

JAMES CITY COUNTY ELECTORAL BOARD
Regular meeting of Tuesday, January 13, 2026
JCC Office of Elections Meeting Room A
4095 Ironbound Road
Williamsburg, Virginia

Call to Order - The Electoral Board (EB) meeting was called by order by Dot Matthews, 2025 Chair, at 10:01 a.m. Others attending were Kay Cheves, 2025 Secretary; Lisa Ownby, new member of the EB (2026-2028); Dianna Moorman, Director of Elections/General Registrar; the Chief Deputy Director of Elections; and two observers.

1. Election of Electoral Board Officers - Ms. Cheves moved that Ms. Matthews be elected Chair; Ms. Cheves, Secretary; and Ms. Ownby, Vice Chair. Ms. Matthews seconded the motion that passed by a vote of 3-0.

2. Approval of Minutes - Ms. Ownby moved the EB approve the Draft Minutes of the December 5, 2025, Regular Meeting. Ms. Matthews seconded the motion that was approved unanimously.

3. Director of Elections/General Registrar Monthly Report

- Personnel – *Section 24.2-112(a) of the Virginia Code states: “The electoral board of each county and city shall determine the number of deputy registrars to serve in the office of the general registrar, including any to serve full-time.”* Two **additional** full-time staff members are needed to handle the current workload in the office: Deputy Registrar I and Deputy Registrar–Logistics. Ms. Ownby moved the EB recommend approval of these two positions which are currently filled by temporary personnel. Ms. Matthews seconded the motion that was passed with a unanimous vote.
- Budget – Ms. Moorman and the Chief Deputy Registrar are finalizing the budget for the next two years. Fifty voting booths are being requested each year. They are also working on a Capital Improvement Project for new equipment in 2029 (or sooner, if possible).
- Business Cards – Ms. Moorman is ordering business cards for staff members and asked if any EB members would like to have business cards. No one requested them at this time.

4. Preparations for 2026 Elections

- 2026 Elections - There is a possibility there will be 4 elections in 2026. The General Assembly is considering a referendum on the 2nd or 3rd Tuesday in April to consider mid-decade redistricting; restoration of rights for felons; marriage equality; and **reproductive health** rights. There could be Primary Elections in both June and August, and the General Election is in November.
- Ballot Order – Prior to “ballot on demand,” the ballot order for primary and general elections was 80% of the registered voters. Since “ballot on demand” works very well for early voting, Ms. Moorman recommended a 50% ballot order for a primary election and a 70% ballot order for the general election. Ms. Matthews moved the EB approve Ms. Moorman’s recommendation of a 50% ballot order for a primary election and 70% ballot for the general election. Ms. Ownby seconded the motion which was approved by unanimous vote.
- Election Officers - Recruitment for new Election Officers has begun. Ms. Moorman is preparing a Voter Flyer for this purpose.

- Budget – **Additional funds may be needed if there are two elections before the end of the current fiscal year.**
- “Vote Here” signs are being redesigned so voters know they are at a James City County precinct. In past elections, individuals other than JCC voters have been showing up to vote at JCC precincts
- Absentee Ballots – To eliminate questions about meeting the deadline, a message encouraging AB voters to take their ballots into the Post Office to be hand stamped will be added to the instructions.
- Logic & Accuracy (L&A) Testing – Electoral Board members will have the following shifts:
8:30 - 11:30 Ms. Matthews; 11:30 – 2:30 Ms. Ownby; 2:30 – conclusion – Ms. Cheves

4. Other Business – Electoral Board Meetings – *Section 24.2-197 of the Code of Virginia states “the electoral board of each city and county shall meet during the first week in February of the year in which it is to appoint officers of election pursuant to Section 24.2-115 and during the month of March each year at the time set by the board....”* The Electoral Board discussed the time and date of the EB’s regular meetings when no specific time is required by Code. Ms. Matthews moved the Electoral Board meet at 11 a.m. on the second Tuesday of a month the EB has a meeting in 2026. Ms. Cheves seconded the motion that was approved by unanimous vote.

5. Public Comment - None

6. Next Meeting – Friday, February 6, 2026

7. Adjourn – At 11:04 a.m. Ms. Ownby moved to adjourn. Ms. Matthews seconded the motion that was unanimously approved.

Respectfully submitted,



Kay Cheves
Secretary