

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

Kristy Creech, General Registrar  
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Electoral Board (EB) of King & Queen County met Tuesday, July 8, 2025 in the Office of the GR of K&Q County. EB meeting was called to order @9:04 a.m. by Stuart Swilley, Chair.  
In Attendance: EB Members Stuart Swilley, Linda Culbreth, Martha E. Hart, GR Kristy Creech, & DR Emma-Wade Davis.  
Minutes of the previous EB meeting Wednesday, June 11, 2025, Post-Election Processing Canvass Day 1/Wednesday, June 18, 2025, & Post-Election Processing Canvass Day 2/Monday, June 23, 2025, were read, reviewed, & unanimously approved.

Unfinished Business:

1. GR & EB reviewed calendar of events:
  - a) GR & EB 2025 Training/Continuing Education opportunity: VEBA EB 'BootCamp', & GR Virginia Department of Election Annual Workshop: 9:00 a.m.—5:00 p.m., Wednesday, July 30, 2025, Omni Richmond Hotel, 100 South 12th Street, Richmond, VA. GR, DR, & EB Vice Chair will attend.
  - b) EB & GR reviewed, updated, & signed the Voting System Security Plan.  
\*\*Remaining Deadline for 2025 Voting System Security Plan: Friday, August 29, 2025:  
Submit Voting System Security Plan Certification Letter.
  - c) November 2025 Virginia Gubernatorial Election: Tuesday, November 4, 2025.

New Business:

1. GR informed EB: Virginia Electoral Board Association/VEBA North Central District Meeting will be held: 10:00 a.m. Saturday, September 6, 2025 @Hanover Tavern, VA.  
\*Meeting topics include: Election Day Preparation, VEBA Code of Ethics, & VEBA Legislative District Priorities.
2. GR & EB reviewed specific preparation for November Gubernatorial Election.  
\*\*Early Voting: Friday, September 19—Saturday, November 1, 2025.  
\*\*Monday—Friday: 8:30 a.m.—4:30 p.m.;  
\*\*Saturday, October 25, 2025, & Saturday, November 1, 2025: 9:00 a.m.—5:00 p.m.;  
\*Requests for Absentee Ballots must be received in Office of GR by 5:00 p.m., Friday, October 24, 2025;  
\*\*Friday, October 24, 2025: Voter Registration for November 2025 Gubernatorial Election Closes.
3. GR informed EB Monday, July 7, 2025 was Jack Giles' last day as K&Q County IT CyberSecurity Intern.  
\*\*New Full Time K&Q County IT Employee, Gerardo Trejo, will begin Monday, July 14, 2025.
4. GR informed EB:
  - a) \*\*Final EB approval of 2025 Locality Election Security Standards (LESS) will occur during Tuesday, September 9, 2025 EB meeting.
  - b) Wade Murray will work with Office of GR Wednesday, September 17, 2025 finalize LESS requirements.
5. GR informed EB: GR will present Office of GR Quarterly Report during the Monday, August 11, 2025 K&Q County Board of Supervisors meeting.
6. GR informed EB: Former GR of K&Q County, Diane Klausen, will be honored for her years of service during the Monday, August 11, 2025 meeting of the K&Q County Board of Supervisors.

\*\*Next meeting of K&Q County EB: 9:00 a.m. Tuesday, August 12, 2025.

There being no further business, meeting of King & Queen County EB adjourned @9:50 a.m.

Submitted by Martha Edwards Hart, Secretary