



Electoral Board Member Manual

District Director Guidelines

AUGUST 2025

Promoting Free, Fair, Open, and Transparent Elections



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06 DISTRICT DIRECTOR GUIDELINES

BYLAWS

Bylaws: Article V: District Directors - Section 3. Duties

DUTIES

District Directors shall **(i)** solicit the local Electoral Boards in their districts to join VEBA; **(ii)** assist to collect delinquent dues in their assigned districts; **(iii)** foster good relations between and among VEBA and the local Electoral Boards in their districts; **(iv)** administer public relations for VEBA in their districts; **(v)** annually hold one in-person member meeting within their assigned district; **(vi)** call additional in-person or virtual district meetings as needed; **(vii)** serve as the communication link between VEBA leadership and constituents; **(viii)** notify the chairperson of the Membership Committee of any membership changes; **(ix)** follow the guidelines in “VEBA District Director Responsibilities and Guidelines.”; **(x)** shall perform any additional duties assigned by the Board of Directors.

ADDITIONAL RESPONSIBILITIES

1. **Orientation:** New and returning directors should attend orientation at the-VEBA Annual Meeting, with outgoing directors assisting in the transition.
2. **District Meetings:** Hold 1-2 meetings annually; One meeting coincides with the VEBA Annual Meeting in March. Plan for one in-person meeting and additional Zoom meetings. Invite Registrars and Legislators to attend.
3. **Communication:** Keep district members informed about relevant legislation and VEBA Board discussions, including sharing meeting minutes.
4. **Member Management:** Collaborate with the VEBA Board to maintain an updated list of district members and their contact info.
5. **Electoral Board Relations:** Check in with your Electoral Board Members in your district in the Spring and Summer. This would be a good way to stay connected with electoral boards, addressing any concerns and building relationships
6. **Introductions:** Reach out to new electoral board members via phone or email, providing useful links (e.g., VEBA website, Virginia Department of Elections).
7. **Information Link:** Serve as a conduit between the Executive Board and district members.
8. **Dues Notifications:** Support the VEBA Treasurer by notifying electoral board members about dues payments. A dues notice is sent out in the first week of September. Reminders are sent in October, November, and December. If dues are not paid by January 1st, the rate will increase after that date. There is a different rate for members and non-members to attend the VEBA Annual Meeting in March.

DISTRICT MEETINGS

1. **Training Setup:** Organize training sessions in your district, either in person or via Zoom, between the VEBA Annual Meetings.
2. **Meeting Timing:** Schedule in-person meetings in August or through the middle of September. Please schedule a date for your in-person District Meeting so you can announce it during the District Meeting at the VEBA Annual Meeting in March. Avoid scheduling your District Meeting on the same day as another district directors meeting, as this makes it hard for the VEBA Executive Board to attend.
3. **Meeting Registration:** Notify the IT Creator (Josephina Bolling Thompson) who oversees the VEBA Website. She can create a special page with the meeting agenda, registration, menu for food and directions.
4. **Minutes Management:** Appoint a secretary to document meeting minutes and distribute them to electoral board members.
5. **Executive Board Involvement:** Invite VEBA Executive Board members to speak on relevant topics at district meetings.
6. **Cost Management:** Registrars may need to pay for meals, while electoral board members are covered by the meeting budget. Consider covering speaker costs as a thank-you.
7. **Budget:** VEBA has allocated money for each district to use for their meetings. This would be for meals, meeting room and supplies. The Director can send receipts to the VEBA Treasurer for reimbursements. Directors will need to check with the Treasurer to find out their year budget.
8. **Guest Speakers:** Invite state delegates, senators, Commissioner of Virginia Department of Elections, a representative from the State Board of Elections, or someone from the legislative committee to provide updates or insights.
9. **Feedback Collection:** Solicit feedback after meetings.
10. **Networking:** Allocate time for social interaction and introductions among members.

DO'S AND DON'TS

1. The district budget does not cover a hotel room for Speakers, District Directors, and Electoral Board Members.
2. Speakers are not paid. Volunteer only. You can certainly pay for their meal if a meal is provided at the meeting.
3. VEBA does not reimburse mileage for Electoral Board members to attend the meeting. This would be up to their locality.
4. Cost of food, meeting room and supplies are covered under the district budget

Here are some concise meeting ideas for the District Director to engage by dividing the district up into 4 small groups:

1. **Focus Groups:** Discuss local challenges.
2. **Roundtables:** Share best practices.
3. **Case Studies:** Present recent challenges and solutions.
4. **Workshops:** Offer relevant skill-building sessions.
5. **Feedback:** Gather input on initiatives.
6. **Networking:** Facilitate member connections.
7. **Action Planning:** Develop solutions for key challenges.
8. **Meetings:** can be held in person or via Zoom.

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