



# SUFFOLK ELECTORAL BOARD MEETING PACKET



REGULAR MEETING

**July 7, 2026**



9:00 A.M.



City Hall  
440 Market Street  
Suffolk, Virginia 23434



<https://www.suffolkva.us/773/Registrar>  
(757) 514-7750

## GENERAL REGISTRAR

Cameron D. Butler  
*General Registrar*

## ELECTORAL BOARD MEMBERS

Dr. Deborah Wahlstrom  
*Chair*

Dr. Judith Brooks-Buck  
*Vice-Chair*

Rev. Isaac Baker  
*Secretary*

## ADVISOR

Jim Oaks  
*Advisor*

## OUR MISSION

*The mission of the Suffolk Electoral Board is to ensure fair, accurate,  
and transparent elections in accordance with the law, and to uphold  
the public trust in the electoral process.*



The Electoral Board is committed to open and transparent government.  
All meetings are conducted in accordance with the Virginia Freedom of Information Act.

INTEGRITY ★ TRANSPARENCY ★ SERVICE



## Office of General Registrar & Electoral Board

440 Market Street; First Floor  
Suffolk, Virginia 23434

### **Cameron D. Butler, General Registrar**

P.O. Box 1966  
Suffolk, Virginia 23439-1966  
Telephone: (757) 514-7750  
Fax: (757) 514-7759  
[cdbutler@suffolkva.us](mailto:cdbutler@suffolkva.us)

### **Electoral Board Members**

Dr. Deborah Wahlstrom, Chair  
Dr. Judith Brooks-Buck, Vice-Chair  
Rev. Isaac Baker, Secretary

## **Electoral Board Agenda | PROPOSED**

**July 7, 2026**

1. Call to Order
2. Approval of Agenda
3. Review and Approval of Minutes
4. First Public Comment Period
5. Old/Ongoing Business
  1. Informational: Possible Move of Registrar's Office to Morgan Memorial Library
  2. Action: Duties and Delegations
  3. Action: Remote Participation Policy
  4. Action: Interim Evaluation Plan for the General Registrar
  5. Informational: General Registrar's Goals and Objectives
6. Reports by the General Registrar
  1. Informational: Officers of Election (Updated List)
  2. Informational: Key Dates: Officer of Election Training, L and A Testing
  3. Informational: Early Voting Update
7. Reports by Electoral Board Members
  1. Informational: Makeup of Election of Officers by Political Party
  2. Informational: Logic and Accuracy Testing
  3. Informational: FOIA and Closed Sessions

8. Closed Session
  1. Voting System Security Plan Review
9. Return to Open Session
10. Certification of Closed Meeting
11. New Business
  1. Action: Required Certification of Voting System Security Plan
  2. Discussion: Precinct Assignments for Election Day
  3. Informational and Discussion: King v. O'Bannon – Voter Registration Eligibility Process Changes
12. Second Public Comment Session
13. Topics for Next Meeting
14. Adjournment

**Mark Your Calendars:** The next meeting of Suffolk's electoral board is scheduled for August 5, 2026, at 10:00 a.m., at which time the canvass for the August primary will begin.

**Board Members: Please Plan to Attend as Your Schedule Permits.**

Logic and Accuracy Testing

Officer of Election Training

Officer of Election Training – Chiefs and Assistant Chiefs

Precinct Visit – Early Voting



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Dr. Deborah Wahlstrom, Chairman  
Dr. Judith Brooks-Buck, Vice-Chair  
Rev. Isaac Baker, Secretary

## **MINUTES OF THE CITY OF SUFFOLK ELECTORAL BOARD MEETING – DRAFT**

**June 9, 2026**

### **Board Members Present:**

Dr. Deborah Wahlstrom, Chair  
Dr. Judith Brooks-Buck, Vice Chair  
Rev. Isaac Baker, Secretary  
Jim Oaks, Election Officer Liaison

### **Public Attendees:**

Steve Trent, Suffolk Republican Party Chair  
Janet McKinney

The Suffolk Electoral Board met at the Voter Registration Office, 440 Market Street, First Floor, Suffolk, Virginia. Chairman Wahlstrom called the meeting to order at 9:02 a.m.

### **Approval of Agenda**

Vice Chair Brooks-Buck requested the removal of Agenda Item 7.1, Incident Report of the April 21, 2026 Special Election, stating that the matter had already been discussed during the April 22–27, 2026 Election Canvass Meeting.

Vice Chair Brooks-Buck moved to remove Agenda Item 7.1 from the agenda. The motion was seconded by Secretary Baker.

Vote: Ayes: Vice Chair Brooks-Buck; Secretary Baker

Nays: Chair Wahlstrom

Motion carried.

### **Approval of Minutes**

A motion was made to approve the minutes of the April 7, 2026 Electoral Board Meeting and the April 22–27, 2026 Special Election Canvass Meeting. The motion carried unanimously.

## **Public Comment**

Two members of the public were present during the first public comment period.

## **Old Business**

There was no old business to discuss.

## **Report of the General Registrar**

The General Registrar:

- Provided an update regarding mileage reimbursement for Electoral Board members.
- Thanked Chair Wahlstrom and Secretary Baker for assisting with the June 6, 2026 voting equipment programming and logic and accuracy testing.
- Reported that the dates for Election Officer training and voting machine distribution to precincts were still being finalized.
- Informed the Board that the reimbursement request for the April 21, 2026 Special Election had been submitted to the Virginia Department of Elections for review.
- Reported on a visit to the Downtown Suffolk Library, which will serve as the new polling place replacing the former Lakeside precinct located at Morgan Memorial Library.
- Also advised that Deputy City Manager Gerry Jones provided a tour of Morgan Memorial Library, which is being considered as a potential future location for the Voter Registration Office.

Following discussion, the Board agreed to invite the City Manager and Deputy City Manager to a future meeting to discuss the potential relocation in greater detail.

## **Reports by Electoral Board Members**

Vice Chair Brooks-Buck expressed concerns regarding Agenda Item 7.2, Approval of Agenda Items on Past Agendas, and requested that her written response be included in the meeting minutes. Chair Wahlstrom directed that the written response be included as part of the minutes but noted that she disagreed with its contents.

## **New Business**

### **Electronic Participation in Meetings Policy**

Secretary Baker moved to adopt the Electronic Participation in Meetings Policy.

Vice Chair Brooks-Buck seconded the motion and requested that the policy first be reviewed by the City Attorney. Secretary Baker amended his motion to include the request for legal review, and Vice Chair Brooks-Buck seconded the amended motion. The motion carried unanimously.

### **General Registrar Annual Evaluation**

The Board discussed the upcoming August 1, 2026 deadline for the General Registrar's annual evaluation. The Board agreed that the Registrar had not served in the position long enough to conduct a meaningful performance evaluation and would instead submit a letter to the Virginia Department of Elections (ELECT) explaining this determination.

### **Duties and Delegations**

The Board reviewed the statutory duties of the Electoral Board and the duties delegated to the General Registrar. Vice Chair Brooks-Buck moved to adopt the Duties and Delegations document as presented. Secretary Baker seconded the motion. The motion carried unanimously.

**Polling Place Restroom Policy**

Chair Wahlstrom presented a draft letter addressed to the City Manager regarding restroom access at polling places on Election Day. Following discussion, a motion was made to authorize Chair Wahlstrom to send the letter. The motion failed for lack of a second.

**Saturday Early Voting Hours**

The General Registrar requested that Saturday early voting hours be changed from 8:30 a.m.–5:00 p.m. to 9:00 a.m.–5:00 p.m. Vice Chair Brooks-Buck moved to approve the change. Secretary Baker seconded the motion. The motion carried unanimously.

**Public Comment**

Two members of the public were present during the second public comment period.

**Adjournment**

There being no further business, the meeting adjourned at 11:16 a.m.

**Next Meeting**

The next meeting of the Suffolk Electoral Board will be held on Tuesday, July 7, 2026, at 9:00 a.m.

