

BILL PANTELE
CHAIR

City of Richmond

JOYCE K. SMITH

VICE-CHAIR

CHERLYN S. STEVENS

SECRETARY



Electoral Board

Meeting Minutes
April 19th, 2026

CALL TO ORDER

The meeting was called to order at **3:45 p.m.** by **Chair Bill Pantele**. Also in attendance were **Vice Chair Joyce K. Smith** and **Secretary Cherlyn S. Stevens**. Introductions of the Board were made, followed by a welcome. Secretary **Cherlyn S. Stevens** moved to adopt the agenda.

Vice Chair **Joyce K. Smith** seconded the motion. All members were in favor, and the motion passed.

STAFF IN ATTENDANCE

- David Levine, General Registrar / Director of Elections
- Caitlin Shelton, Executive Assistant
- Cassandra Harris, Election Services and Operations Manager

PUBLIC IN ATTENDANCE

- No members of the public were in attendance this meeting.

APPROVAL OF PREVIOUS MEETING MINUTES

Executive Assistant **Caitlin Shelton** requested approval at this time. Secretary Stevens moved to approve March 27th, 2026 minutes. The motion was seconded and passed unanimously.

CLOSED SESSION

Secretary Stevens moved that the Board enter closed session at **3:50 PM**, pursuant to **Virginia Code § 2.2-3711(A)(35)**, for the purpose of discussing confidential election security matters, including:

- Locality Election Security Standards (LESS)
- Security protocols for ballots and voting equipment
- Risk assessments of electoral procedures

This action is authorized under **Virginia Code § 24.2-625.1** and related provisions.

The motion was seconded and approved unanimously.

PUBLIC COMMENT – ITEMS ON THE AGENDA AND OFF THE AGENDA

There was no public comment at this meeting.

OPEN SESSION

David informed the Board that the office is currently in the process of finalizing the contract for Ballot on Demand. The system will not be available until the October General Election. In the next fiscal year, additional Ballot on Demand equipment will be purchased, and training will be provided to all staff and election officials. The cost is approximately \$14,000, and similar pricing is expected in the following fiscal year. Fairfax was one of the first localities to adopt this system, and neighboring localities, such as Henrico County, are also utilizing it. Chairman Pantele highlighted both the accuracy of the system and the anticipated cost savings associated with its implementation. The Chairman opened a discussion regarding Election Day reporting times for the Electoral Board. Secretary Stevens emphasized the importance of arriving at 5:00 a.m. due to the possibility of early-morning incidents at precincts requiring immediate attention. The Electoral Board established that members will report between 5:00 a.m. and 5:30 a.m.

General Registrar David Levine noted expectations of high activity for this election. Chairman Bill Pantele also anticipates a high voter turnout. Projections will be provided at a future meeting once all relevant data has been collected.

Chairman Bill Pantele adjourned the meeting at 4:15 p.m.

MEETING ADJOURNMENT

The meeting was adjourned at 4:15 PM by Chair Bill Pantele. There being no other business, the meeting was adjourned.

NEXT MEETING DATE

The City of Richmond Electoral Board will meet on April 22nd,2026 for Canvass Day. Provisional Ballot meeting will be held April 25th,2026

Bill Pantele
Chair to the Electoral Board

Joyce K. Smith
Vice Chair to the Electoral Board

Cherlyn S. Stevens
Secretary to the Electoral