

# City of Richmond

CHERLYN STARLET STEVENS  
MADEM CHAIR

CHAIRWOMAN KATE MAXWELL

VICE-CHAIR

JOYCE KING SMITH

SECRETARY



## Electoral Board

Meeting Minutes  
November 12<sup>th</sup> -13<sup>th</sup>,2025

### Call to Order

Chair Stevens convened the meeting at **10:14 AM**.

#### **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
- Alexandra Hausman, Deputy Registrar
- Seth Hamalainen, Tech Specialist

### Public Comment

No public comments were received for items on or off the agenda.

### Approval of Minutes

No minutes were available for approval.

### Closed Session

Secretary Smith moved to enter Closed Session under **§24.2-653(B) of the Code of Virginia** to review voter qualifications for provisional ballots.

- Entered Closed Session: **10:30 AM (Nov. 12)**
- Exited Closed Session: **6:45 PM (Nov. 12)**

The Board reconvened on **November 13, 2025, at 10:00 AM**, immediately returning to Closed Session to complete its review.

- Final exit from Closed Session: **10:55 AM (Nov. 13)**
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## Public Session

Upon returning to open session on November 13, the Board voted to enter **3,263 provisional ballots** into Enhanced Results:

- **162** – Early Voting SDR Turnout (Reason Code #1)
- **2,657** – Election Day SDR Turnout (Reason Code #1)
- **444** – Other Turnout (Reason Codes #3, #4, #5, #6)

## Recess & Adjournment

The Board unanimously recessed at **11:00 AM**.  
The Vice Chair moved to adjourn; the motion carried.

## 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