Dr. Deborah Wahlstrom, Chairman \_\_\_\_\_

Dr. Judith Brooks-Buck, Vice-Chairman \_\_\_\_\_

Rev. Isaac Baker, Secretary \_\_\_\_\_



**JUDITH BROOKS-BUCK, PHD**

Vice-Chair  
Suffolk Board of Elections  
757-647-8842  
[jbuck@suffolkva.gov](mailto:jbuck@suffolkva.gov)

June 9, 2026

**COLLEAGUES,**

This letter is written in response to a public memorandum written for a purpose that is unknown to me. The memorandum was written to Electoral Board Members, the General Registrar, and the Board's advisor and then published with Board documents on the City of Suffolk agenda site. The memorandum was written in response to the attached two-paragraph email with the salutation, "Colleagues". I decided to attempt to suggest something that might lower the temperature when I read messages between Chair Wahlstrom and Rev. Baker (see Attachments A & B) regarding who had the responsibility of finalizing the agenda and posting it online. I had previously read a memo from Dr. Wahlstrom in which she appeared to reprimand Rev. Baker. The Board Chair, Vice Chair, and Secretary do not have the authority to reprimand each other. In an email that states that "no one should attempt to control the topics for discussion in our meetings", I suggested that simple solutions could help to redirect our focus. In truth, the email that included the portion of a sentence is copied in its entirety below:

*Colleagues,*

*Since there are only three of us, may I suggest that we all have some opportunity for input on agenda items. I realize that in past meetings, the secretary and the GR appeared to finalize the agenda, but with the opportunity for input from all three of us. In the last meetings, I noticed that "Approval of the Agenda" was deleted. Adding that back to the agenda would allow all three of us to add or delete any items.*

*May I suggest that no one should attempt to control the topics for discussion in our meetings. I would also question the need to add topics that have already been discussed. These are observations that I have made. As three adults who care about our City and about the right of Americans to vote, I believe that "the Agenda" does not have to be a problem.*

*Thank you for considering my very simple solution.*

*Judith Brooks-Buck, PhD  
Vice-Chair  
Suffolk Board of Elections*

Since there are several misrepresentations in the memorandum, I must insist that my response be included in the minutes and be posted with evidence for public viewing alongside the accusations made in the memorandum from Chair Wahlstrom. I truly regret interfering in disagreements with which I have no connection. Assuming that there are ways to eliminate or reduce the impact of unnecessary distractions, I attempted to make two suggestions.

	Accusations	Facts	Comments
Attachment A	The distribution of the email included the General Registrar.	Attachment A is a copy of the actual email. The distribution list includes the three Board members and the advisor.	The GR was not included.
Attachment A	The memorandum is posted without the distribution list or the salutation	No individual was being accused of anything. The response seems to suggest otherwise. The term "Colleagues" suggests a group responsibility, not an accusation made toward the Chair.	Taking a section from one part of a sentence could be reasonably construed to be an attempt to influence the public.
Attachment B	Context is critical for understanding. Part of the conversation about who would do what with the agenda is included.	The two emails with the Chair and the Secretary speak for themselves and add some idea of why a recommendation was made.	The documented conversations were had following a letter to the Secretary that read like a letter of reprimand.
Attachments C, D, and E	Copies of Agendas & Minutes	The agendas and Minutes before January 2026 do not include my observations. I was sworn in on January 13, 2026.	While the "Approval of the Agenda" may or may not have been written in the Minutes, and do not reflect a vote on the approval of the Agenda.

In closing, I believe that this entire matter is a distraction. I cannot see posting a response on the official website to suggest disharmony among members serves no positive purpose. Additionally, unnecessary distractions will serve no purpose in connection with what we agreed to do. The Virginia Electoral Board Association has a publication for its members. I would suggest that all members follow Election Laws as outlined in our own handbook (Virginia Election Laws), provided by the Virginia Legislature and signed by the Governor, and keep our focus on obeying Virginia election laws.

Thank you for allowing me to rebut the inaccurate statements posted about me online.

Sincerely,

A handwritten signature in cursive script that reads "Judith Brooks-Buck, PhD". The signature is written in black ink and is positioned above the typed name.

Judith Brooks-Buck, PhD,  
Vice-Chair  
Suffolk Electoral Board.

## **Fw: June Electoral Board Meeting**

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Judith Brooks-Buck  
jbec2000@msn.com  
Fri, Jun 5, 2026, 11:09 AM

*attachment A*

Obtener [Outlook para iOS](#)

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**De:** Judith Brooks-Buck <jbuck@suffolkva.us>  
**Enviado:** viernes, junio 5, 2026 10:25 a.m.  
**Para:** Deborah Wahlstrom <wahlstromd@successlineinc.com>; Isaac Baker <vetking352fast@gmail.com>  
**CC:** James Oaks <joaks@suffolkva.us>  
**Asunto:** Re: June Electoral Board Meeting

Obtener [Outlook para iOS](#)

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**De:** Judith Brooks-Buck <jbuck@suffolkva.us>  
**Enviado:** Wednesday, 13 May 2026 21:44:19  
**Para:** Deborah Wahlstrom <wahlstromd@successlineinc.com>; Isaac Baker <vetking352fast@gmail.com>  
**Cc:** James Oaks <joaks@suffolkva.us>  
**Asunto:** Re: June Electoral Board Meeting

### **Colleagues**

Since there are only three of us, may I suggest that we all have some opportunity for input on agenda items. I realize that in past meetings, the secretary and the GR appeared to finalize the agenda, but with the opportunity for input from all three of us. In the last meeting, I noticed "Approval of the Agenda" was deleted. Adding that back to the agenda would allow all three of us to add or delete any items.

May I suggest that no one should attempt to control the topics for discussion in our meetings. We would also question the need to add topics that have already been discussed. These are my observations that I have made. As three adults who care about our City and about the right of all Americans to vote, I believe that "the Agenda" does not have to be a problem.

Thank you for considering my very simple solution.

Judith Brooks-Buck, PhD

B

Vice Chair  
Suffolk Electoral Board

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**From:** Deborah Wahlstrom <wahlstromd@successlineinc.com>  
**Sent:** Tuesday, May 12, 2026 7:49:37 PM  
**To:** Isaac Baker <vetking352fast@gmail.com>; Judith Brooks-Buck <jbuck@suffolkva.us>  
**Cc:** Cameron D. Butler <cdbutler@suffolkva.us>; James Oaks <joaks@suffolkva.us>  
**Subject:** RE: June Electoral Board Meeting

Good evening, Isaac –

Attached is the draft agenda for the June 9, 2026 Electoral Board meeting.

As chair, I am coordinating and finalizing the agenda and related meeting materials for board meetings, consistent with the process used under the prior chair. Please forward any additional proposed agenda items directly to so they can be included.

Thank you.

Deborah

**From:** Isaac Baker <vetking352fast@gmail.com>  
**Sent:** Tuesday, May 12, 2026 2:42 PM  
**To:** Judith Brooks-Buck <jbuck@suffolkva.us>  
**Cc:** Cameron D. Butler <cdbutler@suffolkva.us>; Deborah Wahlstrom <wahlstromd@successlineinc.com>;  
Oaks <joaks@suffolkva.us>  
**Subject:** Re: June Electoral Board Meeting

I will get the agenda to you all in a little bit, basically it's not much, time wise maybe 45 minutes or less.  
I. Baker

On Sat, May 9, 2026 at 12:08 AM Judith Brooks-Buck <jbuck@suffolkva.us> wrote:

Thank you. Enjoy your vacation !



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[blawrence@suffolkva.us](mailto:blawrence@suffolkva.us)

**Electoral Board Members**  
To Be Determined, Chairman  
Deborah Wahlstrom, Vice-Chairman  
Isaac Baker, Secretary

## AGENDA

**January 13, 2026 9:00 a.m.**

- I. Call to Order
- II. Approval of previous board minutes
- III. Public comment
- IV. Restructure of the Electoral Board
- V. General information from the Board
- VI. Public comment
- VII. Adjournment



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A handwritten signature in black ink, appearing to be "D".

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**Electoral Board Members**

Dr. Deborah Wahlstrom, Chairman  
Dr. Judith Brooks-Buck, Vice-Chair  
Rev. Isaac Baker, Secretary

**DRAFT MINUTES OF THE  
CITY OF SUFFOLK ELECTORAL BOARD MEETING  
January 13, 2026**

The Suffolk Electoral Board meeting was held at the Voter Registration Office located at 440 Market Street, First Floor, Suffolk, and was called to order by Secretary Baker at 9:04 a.m.

