

# City of Richmond



CHERLYN STARLET STEVENS  
SECRETARY

JAMES M. NACHMAN  
CHAIR

JOYCE KING SMITH  
VICE-CHAIR

## Electoral Board

Meeting Minutes  
March 11, 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. Those attending the meeting included Joyce Smith, Vice-Chair; C. Starlet Stevens, Secretary; Jerry Richardson, Acting General Registrar and Adriene Davis, Senior Exec. Asst. to the Electoral Board.

Mr. Nachman proposed moving closed session from item #7 to item #2 on the agenda. Ms. Stevens motioned to move the agenda items. Ms. Smith second. All were in favor.

### **CLOSED SESSION: PERSONNEL MATTERS**

Ms. Stevens read the motion to go into the closed session pursuant to [Section 2.2-3711\(A\)\(1\)](#) of the Virginia Freedom of Information Act to discuss the complaint from Dominga Balgoza and personnel matters of Linda Woods and Ames Russell. All were in favor.

Ms. Stevens read the Certification to go back into open session pursuant to [Section 2.2-3712](#) of the Virginia Freedom of information Act. All members unanimously certified the closed session with “yes”.

Ms. Smith motioned to remove Ames Russell and Linda Woods as Election Officers for the City of Richmond, the motion was second by Ms. Stevens. The vote was not unanimous, Ms. Stevens opposed. The motion was carried with one opposition.

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

Mr. James Minor, president of the Richmond NAACP. Mr. Minor recommend the opening of all early voting sites for the June Primary. Mr. Minor further requested that additional precincts are provided for the voters of Hillside Court that vote at Bellemeade Pct. 610 and voters that live at the top of Mosby Court that walk more than 20 minutes to the precinct located in Whitcomb Court.

Councilman Michael Jones request opening all early voting sites simultaneously and Michelle Mosby request that the Hickory Hill precinct open at the start of the early voting.

### **APPROVAL OF THE MINUTES**

Ms. Stevens motioned to approve the February 26, 2021 meeting minutes, Ms. Smith second. All were in favor. Motion to approve the minutes passed.

**DRAFT POLICY FOR MAINTAINING PROPER MEETING DECORUM**

Acting General Registrar Richardson placed an order for Robert's Rules of Order, but reported that the books are on back order.

**ELECTION OFFICER STATUS FOR JUNE**

Adriene Davis reported that of the 1,800 election officers, 534 persons have submitted oaths to be sworn officers for the next 3 years. Ms. Davis researched previous gubernatorial elections and recommends a total of 621 election officers to staff 69 precinct with at least 9 officers per precinct.

**JUNE ELECTION ARRANGEMENTS, INCLUDING:**

Training classes are scheduled for Saturdays only and election officers will be assigned to the training that will address their assigned roles in the precinct.

Ms. Davis noted that the mail out date for polling place and election officer letters will be March 15<sup>th</sup>.

The start date for absentee voting is April 23, 2021 at 8:00 AM. The in person early voting sites are the Laburnum location, Hickory Hill Community Center on the Southside and possibly Martin Luther King Middle School in the East End.

The Board will certify machines on April 13 at 9:00 AM.

**PRECINCT CHANGES**

The American Legion, precinct 111 will move to The Holy Comforter Church at Staples Mill and Monument Avenue. We are in conversation with ACCA Shriners on Hermitage Road to host elections in their building to replace Imperial Plaza, precinct 309. Huguenot High School will replace demolished Thompson Middle School, precinct 410.

**ELECTORAL BOARD PRECINCT ASSIGNMENT**

Chairman Nachman will rotate to the Southside, Vice-Chair Smith will move to the East End/Northside and Secretary Stevens will cover the West End.

**NEXT MEETING DATE**

The next Board meeting will be April 13, 2021 at 4:00 PM.

**OTHER BUSINESS**

Vice-Chair Smith expressed concerns about outside influences hindering recruitment of election officers.

**PUBLIC COMMENT PERIOD**

There was no one from the public to speak.

Chairman Nachman adjourned the meeting.

---

James M. Nachman  
Chairman to the Electoral Board

---

Joyce K. Smith  
Vice Chairwoman to the Electoral Board

---

Cherlyn S. Stevens  
Secretary to the Electoral Board