



## ELECTORAL BOARD OF THE CITY OF RICHMOND, VIRGINIA MEETING MINUTES

### HOW TO USE THIS TEMPLATE (delete this box once the minutes are finalized):

- Keep the section headings below in this order for every meeting — it makes minutes easy to compare month to month.
- If a section doesn't apply to a given meeting (e.g., no Closed Session), keep the heading and write "None" or "Not applicable" rather than deleting it — that confirms it wasn't overlooked.
- Every time the Board votes, copy/paste a new MOTION block from the bottom of this template and fill it in. This is the key fix for keeping votes straight.
- Bracketed italic text like [this] is a placeholder — replace it and remove the brackets.

|                        |                                             |                             |                                   |
|------------------------|---------------------------------------------|-----------------------------|-----------------------------------|
| <b>Meeting Type</b>    | November Preparation                        | <b>Location</b>             | Richmond City Office of Elections |
| <b>Date</b>            | Wednesday September 16 <sup>th</sup> , 2026 | <b>Presiding Officer</b>    | Chairman Bill Pantele             |
| <b>Called to Order</b> | 10:07am                                     | <b>Adjourned / Recessed</b> | 11:23am                           |

### CALL TO ORDER

The meeting was called to order at [10:06am] by [Chairman Bill Pantele]. Introductions were made by all attendees.

*If the meeting was convened for a special or emergency purpose, state that purpose here in one sentence.*

### MEMBERS' PRESENT

- **Chair** — *Bill Pantele*
- **Vice Chair** — *Joyce K. Smith*
- **Secretary** — *Cherlyn S. Stevens*

### APPROVAL OF AGENDA

| MOTION                                                                                                                              |                                         |                    |                              |
|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------------|------------------------------|
| <b>Motion made by</b>                                                                                                               | Madam Vice Chairwoman<br>Joyce K. Smith | <b>Seconded by</b> | Secretary Cherlyn S. Stevens |
| <b>Motion (exact wording):</b> motioned to adopt the current agenda. The motion was seconded and approved unanimously by the Board. |                                         |                    |                              |
| <b>Discussion (if any):</b> There was no discussion at this time.                                                                   |                                         |                    |                              |
| <b>Vote result</b>                                                                                                                  | approved unanimously                    | <b>Vote count</b>  | 3-0                          |
| <b>If not unanimous —</b>                                                                                                           |                                         |                    |                              |

### STAFF IN ATTENDANCE

- Caitlin Shelton (Executive Assistant)
- Tina Crump (Deputy Director)
- Dr. Cassandra Harris (Election Operations & Services Manager)

- Nicole Hicks (Outreach & Communications Coordinator)
- Steven Labus (Voter Services Manager)

## PUBLIC IN ATTENDANCE

- Jane Newell (League of Woman Voters)
- Sandra Antoine (NAACP Representative and Democratic Party affiliate)
- Carol Stephens (League of Woman Voters Observer)

## APPROVAL OF PREVIOUS MEETING MINUTES

Minutes from the [August 28<sup>th</sup>] meeting were presented for approval. (If none were presented, write "There were no minutes requiring approval at this time.")

| MOTION                                                                                                                                   |                              |                    |                                      |
|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------|--------------------------------------|
| <b>Motion made by</b>                                                                                                                    | Secretary Cherlyn S. Stevens | <b>Seconded by</b> | Madam Vice Chairwoman Joyce K. Smith |
| <b>Motion (exact wording):</b> Secretary Cherlyn S. Stevens motioned to approve the previous meeting minutes of Friday, August 28, 2026. |                              |                    |                                      |
| <b>Discussion (if any):</b> There was no discussion at this time.                                                                        |                              |                    |                                      |
| <b>Vote result</b>                                                                                                                       | approved unanimously         | <b>Vote count</b>  | 3-0                                  |
| <b>If not unanimous —</b>                                                                                                                |                              |                    |                                      |

*If there was no Closed Session, keep this heading and write "There was no Closed Session at this meeting."*

## PUBLIC COMMENT — ITEMS ON THE AGENDA AND OFF THE AGENDA

- *Jane Newell (League of Woman Voters)* : **Public Comment Summary – Ms. Jane Newell**  
**Ms. Jane Newell of the League of Women Voters requested that the City of Richmond Office of Elections ensure that drop box locations for the upcoming November election are clearly identifiable and easily accessible on the City's website. She expressed concern that residents may have difficulty locating drop box information through the website's search function, which may direct users to outdated election information.**  
**Ms. Newell also requested that the Electoral Board's Election Observer Policy address all opportunities for election observation, including canvassing, Logic and Accuracy (L&A) testing, and other election-related processes, noting that the observation procedures can be confusing.**
- *Sandra Antoine (NAACP Representative and Democratic Party Affiliate):*  
**Ms. Sandra Antoine thanked the Office of Elections for the distribution of new voter registration cards. She also discussed the recent changes regarding the restoration of voting rights and emphasized the importance of ensuring that individuals whose voting rights have been restored are informed of their eligibility to register to vote. Ms. Antoine inquired about the methods the Office of Elections will use to contact and educate eligible voters and encouraged the development of outreach measures to ensure these individuals receive the necessary information.**