Secretary Baker opened the meeting by informing everyone present that he received a call letting him know our new board member, Dr. Brooks-Buck, was unable to get sworn in before our morning board meeting. Secretary Baker motioned to adjourn the meeting until 1:00 p.m. with the understanding Dr. Brooks-Buck would be sworn in by that time and everyone would be finished with their lunch breaks. Vice-Chairman Wahlstrom seconded the motion. The motion passed with a unanimous yes. The meeting was adjourned at 9:15 a.m. to reconvene at 1:00 p.m.

The reconvened meeting was called to order by Secretary Baker at 1:01 p.m. The first order of business was the restructuring of the Electoral Board. A discussion was held and agreed upon regarding the position each board member would accept. Secretary Baker motioned to accept the new board structure. Chairman Wahlstrom seconded the motion. The motion passed with a unanimous yes.

Secretary Baker motioned to make Mr. Jim Oaks our new Election Liaison. Chairman Wahlstrom seconded the motion. The motion passed with a unanimous yes. The new structure of the board was adopted as follows:



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*D*

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**Electoral Board Members**

Dr. Deborah Wahlstrom, Chairman  
Dr. Judith Brooks-Buck, Vice-Chairman  
Rev. Isaac Baker, Secretary

**April 2, 2026, 10:00 a.m.**

- I. Call to Order
- II. Closed Session
  1. Pursuant to a personnel matter. §2.2-3711(A)(1)
- III. Adjournment



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E

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**Electoral Board Members**  
Dr. Deborah Wahlstrom, Chair  
Dr. Judith Brooks-Buck, Vice-Chair  
Rev. Isaac Baker, Secretary

**Suffolk Electoral Board – Notice of Canvass**

**Notice:** Suffolk Electoral Board's Canvass of the April 21, 2026, Special Election.

**Dates of Canvass:** April 22-April 24, 2026

**Location:** All canvass activities will be conducted at the General Registrar's office, located at 440 Market Street, Suffolk, Virginia.

**Anticipated Daily Canvass Activities**

The canvass is a multi-day process governed by statutory deadlines and the completion of required verification steps. While this agenda outlines the anticipated sequence of activities, the Electoral Board may adjust the timing, order, or duration of items as needed to ensure accuracy, completeness, and compliance with Virginia election law. Certain tasks may extend beyond a single day or be revisited as additional information becomes available.

**April 22, 2026 (10:00 a.m.) – Canvass Day 1**

- Wahlstrom*
- I. Call to Order
  - II. Motion to enter a Provisional Ballot Meeting as required by Virginia Election Code §24.2-653.01(B), which mandates that the electoral board meet to determine the eligibility of all provisional ballots cast in the election.
  - III. Return to Open Session
  - IV. Certify Provisional Ballot Meeting.
  - V. Verify Election Day Ballot counts, by precinct and totals.
  - VI. Verify Early Voting Ballots, by precinct and totals.
  - VII. Verify count for pre-processed Absentee Mail-In ballots.
  - VIII. Conduct eligibility review of Absentee Mail-In Ballots received from the time frame of pre-processing through election day.
  - IX. Verify counts of eligible Absentee Mail-In Ballots received from the time frame of pre-pre-processing through election day

**April 23, 2026 (10:00 a.m.) – Canvass Day 2**

- I. Call to Order
- II. Recap of work completed on Canvass Day 1.
- III. Complete any verification counts for ballots not finished on Day 1 of Canvass.
- IV. Conduct eligibility review of Absentee Mail-In Ballots (Late) received after Election Day.

**April 24, 2026 (10:00 a.m.) – Canvass Day 3**

- I. Call to Order
- II. Recap of Canvass Days 1 and 2.
- III. Motion to enter a Provisional Ballot Meeting as required by Virginia Election Code §24.2-653.01(B), which mandates that the electoral board meet to determine the eligibility of all provisional ballots cast in the election.
- IV. Return to Open Session
- V. Certify Provisional Ballot Meeting.
- VI. Conduct eligibility review of Provisional Ballots.
- VII. Count results of Provisional Ballots. **(SDR due to ELECT by 5:00 p.m.)**
- VIII. Conduct eligibility review of Late Absentee Mail-In Ballots.
- IX. Count results of Absentee Mail-In Ballots (Late).

**Mark Your Calendars:** The next meeting of the Suffolk Electoral Board will be on May 5, 2026, at 9:00 a.m.



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### Electoral Board Members

Dr. Deborah Wahlstrom, Chair  
Dr. Judith Brooks-Buck, Vice-Chair  
Rev. Isaac Baker, Secretary BV

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## INFORMATIONAL MEMORANDUM

FROM: Dr. Deborah Wahlstrom, Chair

TO: Dr. Judith Brooks-Buck, Vice Chair  
Rev. Isaac Baker, Secretary  
Jim Oaks, Advisor  
Cameron D. Butler, General Registrar

RE: Agenda Item 5.1 | Possible Move of the Registrar's Office to Morgan Memorial Library

DATE: July 7, 2026

The purpose of this agenda item is to provide the Electoral Board with additional information regarding the possible relocation of the Office of the General Registrar and Electoral Board to the Morgan Memorial Library.

During the Board's June 9, 2026 meeting, General Registrar Cameron Butler shared preliminary information concerning the proposed relocation. Board members expressed an interest in learning more about the proposal, including the City's planning process, the proposed facility, and how the move might support the long-term operational needs of the Office of Elections.

In response to that discussion, Mrs. Butler invited **Gerry L. Jones, Deputy City Manager**, to attend the July meeting to provide additional information regarding the proposed relocation. Mr. Jones will present an overview of the project and be available to respond to questions from Board members.

The Office of the General Registrar plays a critical role in conducting voter registration, administering elections, maintaining election equipment and records, training election officials,

and providing services to the public. Virginia law places responsibility upon the locality to provide the resources and facilities necessary for the conduct of elections and the operation of the General Registrar's Office. See, e.g., Va. Code §§ 24.2-112, 24.2-114, and 24.2-310.

This agenda item is intended to provide an opportunity for Board members to become better informed about the proposed relocation, ask questions, and gain a clearer understanding of how the proposed facility may support election operations now and into the future.

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**NO BOARD ACTION NEEDED**



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## **REVIEW AND ACKNOWLEDGMENT OF DUTIES AND DELEGATIONS**

RE: Agenda Item 5.2 | Duties and Delegations

DATE: July 7, 2026

The Suffolk Electoral Board and the General Registrar reviewed the document titled "Suffolk Electoral Board and General Registrar Duties and Delegations" at the Electoral Board's regular meeting on June 9, 2026.

This acknowledgment confirms that the Duties and Delegations document has been reviewed and is maintained as a working reference for the administration of elections in the City of Suffolk.

The document is intended to clarify responsibilities, identify delegated duties, and support effective coordination between the Electoral Board and the Office of the General Registrar.

Nothing in this acknowledgment supersedes the authority or responsibilities established by the Code of Virginia, regulations of the State Board of Elections, or guidance issued by the Virginia Department of Elections.

This acknowledgment shall be maintained with the official records of the Suffolk Electoral Board.

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Rev. Isaac Baker  
Secretary, Suffolk Electoral Board

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Cameron D. Butler  
General Registrar



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### Electoral Board Members

Dr. Deborah Wahlstrom, Chair  
Dr. Judith Brooks-Buck, Vice-Chair  
Rev. Isaac Baker, Secretary

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## INFORMATIONAL MEMORANDUM

FROM: Dr. Deborah Wahlstrom, Chair

TO: Dr. Judith Brooks-Buck, Vice Chair  
Rev. Isaac Baker, Secretary  
Jim Oaks, Advisor  
Cameron D. Butler, General Registrar

RE: Agenda Item 5.3 | Remote Participation Policy

DATE: July 7, 2026

The purpose of this agenda item is to present the revised **Remote Participation Policy** for final consideration following the Board's action at its June 9, 2026 meeting. At that meeting, the Electoral Board approved the policy contingent upon completion of a legal compliance review before final adoption.

