

BILL PANTELE
CHAIR

JOYCE K. SMITH

VICE-CHAIR

CHERLYN S. STEVENS
SECRETARY

City of Richmond



Electoral Board

Meeting Minutes
February 25th, 2026

CALL TO ORDER

The meeting was called to order at **1:02 p.m.** by **Chair Bill Pantele**. Also in attendance were **Vice Chair Joyce K. Smith** and **Secretary Cherlyn S. Stevens**.

STAFF IN ATTENDANCE

- David Levine, General Registrar / Director of Elections
- Tina Crump, Deputy Director of Elections
- Caitlin Shelton, Executive Assistant
- Cassandra Harris, Election Services and Operations Manager
- Vanessa Floyd, Election Officer Manager
- Nicole Hicks, Voter Outreach and Communications

PUBLIC IN ATTENDANCE

- Steve Koski Virginia Commissioner of Elections
- Jane Newell, League of Women Voter
- Sandra Antoine, NAACP

APPROVAL OF PREVIOUS MEETING MINUTES

Executive Assistant **Caitlin Shelton** requested approval of the meeting minutes from February 4th. Secretary Stevens moved to approve the February 4th, 2026 meeting minutes.

Vote: Not all in favor

Result: Motion did not pass

It was noted that a correction is required to include Sunday voting for the remainder of the calendar year. Chair Bill Pantele stated that the minutes will be revisited at the March 18th, 2026 meeting.

CLOSED SESSION

At **1:30 p.m.**, **Secretary Stevens** made a motion to enter closed session pursuant to:

- **Virginia Code § 2.2-3711(A)(35)**, for the purpose of discussing or considering confidential voting security matters, including **LESS (Locality Election Security Standards)**, security protocols for ballots and voting equipment, and risk assessments of local electoral procedures, where public discussion would compromise election security; and
- **Virginia Code § 24.2-625.1** (and/or § 24.2-410.2, as applicable)

Result: Motion approved

Reconvened Public Session

The City of Richmond Electoral Board reconvened into open session at **2:00 p.m.**

The only staff briefing the Board during closed sessions were:

- David Levine, Director of Elections
- Tina Crump, Deputy Director of Elections
- Cassandra Harris, Election Services and Operations Manager

PUBLIC COMMENT – ITEMS ON THE AGENDA AND OFF THE AGENDA

There was no public comment on items on or off the agenda at this time.

OPEN SESSION

Presentation by Virginia Commissioner of Elections

Steve Koski, Virginia Commissioner of Elections and a current Richmond resident, addressed the Electoral Board. He provided updates regarding:

- The **April Special Election**
- Electoral Board **guidelines and responsibilities**
- The **June Primary**, which has been **rescheduled to August 4th, 2026**
- **Candidate filing deadlines**
- Anticipated impacts to **annual training**, noting that guidance will be issued once additional clarity is available

Commissioner Koski emphasized that localities are encouraged to reach out with any **questions, concerns, or ideas**.

Training Calendar

Vanessa Floyd, Elections Officer Manager, presented the **updated training calendar**.

- The Electoral Board **approved the training calendar**
- The Board agreed to the Logic and Accuracy (L&A) testing to be scheduled on Wednesday, April 18 at 3:00 pm.

- The Board agreed to the **Logic and Accuracy (L&A) testing** scheduled for **March 18th,2026 @ 3:00pm.**
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Tina informed the Electoral Board that a change had been made to the Provisional Ballot Meeting Notice. The notice date has been updated to Saturday April 25th ,2026. Additional Election Deadlines

Tina noted that by Monday, April 27th , 2026, all abstracts must be signed.

“During the closed session, Executive Assistant Caitlin Shelton made administrative amendments to the meeting minutes at the direction of the Board.

Vice Chair Joyce K. Smith moved to approve the amended February 4th , 2026 meeting minutes.

Vote: All in favor

Result: Motion approved

David reviewed the City of Richmond Electoral Duties and Delegation of Duties.

Secretary Stevens made a motion to approve the General Registrar and Electoral Board Delegation of Duties.

Vote: All in favor

Result: Motion approved

MEETING ADJOURNMENT

The meeting was adjourned at 2:33 PM by Chair Bill Pantele. There being no other business, the meeting was adjourned.

NEXT MEETING DATE

The **Next Meeting** will take place on **Wednesday, March 18th, 2026.**

Bill Pantele
Chair to the Electoral Board

Joyce K. Smith
Vice Chair to the Electoral Board

Cherlyn S. Stevens
Secretary to the Electoral