

# City of Richmond



CHERLYN STARLET STEVENS  
SECRETARY

JAMES M. NACHMAN  
CHAIR

JOYCE KING SMITH  
VICE-CHAIR

## Electoral Board

Meeting Minutes  
September 11, 2021

“SIC ITUR AD ASTRA”  
SUCH IS THE WAY OF THE STARS

### **CALL TO ORDER**

The meeting of the Richmond Electoral Board was called to order with Chairman James Nachman presiding. In attendance was Joyce Smith, Vice-Chair; C. Starlet Stevens, Secretary; Keith Balmer, Director and Caitlin Shelton, Executive Asst. to Director Balmer.

### **PUBLIC COMMENT PERIOD FOR ITEMS ON THE AGENDA**

There was no one from the public to speak.

### **NEW BUSINESS**

Secretary Stevens noted that we have two public comment periods, one for items on the agenda and one for items not on the agenda. She recommended that if someone wishes to speak regarding an item on the agenda, they should be allowed to speak while that agenda item is being discussed. She made a motion to do this, no one seconded, motion failed.

### **PREPROCESSING SCHEDULE**

Director Balmer reviewed the preprocessing schedule which will take place on October 12, 26 thru 30 and if necessary, November 1, 2021.

### **LOGIC AND ACCURACY TESTING (L&A)**

Director Balmer said Logic and Accuracy Testing on September 10 went well. The next L&A will take place on October 8, 2021.

### **CORRECTION OF THE JULY 26, 2021 MEETING MINUTES**

Chairman Nachman said that the statute says Board minutes are to be on our website within 5 days of our next Board meeting. Prior to the Board approval, a draft of the minutes can be posted. Chairman Nachman made a motion that no minutes, draft or final are to be on our website until the entire Board approve them. Vice-Chair Smith seconded motion, Secretary Stevens abstained. Motion passed.

**REVISED SPREAD SHEET FOR JUNE PRIMARY**

Chairman Nachman discussed the alleged discrepancies found by Elizabeth Butler from the Election Integrity Work Group. Assistant Registrar Cynthia Johnson also reviewed the spread sheets. She indicated that a lot of the discrepancies were from the under and over votes that were not captured on the spread sheets. Chairman Nachman asked that a new spread sheet be created with headers on each page and also be larger font size for easier reviewing; in addition he also asked that the under and over votes be reported on these sheets. He scheduled another Board meeting for Monday, September 20 at 12:00 noon to review the revised spread sheet and tapes.

**ADJOURNMENT**

There being no other business, Chairman Nachman adjourned the meeting.

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James M. Nachman  
Chairman to the Electoral Board

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Joyce K. Smith  
Vice Chairwoman to the Electoral Board

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Cherlyn S. Stevens  
Secretary to the Electoral Board