

BILL PANTELE
CHAIR

City of Richmond

JOYCE K. SMITH

VICE-CHAIR

CHERLYN S. STEVENS

SECRETARY



Electoral Board

Meeting Minutes

Wednesday April 22nd, 2026

Saturday April 25th, 2026

CALL TO ORDER

The meeting was called to order at **9:00 a.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
- Vanessa Floyd, Election Officer Lead
- Alexis Robinson, Election Specialist
- Christian Jarvins, Voting Machine & Equipment Lead
- Seth Hamislum, Machine Specialist
- Nicole Hicks, Communications & Outreach Coordinator
- Fawn Goode, Facilities Coordinator
- Johanna Makee, Cap Chief
- Patria Haden, Election Specialist
- Canvass Team

PUBLIC IN ATTENDANCE

- Sandra Antoine ,NAACP representee and member of Democratic Party

APPROVAL OF PREVIOUS MEETING MINUTES

There were no meeting minutes to approve at this time.

CLOSED SESSION

Provisional Ballot Meeting (Closed Session)

Motion to Enter Closed Session

A motion was made by Secretary Stevens, pursuant to § 24.2-653(B) of the Code of Virginia to enter closed session for the purpose of determining voter eligibility for provisional ballots.

The motion included:

- Allowing the General Registrar, Electoral Board staff, and authorized party/candidate representatives to remain present.
- Allowing provisional voters to provide relevant information regarding their eligibility.

Vote: Unanimous (Aye)

Result: Entered Closed Session.

Chairman Bill Pantele also motioned that the City of Richmond Electoral Board recess and reconvene the provisional ballot meeting on Saturday, April 25th, 2026, at 3:00 PM.

The canvass concluded successfully at 3:30 PM.

Closed Session Proceedings Summary

- The Board reviewed provisional ballots **precinct-by-precinct**.
- Staff presented recommendations based on research and verification.
- Common reasons for **counting ballots** included:
 - Valid Same Day Registration (SDR)
 - Verified voter eligibility and correct jurisdiction
- Common reasons for **rejecting ballots** included:
 - Voting in the wrong precinct
 - Invalid or incomplete address (e.g., missing apartment/dorm number)
 - Wrong locality
 - Missing required identification or information
 - Felony status not restored
 - Duplicate voting attempts
 - Deceased voter record

- The Board discussed procedural options and agreed to proceed efficiently while ensuring legal compliance and proper documentation.
 - Staff maintained detailed logs and tracking spreadsheets documenting:
 - Number of ballots counted and rejected per precinct
 - Reasons for rejection
 - Running totals across all precincts
 - The Board also discussed:
 - Handling of envelopes (opened vs. unopened)
 - Documentation requirements
 - Signing and sealing procedures
 - Voter education needs, especially regarding address completeness
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Key Process Notes

- Ballots approved for counting were opened and prepared for tabulation.
 - Rejected ballots remained sealed with reasons documented.
 - Totals would be formally recorded and approved in open session.
 - The Board considered conducting a **single cumulative motion** for efficiency after reviewing all precincts.
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General Observations

- A significant number of provisional ballots were related to Same Day Registration.
 - Many rejections stemmed from voters appearing in the wrong precinct or providing incomplete addresses.
 - Staff noted ongoing efforts to improve voter education and reduce errors in future elections.
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Next Steps

- Reconvene in open session to:
 - Approve final totals of counted and rejected provisional ballots
 - Enter formal motions into the record
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- Authorize tabulation of approved ballots

Complete certification process, including the abstract of votes

PUBLIC COMMENT – ITEMS ON THE AGENDA AND OFF THE AGENDA

There was no public comment at this meeting.

OPEN SESSION

Approval of Agenda

A motion was made chairman Bill Pantele to adopt the agenda.

Vote: Unanimous (Aye)

Result: Agenda adopted.

Canvass Instructions

The Board acknowledged that canvass instructions had previously been provided following the election which were given by Vanessa Floyd (Election Officer Lead.)

Secretary Joyce moved to approve the provisional ballot recommendations. Out of 1,389 provisional ballots cast, 1,097 were counted and 192 were rejected, as reflected in the spreadsheet provided.

Chairman Bill Pantele thanked the staff for their outstanding work and applauded them for the canvass and the provisional ballot process currently in place.

MEETING ADJOURNMENT

The meeting was adjourned at 7:25 PM by Chair Bill Pantele. There being no other business, the meeting was adjourned.

NEXT MEETING DATE

No future meeting was set at this current time.

Bill Pantele

Chair to the Electoral Board

Joyce K. Smith

Vice Chair to the Electoral Board

Cherlyn S. Stevens

Secretary to the Electoral