



Electoral Board Member Manual

Administrative Rules

AUGUST 2025

Promoting Free, Fair, Open, and Transparent Elections



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05 VEBA ADMINISTRATIVE RULES

OVERVIEW

Administrative rules supersede any parliamentary authority, as specified in the VEBA bylaws Article XI–Parliamentary Authority, with which these rules conflict.

- May be added, deleted, or amended by the Board of Directors upon prior written notice in a meeting call distributed not less than three business days before the meeting date.
- Shall be ratified with a two-thirds vote.

RULE #1 – MEETING DATE

The Board of Directors shall meet on a day of each month determined by a poll of the officers and directors conducted within sixty days after the biennial election of officers and directors.

For the calendar years 2024 and 2025 the Board of Directors meeting shall be held on the first Monday of each month of the year unless otherwise ordered by the President.

RULE #2 – ORDER OF BUSINESS

Unless otherwise ordered by the President the order of business for all VEBA meetings shall be:

- Call to Order
- Roll Call – Confirm that meeting is quorate
- Approve [amend] the Agenda
- Approve the minutes of previous meetings
- Membership Comment Period
- Committee reports
- Unfinished business
- Program/Presentation. [if scheduled]
- New business
- Elections [if needed]
- Adjourn

RULE #3 – NOMINATIONS AND ELECTIONS

The following are the association’s rules for nominating and electing Executive Committee officers.

- The Nominating Committee shall open nominations not less than sixty days prior to the opening business session of the VEBA annual meeting held in even-numbered years.
- The Nominating Committee shall communicate the list of all nominees, by position, to the membership not less than fourteen days prior to the opening session of the annual meeting.
- Nominations may be accepted from the floor during the opening session of the annual meeting.
- Nominations shall be closed during the opening business session of the annual meeting.
- The President shall facilitate a candidate forum after the close of nominations and prior to the elections held during the closing business session of the annual meeting.
- Elections shall be conducted according to VEBA bylaws Article VII.

RULE #4 - VEBA MEMBERSHIP COMMENT/PRESENTATION POLICY

(adopted by the VEBA Board 10.28.2024)

Membership Comment

VEBA allows members to present comments on issues deserving their attention during membership comment agenda item at Board of Director and the annual membership meetings. If you wish to speak, please observe the policy below regarding membership address and the presentation of visuals.

- Active members wishing to speak will be recognized during the membership comment item on the agenda.
- Each speaker has four minutes, whether speaking as an individual or a representative.
- All comments must be directed to the Chair and other members of the Board of Directors. Please begin by stating your name and locality. Debate between speakers and members of the audience will not be allowed.
- Speakers may leave any written statements and/or comments with the board Secretary.

- Speakers will be judged out of order should the speaker engage in personal attacks, use of profanity, abusive language, or debate with the audience and not address the Board.
- Accepted etiquette is to not applaud or make loud responses.

Membership Presentations

VEBA welcomes visuals and presentations that support member comments made during membership address. These normally require more than the four minutes allotted for comments. Individuals wishing to make presentations shall contact the VEBA Board Secretary to request time on the agenda for such presentations. Requests to make a presentation must be approved by the President. Requests for visual presentations will not be accepted on the day of the meeting.

- Please provide five copies of the presentation to the Board when comments are presented.
- Speakers with electronic presentations should contact the VEBA Board Secretary prior to the meeting to see if an electronic presentation can be supported in the location of the meeting.
- Sound files on their own or embedded into PowerPoint or linked into presentations will not be supported.

RULE #5 - DUES

VEBA memberships dues shall be determined by a majority vote of the Board of Directors and shall be due and payable as determined by the Board of Directors.

- The annual membership dues for the CY 2024 and 2025 shall be \$200.00 per locality, \$85.00 per individual Electoral Board member. Associate members' dues shall be \$50.00 per year.
- Effective January 1, 2026, membership dues shall be \$250.00 per locality, \$95.00 per individual Electoral Board member. Associate members' dues shall be \$60.00 per year.
- The annual dues are payable to VEBA not later than January 1 each year.
- A premium of \$125.00 shall be applied to the VEBA Annual meeting fee if locality dues go unpaid after January 1 of each year.

RULE #6 - VEBA POLICY FOR ELECTRONIC PARTICIPATION IN MEETINGS

PURPOSE: To establish a policy that provides for VEBA to properly conduct meetings with the electronic participation of its members.

General Requirements and Policy Establishment

The policy must be applied strictly and uniformly to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

VEBA members may participate by electronic means in an open meeting under the following conditions:

- Subsequent to its adoption by the majority of the Board of Directors, this policy is posted on the website normally used for notice of VEBA meetings.
- The means of electronic participation permits simultaneous communication.
- The voice of the remote participant can be heard by all people at the primary meeting location.
- The meeting complies with all other requirements of VEBA.

Action During the Meeting

When a meeting with electronic communication is conducted, the members must comply with the following guidelines:

- The participation by electronic means must be noted in the minutes.
- Any disapproval of a member's participation due to violation of conditions of the policy must be recorded in the minutes with specificity.
- All votes must be carried out and recorded by roll call.

Member Attendance Requirement

- Each member may participate remotely in open Board of Director meetings.
- Participants' remote location need not be open to the public.

Does Not Affect Closed Sessions

This policy does not affect the Board of Directors' right to exclude members from a closed session in which a member participates by electronic communication.

RULE #7 – FINANCIAL AUTHORITY

Only the Board of Directors has the authority to approve financial contracts, instruments, or financial obligations on behalf of VEBA.

- The Board of Directors shall, by majority vote, approve any financial obligation exceeding \$1,000.00.
- The President and Treasurer shall sign all approved financial instruments.

RULE #8 – DISTRICT GEOGRAPHY

VEBA has divided its 133 localities into seven geographic districts.

- Each district shall be represented by a Director that serves the district and is a member of the Board of Directors.
- The Board of Directors may realign the districts by a majority vote.
- The list of districts is maintained on the VEBA website in the District Directors section of the [Officers page](#) or through this [Find Your District](#) link.

These Administrative Rules have been duly approved by the Board of Directors of the Virginia Electoral Board Association.

Date: _____

President: _____

Secretary: _____

Adopted – March 2025

Record of Amendments:

10.13.25 –

Correct typographical error in the preamble by striking “IX” and replacing with “XI”.

In Rule # 3 b strike the word “ten” and replace with the word “fourteen”.

In Rule # 3 e strike the words “Nominations Committee” and replace with “President”.