Virginia Code § 2.2-3708.3 requires any public body that permits remote participation by individual members to adopt a written policy governing the circumstances under which electronic participation may occur. The statute also requires the policy to establish procedures for requesting remote participation, acting upon such requests, and documenting those actions in the meeting minutes.

Document 5.3A builds upon the earlier draft presented as Agenda Item 10.1 (June 9, 2026) and incorporates several important improvements identified during the legal compliance review. While the underlying authority for remote participation remains unchanged, the revised policy provides greater clarity, consistency, and administrative guidance by:

- expanding the Purpose statement to more clearly connect the policy to the Virginia Freedom of Information Act;
- strengthening the Board's commitment to applying the policy uniformly and without regard to the identity of the requesting member or the matters under consideration;
- clarifying that members participating remotely may fully participate in discussion, motions, voting, and closed meetings as permitted by law;
- updating the personal matter limitation to reflect the specific statutory language of Virginia Code § 2.2-3708.3;
- establishing a more detailed Request and Approval Process, including notification procedures and the information required when requesting remote participation;
- clarifying that compliant requests do **not** require approval of the Electoral Board and that Board action is necessary only if there is a question regarding compliance with Virginia law or Board policy; and
- expanding the Record of Requests section by requiring the Chair to announce the approved basis for remote participation before recording the action in the meeting minutes.

Collectively, these revisions make the policy easier to administer, improve consistency with current Virginia FOIA guidance, and provide clearer expectations for Board members, the General Registrar, and the public. The revised policy also better reflects the procedural guidance published by the Virginia Freedom of Information Advisory Council regarding the administration of remote participation requests.

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**BOARD ACTION:** Consider approval of the revised Remote Participation Policy.

## **Remote Participation Policy**

### **Purpose**

The Suffolk Electoral Board recognizes that circumstances may occasionally prevent a member from attending a meeting in person. Consistent with the Virginia Freedom of Information Act, the Board permits remote participation by individual members under the conditions set forth in this policy and in Virginia Code § 2.2-3708.3.

### **Policy**

A member of the Suffolk Electoral Board may participate in a meeting through electronic communication means when permitted by Virginia Code § 2.2-3708.3 and this policy.

This policy shall be applied strictly and uniformly to all members of the Electoral Board without regard to the identity of the member requesting remote participation or the matters to be considered or voted upon.

Whenever remote participation is used, a quorum of the Electoral Board shall be physically assembled at the meeting location identified in the meeting notice, except as otherwise provided by law.

A member participating remotely under this policy may fully participate in the meeting, including discussion, motions, and voting, as permitted by law. The member may also participate in closed meetings of the electoral board.

### **Circumstances Permitting Remote Participation**

Remote participation by an individual member may be permitted when:

1. The member has a temporary or permanent disability or other medical condition that prevents physical attendance; or
2. A medical condition of a family member or caregiving responsibility prevents the member's physical attendance; or
3. The member's principal residence is more than sixty (60) miles from the meeting location; or
4. The member is unable to attend due to a personal matter and identifies with specificity the nature of the personal matter.

Remote participation due to a personal matter shall be limited to two meetings per calendar year or twenty-five percent (25%) of the meetings held during the calendar year, rounded up to the next whole number, whichever is greater, as provided by Virginia Code § 2.2-3708.3.

### **Request and Approval Process**

A member requesting remote participation shall notify the Chair as soon as practicable and, when possible, at least twenty-four (24) hours prior to the meeting. The member shall state the reason permitted under law for the request.

Remote participation that complies with Virginia law and this policy shall not require approval of the Electoral Board. The Board shall only consider the matter if there is a question as to whether the request satisfies the requirements of Virginia Code § 2.2-3708.3 or this policy.

### **Record of Requests**

The Chair shall announce the approved basis for remote participation during the meeting.

Requests for remote participation and the Board's action on such requests shall be recorded in the minutes of the meeting in accordance with Virginia law.

Date Adopted: June 8, 2026

Date Amended: July 7, 2026



## Office of the General Registrar & Electoral Board

440 Market Street; First Floor  
Suffolk, Virginia 23434

### **Cameron D. Butler, General Registrar**

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### **Electoral Board Members**

Dr. Deborah Wahlstrom, Chair  
Dr. Judith Brooks-Buck, Vice-Chair  
Rev. Isaac Baker, Secretary

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## INFORMATIONAL MEMORANDUM

FROM: Dr. Deborah Wahlstrom, Chair

TO: Dr. Judith Brooks-Buck, Vice Chair  
Rev. Isaac Baker, Secretary  
Jim Oaks, Advisor  
Cameron D. Butler, General Registrar

RE: Agenda Item 5.4 | Interim Evaluation Plan for the General Registrar

DATE: July 7, 2026

The purpose of this agenda item is to present for the Board's review and consideration a proposed letter to the Virginia Department of Elections (ELECT) regarding the 2026 performance evaluation of Suffolk's newly appointed General Registrar.

At the Board's June 9, 2026 meeting, members discussed the statutory requirement to conduct an annual performance evaluation of the General Registrar. Because Mrs. Cameron Butler had served as General Registrar for only a short period of time following her appointment, the Board concluded that conducting a traditional annual evaluation would not provide a fair or meaningful assessment of her performance. Instead, Board members agreed that it would be more appropriate to develop an evaluation process that would allow sufficient time to observe her performance while continuing to meet the intent of Virginia law. Virginia law requires each Electoral Board to conduct an annual performance review of its General Registrar using the format and forms prescribed by the State Board and to complete that review by August 1 of each year.

Following the June meeting, Board members consulted with representatives of the Virginia Department of Elections to discuss available options. The attached draft letter reflects those discussions and outlines the Board's proposed plan for evaluating the General Registrar during her first year of service. The proposal includes establishing annual objectives, conducting a formative evaluation after approximately six months of service, and completing the standard summative evaluation during the next annual evaluation cycle.

The attached letter is presented for Board review and discussion. If approved, it will be forwarded to the Virginia Department of Elections for its review and consideration.

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**BOARD ACTION:** Consider approval of the proposed letter and plan of action for the General Registrar's evaluation as designated in the July 7, 2026 memorandum to the Virginia Department of Elections.



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### Electoral Board Members

Dr. Deborah Wahlstrom, Chair  
Dr. Judith Brooks-Buck, Vice-Chair  
Rev. Isaac Baker, Secretary

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## MEMORANDUM

FROM: Dr. Deborah Wahlstrom, Chair – Suffolk Electoral Board  
Dr. Judith Brooks-Buck, Vice Chair – Suffolk Electoral Board  
Rev. Issac Baker, Secretary – Suffolk Electoral Board

TO: Viki Mainwaring, Virginia Department of Elections

RE: Interim Evaluation Plan for the General Registrar

DATE: July 7, 2026

First, let us thank you for taking the time to speak to each of us about the performance review process and our specific concerns here in Suffolk. Our General Registrar (GR), who had served in that position for 4½ years, experienced a family emergency and retired days before the April 21, 2026, Special Election. We replaced the GR with her former assistant, and with the help of the retiring GR, the Special Election was completed successfully.

The Suffolk Electoral Board, in an attempt to fairly evaluate our new registrar, found that the *Annual General Registrar Performance Review* was not designed for an eight (8) or nine (9) week General Registrar. Our goal is to evaluate the new GR and to fairly and fully assess her performance. In place of a performance review, we ask that you accept this letter as our 2026 submission and Plan of Action for moving forward.

After speaking with you and considering the options available, we would like to propose the following:

1. In July 2026, review the General Registrar's goals/objectives for the coming year, through June 2027. (Appendix 1: Establishment of Objectives for the Coming Year in *Annual General Registrar Performance Review*.)

2. Provide a six-month formative evaluation based upon the categories in the document, *Annual General Registrar Performance Review*. Prior to the formative evaluation, the GR will be encouraged to complete a self-evaluation and will provide any steps necessary to accomplish the goals that were set. We will schedule the formative evaluation for our October 2026 meeting, which provides for our GR to be in her position for a full six months prior to the formative evaluation.
3. The standard summative review, Appendix 3: Performance Summary in the *Annual General Registrar Performance Review*, will be completed and submitted on the regularly-scheduled due date of August 1, 2027.

