

BILL PANTELE
CHAIR

JOYCE K. SMITH
VICE-CHAIRWOMEN

CHERLYN S. STEVENS
SECRETARY

City of Richmond



Electoral Board

Meeting Minutes
Wednesday April 22nd, 2026
Saturday April 25th, 2026

CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Chair Bill Pantele. Also in attendance were Vice Chairwomen Joyce K. Smith and Secretary Cherlyn S. Stevens. Introductions of the Board were made, followed by a welcome. Secretary Cherlyn S. Stevens moved to adopt the agenda. Vice Chairwomen Joyce K. Smith seconded the motion. All members were in favor, and the motion passed.

OPEN SESSION

Approval of Agenda

A motion was made chairman Bill Pantele to adopt the agenda.

Vote: Unanimous (Aye)

Result: Agenda adopted.

Canvass Day

The Board acknowledged that canvass instructions had previously been provided following the election which were given by Vanessa Floyd (Election Officer Lead.) The canvass concluded successfully at 3:30 PM April 22nd, 2026.

STAFF IN ATTENDANCE

- David Levine, General Registrar / Director of Elections
- Caitlin Shelton, Executive Assistant
- Cassandra Harris, Election Services and Operations Manager
- Vanessa Floyd, Election Officer Lead
- Alexis Robinson, Election Specialist
- Christian Javins, Voting Machine & Equipment Lead
- Seth Hamislum, Machine Specialist
- Nicole Hicks, Communications & Outreach Coordinator

- Fawn Goode, Facilities Coordinator
- Johanna McKee, CAP Chief
- Patricia Haden, Election Specialist
- Canvass Team

PUBLIC IN ATTENDANCE

- Sandra Antoine ,NAACP representee and member of Democratic Party

APPROVAL OF PREVIOUS MEETING MINUTES

There were no meeting minutes to approve at this time.

CLOSED SESSION

Provisional Ballot Meeting (Closed Session)

Motion to Enter Closed Session

A motion was made by Secretary Stevens, pursuant to § 24.2-653(B) of the Code of Virginia to enter closed session for the purpose of determining voter eligibility for provisional ballots.

The motion included:

- Allowing the General Registrar, Electoral Board staff, and authorized party/candidate representatives to remain present.
- Allowing provisional voters to provide relevant information regarding their eligibility.

Vote: Unanimous (Aye)

Result: Entered Closed Session.

Closed Session Proceedings Summary

- The Board reviewed provisional ballots **precinct-by-precinct**.
 - Staff presented recommendations based on research and verification.
 - Common reasons for **counting ballots** included:
 - Valid Same Day Registration (SDR)
 - Verified voter eligibility and correct jurisdiction
 - Common reasons for **rejecting ballots** included:
 - Voting in the wrong precinct
 - Invalid or incomplete address (e.g., missing apartment/dorm number)
 - Wrong locality
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- Missing required identification or information
- Felony status not restored
- Duplicate voting attempts
- Deceased voter record
- The Board discussed procedural options and agreed to proceed efficiently while ensuring legal compliance and proper documentation.
- Staff maintained detailed logs and tracking spreadsheets documenting:
 - Number of ballots counted and rejected per precinct
 - Reasons for rejection
 - Running totals across all precincts
- The Board also discussed:
 - Handling of envelopes (opened vs. unopened)
 - Documentation requirements
 - Signing and sealing procedures
 - Voter education needs, especially regarding address completeness

Key Process Notes

- Ballots approved for counting were opened and prepared for tabulation.
- Rejected ballots remained sealed with reasons documented.
- Totals would be formally recorded and approved in open session.
- The Board considered conducting a **single cumulative motion** for efficiency after reviewing all precincts.

General Observations

- A significant number of provisional ballots were related to Same Day Registration.
- Many rejections stemmed from voters appearing in the wrong precinct or providing incomplete addresses.
- Staff noted ongoing efforts to improve voter education and reduce errors in future elections.

Next Steps

- Reconvene in open session to:
 - Approve final totals of counted and rejected provisional ballots
 - Enter formal motions into the record
 - Authorize tabulation of approved ballots

Complete certification process, including the abstract of votes

Secretary Cherlyn S. Stevens read the certification to come out of closed session at 7:20 p.m. Chairman Bill Pantele moved to approve the provisional ballot recommendations. Out of 1,389 provisional ballots cast, 1,097 were counted and 192 were rejected, as reflected in the spreadsheet provided. The motion was seconded and approved unanimously. Chairman Bill Pantele thanked the staff for their outstanding work and applauded them for the successful canvass and the provisional ballot process currently in place.

MEETING ADJOURNMENT

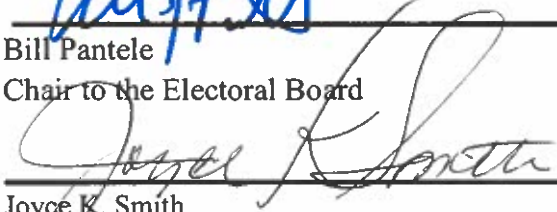
The meeting was adjourned at 7:25 PM by Chair Bill Pantele. There being no other business, the meeting was adjourned.

NEXT MEETING DATE


No future meeting was set at this current time.



Bill Pantele
Chair to the Electoral Board



Joyce K. Smith
Vice Chairwomen to the Electoral Board



Cherlyn S. Stevens
Secretary to the Electoral