

# City of Richmond



CHERLYN STARLET STEVENS  
CHAIRWOMAN  
KATE MAXWELL  
VICE-CHAIR  
JOYCE KING SMITH  
SECRETARY

## Electoral Board

December 4th, 2024

Meeting Minutes

### **CALL TO ORDER**

Chairwoman Cherlyn Stevens called a meeting to order at 9:00am in City Hall with Vice Chair Kate Maxwell, Secretary Joyce Smith, and General Registrar Keith Balmer in attendance.

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

There were no speakers for public comment for items on the agenda.

### **APPROVAL OF THE MINUTES**

Vice-Chair Maxwell makes a motion to approve the previous meeting minutes. Secretary Smith seconds, all were in favor and the motion passes to approve the previous meeting minutes.

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

There were no speakers for public comment for items not on the agenda.

### **CLOSED SESSION**

The Board entered a closed session to discuss personnel matters regarding the Office of Elections.

### **PUBLIC SESSION**

Vice-Chair Maxwell made a motion to accept a letter of resignation from Registrar Keith Balmer.


The motion was seconded by Secretary Smith. The motion passes 3-0.

**MEETING ADJOURNMENT**

The meeting was adjourned by Chairwoman Cherlyn Stevens.

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**There being no other business, the meeting was adjourned.**



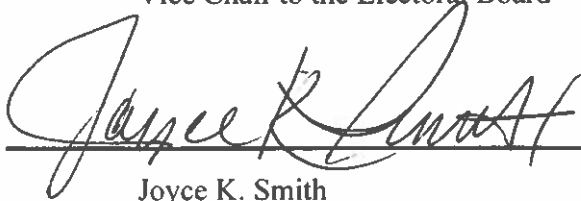
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Cherlyn S. Stevens  
Chairman to the Electoral Board



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Kate Maxwell  
Vice Chair to the Electoral Board



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Joyce K. Smith  
Secretary to the Electoral Board