

lystBILL PANTELE
CHAIR

JOYCE K. SMITH
MADAM VICE-CHAIR

CHERLYN S. STEVENS
SECRETARY

City of Richmond



Electoral Board
Meeting Minutes
August 2nd , 2026

CALL TO ORDER

The meeting was called to order at 2:32 p.m. by Bill Pantele. Introductions were made by all attendees.

Approval of Agenda

Chairman Bill Pantele 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
- ☐ Nicole Hicks, Communications & Outreach Coordinator

PUBLIC IN ATTENDANCE

- ☐ Sandra Antoine, NAACP member

APPROVAL OF PREVIOUS MEETING MINUTES

Madam Vice Chair Joyce K. Smith motioned to approve the previous July 10th, 2026 Electoral Board meeting minutes, Madam Vice Chair Joyce K. Smith motioned to adopt the agenda. Secretary Cherlyn S. Stevens seconded the motion. All members were in favor and the motion passed.

CLOSED SESSION

The City of Richmond Electoral Board agreed to enter Closed Session pursuant to § 2.2-3711 (A)(1) of the Virginia Freedom of Information Act for the purpose of discussing personnel matters concerning an incident that occurred April 21st, 2026, Special Election.

Upon returning to open session, Secretary Cherlyn S. Stevens read the certification statement, and each Board member certified that, to the best of their knowledge, **only public business matters lawfully exempted from open meeting requirements and identified in the motion convening the Closed Session were heard, discussed, or considered during the Closed Session.** The certification was approved unanimously. The City of Richmond Electoral Board exited closed session at 3:39pm.

PUBLIC COMMENT – ITEMS ON THE AGENDA AND OFF THE AGENDA

Sandra Antoine, a member of the public, addressed the Board regarding concerns about the relocations of Precincts.

OPEN SESSION

Approval of Election Officers

Election Services & Operations Manager Cassandra Harris presented a list of 8 recommended Election Officer appointments for Board approval.

Secretary Cherlyn S. Stevens motioned to approve the proposed Election Officer appointments. Madam Vice Chairwoman Joyce K. Smith seconded the motion; all were in favor : Received.
Vote: Approved unanimously.

Recess

The City of Richmond went into a recess at 3:18pm , exited Recess at 3:22pm.

Board Discussion

Board members discussed:

- The City of Richmond Electoral Board
- The potential for voter confusion is caused by repeated polling place changes.
- Challenges associated with facilities are becoming unavailable because of scheduling conflicts and special elections.
- The need to identify additional permanent and backup polling locations throughout the city.
- Transportation concerns affecting voters assigned to Precinct 307.
- Internet connectivity concerns Linwood Holton Elementary School.
- Developing a comprehensive inventory of permanent and alternate polling locations for future elections.

Staff acknowledged these concerns and indicated that a comprehensive review would take place following the August 4th Republican Primary.

Vote: Approved unanimously.

Review of Election Officer Policy

General Registrar David Levine presented a draft Election Officer Policy intended to:

- Establish clear expectations for Election Officers.
- Define standards of conduct.
- Outline procedures for documenting performance concerns.
- Provide due process protections.
- Create a consistent framework for corrective action when necessary.

Board Discussion

Board members generally supported development of a formal policy and discussed:

- The importance of documenting Election Day incidents.
- Maintaining written records to support future personnel decisions.
- Ensuring Election Officers receive due process.
- Clearly define the responsibilities of staff and the Electoral Board regarding personnel matters.
- Promoting transparency and consistency in disciplinary actions.
- Incorporating the policy into future Election Officer training.

The Board agreed that additional review and refinement were appropriate before formal adoption.

The General Registrar emphasized that adopting a formal policy before acting on individual Election Officer matters would provide a consistent and legally defensible process.

The Board expressed its desire to finalize and adopt the Election Officer Policy prior to the November General Election.

Action: Secretary Cherlyn S. Stevens moved to adopt the Election Officer Policy presented by David Levine Chairman Bill Pantele seconded the motion. The motion passed unanimously, with all Board members voting in favor. Chairman Pantele and Vice Chairwoman Joyce K. Smith noted that the policy may be revisited and amended, as necessary, prior to the November General Election.

HR UPDATES

David Levine initiated a discussion regarding new language-access requirements from the Department of Elections. He explained that, if the City of Richmond is designated as a locality required to provide election materials in additional languages, the Office may need translation services, including consideration of a dedicated Spanish-language translator position to support daily operations.

Secretary Cherlyn S. Stevens noted that the city currently provides on-call Spanish and other language translation services. The Board also discussed the need for approximately six temporary employees to support the increased workload leading into the November General Election, with a request that the staffing agency identify bilingual candidates.

Chairman Pantele suggested providing language training opportunities to current staff. David further noted that, if the language-access requirements apply to Richmond, Spanish-language translation support may become an ongoing operational need.

MEETING ADJOURNMENT

With no further business before the Board, Chairman Bill Pantele adjourned the meeting at 10:17am.

NEXT MEETING DATE

The next meeting of the City of Richmond Electoral Board will be held on Wednesday, August 5, 2026, for the official Canvass of the August 4, 2026, Election.

Bill Pantele
Chair to the Electoral Board

Joyce K. Smith
Madam Vice Chairwoman to the Electoral Board

Cherlyn S. Stevens
Secretary to the Electoral

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