

# City of Richmond



CHERLYN STARLET STEVENS  
SECRETARY

JAMES M. NACHMAN  
CHAIR

JOYCE KING SMITH  
VICE-CHAIR

## Electoral Board

Meeting Minutes  
February 26, 2021

"SIC ITUR AD ASTRA"

SUCH IS THE WAY OF THE STARS

### **Call to order**

The meeting was called to order by Chairman James Nachman. In attendance were Joyce Smith, Vice Chair; C. Starlet Stevens, Secretary; Deputy Registrar (Deputy Director), Jerry Richardson and Adriene Davis, Executive Assistant to the Electoral Board.

### **Public Comment Period for Items on the Agenda**

Elizabeth Butler planned to comment in another section.

### **Approval of Minutes**

Changes made to the original text stated that the reader of the motion to closed session was Vice-Chair Smith instead of Secretary Stevens. Vice-Chair Smith motioned to add to the minutes "for cause immediately" concerning the removal of Ms. Showalter, Secretary Stevens second. All was not in favor of the motion, Secretary Stevens opposed. Other corrections included punctuations.

There being no other corrections or additions to the minutes, Vice-Chair Smith motioned to approve the minutes as amended, Secretary Stevens second. Motion passed.

### **Draft Policy for Maintaining Meeting Decorum**

Chairman Nachman spoke about the conduct displayed in the last meeting. Statements were made without thought which caused disruption in the meeting. This brought the need to have a conversation with the city's attorney. City Council approved a paper on January 4, 2021 called RULES OF PROCEDURES this paper also mentioned Robert's Rules of Order. The Board may consider using these guidelines to have should such thing happen again during our meetings. According to Roberts Rule of Order, the Chairman of the meeting can call for order and/or ask the person/s to leave the meeting. Chairman Nachman asked the members of the Board to think about a plan to maintain order in our meetings, should incidents like the disruption that occurred in the last meeting happen again.

**Closed Session: Personnel matters**

Secretary Stevens read the motion to closed meeting pursuant to [Section 2.2-3711\(A\)\(1\)](#) of the Virginia Freedom of Information Act to discuss the appointment of Jerry Richardson as Acting General Registrar for the City of Richmond and to discuss a complaint from Ms. Dominga Barboza regarding election matters. All were in favor.

The Certification of Closed Meeting was read by Secretary Stevens according to [Section 2.2-3712](#) of the Code of Virginia. All members of the Board signed the certification unanimously.

**Other Business**

Vice-Chair Smith motioned to retain Jerry Ball Richardson as Acting General Registrar, retro-active to the time of the removal of J. Kirk Showalter, February 1, 2021. Secretary Stevens second with no discussion. Motion passes.

Chairman Nachman contacted Human Resources to discuss the proper way to proceed in the search for a new General Registrar. Chairman Nachman was advised advertise by Human Resources to advertise the position. Chairman Nachman instructed Acting Registrar Richardson to advertise the position as soon as possible, preferably “this Monday”, and the window to apply be two weeks. The Board will call a meeting to select and announce the candidate as the new General Registrar.

Secretary Stevens motioned to advertise the General Registrar’s position through Human Resource and remain posted for two weeks. Candidates will be interviewed possibly in closed meeting by the Board and once a decision is made, the Board will vote in an open meeting. There was no further discussion, all were in favor. Motion passed.

**Public Comment Period for Items Not on the Agenda**

Ms. Elizabeth Butler cited the Code of Virginia section 24.2.115, second paragraph, which reads in art that in each precinct, the officers should be politically equal where ever is practical. Chairman Nachman’s response was that the law will be followed with respect to the Code.

Chairman Nachman asked Ms. Butler to state her comment now under the three minute limit. In general, Ms. Butler said that there is a pattern of exclusion of Republicans where the Code states that Republicans should be included. Ms. Butler volunteered to help during the statewide audit and found that she had not been listed as one of the auditors. Acting Registrar Richardson apologized for the miscommunication. Chairman Nachman thanked Ms. Butler for her comment and offered to aid her request to serve in the future.

**The Next Board Meeting Date**

The next Board meeting will be held March 24, 2021 at 3:00 PM.

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**Swearing in of the Acting General Registrar**

Circuit Court Clerk Edward Jewett administered the oath to Jerry Ball Richardson to become the Acting General Registrar. Ms. Richardson thanked her staff, those who taught her and all who supported her. Ms. Richardson will be available to help her staff, her Board and the citizens of the City of Richmond.

Chairman Nachman called for adjournment.

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James M. Nachman  
Chairman to the Electoral Board

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Joyce K. Smith  
Vice Chairwoman to the Electoral Board

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Cherlyn S. Stevens  
Secretary to the Electoral Board