinct consolidation be required due to COVID.

Vice Chair Kincheloe moved to adjourn, all were in favor.

Meeting adjourned at 10:45 AM.



Patricia E. Fields, Secretary