Our election team in Suffolk values the importance of the high standards established in the annual performance review process and will comply with all approved requirements. In this particular matter, we hope that you will understand our concerns.

Thank you again for your time and insights. We each appreciate the opportunity to reach out to you. Please let us know if there's anything else we can provide as we move forward with this year. Please let us know whether or not this plan is acceptable as soon as possible.

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Approved by the Suffolk Electoral Board

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Rev. Isaac Baker, Secretary



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Rev. Isaac Baker, Secretary

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## INFORMATIONAL MEMORANDUM

FROM: Dr. Deborah Wahlstrom, Chair

TO: Dr. Judith Brooks-Buck, Vice Chair  
Rev. Isaac Baker, Secretary  
Jim Oaks, Advisor  
Cameron D. Butler, General Registrar

RE: Agenda Item 7.1 | Makeup of Election Officers by Political Party

DATE: July 7, 2026

The purpose of this agenda item is to provide the Electoral Board with information regarding the current political party composition of Suffolk's Officers of Election and the assignment of Chief and Assistant Chief Officers of Election.

Virginia law establishes expectations for political party representation among Officers of Election. Pursuant to Va. Code § 24.2-115, Electoral Boards are expected, whenever practicable, to maintain balanced representation of the two major political parties within precinct assignments, ensure appropriate representation in precincts with even and odd numbers of officers, and limit the number of officers designated as having no political party affiliation.

Virginia law also provides that, whenever practicable, the Assistant Chief Officer of Election should not represent the same political party as the Chief Officer of Election. These provisions are intended to promote public confidence, transparency, accountability, and bipartisan oversight of election administration.

The attached report provides:

1. An overview of Virginia's statutory standards for political party representation among Officers of Election;

2. A comparison of the January 2025 and June 2026 Officers of Election lists;
3. An analysis of the June 2026 Officers of Election list using the political balance standards established in Va. Code § 24.2-115; and
4. A review of political party representation among Chief and Assistant Chief Officers of Election.

The report is intended to provide a snapshot of current assignments and identify areas where political party representation aligns with, or differs from, the standards established in Virginia law.

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**NO BOARD ACTION NEEDED**

# Virginia Requirements for Political Party Representation of Officers of Election



VIRGINIA LAW

§ 24.2-115. Appointment, qualifications, and terms of officers of election.

Virginia law seeks to promote bipartisan election administration by requiring balanced political party representation among Officers of Election. Whenever practicable, both major political parties should be represented in each precinct. When a precinct has an even number of officers, representation should be equal between the two major political parties. When a precinct has an odd number of officers, the difference between the parties should be no more than one. In addition, officers with no political party affiliation should not comprise more than one-third of the officers assigned to a precinct. (Va. Code § 24.2-115)

Suffolk Electoral Board and General Registrar

**Virginia Political Balance Standards**  
Officers of Election – Virginia Code § 24.2-115

1. Representation of Major Parties	2. Even Number of Officers	3. Odd Number of Officers	4. No Affiliation Officers
Both major political parties should be represented in each precinct.	Equal numbers of Democrats and Republicans.	Difference between parties should be no more than one.	No more than one-third (33%) may be No Affiliation.

The June 2026 Officers of Election list is reviewed against these standards to assess political party representation.

# What is the change in election officers from January 2025 to June 2026?

## Suffolk Officers of Election Change in Number and Percents of Election Officers November 2024 Through June 2026 Lists

	Democrat		Republican		No Affiliation		
Total	#	%	#	%	#	%	
November 2024	308	54%	92	30%	51	17%	
January 2025	357	204	57%	91	25%	62	17%
June 2026	300	218	73%	71	24%	11	4%
Change From Prior Check	-57	14	16%	-20	24%	-51	60%

Note: Change percentages reflect 85 individuals with 14 democrats, -20 republicans, and -51 not affiliated.

- 1. The total number of Officers of Election decreased between January 2025 and June 2026.** The January 2025 list included 357 Officers of Election. By June 2026, the total had declined by 57 individuals to 300.
- 2. The political composition of the Officer of Election list changed substantially during this period.** Compared with January 2025, the June 2026 list reflects a net increase of 14 Democrats, a net decrease of 20 Republicans, and a net decrease of 51 individuals listed as No Affiliation.
- 3. The number of Democratic Officers of Election increased from 204 to 218.** This represents a net gain of 14 individuals and an increase from 57% to 73% of all Officers of Election.
- 4. The number of Republican Officers of Election decreased from 91 to 71.** This represents a net decrease of 20 individuals, while the Republican share of the list changed from 25% to 24%.
- 5. The number of Officers of Election listed as No Affiliation declined sharply from 62 to 11.** This represents a net decrease of 51 individuals and a reduction from 17% to 4% of the total list.
- 6. The June 2026 Officer of Election list is less politically balanced than the January 2025 list.** Democrats represented 57% of the January 2025 list and 73% of the June 2026 list, while the percentages of Republicans and individuals listed as No Affiliation both declined.

## Suffolk Officers of Election - Poll Workers by Precinct January 2026

Home Precinct	Precinct Total	Democrat		Republican		No Affiliation	
		#	%	#	%	#	%
101 - Belleharbour	11	10	91%	1	9%	0	0%
102 - Driver	11	7	64%	3	27%	1	9%
104 - Bennetts Creek	11	9	82%	2	18%	0	0%
105 - Harbourview	9	4	44%	4	44%	1	11%
201 - Ebenezer	7	5	71%	2	29%	0	0%
202 - Chuckatuck	7	4	57%	3	43%	0	0%
203 - Kings Fork	7	6	86%	1	14%	0	0%
204 - Hillpoint	12	9	75%	3	25%	0	0%
301 - White Marsh	6	6	100%	0	0%	0	0%
302 - John F Kennedy	16	14	88%	2	13%	0	0%
304 - Nansemond River	13	10	77%	2	15%	1	8%
305 - Shoulders Hill	11	10	91%	1	9%	0	0%
306 - Deerfield	10	7	70%	3	30%	0	0%
401 - Airport	7	6	86%	1	14%	0	0%
402 - Whaleyville	7	5	71%	2	29%	0	0%
403 - Southside	12	10	83%	2	17%	0	0%
404 - Booker T Washington	9	8	89%	1	11%	0	0%
405 - Hollywood	10	9	90%	1	10%	0	0%
501 - Kilbys Mill	9	5	56%	4	44%	0	0%
502 - Holland	8	4	50%	4	50%	0	0%
504 - Lake Cohoon	14	9	64%	5	36%	0	0%
505 - Pittmantown	7	6	86%	1	14%	0	0%
601 - Lakeside	9	6	67%	3	33%	0	0%
602 - Olde Towne	6	5	83%	1	17%	0	0%
603 - Elephants Fork/Westl	10	7	70%	3	30%	0	0%
604 - Wilroy	12	4	33%	7	58%	1	8%
605 - Mack Benn, Jr	8	4	50%	2	25%	2	25%
703 - Pughsville	12	11	92%	1	8%	0	0%
704 - Burbage Grant	10	10	100%	0	0%	0	0%
706 - Huntersville	7	5	71%	1	14%	1	14%
800 - CAP	12	3	25%	5	42%	4	33%
<b>TOTALS</b>	<b>300</b>	<b>218</b>	<b>73%</b>	<b>71</b>	<b>24%</b>	<b>11</b>	<b>4%</b>

When looking at the June 2026 list and VA CODE 24.2-115A:

1. Are both democrats and republicans represented in each of the city's 31 precincts?

**Not Yet.** Of the 31 locations shown, 29 have at least one Democrat and one Republican assigned. White Marsh (301) and Burbage Grant (704) do not have a Republican Officer of Election assigned.

2. In precincts with an even number of officers, is there an equal number of officers from each party?

**Not Yet.** There are 16 locations with an even number of Officers of Election. Only one location (Holland) has an equal number of Democrats and Republicans. The remaining 15 do not.

3. In precincts with an odd number of officers, is the difference just one?

**Not Yet.** There are 15 locations with an odd number of officers. Only Harbourview (105), Chuckatuck (202), and Kilbys Mill (501) have a difference of one between Democrats and Republicans. The remaining 12 do not.