## OPEN SESSION

### PROVISIONAL Ballot Meeting Date

Presented by: Tina Crump (Deputy Director)

Summary: **Tina Crump: Provisional Ballot Meeting**

Deputy Director Tina Crump discussed the proposed schedule for the November 2026 provisional ballot process. She explained that the Electoral Board would meet on **November 4, 2026**, following Election Day, to open the canvass and provisional ballots and then recess. Staff would use the time between November 4 and the proposed **November 10, 2026, at 1:00 p.m.** reconvened meeting to research and prepare the provisional ballots for Board review and adjudication.

Ms. Crump clarified that voter notices would identify the **November 10 meeting at 1:00 p.m.**, when the Board would begin considering the provisional ballots. She also noted that the November 10 meeting would include a limited closed session as appropriate. The Electoral Board subsequently approved the proposed provisional ballot meeting date and time.

Board discussion:

If a vote was taken, insert a MOTION block (below); if the item was discussion-only with no vote, write "No action taken."

| MOTION                                                                                                                                                                                                                                                                                                                       |                       |                    |                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------|---------------------------------|
| <b>Motion made by</b>                                                                                                                                                                                                                                                                                                        | Chairman Bill Pantele | <b>Seconded by</b> | Madam Vice Chair Joyce K. Smith |
| <b>Motion (exact wording):</b> Chairman Bill Pantele entertained a motion to approve the proposed provisional ballot meeting date of Tuesday, November 10, 2026, at 1:00 p.m. Madam Vice Chairwoman Joyce K. Smith seconded the motion. Secretary Cherlyn S. Stevens was also in favor. The motion was approved unanimously. |                       |                    |                                 |
| <b>Discussion (if any):</b> There was no discussion at this time.                                                                                                                                                                                                                                                            |                       |                    |                                 |
| <b>Vote result</b>                                                                                                                                                                                                                                                                                                           | approved unanimously. | <b>Vote count</b>  | 3-0                             |
| <b>If not unanimous —</b>                                                                                                                                                                                                                                                                                                    |                       |                    |                                 |

## OPEN SESSION

### Election Officer Updates

Presented by: Dr. Cassandra Harris (Election Services and Operations Manager)

Summary: The **Election Services and Operations Manager** presented the Election Officer Staffing and Training report. The discussion included staffing recruitment for the November election and early voting, available training options, including morning and evening sessions and Super Saturday, and strategies for ensuring adequate election officer coverage.

Dr. Harris further discussed utilizing experienced former Chief Election Officers as roaming support and developing a mentoring approach to assist less experienced election officers.

| MOTION                                                                                                                                                                                                                                                                         |  |                    |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------|--|
| <b>Motion made by</b>                                                                                                                                                                                                                                                          |  | <b>Seconded by</b> |  |
| <b>Motion (exact wording):</b> No motions were presented for approval at this time.                                                                                                                                                                                            |  |                    |  |
| <b>Discussion (if any):</b><br>The Board also discussed the potential use of online training as a supplemental training option in the future. It was noted that online training would not be used for the November 2026 election but could be considered for future elections. |  |                    |  |
| <b>Vote result</b>                                                                                                                                                                                                                                                             |  | <b>Vote count</b>  |  |
| <b>If not unanimous —</b>                                                                                                                                                                                                                                                      |  |                    |  |

## OPEN SESSION

### CAP (Vote by Mail) Updates

Presented by: Stephen Labus(Voter Services Manager)/David Levine (Director of Elections)

Summary: **Stephen Labus presented the CAP precinct staffing plan.** The Board unanimously approved **19 Election Officers** for the CAP precinct to support absentee ballot processing.

