

# City of Richmond



CHERLYN STARLET STEVENS

CHAIRWOMAN

KATE MAXWELL  
VICE-CHAIR

JOYCE KING SMITH  
SECRETARY

## Electoral Board

November 5th, 2024

Emergency Meeting Minutes

### CALL TO ORDER

Chairwoman Cherlyn Stevens called a emergency meeting to order at 10:30am at the Office of Elections with Vice Chair Kate Maxwell, Secretary Joyce Smith, and General Registrar Keith Balmer in attendance. This meeting was called due to an emergency situation at Precinct 310, the Calhoun Center.

### PRECINCT 310 - CALHOUN CENTER

At approximately 7:00 a.m., Ms. Stevens was dispatched to the Calhoun Center following an incident where eleven voters received federal-only ballots instead of the correct full ballots. Upon her arrival, there was significant confusion among the affected voters, compounded by media presence at the site.

Ms. Stevens remained on-site for approximately one hour to assist Chief Election Officer Barbara Burgo in restoring order. The ballot distribution error was attributed to human error, and it was also noted that Ms. Burgo was short one election officer who did not report for duty. Reports from the scene indicated that Ms. Burgo had engaged in combative and discourteous interactions with voters. Ms. Stevens took the time to speak with several affected voters, explaining that because their ballots had already been marked and inserted into the ballot machine, they would not be able to cast new full ballots.

Ms. Stevens also addressed questions from members of the press regarding the incident. Around 10:00 a.m., Vice Chair Maxwell informed Ms. Stevens that the Electoral Board would need to hold an emergency meeting at the Office of Elections to discuss the situation, following a complaint that Ms. Burgo had declined to assist a curbside voter.

The Electoral Board convened in a public setting and reached the decision to remove Ms. Burgo from her duties at the precinct. Registrar Balmer recommended deploying staff members Cynthia Johnson and Proscovia Tendo to oversee the precinct operations, as both had received the statutory training required for election officers.

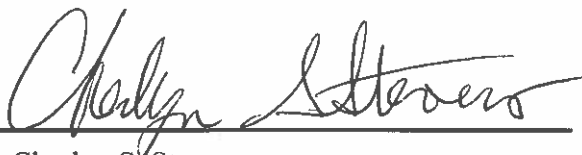
Ms. Stevens returned to the Calhoun Center, met with Ms. Burgo, and informed her that she would need to leave the precinct..

**MEETING ADJOURNMENT**

The emergency meeting was adjourned by Chairwoman Cherlyn Stevens.

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



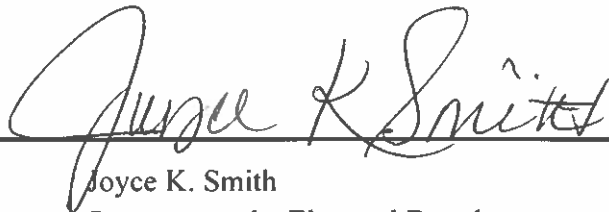
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Cherlyn S. Stevens  
Chairman to the Electoral Board



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Kate Maxwell  
Vice Chair to the Electoral Board



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Joyce K. Smith  
Secretary to the Electoral Board