

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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The Electoral Board (EB) of King & Queen County met Tuesday, March 18, 2025 in the Office of the General Registrar (GR). EB Chair, Stuart Swilley, called the meeting to order @9:12 a.m.

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, February 11, 2025, were read, reviewed, & unanimously approved.

Unfinished Business:

1. GR read a letter from EB of Mecklenburg County, VA thanking EB of K&Q County for donation of decommissioned voting equipment.
2. GR & EB reviewed 2025 Election Calendar:
 - a) June Primary: 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.
3. GR & EB reviewed 2025 EB & GR Training/Continuing Education opportunities:
 - a) Virginia Electoral Board Association (VEBA) 50th Anniversary Annual Conference
March 23—25, 2025, Omni Homestead Resort, Hot Springs, VA;
 - b) VEBA EB 'BootCamp', 9:00 a.m.—3:00 p.m. Sunday, March 23, 2025 @VEBA; or
 - c) VEBA EB 'BootCamp', & GR Virginia Department of Election Annual Workshop:
11:00 a.m.—5:00 p.m., Wednesday, July 30, 2025 @new location:
Omni Richmond Hotel, 100 South 12th Street, Richmond, VA. (Registration Specifics TBA.)

New Business:

1. GR & EB reviewed status of Election-related Legislation proposed by the 2025 VA General Assembly.
To date, many bills remain 'proposed' laws, pending Governor Glenn Youngkin's signature.
2. GR & EB reviewed progress re: hiring new GR, as current GR is retiring as of Monday, June 30, 2025.
GR informed EB internal application posting requirements for new GR position have been completed.
Closed Session of the EB is required for candidate review .
3. GR, Chief DR, & DR attended a regional Voter Registrars Association of Virginia (VRAV) Meeting in Fredericksburg, VA.
4. GR & EB reviewed progress toward the 2025 Locality Election Security Standards (LESS) deadlines:
 - a) K&Q County successfully submitted Checklist to ELECT, by March 1, 2025.
 - b) **Remaining deadlines: April 1, 2025: submit Remediation Plan;
 - c) May 1, 2025: submit LESS Acknowledgement; &
 - d) August 29, 2025: submit Voting System Security Plan Certification Letter.

5. At ~9:20 a.m., EB Chair Stuart Swilley, pursuant to §2.2-3711 (A) (34), called for a motion to move into Closed Session to review & discuss the LESS Remediation Plan to be submitted by April 1, 2025. In attendance, pursuant to §2.2-3712 (F), Jack Giles, Old Dominion University student intern working with K&Q County IT, was introduced to EB by GR, as his presence will reasonably aid the EB in its consideration of the subject of the meeting. Also in attendance: GR Diane Klausen & DR Kristy Creech. Linda Culbreth seconded the motion. The motion passed unanimously via voice vote: 3 Ayes, 0 Nays. Mr. Giles presented the LESS Remediation Plan to be submitted April 1, 2025 to the EB & GR. With no further discussion LESS Remediation Plan, DR Kristy Creech & Intern Jack Giles exited Closed Session.
6. At ~10:12 a.m., EB Chair Stuart Swilley, pursuant to §2.2-3711 (A) (1) called for a motion to move to the K&Q Co. Circuit Courthouse to enter Closed Session to discuss personnel recommendations. In accordance with §2.2-3712 (F), Diane Klausen, GR, will attend the Closed Session, as her presence will reasonably aid the EB in its consideration of the subject of the meeting. Linda Culbreth seconded the motion. The motion passed unanimously via voice vote: 3 Ayes, 0 Nays.
7. At ~10:20 a.m., EB Chair Stuart Swilley called for a motion to reconvene in Open Session, & take a Roll Call vote certifying that to the best of each EB member's knowledge (i) only such public business matters lawfully exempted from Open Meeting requirements under this Chapter, & (ii) only such public business matters as were identified in the motion by which the Closed Meeting was convened, were heard or discussed by the K&Q County EB. Linda Culbreth seconded the motion. The motion passed unanimously. A Roll Call was taken:
EB Chair Stuart Swilley—Certify,
EB Vice Chair Linda Culbreth—Certify, &
EB Secretary Martha Hart—Certify.
8. In Open Session, Chair Stuart Swilley made a motion to appoint Kristy Creech as new General Registrar for King & Queen County due to the retirement of current General Registrar. Linda Culbreth seconded the motion. The motion passed unanimously via voice vote: 3 Ayes, 0 Nays.

**Next meeting of K&Q County EB: 9:00 a.m., Tuesday, April 15, 2025.

There being no further business for the EB, Chair Stuart Swilley adjourned the meeting of the EB of King & Queen County @10:31 a.m.

Submitted by Martha Edwards Hart, Secretary

