

# City of Richmond



CHERLYN STARLET STEVENS  
CHAIRWOMAN

JOHN N. AMBROSE  
VICE-CHAIR

JOYCE KING SMITH  
SECRETARY

## Electoral Board

Meeting Minutes

September 12th, 2023

### **CALL TO ORDER**

The regular meeting of the Electoral Board was opened with Chairwoman Cherlyn S. Stevens presiding.

In attendance were Joyce Smith, Secretary, John N. Ambrose, Vice-Chair, Keith Balmer, General Registrar of Elections, Christian Javins, Manager of the Tech Center, Katherin Cardozo, Executive Assistant to the Electoral Board, and Cynthia Johnson, Absentee Coordinator.

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

Mr. Charles Willis commented about the need for signage and awareness of the three satellite voting locations for Early Voting.

### **DISCUSSION ON POLITICAL REPRESENTATION OF CHIEF AND ASSISTANT CHIEF ELECTION OFFICERS**

Registrar Keith Balmer discussed the code that states that whenever practicable, the chief and assistant chief of each precinct should be of different main parties. To help make this happen, Registrar Balmer states that we will work with both the local Republican and Democratic parties to help increase the number of Chief and Assistant Chiefs that reflect the code. Registrar Balmer will also introduce a new class for "Future Chief and Assistant Chiefs." The goal of this class is to help create a roster of potential chief and assistant chiefs for standby whenever there is a vacancy.

### **MEDIA POLICY FOR ELECTION OFFICERS**

Registrar Balmer presented a recommendation to the electoral board that for election officers, it is recommended that they do not talk to the media, however, they may still chose to do so as long as it is not regarding the conduct of the election.

### **MEDIA POLICY FOR THE ELECTORAL BOARD**

The electoral board agreed with the recommendation from Registrar Balmer.

### **REVIEW OF TRAINING CALENDAR AND DATES FOR PROVISIONAL BALLOT MEETING**

Registrar Balmer introduced the training calendar for the upcoming election. The first class on the calendar is early voting training on October 12th. Registrar Balmer introduced a new class for the November election which deals specifically with provisional ballots. Mr. Balmer concluded his presentation of the training calendar with the date for the next Chief and Assistant Chief round-table discussion which will be on November 18th.

As for the dates of the provisional ballot meeting, the Registrar and the Electoral Board agreed on setting the date for provisionals on Friday, November 10th at 10 a.m.

### **ADA COMPLIANCE CHECKLIST FOR POLLING LOCATIONS**

The Department of Elections recently sent out guidance to registrars and electoral boards regarding the need to create ADA-compliant checklists for all of their polling locations. Cynthia Johnson, Absentee Coordinator, stated to the Electoral Board that the City of Richmond has always done a checklist for all of their polling locations. Ms. Johnson states that when the office goes to check the polling places, they are using the federal ADA checklist as a point of reference. Ms. Johnson says that she will serve as the point of contact in case anyone wants access to these checklists.

### **UPDATE ON THE DS300s**

Mr. Christian Javins, Election Service Manager, starts this discussion by stating that it is taking a bit longer to transfer the information from the DS-200s to the DS-300s. However, the tech center is still on track and ready to go with early voting. Mr. Javins asks the Electoral Board that the date for the certification of the machines be the 21st of September. The Electoral Board agreed on the date for the certification.

### **PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

There was no public comment for items not on the agenda.

## **ADJOURNMENT**

The meeting was adjourned by Chairwoman Cherlyn S. Stevens.

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## **NEXT MEETING DATE**

The next meeting date is TBD at a later date.

There being no other business, the meeting was adjourned.

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Cherlyn S. Stevens  
Chairwoman to the Electoral Board

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John N. Ambrose  
Vice Chairman to the Electoral Board

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Joyce K. Smith  
Secretary to the Electoral Board