

BILL PANTELE
CHAIR

City of Richmond

JOYCE K. SMITH
MADAM VICE-CHAIR

CHERLYN S. STEVENS
SECRETARY



Electoral Board

Meeting Minutes
May 13th, 2026

CALL TO ORDER

The meeting was called to order at 10:03 a.m. by Bill Pantele.

Chairman Bill Pantele motioned to adopt the agenda. Secretary Cherlyn S. Stevens seconded the motion. All members were in favor and the motion passed.

STAFF IN ATTENDANCE

- David Levine, General Registrar / Director of Elections
- Tina Crump, Deputy Director of Elections
- Caitlin Shelton, Executive Assistant
- Cassandra Harris, Election Services and Operations Manager
- Aliya Daniels, Policy & Research Analyst
- Nicole Hicks, Outreach & Communications Coordinator

PUBLIC IN ATTENDANCE

Mary Crutchfield, Member of the League of Women voters

Michael Pollock, Member of The Richmond Republican Committee

Sandra Antoine, Member of The NAACP & The Richmond Democratic

APPROVAL OF PREVIOUS MEETING MINUTES

Secretary Cherlyn S. Stevens motioned to approve the previous meeting minutes from April 19th , 2026, and April 23rd , 2026 and April 25th , 2026 Canvass/Provisional Ballot Meetings. The motion passed unanimously.

CLOSED SESSION

Secretary Cherlyn S. Stevens moved that the City of Richmond Electoral Board enter closed session pursuant to Section 2.2-3711(A)(7) of the Code of Virginia to discuss legal and personnel matters related to election officers and services.

Vice Chair Joyce K. Smith seconded the motion. All members voted in favor and the Board entered closed session.

The Board came out of closed session and re-entered open session at 11:59 a.m.

Following closed session, the Board certified that only matters exempt under the Virginia Freedom of Information Act were discussed.

PUBLIC COMMENT – ITEMS ON THE AGENDA AND OFF THE AGENDA

Mary Crutchfield

Ms. Crutchfield thanked the Board and staff for expanding hands-on election officer training opportunities and expressed support for implementing standby election officer staffing.

She shared concerns regarding staffing shortages experienced during the April 21 Special Election at the Mary Munford precinct, noting that election officers received shortened breaks due to reduced staffing levels.

Ms. Crutchfield also expressed support for restoring post-election roundtable discussions to allow election officers and chiefs to provide operational feedback.

Michael Pollock

Mr. Pollock inquired about discussions related to partial-day election officer staffing and observer procedures. Chairman Bill Pantele clarified that no final decisions had been made regarding partial-day staffing models and that the Board was continuing discussions on election officer oversight and operational policies.

OPEN SESSION

Election Officer Oversight, Staffing, and Training Discussion

Chairman Bill Pantele opened discussion regarding election officer oversight, staffing practices, accountability, evaluation procedures, and training improvements as preparations continue for the August Primary Election and early voting period.

The Registrar reviewed the current procedures for assigning election officers, including consideration of:

- Geographic proximity
- Staffing needs by precinct
- Prior election experience
- Bipartisan representation
- Language and technical skills
- Availability and leadership qualifications

Discussion included concerns regarding staffing shortages at larger precincts and the need for standby election officers when assigned workers fail to report on Election Day.

Vice Chair Joyce K. Smith emphasized the importance of requiring election officers to notify the office in advance if they are unable to serve and discuss operational challenges experienced during recent elections.

The Registrar reviewed election officer evaluation procedures, including:

- Attendance and reliability
- Procedural accuracy
- Professionalism and voter interaction
- Technical competence
- Leadership performance
- Compliance with election laws and security procedures

Board members discussed the importance of maintaining accountability while supporting election officers through collaborative training and communication.

The Board also discussed the value of restoring roundtable discussions following elections to gather feedback from chiefs, assistant chiefs, and election officers.

Election staff highlighted recent improvements in hands-on and scenario-based training exercises and noted positive feedback received from election officers.

August 2026 Primary Election Training Calendar

Election staff presented the proposed training calendar for the August 2026 Primary Election.

New initiatives discussed included:

- Specialized training sessions for new chiefs and assistant chiefs
- Separate training for new election officers
- Expanded hands-on voting equipment instruction
- Scenario-based training exercises
- “Super Saturday” training sessions
- Open-house workshop opportunities for targeted instruction

Board members expressed support for the revised training structure and praised staff efforts to improve election officer preparedness and cross-training opportunities.

The Board approved the proposed election officer training calendar and related election officer communication materials.

Early Voting Schedule

The Registrar presented the proposed early voting schedule for the August 2026 Primary Election.

The Board discussed new Virginia requirements mandating Sunday early voting hours.

Following discussion, the Board approved the following early voting schedule:

- Monday through Friday: 8:30 a.m. – 5:00 p.m.
- Saturdays: 9:00 a.m. – 5:00 p.m.
- Sundays: 12:00 p.m. – 5:00 p.m.

The Board also discussed possible satellite early voting locations and operational planning for the August Primary Election.

August Primary Ballot Projections

The Registrar requested that discussion regarding August Primary ballot projections be deferred until a future meeting to allow additional time for candidate filing deadlines and implementation planning for the ballot-on-demand system.

The Board agreed to hold the item over for future consideration.

Observer Policy Discussion and Adoption

Chairman Bill Pantele stated that the Board discussed concerns regarding election observers and the need to reinforce protections related to voter privacy, election security, and non-interference at polling locations.

The Board reviewed a proposed observer policy clarifying that observers are permitted to observe election operations but may not interfere with voters, election officers, voting equipment, or confidential voter information.

The policy also established procedures for handling violations, including possible removal from polling locations.

Vice Chair Joyce K. Smith recommended that the policy be distributed to political parties and candidates to ensure observers understand their responsibilities and limitations under Virginia law.


Following discussion, the Board voted unanimously to adopt the observer policy.

MEETING ADJOURNMENT

With no further business before the Board, Chairman Bill Pantele adjourned the meeting.

NEXT MEETING DATE

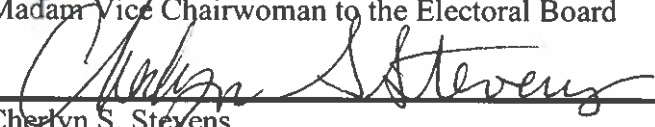
The next City of Richmond Electoral Board meeting will be held on Wednesday, June 17th, at 10:00 AM, followed by the L&A Certification for Early Voting.



Bill Pantele

Chair to the Electoral Board


Joyce K. Smith

Madam Vice Chairwoman to the Electoral Board


Cheryl S. Stevens
Secretary to the Electoral