

# City of Richmond

CHERLYN STARLET STEVENS  
MADEM CHAIR

CHAIRWOMAN KATE MAXWELL

VICE-CHAIR

JOYCE KING SMITH  
SECRETARY



## Electoral Board

Meeting Minutes  
October 16<sup>th</sup>, 2025

### CALL TO ORDER

Chair C. Starlet Stevens called the meeting to order at 1:00 AM with Secretary Joyce K. Smith present.

### OFFICE OF ELECTIONS STAFF ATTENDANCE

Office of Elections staff in attendance included Caitlin Shelton (Executive Assistant), Tina Crump (Interim Deputy Registrar), Vanessa Floyd (Election Service Manager), Cassandra Harris (Election Operations and Services Manager) Nicole Hicks (Outreach Coordinator).

### PUBLIC COMMENT PERIOD FOR ITEMS ON THE AGENDA

There were no public comments regarding items on the agenda.

### APPROVAL OF THE MINUTES

Caitlin Shelton presented the meeting minutes from October 10<sup>th</sup>, 2025. Chair Stevens moved to approve the minutes; all were in favor and the motion passed.

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

A public comment was received from Ms. Sandra Antoine, who expressed her appreciation and commended this office and its staff for the excellent work being done.

### CLOSED SESSION

The board entered closed session at 10:30 AM to discuss personnel matters pursuant to Virginia Freedom of Information Act 2.2-3711(a)(1). Secretary Joyce K. Smith moved to enter closed session. The board exited closed session at 10:55 PM and resumed open session.

## PUBLIC SESSION

Vanessa Floyd, Election Officer Manager, presented a list of 6 new election officers from both parties. Chair Stevens moved to approve all officers; the motion passed unanimously.

General Registrar David Levine informed the Board of revisions made to the protocol for handling incorrectly mailed absentee ballots. Vice Chair Kate Maxwell moved to adopt the revised protocol. The motion was unanimously approved and adopted by the Board.

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## MEETING ADJOURNMENT

Chair C. Starlet Stevens moved to adjourn the meeting at 11:00 AM. The motion was unanimously approved.

## NEXT MEETING DATE

There was no meeting scheduled at this time.

## ADJOURNMENT

There being no other business, the meeting was adjourned



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C. Starlet Stevens

Chairwoman to the Electoral Board

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Kate Maxwell

Vice Chair to the Electoral Board



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Secretary to the Electoral Board

Joyce K. Smith