4. Do all precincts meet the requirement that there should be no more than one-third (33%) of the officers who are independents/no affiliation?

**Met.** All 31 polling locations are at or below the one-third threshold. CAP is exactly one-third (33%), while all other locations are below that level.



# Suffolk Electoral Board and General Registrar Party Parity in Chiefs and Assistant Chiefs – Precinct Assignment Detail June 2026 Review of Make-up of Officers of Elections

Precinct	First Name	Last Name	Party	Position	Precinct	First Name	Last Name	Party	Position
101 Belleharbour	Milton	Keeling, Jr	Republican	Chief	404 Booker T Washington	Ann	Whitfield	Democrat	Chief
	Tracy	Thomas	Democrat	Assistant Chief		Julie	Irby	Republican	Assistant Chief
102 Driver	Nellie	Carbaugh	Democrat	Chief	405 Hollywood	LaVern (Emm	McMillan	Republican	Chief
	Kathleen	Doxey	Republican	Assistant Chief		Delores	Johnson	Democrat	Assistant Chief
104 Bennetts Creek	Helen Annet	Harris	Democrat	Chief	501 Kilbys Mill	Gary	Ellis	Democrat	Chief
	Kathleen	Maccord	Republican	Assistant Chief		Linda	Kelly	Republican	Assistant Chief
105 Harborview	Shelley	Childs	Republican	Chief	502 Holland	Lynn	Forehand	Republican	Chief
	Stephanie	Mandel	Democrat	Assistant Chief		Charity	Brown	Democrat	Assistant Chief
201 Ebenezer	John	Dikun	Republican	Chief	504 Lake Cahoon	Edward	McRae	Republican	Chief
	William	Wningear	Democrat	Assistant Chief		Mattie	Faulk	Democrat	Assistant Chief
202 Chuckatuck	Denise	Spady	Republican	Chief	505 Pittmantown	Stephanie	Odom	Democrat	Chief
	Cheri	Babler	Democrat	Assistant Chief		Olivia	Brown	Democrat	Assistant Chief
203 Kings Fork	Bruce	Kliche	Democrat	Chief	601 Lakeside	Thomas	Rountree	Democrat	Chief
	James	Dillard	Republican	Assistant Chief		Tamara	Blackmon	Republican	Assistant Chief
204 Hillpoint	Dwane	Sherrick	Republican	Chief	602 Olde Towne	Erma	Lewis	Democrat	Chief
	LaTonya	Braxton	Democrat	Assistant Chief		George	Tyler Jr	Republican	Assistant Chief
301 White Marsh	Dwight	Harper	Democrat	Chief	603 Elephants Fork	Kevin	Sparks	Republican	Chief
	Frances	White	Democrat	Assistant Chief		Mary	Burroughs	Democrat	Assistant Chief
302 John F Kennedy	Zombia	Everett	Democrat	Chief	604 Wilroy	Donald	Lee	Republican	Chief
	Luxtracia	Frederick	Republican	Assistant Chief		Laura	Carlin	Democrat	Assistant Chief
304 Nansemond River	Anita	Hicks	Democrat	Chief	605 Mack Benn, Jr	Doretta	Gilliam	Democrat	Chief
	Kristi	Riddick	Republican	Assistant Chief		Tonya	Hughes	Republican	Assistant Chief
305 Shoulders Hill	Philip	Parks	Democrat	Chief	703 Pughsville	Erika	Reese	Republican	Chief
	Jeannette	Sharpe	Republican	Assistant Chief		Charles	Wilson	Democrat	Assistant Chief
306 Deerfield	Larry	Kennedy	Republican	Chief	704 Burbage Grant	Laverne	Davis	Democrat	Chief
	Tabatha	Ford	Democrat	Assistant Chief		Onturo	Johnson	Democrat	Chief
401 Airport	James S	Lawrence, II	Democrat	Chief	706 Huntersville	Barbara	Williams	Democrat	Assistant Chief
	Shawn	Merriman	Republican	Assistant Chief		Carol	Turner	Democrat	Chief
402 Whaleyville	Burton	Benson	Democrat	Chief	800 CAP	Joyce	Cates	Republican	Chief
	James H	Lawrence	Republican	Assistant Chief		James	Banks	Democrat	Assistant Chief
403 Southside	Glaelys	Knight	Republican	Chief	800 CAP	Joyce	Cates	Republican	Chief
	Keith	Phelps	Democrat	Assistant Chief		James	Banks	Democrat	Assistant Chief



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### Electoral Board Members

Dr. Deborah Wahlstrom, Chair  
Dr. Judith Brooks-Buck, Vice-Chair  
Rev. Isaac Baker, Secretary

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## INFORMATIONAL MEMORANDUM

FROM: Dr. Deborah Wahlstrom, Chair

TO: Dr. Judith Brooks-Buck, Vice Chair  
Rev. Isaac Baker, Secretary  
Jim Oaks, Advisor  
Cameron D. Butler, General Registrar

RE: Agenda Item 7.2 | Logic and Accuracy Testing

DATE: July 7, 2026

The purpose of this agenda item is to review Logic and Accuracy (L&A) testing requirements, remind Electoral Board members of their oversight role in the process, and provide a framework for observing and documenting testing activities in preparation for upcoming elections.

Logic and Accuracy testing is one of the most important election integrity procedures conducted prior to voting. The purpose of the testing process is to confirm that voting equipment properly records and tabulates votes exactly as cast and that the equipment is prepared for lawful use on Election Day.

Virginia law requires voting systems to undergo Logic and Accuracy testing prior to use in an election. Specifically, Virginia Codes §§ 24.2-632, 24.2-633, and 24.2-634 provide requirements related to the preparation, testing, and securing of voting equipment and ballots prior to voting.

L&A testing serves several important purposes. It confirms that:

- voting machines begin testing with zero votes recorded;
- ballots are properly programmed and matched to the correct ballot styles and precincts;
- scanners and tabulators accurately record votes for each candidate and ballot question;

- vote totals produced by the equipment match known and expected test results; and
- equipment is properly sealed, documented, and secured following testing.

For each election conducted in Suffolk, L&A testing is typically performed twice—once for equipment used during early voting and again for precinct scanners and related voting equipment, including spare machines.

The Electoral Board plays an important oversight role during this process. While the General Registrar and election staff conduct the technical preparation and administration of testing, Electoral Board members serve as observers and guardians of public confidence in the process.

Board participation helps confirm that testing is conducted openly, carefully, and in accordance with Virginia law and Department of Elections guidance.

Electoral Board members observing L&A testing should pay particular attention to whether:

- machines are verified as zeroed at the start of testing;
- pre-marked test ballots with known outcomes are used;
- scanners correctly record and tabulate votes;
- tapes and totals accurately reflect expected results;
- ballot bins are empty and counters properly reset; and
- equipment is sealed and documented following completion of testing.

This agenda item also includes a “Logic and Accuracy Testing Look-Fors” document designed to support Electoral Board members, the General Registrar, and designees during observation of the testing process. The Look Fors document has been tested in two different L and A sessions.

The goal of L&A testing is not only to satisfy statutory requirements, but also to reinforce public confidence that Suffolk elections are conducted with accuracy, transparency, and integrity.

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**NO BOARD ACTION NEEDED**

## Logic and Accuracy (L&A) Testing

VIRGINIA

**Logic and Accuracy (L&A) Testing** — Virginia  
Virginia Codes §§ 24.2-632, 24.2-633, and 24.2-634  
to confirm that voting machines correctly record and  
count votes before Election Day.

- **Test machines using pre-marked ballots**
- **Verify every candidate and question**
- **Confirm accurate counting of votes**
- **Document and seal equipment**



L&A testing ensures that voting machines are functioning properly and that election results will reflect voters' choices exactly as cast.

For each election (e.g., special, primary, general), L&A testing is done twice – once for the machines used for early voting and once for all precinct machines, including spares.

The list of Look-Fors on the right provides what an electoral board member, registrar, or designee, should see during this process.

