

# City of Richmond



CHERYL N STARLET STEVENS

CHAIRWOMAN

KATE MAXWELL

VICE-CHAIR

JO CE KING SMITH

SECRETAR

## Electoral Board

October 23rd, 2024

Meeting Minutes

### CALL TO ORDER

Chairwoman Cheryl Stevens called the meeting to order at 2 00pm with Secretary Joyce Smith in attendance. During this call to order, Ms. Stevens introduced the interim board member, Kate Maxwell.

### OFFICE OF ELECTIONS STAFF ATTENDANCE

Keith Balmer - Registrar, Katherin Cardozo-Robledo - Executive Assistant, Vanessa Floyd - Election Operations Department Manager.

### PUBLIC COMMENT PERIOD FOR ITEMS ON THE AGENDA

There were no speakers for public comment for items on the agenda.

### APPROVAL OF THE MINUTES

Vice-Chair Maxwell makes a motion to approve the minutes from September 19th, 2024. Secretary Smith seconds, all were in favor and the motion passes to approve the previous meeting minutes.

### APPOINTMENT OF NEW ELECTION OFFICERS

Vanessa Floyd provided a new updated list of 92 election officers to the Electoral Board. Ms. Floyd then requested the Electoral Board's approval of the 92 individuals on the list so that she can proceed with precinct assignments and ensure all positions are filled. Secretary Smith made a motion to approve the list, all electoral board members were in favor.

**The motion passed, and the list of 92 election officers was approved for the 2024 General Election.**

## **NEW BUSINESS**

Under new business, Registrar Keith Balmer informs the electoral board that the State board of elections has moved the date for the risk-limiting audit from Thursday, November 21 to Wednesday, November 20, and that the audit will take place for the US Senate race. On Monday, November 18th, the State board of elections will be selecting a congressional district to do a risk-limiting audit for the House of Representative race. Mr. Balmer mentions that if they select Congressional District Four, then that means that the office will have to do another risk limiting audit on Thursday, November the 21st.

Registrar Balmer states that the provisional ballot meeting will start on Friday, November 8th at 12 o'clock. The provisional meeting will then continue the following Monday, November 11th.

## **PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA**

No members of the public signed up to address items not on the agenda.

## **CLOSED SESSION**

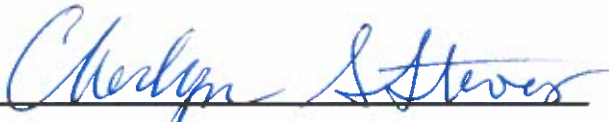
The Board entered a closed session to discuss personnel matters regarding the Office of Elections and to discuss Election Day logistics and voting equipment security.

**MEETING ADJOURNMENT**

The meeting was adjourned by Chairwoman Cherlyn Stevens.

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**There being no other business, the meeting was adjourned.**



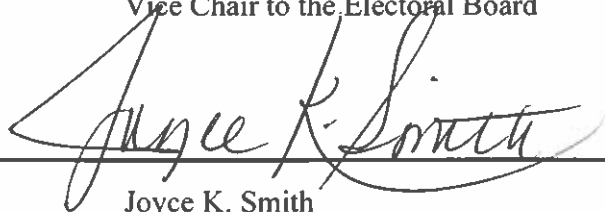
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Cherlyn S. Stevens  
Chairwoman to the Electoral Board



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Kate Maxwell  
Vice Chair to the Electoral Board



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Joyce K. Smith  
Secretary to the Electoral Board