



ELECTORAL BOARD OF THE CITY OF RICHMOND, VIRGINIA MEETING MINUTES

HOW TO USE THIS TEMPLATE (delete this box once the minutes are finalized):

- Keep the section headings below in this order for every meeting — it makes minutes easy to compare month to month.
- If a section doesn't apply to a given meeting (e.g., no Closed Session), keep the heading and write "None" or "Not applicable" rather than deleting it — that confirms it wasn't overlooked.
- Every time the Board votes, copy/paste a new MOTION block from the bottom of this template and fill it in. This is the key fix for keeping votes straight.
- Bracketed italic text like [this] is a placeholder — replace it and remove the brackets.

Meeting Type	November Preparation	Location	Richmond City Office of Elections
Date	August 28 th , 2026	Presiding Officer	Chairman Bill Pantele
Called to Order	10:06am	Adjourned / Recessed	11:51am

CALL TO ORDER

The meeting was called to order at [10:06am] by [Chairman Bill Pantele]. Introductions were made by all attendees.

If the meeting was convened for a special or emergency purpose, state that purpose here in one sentence.

MEMBERS' PRESENT

- **Chair** — *Bill Pantele*
- **Vice Chair** — *Joyce K. Smith*
- **Secretary** — *Cherlyn S. Stevens*

APPROVAL OF AGENDA

MOTION			
Motion made by	Chairman Bill Pantele	Seconded by	Madam Vice Chairman Joyce K. Smith
Motion (exact wording): Chairman Bill Pantele motioned to adopt the current agenda. The motion was seconded and approved unanimously by the Board.			
Discussion (if any): There was no discussion at this time.			
Vote result	approved unanimously	Vote count	3-0
If not unanimous —			

STAFF IN ATTENDANCE

- Caitlin Shelton (Executive Assistant)
- Dr. Cassandra Harris (Election Operations & Services Manager)
- Vanessa Floyd (Election Officer Lead)

- Nicole Hicks (Outreach & Communications Coordinator)

PUBLIC IN ATTENDANCE

- Raudee Humphrey
- Mary Crutchfield (League of Woman voters)
- Jane Newell (League of Woman Voters)
- Diane Valentine

APPROVAL OF PREVIOUS MEETING MINUTES

Minutes from the [August 2nd, August 5th, August 11th, and August 12th] meeting were presented for approval. (If none were presented, write "There were no minutes requiring approval at this time.")

MOTION			
Motion made by	Madam Vice Chairwoman Joyce K. Smith	Seconded by	Secretary Cherlyn S. Stevens
Motion (exact wording): Madam Vice Chair Joyce K. Smith motioned to approve the previous meeting minutes from August 2, August 5, August 11, and August 12, 2026.			
Discussion (if any): Secretary Cherlyn S. Stevens stated that she reviewed the meeting minutes prior to today's meeting and confirmed that they were accurate. The motion was seconded and approved unanimously by the Board.			
Vote result	approved unanimously	Vote count	3-0
If not unanimous —			

CLOSED SESSION

The Board entered Closed Session pursuant to § 2.2-3711(A)(34) of the Code of Virginia] for the purpose of .Closed Session began at [10:46am] and ended at [11:04am].

MOTION TO CONVENE CLOSED SESSION			
Motion made by	Secretary Cherlyn S. Stevens	Seconded by	Joyce K. Smith
Motion (exact wording): Secretary Cherlyn S. Stevens motioned that the City of Richmond Electoral Board convene in closed session to discuss and consider confidential voting security matters, specifically the security protocols and procedures related to election equipment and voting operations, pursuant to Virginia Code § 24.2-625.1 and the applicable provisions of the Virginia Freedom of Information Act. There was no discussion at this time.			
Discussion (if any): There was no discussion at this time.			
Vote result	approved unanimously	Vote count	3-0
If not unanimous —			

Upon returning to open session, *Secretary Cherlyn S. Stevens* read the certification statement, and each Board member certified that only public business matters lawfully exempted from open meeting requirements and identified in the motion convening the Closed Session were heard, discussed, or considered.

