

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, May 13, 2025 in the Office of the General Registrar (GR).  
EB Chair, Stuart Swilley, called the meeting to order @9:01 a.m.  
In Attendance: EB Members Stuart Swilley, Linda Culbreth, Martha E. Hart, GR Diane Klausen, & DR Kristy Creech.  
Minutes of previous EB meeting Tuesday, April 15, 2025, were read, reviewed, & unanimously approved with a minor modification.

Unfinished Business:

1. GR & EB reviewed calendar of events:
  - a) June Democratic Gubernatorial 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;  
PreProcessing of Early Voted Ballots: 5:00 p.m. Tuesday, June 10, 2025; &  
\*\*Officers of Election (OE) Training: 9:00 a.m. til completion, Wednesday, June 11, 2025.
  - b) Post Tuesday, June 17, 2025 Democratic Gubernatorial Primary Election Provisional & Canvass:  
10:00 a.m.—1:00 p.m., Wednesday, June 18, 2025, &  
10:00 a.m.—12:00 noon, Monday, June 23, 2025.
  - c) November General Election: Tuesday, November 4, 2025:  
Early Voting: Friday, September 19—5:00 p.m. Saturday, November 1, 2025;  
\*\*Per Legislative Change, Voter Registration Close Date for November General Election  
will change Effective Tuesday, July 1, 2025, from 21 to 10 days; exact date TBA.  
Last Day to request Ballot to be mailed: 5:00 p.m Friday, October 24, 2025.
2. GR & EB again reviewed 2025 EB & GR Training/Continuing Education opportunity:  
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 still TBA.)
3. GR informed EB re: progress toward the 2025 Locality Election Security Standards (LESS) deadlines:
  - a) K&Q County successfully submitted LESS Acknowledgement to ELECT by May 1, 2025.
  - b) \*\*Remaining deadline: August 29, 2025: submit Voting System Security Plan Certification Letter.  
As K&Q County LESS Security Plan was previously revised July 2024, EB will review & discuss  
Plan during June EB meeting.

New Business:

1. GR informed EB re: status of Early Voting for Tuesday, June 17, 2025 Democratic Gubernatorial Primary.
2. GR & EB discussed use of Ballot-on-Demand printer.
3. GR & EB reviewed List of OE assigned for Tuesday, June 17, 2025 Democratic Gubernatorial Primary.
4. GR informed EB: GR & DR have been invited to speak @Tuesday, June 3, 2025 Meeting of the  
King & Queen County Republican Party. Per procedure, this Informational Meeting is  
Open to All interested individuals, regardless of Party Affiliation.

5. GR informed EB: GR & DR jointly presented 2025 Q2 Report of the Office of the GR to K&Q County Board of Supervisors (BOS) Monday, May 12, 2025. During the joint presentation, DR Kristy Creech was formally introduced as the newly appointed GR, effective Tuesday, July 1, 2025.
6. GR informed EB: per K&Q County Administration, Office of GR is included in the ongoing Office Space Analysis. Details will be reviewed as available.
7. GR & EB completed Logic & Accuracy (LSA) Testing on voting equipment Monday, April 28, 2025.
8. GR & EB finalized planning for Officers of Election (OE) Training for the Democratic Gubernatorial Primary Election: 9:00 a.m., Wednesday, June 11, 2025 in the K&Q County Courthouse.
9. GR & EB discussed processes re: On-Boarding, & Off-Boarding, of GR Position, effective June 30–July 1, 2025.

\*\*\*\*Note Meeting Date & Time Change:

Next meeting of K&Q County EB: Wednesday, June 11, 2025 after completion of OE Training.

There being no further business for the EB of K&Q County, Chair Stuart Swilley adjourned the meeting @9:45 a.m.

Submitted by Martha Edwards Hart, Secretary



