

# VEBA Conference - 032525

## Guidelines for An Electoral Board Secretary

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# Essential Officers of any Organization

(Including Electoral Boards)

Presiding Officer (Chairman, Director)

Secretary (clerk)

# Duties of an Electoral Board Secretary

- 1 - Take Minutes - A record of proceedings
- 2 - Publically post Minutes at least 1 week prior to the next meeting
- 3 - Maintain a copy of all Past minutes, Reports, and Records
  - Have at meetings
  - Make available to the 3 Board Officers upon request
- 4 - Maintain official list of the 3 Board Officers
- 5 - Notify the 3 Board Officers of their periods of service
- 6 - Send meeting calls to the 3 Board officers and formal guests
- 7 - Sign all correspondence and certified copies of acts of the Board
- 8 - Maintain and have at every meeting
  - Copy of Virginia Election Laws
  - Roberts Rules of Order
  - VEBA By-Laws

# What is Entered into Minutes

What is DONE, **NOT** what is SAID

# Contents of Minutes

## Opening paragraph should contain

- 1- Kind of Meeting (Regular or Special)
- 2 - Name of Board (e.g. “Blah County Electoral Board”)
- 3 - Date, time of call to order, and location of meeting
- 4 - Those present
  - Chairman, Secretary, Vice Chairman
  - Registrar (“Director of Elections”), Deputy Registrars
  - Anyone formally contributing to the meeting.

# Contents of Minutes (Continued)

**Recommended (not required) that the remaining content be recorded following the Order of Business (i.e. the Agenda)**

- 1 - Reading & Approval of Minutes
- 2 - Public Comments (On anything NOT on the Agenda)
- 3 - Reports (Registrar, Any Guest slated to report)
- 4 - Unfinished Business
- 5 - New Business
- 6 - Time of adjournment

# 1 - Reading & Approval Minutes

- 1 - An approval requires a simple majority
- 2 - Chairman calls for reading of the minutes of prior meeting(s) that have not been previously approved
- 3 - If minutes **are distributed for correction/additions prior to the meeting** then the Secretary can ask for an approval if there are no additional corrections or additions.
- 4 - If minutes **are not pre distributed** then the Chairman asks for a reading and any corrections or additions.
  - A motion to dispense with the reading is not advised
  - Following any corrections or additions a motion shall be made to approve the minutes.

## 2 – Public Comments

- Record the name of the individual and their affiliation if any.
- Record the subject of the comment
- **DO NOT** record what was said



## 3 – Reports

- Record the name of the individual and their title.
- Record the subject of the report and the list of items reported
- **DO NOT record what was said**

## 4 & 5, Business Items on the Agenda

- Each piece of business should be brought to the floor by way of a Motion
- Record the exact wording of each motion, who made the motion, and that it was seconded.
- Record action on the motion: Passed, Failed, Postponed, Tabled

**DO NOT RECORD what was said in the discussion of the motion**

## 6 – Adjournment

- Record who made adjournment motion and that it was seconded
- Record the time of the adjournment

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