

lystBILL PANTELE  
CHAIR

JOYCE K. SMITH  
MADAM VICE-CHAIR

CHERLYN S. STEVENS  
SECRETARY

# City of Richmond



Electoral Board

**EMERGENCY**

Meeting Minutes  
August 12<sup>th</sup>, 2026

## **CALL TO ORDER**

The meeting was called to order at 11:01 A.M by Bill Pantele. Introductions were made by all attendees. The Chair stated that the meeting was convened on an emergency basis to address the signing of corrected official abstracts from the **August 4, 2026 Primary Election** and to complete other election-related business in preparation for the November General and Special Elections.

## **Approval of Agenda**

Chairman Bill Pantele presented the agenda to the Board and asked whether there were any changes or additions, there were no changes or additions at this time. The Chair motioned to adopt the current agenda, Madam Vice Chair Joyce K. Smith seconded, all were in favor motion passed unanimously.

## **STAFF IN ATTENDANCE**

- ☐ David Levine, General Registrar / Director of Elections
- ☐ Caitlin Shelton, Executive Assistant
- ☐ Dr. Cassandra Harris, Election Services & Operations Manager

## **PUBLIC IN ATTENDANCE**

There were no members from the public in attendance.

## **APPROVAL OF PREVIOUS MEETING MINUTES**

There was no current meeting minutes to approve at this time.

## **CLOSED SESSION**

There was no closed session at this current meeting.

## **PUBLIC COMMENT – ITEMS ON THE AGENDA AND OFF THE AGENDA**

There were no comments from the public at this time.

## **OPEN SESSION**

## **APPROVAL OF PROJECTED BALLOT ORDER**

Elections Director David Levine presented the Board with a projected ballot order for the November General and Special Elections. He explained that the ballot order was prepared in consideration of the short timeframe between the August Primary Election and the November elections.

The projected ballot order took into account anticipated increased voter participation associated with:

- A local referendum;
- Three proposed statewide constitutional amendments;
- A special election for the School Board;
- Congressional contests; and
- The United States Senate election.

Mr. Levine explained that the projections assumed the City of Richmond could have approximately 174,000 registered voters by the November election, compared with the City's current registration level in the mid-160,000 range.

The proposed quantities were intended to provide sufficient ballots for nearly all registered voters when combined with ballots expected to be produced through the City's Ballot on Demand system during early voting.

The Board also discussed the distinction between pre-printed absentee/early voting ballots, mailed absentee ballots, and Election Day ballots. Election Day ballot quantities were based on anticipated in-person Election Day turnout using data from comparable elections.

The Board discussed the importance of election technology support and the continued value of technicians in assisting staff with election equipment and technical issues.

Following discussion, a motion was made and seconded to approve the projected ballot order.

Motion carried unanimously.

#### **DISCUSSION OF INTERNAL REVIEW AND CROSS-CHECK PROCEDURES**

The Board discussed procedures to reduce the possibility of similar errors occurring during future elections.

Mr. Levine explained that beginning with the next election, ballots that would previously have been handled as hand-counted ballots will instead be **duplicated and processed through the appropriate category in the election system**. This process will provide a more clearly defined category and is expected to reduce the likelihood of a hand-counted ballot being inadvertently entered into another category.

Board members emphasized the importance of establishing reliable internal processes, audits, and cross-checks throughout the election process rather than relying solely on a final review when abstracts are signed.

The Board discussed the importance of maintaining multiple levels of verification to promote accuracy and accountability, particularly in preparation for the November General Election.

#### **STAFF RECOGNITION**

Chair Pantele expressed his appreciation for the work performed by the Elections staff during the August Primary Election. He recognized the staff's professionalism, dedication, and efforts throughout the canvass and election process.

The Chair specifically acknowledged the work of staff members and election teams and stated that the election process had proceeded well due to the efforts of the staff.

The Board also recognized the work of **Cassandra, Christian, Vanessa, and Tina**, who quickly reviewed the projected ballot order to ensure that it was appropriate for the November elections. The Board noted that completing this work in advance would assist the Office of Elections in managing the short turnaround before the November election.

#### **OTHER BUSINESS**

The Chair asked whether there was any additional business to come before the Board.

No additional substantive business was presented.

**MEETING ADJOURNMENT**

With no further business before the Board, Chairman Bill Pantele adjourned the meeting at 11:26am.

**NEXT MEETING DATE**

The next meeting of the City of Richmond Electoral Board will be held on Friday August 28<sup>th</sup>, 2026  
@10:00am

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Bill Pantele  
Chair to the Electoral Board

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Joyce K. Smith  
Madam Vice Chairwoman to the Electoral Board

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Cherlyn S. Stevens  
Secretary to the Electoral