MOTION TO CERTIFY CLOSED SESSION			
Motion made by	Secretary Cherlyn S. Stevens	Seconded by	Madam Vice Chairwoman

Motion (exact wording):

WHEREAS, the City of Richmond Electoral Board has convened in closed meeting on this date pursuant to an affirmative record vote and in accordance with the provisions of Virginia Freedom of Information Act: and

WHEREAS Section 2.2-3712 of the Code of Virginia requires a certification by the City of Richmond Electoral Board that such closed meeting was conducted in conformity with Virginia law: NOW, THEREFORE,
BE RESLOVED:

That the City of Richmond Electoral Board hereby certifies that to the best of each member's knowledge (i) only public matters lawfully exempt from open meeting requirements by Virginia law were discussed in the closed meeting to which this certifying resolution applies; and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Richmond Electoral Board.

WITNESS the following vote of members of the City of Richmond Electoral Board, as recorded by Caitlin Shelton, Executive Assistant to the Electoral Board:

Discussion (if any):

There was no discussion at this time.

Vote result

approved unanimously

Vote count

3-0

If not unanimous –

If there was no Closed Session, keep this heading and write "There was no Closed Session at this meeting."

PUBLIC COMMENT — ITEMS ON THE AGENDA AND OFF THE AGENDA

- *Jane Newell (League of Woman Voters) Jane Newell spoke regarding drop box locations and accessibility. She also discussed prediction markets and their potential impact on elections, expressing concern that elections should not be subject to betting.*
- *Diane Valentine spoke regarding her removal as an Election Observer.*

OPEN SESSION**[Satellites]**

Presented by: David Levine Director of Elections

Summary: Director of Elections David Levine informed the City of Richmond Electoral Board that, with the Board's approval, the Office of Elections intends to operate the Central Office for 45 days during the early voting period.

The Central Office will operate Monday through Friday from 8:30 a.m. to 5:00 p.m., including two Saturdays from 9:00 a.m. to 5:00 p.m. and two Sundays from 12:00 p.m. to 5:00 p.m.

Director Levine further advised that the two satellite voting locations, Hickory Hill and City Hall, will open during the final two weeks of the early voting period, from October 18, 2026, through October 31, 2026.

Board discussion:

If a vote was taken, insert a MOTION block (below); if the item was discussion-only with no vote, write "No action taken."

MOTION			
Motion made by	Madam Vice Chairwoman Joyce K. Smith	Seconded by	Secretary Cherlyn S. Stevens
Motion (exact wording): Madam Vice Chairwoman Joyce K. Smith moved to approve the proposed early voting operational schedule and satellite voting locations as presented by Director of Elections David Levine.			
Discussion (if any): There was no discussion at this time.			
Vote result	approved unanimously	Vote count	3-0
If not unanimous —			

OPEN SESSION

[ADA Compliance Checklist form from Elect]

Presented by: Dr. Cassandra Harris

Summary: Director of Elections David Levine informed the City of Richmond Electoral Board that, with the Board's approval, the Office of Elections intends to operate the Central Office for 45 days during the early voting period.

The Central Office will operate Monday through Friday from 8:30 a.m. to 5:00 p.m., including two Saturdays from 9:00 a.m. to 5:00 p.m. and two Sundays from 12:00 p.m. to 5:00 p.m.

Director Levine further advised that the two satellite voting locations, Hickory Hill and City Hall, will open during the final two weeks of the early voting period, from October 18, 2026, through October 31, 2026.

MOTION			
Motion made by	Madam Vice Chairwoman Joyce K. Smith	Seconded by	Secretary Cherlyn S. Stevens
Motion (exact wording): Madam Vice Chairwoman Joyce K. Smith moved to approve the proposed early voting operational schedule and satellite voting locations as presented by Director of Elections David Levine.			
Discussion (if any): The Electoral Board discussed the details and outstanding issues concerning the Police Academy precinct location, including the concerns that must be addressed to ensure the facility remains suitable for conducting elections.			
Vote result	approved unanimously	Vote count	3-0
If not unanimous —			

RECESS

The Board recessed at *[11:04am]* and reconvened at *[11:12am]*.

OTHER BUSINESS

MEETING ADJOURNMENT

With no further business before the Board, *[Chairman Bill Pantele]* adjourned the meeting at *[11:51pm]*

NEXT MEETING DATE

The next meeting of the City of Richmond Electoral Board will be held on *[Wednesday September 16th, 2026, at 10:00am.*

Bill Pantele, Chair

Joyce K. Smith, Madam Vice Chair

Cherlyn S. Stevens, Secretary

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