

**2016 ELECTORAL COLLEGE
DEMOCRATIC ELECTORS
SENATE CHAMBER
STATE CAPITOL, RICHMOND
DECEMBER 19, 2016 AT NOON**

AGENDA

1. Call to order by Chair of the State Board of Elections, The Honorable James B. Alcorn
2. Welcoming remarks, The Honorable Kelly Thomasson, Secretary of the Commonwealth
3. Roll call of 13 Electors, The Honorable Singleton McAllister
4. Appointment of pages for the College of Electors, The Honorable Singleton McAllister
5. Invocation, Tracy Howard, President of the Voter Registrars Association of Virginia
6. Pledge of Allegiance, The Honorable Clara Belle Wheeler
7. Administration of oath of office to the Electors by The Honorable William C. Mims, Justice of the Virginia Supreme Court
8. Appointment of an Elector as temporary presiding officer
9. Adoption of order of business
10. If any vacancy exists:
 - (a) Fill as prescribed by § 24.2-203 of the Code of Virginia
 - (b) Administration of oath by Justice Mims to new Elector, if any
11. Election of president of the College of Electors
12. Election of secretary of the College of Electors
13. Electors cast votes for President of the United States. Each Elector votes by roll call.
14. The Secretary of the Electors counts votes cast for each person and reports total votes cast to the President.
15. The President announces the votes cast.
16. Electors cast votes for Vice President of the United States. Each Elector votes by roll call.

17. The Secretary of the Electors counts votes cast for each person and reports total votes cast to the President.
18. The President announces the votes cast.
19. The College certifies the vote for President and Vice President in accordance with the requirements of the United States Code and the Code of Virginia. Each of the 13 Electors signs **eight** Certificates of the Vote (Form SBE-9 or SBE-9A).
20. The Secretary of the Electors assembles **six** sets of Certificates -- each set containing a Certificate of the Vote (Form SBE-9A, or Form SBE-9 if necessary to be completed) and a Certificate of Ascertainment executed by the Governor -- and seals them in the **six** envelopes of endorsement. The sealed envelopes are signed by each Elector certifying that the lists of all the votes of the Commonwealth of Virginia for President, and all of the votes given for Vice President, are contained therein.
21. The **six** sets, as directed by law, are distributed as follows:
 - (a) **One**, forthwith by registered mail, to the Honorable Joseph P. Biden, Jr., President of the United States Senate, The United States Senate, Washington, DC 20510.
 - (b) **Two**, to the Honorable Kelly Thomasson, Secretary of the Commonwealth of Virginia, 1111 East Broad Street, 4th floor, Capitol Square, Richmond, Virginia, 23219.
 - (c) **One**, to the Honorable Rebecca Beach Smith, Judge of the United States District Court for the Eastern District of Virginia, 600 Granby Street, Norfolk, Virginia 23510
 - (d) **Two**, on December 19, 2016, by registered mail, to David Ferriero, Archivist of the United States, National Archives and Records Administration, 800 N. Capitol St. NW, Ste. 700, Washington, DC 20001.
22. The seventh Certificate of the Vote will be presented to Dr. Sandra G. Treadway, Librarian of Virginia, by the President of the Electors. The eighth Certificate of the Vote will be held by the State Board of Elections until all documents are received, then delivered to the Librarian of Virginia.
23. The Secretary of the 2016 Electoral College shall prepare and read the minutes of the meeting, which are then approved by the College and signed by each Elector.
24. Adjournment.