

# City of Richmond

CHERLYN STARLET STEVENS  
MADEM CHAIR

CHAIRWOMAN KATE MAXWELL

VICE-CHAIR

JOYCE KING SMITH  
SECRETARY



## Electoral Board

December 11<sup>th</sup>, 2025

### Call to Order

The meeting was called to order at **10:01 a.m.** by **Chair C. Starlet Stevens.**

### Board Members Present

- **Kate Maxwell**, Vice Chair
- **Joyce K. Smith**, Secretary

### Staff Present

- **David Levine**, Director of Elections
- **Caitlin Shelton**, Executive Assistant
- **Tina Crump**, Interim Deputy Registrar
- **Cassandra Harris**, Election Operations and Services Manager
- **Nicole Hicks**, Voter Outreach & Communications Coordinator

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### Public Comment

No public comment was received at this meeting.

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### Approval of Minutes

Executive Assistant **Caitlin Shelton** presented the **Provisional Ballot Meeting Minutes of November 12<sup>th</sup> – 13<sup>th</sup>** for Board consideration.

- **Motion:** Joyce K. Smith
  - **Vote:** Unanimous
  - **Action:** Minutes approved
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## Closed Sessions

### First Closed Session – Legal Matters

At **10:04 a.m.**, upon motion by **Secretary Joyce K. Smith**, the Board entered closed session pursuant to **§ 2.2-3711(A)(7) of the Code of Virginia**, for consultation with legal counsel regarding legal matters requiring the provision of legal advice.

The Board reconvened in open session at **10:47 a.m.**.

### Second Closed Session – Personnel Matters

At **11:24 a.m.**, the Board entered closed session pursuant to **§ 2.2-3711(A)(1) of the Code of Virginia**, to discuss personnel matters.

The Board reconvened in open session at **11:56 a.m.**

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## Certification of Closed Meetings

Upon returning to open session, the following certification was made:

Each member of the Board certifies that, to the best of their knowledge, only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed, or considered in the closed sessions.

- **Vote:** Certification approved unanimously by roll call vote.

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## Public Session

### Staff Updates

Director of Elections **David Levine** presented the creation of the following proposed positions:

1. **Voter Services Manager** – responsible for absentee voting and voter registration
  2. **Legal Advisor** – to provide legal assistance, including candidate filing and FOIA compliance
- **Motion:** Vice Chair Kate Maxwell
  - **Vote:** Unanimous
  - **Action:** Approved

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## January Special Election Schedule

Approval of drop box locations, satellite locations, and election dates.

- **Motion:** Joyce K. Smith

- **Time:** 10:50 a.m.
  - **Vote:** Unanimous
  - **Action:** Approved
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### Logic and Accuracy (L&A) Testing Dates

- **Motion:** Kate Maxwell
  - **Time:** 11:04 a.m.
  - **Vote:** Unanimous
  - **Action:** Approved
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### City Holiday Schedule

- **Motion:** Kate Maxwell
  - **Time:** 11:13 a.m.
  - **Vote:** Unanimous
  - **Action:** Approved
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### Canvass and Provisional Ballot Dates

- **Motion:** Joyce K. Smith
  - **Time:** 11:17 a.m.
  - **Vote:** Unanimous
  - **Action:** Approved
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### Ballot Order

Approval of ballot order as presented by the Director of Elections.

- **Motion:** Joyce K. Smith
  - **Time:** 11:20 a.m.
  - **Vote:** Unanimous
  - **Action:** Approved
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### Chief and Officer Letters

- **Motion:** Joyce K. Smith
  - **Time:** 11:22 a.m.
  - **Vote:** Unanimous
  - **Action:** Approved
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## Electoral Board Policies and Procedures

Vice Chair **Kate Maxwell** discussed upcoming work related to Electoral Board policies and procedures, including:

- Duties of Electoral Board members
- Duties of office staff

Draft documents will be distributed to Board members and the Director of Elections for review and comment at a future date.

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## Recess and Adjournment

The Board recessed by unanimous consent at **11:00 a.m.**  
Upon reconvening, the Vice Chair moved to adjourn, and the motion carried unanimously.

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## Next Meeting

The Board agreed to a tentative next meeting date of **December 29<sup>th</sup>, 2025**.

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## Adjournment

There being no further business, the meeting was adjourned.

**NEXT MEETING DATE**

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

DRAFT