Board discussion:

If a vote was taken, insert a MOTION block (below); if the item was discussion-only with no vote, write "No action taken."

| MOTION                                                                                                                                                                                                                                                                                                                             |                       |             |                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------|------------------------------|
| Motion made by                                                                                                                                                                                                                                                                                                                     | Chairman Bill Pantele | Seconded by | Secretary Cherlyn S. Stevens |
| Motion (exact wording): <b>Chairman Bill Pantele motioned to approve the CAP Precinct Staffing Plan, providing for 19 Election Officers to support absentee ballot processing. Secretary Cherlyn S. Stevens seconded the motion. All members were in favor, and the motion was unanimously approved.</b>                           |                       |             |                              |
| Discussion (if any): The Board also reviewed the <b>CAP pre-processing schedule</b> , including the required statutory meetings and additional processing dates leading up to November 3, 2026, General Election. <b>David Levine noted that staffing hours may be adjusted as needed based on the volume of returned ballots.</b> |                       |             |                              |
| Vote result                                                                                                                                                                                                                                                                                                                        | approved unanimously  | Vote count  | 3-0                          |
| If not unanimous —                                                                                                                                                                                                                                                                                                                 |                       |             |                              |

## OPEN SESSION

### Election Observer Policy

Presented by: Electoral Board

Summary: **The Board discussed the development of an Election Observer Policy for neutral observers. Members discussed space limitations, consistency in handling requests, observer conduct, and the existing legal requirements. The Board agreed to defer formal consideration of the policy while staff develop possible temporary guidelines, and the matter can be revisited at a future meeting.**

If a vote was taken, insert a MOTION block (below); if the item was discussion-only with no vote, write "No action taken."

| MOTION                                                     |                      |             |                 |
|------------------------------------------------------------|----------------------|-------------|-----------------|
| Motion made by                                             | No action taken.     | Seconded by | No action taken |
| Motion (exact wording): No action taken                    |                      |             |                 |
| Discussion (if any): There was no discussion at this time. |                      |             |                 |
| Vote result                                                | approved unanimously | Vote count  | 3-0             |
| If not unanimous —                                         |                      |             |                 |

## OPEN SESSION

### Polling Locations Updates

Presented by: Dr. Cassandra Harris

**Summary: Dr. Harris provided an update on polling locations for the November election, including locations returning to their permanent sites and locations requiring changes. The Board discussed concerns regarding capacity, accessibility, parking, voter flow, and contingency plans.**

Dr. Cassandra Harris presented the Board with the confirmed polling location updates for the November Election. The following precincts will return to their permanent polling locations, as provided by municipal ordinance:

- **Precinct 215:** Midtown Green, formerly the Bon Secours Training Center.
- **Precinct 302:** MAPS Global, formerly Atlee Church.
- **Precinct 307:** Ginter Park Presbyterian Church.
- **Precinct 509:** Richmond High School for the Arts, formerly George Wythe High School.
- **Precinct 606:** Hotchkiss Community Center.
- **Precinct 811:** Hobson Masonic Lodge.

If a vote was taken, insert a MOTION block (below); if the item was discussion-only with no vote, write "No action taken."

| MOTION                                                                                                                                                                                                                                                                                                                                                                                  |                       |                    |                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------|--------------------------------------|
| <b>Motion made by</b>                                                                                                                                                                                                                                                                                                                                                                   | Chairman Bill Pantele | <b>Seconded by</b> | Madam Vice Chairwoman Joyce K. Smith |
| <b>Motion (exact wording):</b> Chairman Bill Pantele motioned to approve the proposed polling-location changes and the return of designated precincts to their permanent polling locations, including the consolidation of Precincts 308 and 309 at Linwood Holton Elementary. The Board approved the proposed changes, with additional consideration given to voter flow and staffing. |                       |                    |                                      |
| <b>Discussion (if any):</b> The Board expressed concerns regarding parking and maintaining a clear separation between the two precincts, although both precincts will be housed at the same location. The Board also discussed the importance of ensuring adequate voter flow and staffing to support the consolidation.                                                                |                       |                    |                                      |
| <b>Vote result</b>                                                                                                                                                                                                                                                                                                                                                                      | approved unanimously  | <b>Vote count</b>  | 3-0                                  |
| <b>If not unanimous —</b>                                                                                                                                                                                                                                                                                                                                                               |                       |                    |                                      |

## RECESS

No recess was taken during the meeting.

## OTHER BUSINESS

## MEETING ADJOURNMENT

With no further business before the Board, *[Chairman Bill Pantele]* adjourned the meeting at *[11:23am]*

## NEXT MEETING DATE

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The next meeting of the City of Richmond Electoral Board will be held on *Thursday October 15<sup>th</sup>, 2026, at 11:30am after Logic and Accuracy Testing of Election Day Equipment at 11:00am.*

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Bill Pantele, Chair

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Joyce K. Smith, Madam Vice Chair

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Cherlyn S. Stevens, Secretary

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