

Office of the Electoral Board and General Registrar
County of King and Queen
232 Allens Circle, P.O. Box 56
King and Queen Court House, VA 23085

Stuart Swilley, Chair
Linda Culbreth, Vice Chair
Martha Edwards Hart, Secretary

Diane C. Klausen, General Registrar
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Electoral Board of King & Queen County met Tuesday, December 3, 2024 in Office of GR.

EB meeting was called to order by Stuart Swilley, Chair, @9:03 a.m.

In Attendance: EB Members Stuart Swilley, Linda Culbreth, Martha E. Hart, GR Diane Klausen, Chief DR Emma-Wade Davis, & DR Kristy Creech.

Minutes of previous EB meeting Tuesday, November 12, 2024, were read, reviewed, & unanimously approved.

Minutes of Tuesday, November 12, 2024 Provisional Ballot/Post-Election Canvass meetings were read, reviewed, & unanimously approved after minor modifications.

Minutes of Wednesday, November 20, 2024 meeting of Statewide Risk Limiting Audit (RLA) of Tuesday, November 5, 2024 General Election for the Office of United States Senate, were read, reviewed, & unanimously approved.

Old Business:

1. GR & EB briefly reviewed: Statewide Risk Limiting Audits (RLA) were completed.
2. GR reminded EB to use Okta for Learning Management System (LMS) access.
3. GR & EB reviewed requests for information re: K&Q County Administrator ask for any correspondence from a particular company sent to GR Office or to EB. No correspondence found for either office.

New Business:

1. GR & EB discussed 2025 EB Training/Continuing Education opportunities, including VEBA Annual Conference, & EB 'BootCamp'; specific events/schedules TBA.
2. GR informed EB: new flooring to be installed in Office of GR.
3. GR & EB discussed pending response re: KNOWiNK & DMV coordination of voter registration addresses.
4. GR & EB reviewed K&Q County planning re: ongoing cyber security.
5. GR & EB reviewed K&Q County Budget Planning deadlines.
6. GR & EB reviewed 2025 Calendar:
 - a) Monthly EB Meetings: second Tuesday;
 - b) June Primary (if held): Tuesday, June 17, 2025:
Early Voting: Friday, May 2—5:00 p.m. Saturday, June 14, 2025;
Voter Registration closes Monday, May 26, 2025;
Last Day to request Ballot to be mailed: 5:00 p.m. Friday, June 6, 2025;
 - c) November General Election: Tuesday, November 4, 2025:
Early Voting: Friday, September 19—5:00 p.m. Saturday, November 1, 2025;
Voter Registration closes Monday, October 13, 2025;
Last Day to request Ballot to be mailed: 5:00 p.m. Friday, October 24, 2025.

**Next meeting of K&Q County EB: 9:00 a.m., Tuesday, January 14, 2025.

There being no further business, meeting of King & Queen County EB adjourned @10:35 a.m.

Respectfully Submitted,

Martha Edwards Hart
Secretary