

City of Richmond



CHERLYN STARLET STEVENS
MADEM CHAIR

CHAIRWOMAN KATE MAXWELL

VICE-CHAIR

JOYCE KING SMITH
SECRETARY

Electoral Board

Meeting Minutes
April 10th, 2025

CALL TO ORDER

Chairwoman Cherlyn Stevens called the meeting to order at 09:00am with Secretary Joyce K. Smith in attendance and Vice Chair interim board member Kate Maxwell.

OFFICE OF ELECTIONS STAFF ATTENDANCE

Tina Crump-Interim Director of Elections.

Caitlin Shelton- Executive Assistant to City of Richmond Electoral Board

PUBLIC COMMENT PERIOD FOR ITEMS ON THE AGENDA

There was no public comment on the agenda. Board meeting Went into closed session.

APPROVAL OF THE MINUTES

No minutes available for approval currently.

PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA

Today Electoral Board Meeting was not open to the public.

CLOSED SESSION

The Board entered a closed session at 9:30am to interview applicants for Director of Elections. The City of Richmond Electoral Board came out of closed session around 2:00pm and reconvened back into open session.

PUBLIC SESSION

Ballot Language Discussion:

- Ballot on Demand Equipment.**
- Voter Materials**

- Voting Stickers**
- Closed Session:** The Board entered a closed session to interview General Registrar applicants. Motion approved unanimously.
- Absentee Instructions Review**

MEETING ADJOURNMENT

The meeting was adjourned by Vice Chairwomen Kate Maxwell.

NEXT MEETING DATE

The next meeting date will be Wednesday April 23rd, 2025, at 1:00pm.

ADJOURNMENT

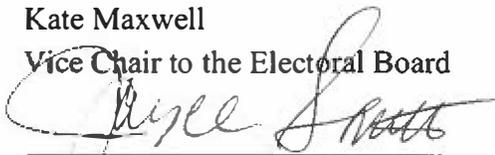
There being no other business, the meeting was adjourned



Cherlyn S. Stevens
Chairwoman to the Electoral Board



Kate Maxwell
Vice Chair to the Electoral Board



Joyce K. Smith
Secretary to the Electoral Board