## Look-Fors

- At the start of testing, is the **machine set to zero**?
- Are **pre-marked test ballots** with known results being used to ensure results match expected outcomes?
- Does the scanning machine **correctly record votes** for every candidate and option (question) on the ballot?
- Are the votes **counted accurately** for all ballot styles and precincts?
- Does the scanning machine provide an **accurate tape**?
- Has the equipment been **sealed and documented** after testing to protect it from tampering?
- Has the **ballot counter been reset to zero**?
- Is the scanning machine's **ballot bin completely empty**?



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Rev. Isaac Baker, Secretary

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## INFORMATIONAL MEMORANDUM

FROM: Dr. Deborah Wahlstrom, Chair

TO: Dr. Judith Brooks-Buck, Vice Chair  
Rev. Isaac Baker, Secretary  
Jim Oaks, Advisor  
Cameron D. Butler, General Registrar

RE: Agenda Item 7.3 | FOIA and Closed Sessions

DATE: July 7, 2026

The purpose of this informational item is to provide a brief review of the Virginia Freedom of Information Act (FOIA) requirements related to open meetings and closed sessions. Questions occasionally arise regarding when a public body may enter closed session and when discussions should occur in open session. Because the Electoral Board conducts the public's business, it is important that Board members share a common understanding of these requirements.

Virginia FOIA establishes a strong presumption that the meetings of public bodies are open to the public. Section 2.2-3700 of the Code of Virginia states that the affairs of government are not intended to be conducted in secrecy and that citizens are entitled to witness the operations of government.

Closed sessions are the exception, not the rule. A public body may *only* convene a closed meeting when a specific exemption authorized by § 2.2-3711 applies and the required motion identifying the exemption is approved in open session.

One of the exemptions available to public bodies is the personnel exemption found in § 2.2-3711(A)(1). This exemption permits discussion of specific personnel matters, including the assignment, appointment, promotion, performance, demotion, salaries, disciplining, resignation, or dismissal of particular officers or employees.

The personnel exemption is permissive rather than mandatory. FOIA does not require public bodies to discuss personnel matters in closed session. Rather, it authorizes a closed session when the Board determines that a specific personnel matter is appropriate for discussion in closed session pursuant to Virginia FOIA.

In contrast, general discussions regarding procedures, processes, timelines, recruitment practices, forms, policies, or other governance matters should be conducted in an open session when no discussion of personally identifiable information of a specific employee or applicant is necessary.

As members of a public body, Electoral Board members should remain mindful that FOIA favors openness and transparency. When questions arise regarding whether a topic should be discussed in open or closed session, the Board should first consider whether a specific statutory exemption applies and whether there is a legitimate need to exclude the public from the discussion.

The Board's commitment to transparency is strengthened when public business is conducted in open session whenever possible and closed sessions are used only when legally authorized and necessary.

#### Legal Authority

- Va. Code § 2.2-3700 – Virginia Freedom of Information Act; policy of openness
- Va. Code § 2.2-3711(A)(1) – Personnel exemption for closed meetings
- Va. Code § 2.2-3712 – Procedures for convening and certifying closed meetings

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**NO BOARD ACTION NEEDED**



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Rev. Isaac Baker, Secretary

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## MEMORANDUM

FROM: Dr. Deborah Wahlstrom, Chair

TO: Dr. Judith Brooks-Buck, Vice Chair  
Rev. Isaac Baker, Secretary  
Jim Oaks, Advisor  
Cameron D. Butler, General Registrar

RE: Agenda Item 8.1 | Voting System Security Plan Review (Closed Session)

DATE: July 7, 2026

The purpose of this agenda item is to review Suffolk's Voting System Security Plan (VSSP) in closed session and to prepare for Electoral Board action under Agenda Item 11.1 regarding annual certification of the plan to the Virginia Department of Elections, which is due by August 28, 2026.

Virginia law requires each electoral board to annually review and update, as necessary, its locality's Voting System Security Plan to ensure the continued security and integrity of electronic voting systems used in elections.

Virginia Code § 24.2-625.1(D) provides:

“Each local electoral board shall annually review and update as necessary the security plan for each voting system used in the county or city.”

The Voting System Security Plan is designed to document safeguards and procedures related to the protection, handling, storage, testing, transportation, and security of voting equipment and related election materials. The purpose of the plan is to reduce risk, protect election infrastructure, and maintain public confidence in the integrity of Virginia elections.

This review is separate from Local Election Security Standards (LESS) requirements administered by the Department of Elections. While both processes address election security and operational preparedness, the Voting System Security Plan required under § 24.2-625.1 focuses specifically on protections associated with electronic voting systems and related equipment.

Because the Voting System Security Plan contains information related to election security procedures and safeguards, review of the plan is appropriately conducted in closed session to protect sensitive operational and security information.

The Electoral Board's role is to review the current plan, determine whether updates or revisions are necessary, and confirm that the locality's practices and procedures continue to support secure election administration.

Following discussion and any proposed revisions, Agenda Item 11.1 provides for Electoral Board consideration of the annual certification letter to the Department of Elections. The certification letter, prepared on Electoral Board letterhead and signed by all members of the Board, documents compliance with the annual review requirement established under Virginia Code § 24.2-625.1(D).

This review process supports both statutory compliance and the Electoral Board's broader responsibility to safeguard Suffolk's election systems and maintain the integrity of the electoral process.

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**MOTION NEEDED**

I move that the Suffolk Electoral Board enter closed session pursuant to Virginia Code § 2.2-3711(A)(19) for the purpose of reviewing the locality's Voting System Security Plan and related election security procedures associated with electronic voting systems, as authorized under Virginia Code § 24.2-625.1(D).



## Office of the General Registrar & Electoral Board

440 Market Street; First Floor  
Suffolk, Virginia 23434

**Cameron D. Butler, General Registrar**

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**Electoral Board Members**

Dr. Deborah Wahlstrom, Chair  
Dr. Judith Brooks-Buck, Vice-Chair  
Rev. Isaac Baker, Secretary

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### VIA ELECTRONIC SUBMISSION

TO: Virginia Department of Elections

FROM: Suffolk Electoral Board

RE: Agenda Item 11.1 | Annual Voting System Security Plan

DATE: July 7, 2026

The Suffolk Electoral Board met today and reviewed our security requirements for 2026, as required by Va. Code §§ 24.2-410.2 and -625.1.

The Suffolk Electoral Board has reviewed the Security Plan and has updated it as necessary.

The Electoral Board, in cooperation with the Registrar and the Director of Information Technology, has reviewed Suffolk's status with regard to the LESS technical standards. These materials have been submitted previously.

This letter provides notice to you that the Suffolk Electoral Board has completed its annual review of both of the above-referenced security protocols. If you have any additional questions, comments, or requirements please do not hesitate to contact us.

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Dr. Deborah Wahlstrom, Chair

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Date

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Dr. Judith Brooks-Buck, Vice-Chair

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Date

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Rev. Isaac Baker, Secretary

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Date

**MOTION NEEDED**

I move that the Suffolk Electoral Board approve and certify the locality's Voting System Security Plan as reviewed and revised, as necessary, and authorize submission of the signed certification letter to the Virginia Department of Elections in accordance with Virginia Code § 24.2-625.1(D).



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### **Electoral Board Members**

Dr. Deborah Wahlstrom, Chair  
Dr. Judith Brooks-Buck, Vice-Chair  
Rev. Isaac Baker, Secretary BV

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## INFORMATIONAL MEMORANDUM

FROM: Dr. Deborah Wahlstrom, Chair

TO: Dr. Judith Brooks-Buck, Vice Chair  
Rev. Isaac Baker, Secretary  
Jim Oaks, Advisor  
Cameron D. Butler, General Registrar

RE: Agenda Item 11.2 | Precinct Assignments for Election Day

DATE: July 7, 2026

The purpose of this agenda item is to assign Electoral Board members to Election Day precinct visits for the August 4, 2026, Dual Primary Election.

Virginia law assigns local Electoral Boards responsibility for appointing the General Registrar and Officers of Election, conducting elections within their jurisdictions, and carrying out the duties assigned to them under Title 24.2 of the Code of Virginia.

The General Registrar administers the day-to-day operation of the electoral process under the supervision and authority provided by law. See Va. Code §§ 24.2-109 and 24.2-114.

In fulfilling its stewardship responsibility, Board members visit polling places on Election Day to observe operations, support Officers of Election, and help ensure that elections are conducted fairly, securely, and in accordance with Virginia law.

