

City of Richmond



CHERLYN STARLET STEVENS
MADEM CHAIR

KATE MAXWELL

VICE-CHAIR

JOYCE KING SMITH
SECRETARY

Electoral Board

Meeting Minutes
December 29th, 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 11th, 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 4th 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 7th, 2026 at 9:00am.

ADJOURNMENT

There being no other business, the meeting was adjourned



Bill Pantele

Chair to the Electoral Board



Joyce K. Smith

Vice Chair to the Electoral Board



Cherlyn S. Stevens

Secretary to the Electoral Board