

## 1 VIRGINIA ACTS OF ASSEMBLY — CHAPTER

2 *An Act to amend and reenact § 24.2-107 of the Code of Virginia, relating to local electoral boards;*  
3 *meetings, proceedings, and records.*

4  
5 Approved

[H 275]

6 **Be it enacted by the General Assembly of Virginia:**

7 **1. That § 24.2-107 of the Code of Virginia is amended and reenacted as follows:**

8 **§ 24.2-107. Meetings; quorum; notice; account of proceedings; seal; records open to inspection.**

9 The electoral board of each city and county shall meet during the first week in February of the year  
10 in which it is to appoint officers of election pursuant to § 24.2-115 and during the month of March each  
11 year at the time set by the board and at any other time on the call of any board member. Two members  
12 shall constitute a quorum. Notice of each meeting shall be given to all board members either by the  
13 secretary or the member calling the meeting at least three business days prior to the meeting except in  
14 the case of an emergency as defined in § 2.2-3701. Notice shall be given to the public as required by  
15 § 2.2-3707. All meetings shall be conducted in accordance with the requirements of the Virginia  
16 Freedom of Information Act (§ 2.2-3700 et seq.) unless otherwise provided by this section.  
17 Notwithstanding the public notice requirements of § 2.2-3707, two or more members of an electoral  
18 board may meet on election day to discuss a matter concerning that day's election, where such matter  
19 requires resolution on that day, and an effort has been made by all available means to give notice of the  
20 meeting to all board members. The presence of two or more board members while the ballots, election  
21 materials, or voting equipment are being prepared, current or potential polling places are being  
22 inspected, or election officials are being trained, or a telephone call between two board members  
23 preparing for a meeting, shall not constitute a meeting provided that no discussion or deliberation takes  
24 place that would otherwise constitute a meeting.

25 The secretary shall keep an accurate account of all board proceedings in a minute book, including all  
26 appointments and removals of general registrars and officers of election. The secretary shall keep in his  
27 custody the duly adopted seal of the board.

28 Books, papers, and records of the board shall be open to public inspection *and copying* whenever the  
29 general registrar's office is open for business either at the office of the board or the office of the general  
30 registrar. *The general registrar shall determine a reasonable charge, not to exceed the fee authorized*  
31 *pursuant to subdivision A 8 of § 17.1-275, to be paid for copies made from the books, papers, and*  
32 *records of the board.*

33 No election record containing an individual's social security number, or any part thereof, shall be  
34 made available for inspection or copying by anyone. The State Board of Elections shall prescribe  
35 procedures for local electoral boards and general registrars to make the information in certificates of  
36 candidate qualification available in a manner that does not reveal social security numbers or any parts  
37 thereof.

ENROLLED

HB275ER