

Alexandria Electoral Board Conference and Travel Policies
Approved, July 14, 2016

Findings: It is the finding of the City of Alexandria Electoral Board that attendance in Election-related meetings, conferences, conventions, seminars, and training, is beneficial to carrying out Board Members' responsibilities and duties. However, the Board understands and appreciates that attendance in these types of supplementary activities must be balanced against fiscal constraints and prudent use of the Office of Voter Registration and Elections' operating budget.

The proposed resolution covers attendance and associated costs in the following commonly attended and most relevant Election-related meetings, conferences, conventions, seminars, and training events:

- VEBA Annual Meeting
- VEBA Legislative Day
- State Election Training
- Election Center Summer Conference
- Election Center Washington Conference

The following is the Board's approved policy to allocate attendance and funding for these type of activities in a fair method and fiscally responsible manner.

Resolution: Be it resolved that participation and funding for Alexandria Electoral Board Members' attendance at various Election-related meetings, conventions, conferences, seminars, and training, where the cost of attendance and associated travel is more than nominal, shall be allocated under the following guidance:

1. All Board Members will be funded to attend the annual VEBA Meeting.
2. All Board Members will be funded to participate in the annual VEBA Legislative Day (January).
3. All Board Members will be funded to attend the annual State Election Training in Richmond.
4. The Board Member who is in his/her second year of their term will have the right of first refusal to be funded to attend the Election Center Annual Summer Conference. If the Board Member selects not to attend, then the Board Member who is in his/her third year will be given the option to attend. If that Member declines, then the Member who is in his/her first year will have the option to attend.
5. The Members who are in their first and third years of their term have the right of first refusal to attend the Election Center Annual Winter Washington DC Conference. If any of those Members select not to attend, then the Member who is in his/her second

year of their term will have the option to attend. No more than two Board Members will be funded to attend this conference.

6. Approval to attend any other Election-related meeting, convention, conference, seminar, and training, that requires more than nominal funding, and is not mentioned above, will require a majority vote of the Board.
7. If a Board Member is approved and funded to attend one of the above Election-related meeting convention, conference, seminar, and training, it is incumbent upon them to give as much prior notice as reasonably possible to the General Registrar if they have to cancel their attendance. This notice is required so that the opportunity to attend the event can be afforded to other Board Members and Office resources are not forfeited as a result of nonrefundable travel and conference registration expenses.