The Electoral Board is responsible for appointing Officers of Election, designating the Chief and Assistant Chief Officers of Election, ensuring that Chief and Assistant Chief Officers receive the

training required by law before each election, and maintaining political party representation among precinct officials whenever practicable. See Va. Code §§ 24.2-115 and 24.2-115.2.

The attached precinct assignment list organizes Suffolk's polling places by borough to assist Board members in planning Election Day visits. The objective is to provide citywide coverage so that every polling place receives a visit from at least one Electoral Board member during the course of the day.

Board members should view these visits as an opportunity to observe the overall operation of each polling place rather than to direct precinct activities. During the course of their visits, members may wish to observe the accessibility of the polling place, including parking, entrances, and voter access; the polling place layout and voter flow; the posting of required signs and notices; the readiness and staffing of Officers of Election; the operation of electronic pollbooks, voting equipment, voting booths, and ballot scanners; and any facility, equipment, or administrative issues that may warrant future attention. Members should also take the opportunity to thank the Officers of Election for their public service and gain a better understanding of the practical challenges associated with conducting elections throughout the City.

Throughout these visits, Board members should avoid interfering with the administration of the election, which remains the responsibility of the Chief Officer of Election and the General Registrar, except when assistance is requested or circumstances require Board involvement.

Virginia law assigns specific responsibilities to Officers of Election for opening and closing the polls, processing voters, issuing ballots, maintaining election records, safeguarding voting equipment and ballots, and conducting polling place operations in an orderly, secure, and impartial manner. See, e.g., Va. Code §§ 24.2-639 through 24.2-653.

The attached precinct listing includes each precinct's borough assignment, voter population, congressional, Senate, and House districts, polling place location, and address to assist Board members in planning their Election Day schedules.

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**BOARD ACTION:** Assignment of boroughs and precincts for Election Day visits.

# Suffolk Election Precincts

SLEEPY HOLE BOROUGH - Ebony Wright		Active Voters	Cong.	Senate	House	Location	Address	Zip
		April 2, 2026						
Belleharbour -0101		1,420	2	17	84	Temple Beth-El	3927 Bridge Rd.	23435
Driver - 0102		4,527	2	17	84	John Yeates Middle	4901 Bennetts Pasture Rd.	23435
Bennett's Creek - 0104		1,788	2	17	84	North Suffolk Library	2000 Bennetts Creek Park Rd.	23435
Harbourview - 0105		4,200	2	17	84	North Suffolk Public Center	3901 Bridge Rd.	23435
<b>CHUCKATUCK BOROUGH - Shelley B. Barlow</b>								
Ebenezer - 0201		2,090	2	17	84	CE&H Ruritan House	8881 Eclipse Dr.	23433
Chuckatuck - 0202		2,337	2	17	84	Chuckatuck Vol. Fire Station	300 Kings Hwy.	23432
Kings Fork - 0203		3,609	2	17	84	Kings Fork Middle	350 Kings Fork Rd.	23434
Hillpoint - 0204		3,694	2	17	84	Westminster Presbyterian Church	3488 Godwin Blvd.	23434
<b>CYPRESS BOROUGH - Leroy Bennett</b>								
White Marsh - 0301		730	2	17	89	Greater 1st Baptist Church Orlando	600 Factory St.	23434
John F. Kennedy -0302		2,907	2	17	<b>84/89</b>	John F. Kennedy Middle	2325 E. Washington St.	23434
Nansemond River -0304		3,176	2	17	89	Nansemond River High School	3301 Nansemond Pkwy.	23434
Shoulders Hill - 0305		1,385	2	17	89	Union Baptist Church	5414 Nansemond Pkwy.	23435
Deerfield -0306		2,107	2	17	84	Creekside Elementary School	1000 Bennetts Creek Park Rd.	23435
<b>WHALEYVILLE BOROUGH - LeOtis Williams</b>								
Airport - 0401		2,034	2	17	89	Public Utilities Field Operation Center	272 Benton Rd.	23434
Whaleyville - 0402		2,385	2	17	89	Curtis R. Milteer, Sr. Recreation Center	132 Robertson St.	23438
Southside - 0403		1,580	2	17	84	Lakeview Missionary Baptist Church	635 Brook Ave.	23434
Booker T. Washington - 0404		2,439	2	17	84	Booker T. Elementary	204 Walnut St.	23434
Hollywood - 0405		1,340	2	17	<b>84/89</b>	East Suffolk Rec. Center	138 South 6th St.	23434
<b>HOLY NECK BOROUGH - Timothy J. Johnson</b>								
Kilby's Mill - 0501		3,306	2	17	89	Forest Glen Middle	200 Forest Glen Dr.	23434
Holland - 0502		2,033	2	17	89	Southwestern Elementary School	150 Pioneer Rd.	23437
Lake Cohoon - 0504		4,522	2	17	84	Kings Fork Community House	1600 Kings Fork Rd.	23434
Pittmantown - 0505		1,682	2	17	89	Corinth Chapel Church of Christ	7945 Corinth Chapel Rd.	23437
<b>SUFFOLK BOROUGH - John Rector</b>								
Lakeside - 0601		2,905	2	17	84	Morgan Memorial Library	443 W. Washington St	23434
Olde Towne - 0602		914	2	17	84	Salvation Army	400 Bank St.	23434
Elephants Fork/Westhaven -0603		1,158	2	17	84	Elephants Fork Elementary	2316 William Reid Dr.	23434
Wilroy - 0604		2,729	2	17	84	Magnolia United Methodist Church	1764 Wilroy Rd.	23434
Mack Benn, Jr. - 0605		808	2	17	89	Mack Benn, Jr. Elementary School	1253 Nansemond Pkwy.	23434
<b>NANSEMOND BOROUGH - Lue R. Ward, Jr.</b>								
Pughsville -0703		2,214	2	17	84	New Hope Baptist Church	4260 Pughsville Rd.	23435
Burbage Grant -0704		2,971	2	17	84	Northern Shores Elementary	6701 Respass Beach Rd.	23435
Huntersville - 0706		3,231	2	17	84	Fire Station 11	6482 Hampton Roads Parkway	23435



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### Electoral Board Members

Dr. Deborah Wahlstrom, Chair  
Dr. Judith Brooks-Buck, Vice-Chair  
Rev. Isaac Baker, Secretary

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## INFORMATIONAL MEMORANDUM

FROM: Dr. Deborah Wahlstrom, Chair

TO: Dr. Judith Brooks-Buck, Vice Chair  
Rev. Isaac Baker, Secretary  
Jim Oaks, Advisor  
Cameron D. Butler, General Registrar

RE: Agenda Item 11.3 | King v. O'Bannon – Voter Registration Eligibility Process Changes

DATE: July 7, 2026

The Department of Elections issued new statewide guidance on June 17, 2026, regarding the processing of voter registration applications involving felony convictions. The guidance implements the federal court decision in *King v. O'Bannon*, which affects how voter eligibility is determined for certain individuals with felony convictions.

Under previous procedures, voter registration applications indicating both a felony conviction and no restoration of rights were generally denied if a matching felony record was identified. The new guidance establishes an interim review process under which some felony convictions may require additional evaluation before voter eligibility can be determined.

The Department of Elections has advised localities that voter registration applications may no longer be denied solely because an applicant indicates a felony conviction and has not had voting rights restored. Instead, certain applications must be placed in the incomplete hopper pending further review by the Department of Elections, the Virginia State Police, and, when necessary, the Office of the Attorney General.

As part of the interim process, the Department of Elections will provide localities with eligibility determinations for affected applicants. Applications may ultimately be approved, denied, or require additional information through a supplemental review process.

The Department of Elections has indicated that updates to VERIS functionality, the GR/EB Handbook, and related procedural materials will occur in the coming months. Until those updates are completed, localities are directed to follow the procedures outlined in the June 17, 2026 advisory and accompanying guidance documents.

This item is provided to familiarize the Electoral Board with the new statewide procedures and their potential impact on voter registration processing. The General Registrar will implement the procedures in accordance with Department of Elections guidance and will advise the Board of any operational issues or additional guidance issued by the Department.

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**NO BOARD ACTION IS REQUIRED**