

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, August 12, 2025 in the Office of the GR of K&Q County.

EB meeting was called to order @9:13 a.m. by Stuart Swilley, Chair.

In Attendance: EB Members Stuart Swilley, Linda Culbreth, Martha E. Hart, & GR Kristy Creech.

Minutes of the previous EB meeting Tuesday, July 8, 2025 were read, reviewed, & unanimously approved after slight modification.

Unfinished Business:

1. GR & EB reviewed calendar of events:

a) Virginia Electoral Board Association (VEBA) North Central District Meeting:

Saturday, September 6, 2025: 10:00 a.m.—12:30 p.m.,

@The Hanover Tavern/13181 Hanover Courthouse Road, Hanover, VA 23069.

**Meeting Topics include: Election Day Preparation, VEBA Code of Ethics, & VEBA Legislative District Priorities;

**Registration Deadline: Wednesday, August 20, 2025.

b) EB approval of 2025 Locality Election Security Standards (LESS): Tuesday, September 9, 2025 EB meeting.

c) GR & EB reviewed specific preparation for the Tuesday, November 4, 2025 Virginia 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 Closes for the November 4, 2025 Gubernatorial Election.

d) GR & EB reviewed Post-Election Ballot Processing plans:

**Post-Election Canvass Day 1: Wednesday, November 5, 2025, (time TBA);

**Post-Election Canvass Day 2: Monday, November 10, 2025, (time TBA).

New Business:

1. GR informed EB:

a) Americans with Disabilities Act (ADA) Compliance Confirmation forms were completed, & submitted to Virginia Department of Elections (ELECT), by GR & DR, prior to September 1, 2025 deadline.

b) EB voted unanimously to confirm all requirements included in the ADA Compliance Form for K&Q County Precincts.

2. GR informed EB: ELECT, in coordination with the Virginia Department of Emergency Management, is hosting 'Secure Virginia 2025: Virginia Election Preparedness Exercise', Tuesday, August 26, 2025, 9:00 a.m.—2:00 p.m.

at the Virginia Emergency Operations Center, 7700 Midlothian Turnpike, North Chesterfield, VA. 23235.

"This exercise is designed to assist ELECT & Elections Stakeholders in identifying best practices & areas for improvement in both physical & cyber incident planning, preparedness, identification, & response, through simulation of realistic scenarios that explore impacts to voter confidence, voting operations, & the integrity of elections."

3. GR reviewed with EB information from GR Virginia Department of Election Annual Training in July.

Topics included, but were not limited to, improvements &/or revisions to GR & EB Job Descriptions.

4. Each EB member received a copy of 2025 Edition Virginia Election Laws.

5. GR informed EB of K&Q County administrative changes re: personnel job descriptions for Multi-Functional Coordinators.

6. GR informed EB: K&Q County's Voting System Security Plan was submitted Tuesday, July 8, 2025.

7. GR informed EB: Wade Murray of B.W. Murray & Co., Inc., has completed LESS policy updates.

These documents are now available for EB review prior to September 2025 EB meeting.

8. GR & EB confirmed specifics re: Tuesday, November 4, 2025 Gubernatorial Election:
- a) GR & EB reviewed number of Ballots to order per precinct;
 - b) Logic & Accuracy (LSA) Testing: 9:00 a.m. Thursday September 4, 2025, in the Hearing Room of the KSQ Court House;
**GR will notify KSQ County Party Chairs.
 - c) Officers of Election (OE) Training: Tuesday, October 28, 2025, in the KSQ County Courthouse:
***Chiefs & Assistant Chiefs: Training starts @9:30 a.m.;
**All other OE: join @11:30 lunch, for combined afternoon Training Session.

**Next meeting of KSQ County EB: 9:00 a.m. Tuesday, September 9, 2025 in the Office of the GR.
There being no further business, meeting of King & Queen County EB adjourned @10:35 a.m.

Submitted by Martha Edwards Hart, Secretary