

# City of Richmond

CHERLYN STARLET STEVENS  
MADEM CHAIR

CHAIRWOMAN KATE MAXWELL

VICE-CHAIR

JOYCE KING SMITH  
SECRETARY



## Electoral Board

Meeting Minutes  
December 29<sup>th</sup>, 2025

### CALL TO ORDER

The meeting was called to order at **3:00 PM** by **Chair Cherlyn S. Stevens**.

### APPROVAL OF PREVIOUS MEETING MINUTES

**Secretary Joyce K. Smith** made a motion to approve the meeting minutes from the **December 11<sup>th</sup>, 2025** meeting, as provided by **Caitlin**.

**Motion:** Approved

**Vote:** All in favor

### PUBLIC COMMENT – ITEMS ON THE AGENDA

There were **no public comments** at this time.

### OPEN SESSION

#### **Update on January Special Election**

**General Registrar David Levine** provided an update on the January Special Election, including:

- An unforeseen circumstance at Hickory Hill, which has been rectified and will not reoccur.
- Precincts 910 and 911 are both housed at River City Middle School.
- An inclement weather action plan is in place. Essential staff members may be housed at the Courtyard by Marriott if recognized weather conditions require it.

#### **Adoption of Virtual Electoral Board Meetings**

At 3:31 PM, Vice Chair Kate Maxwell made a motion to adopt virtual Electoral Board meetings if needed.

**Motion:** Approved

**Vote:** All in favor

Vice Chair Maxwell reviewed the **Electoral Board Policies and Procedures**, including:

- The defined duties of **Electoral Board members**
- Duties of the **General Registrar**
- Responsibilities that may be **delegated to staff**

#### **Additional Updates**

- **Vanessa** informed the Board about **early voting**.
- The Board agreed to meet on **January 4<sup>th</sup> at 11:00 AM** to check the functionality of **electronic pollbooks**.
- **David Levine** informed the Board that **six officers from RPD** will be present.

## PUBLIC COMMENT – ITEMS NOT ON THE AGENDA

There were **no public comments** for items not on the agenda.

## RECESS

The Board **recessed at 3:16 PM** to allow the Executive Assistant to print additional documentation from **Vice Chair Kate Maxwell** regarding Policies and Procedures.

## **Reconvened**

The meeting reconvened at **3:25 PM**.

Vice Chair Maxwell continued and concluded the discussion of **Policies and Procedures** at **4:32 PM**.

## MEETING ADJOURNMENT

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The meeting was adjourned by Chair Cherlyn S. Stevens. Unanimously approved.

## NEXT MEETING DATE

The next meeting date will be January 7<sup>th</sup>, 2026 at 9:00am.

## ADJOURNMENT

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

