

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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(804) 785-5980

Electoral Board of King & Queen County met Tuesday, February 11, 2025 in Office of GR.

EB meeting was called to order by Stuart Swilley, Chair, @9:10 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, January 14, 2025, were read, reviewed, & unanimously approved w/minor modifications.

Old Business:

1. GR & EB reviewed 2025 Election Calendar:
  - a) June Primary (\*\*If Held): Tuesday, June 17, 2025:  
Early Voting: Friday, May 2—5:00 p.m. Saturday, June 14, 2025;  
Voter Registration closes Tuesday, May 27, 2025; &  
Last Day to request Ballot to be mailed: 5:00 p.m. Friday, June 6, 2025.
  - b) November General Election: Tuesday, November 4, 2025:  
Early Voting: Friday, September 19—5:00 p.m. Saturday, November 1, 2025;  
Voter Registration closes Tuesday, October 14, 2025; &  
Last Day to request Ballot to be mailed: 5:00 p.m. Friday, October 24, 2025.
2. GR informed EB: K&Q County is working toward meeting all 2025 Locality Election Security Standards (LESS) deadlines:
  - a) March 1, 2025: submit Checklist to ELECT;
  - b) April 1, 2025: submit Remediation Plan;
  - c) May 1, 2025: submit LESS Acknowledgement; &
  - d) August 29, 2025: submit Voting System Security Plan Certification Letter.
3. GR & EB reviewed information received during Hart™ voting machines & software demonstration Thursday, January 16, 2025 in Warsaw, VA.
4. GR & EB Chair reviewed progress of planning meetings with Tina Ammons, K&Q Co. Director of Finance/Human Resources re: hiring new GR, as current GR is retiring as of Monday, June 30, 2025.
5. GR & EB reviewed 2025 EB Training/Continuing Education opportunities, including Virginia Electoral Board Association (VEBA) Annual Conference, & EB BootCamp; other specific events/schedules TBA.
6. GR & EB Chair reviewed FY 2025-2026 Budget Proposal to be presented by EB Chair during K&Q County Board of Supervisors (BoS) Budget Workshop 6:00 p.m., Monday, February 24, 2025.  
EB attendance @Budget Workshop was encouraged.

New Business:

1. GR informed EB of her attendance at the K&Q Co. BoS meeting Monday, February 10, 2025 to present quarterly department report.
2. GR & EB reviewed new GR position application, & application posting options.
3. GR & EB reviewed Hart™ voting machines & software potential 'Early Adopter Discount' for K&Q County.

4. GR & EB reviewed ongoing KNOWiNK & DMV coordination progress, including, but not limited to, voter registration address scanning, connectivity, & security.  
\*\*As needed, specific procedural changes will be addressed during Officers of Election (OE) Training.
5. GR & EB reviewed Term Expiration Dates of K&Q County EB Members:  
Stuart Swilley: December 31, 2025;  
Linda Culbreth: December 31, 2026; &  
Martha E. Hart: December 31, 2027.
6. GR reminded EB K&Q County Offices will be closed Presidents' Day, Monday, February 17, 2025.

\*\*Next meeting of K&Q County EB: 9:00 a.m., Tuesday, March 18, 2025 .  
There being no further business, meeting of King & Queen County EB adjourned @10:15 a.m.

Submitted by Martha Edwards Hart, Secretary

