

1 VIRGINIA ACTS OF ASSEMBLY — CHAPTER

2 *An Act to amend and reenact § 24.2-107 of the Code of Virginia, relating to meetings of the electoral*
3 *boards; minutes required to be posted on website.*

4 [S 89]

5 Approved

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 *Minutes of meetings that are required to be recorded pursuant to § 2.2-3707 shall be posted on the*
29 *website of the electoral board or the official website for the county or city, when such means are*
30 *available. Minutes of meetings shall be posted as soon as possible but no later than one week prior to*
31 *the following meeting of the electoral board.*

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

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

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