

**COUNTY OF HENRICO, VIRGINIA
ELECTORAL BOARD MEETING
September 3, 2026
Minutes**

The Henrico County Electoral Board convened on Thursday, September 3, 2026, at the Henrico Voter Registration and Elections Office, Administrative Annex Building, , 4305 E. Parham Road, Henrico County Virginia.

The meeting was called to order at 10:00 a.m. by the Chair Linwood Cobb III.

Attendees:

Yvonne Smith, Electoral Board member
Linwood Cobb, Electoral Board member
Cathy Woodson, Electoral Board member
Mark Coakley, General Registrar, Voter Registration & Elections
Anne Marie Middlesworth, Deputy Registrar, Voter Registration & Elections
Tammy Beard, Central Absentee Precinct Chief, Voter Registration & Elections

Public Comment

None

Review of August Primary Election

The General Registrar and Deputy Registrar discussed an overview of precinct surveys and service calls. Several ideas were shared regarding the precincts located in public school buildings.

The Central Absentee Precinct (CAP) election night closing process was reviewed and discussed. It was agreed to adjust the CAP election night closing process that will coincide with the closing process of county wide precincts.

Polling Place Changes

Move #217 Maplewood to Harvie Elementary School
Move #301 Gayton to Nuckols Farm Elementary School

The General Registrar presented the schedule that follows the requirements that must be met to change polling locations. After discussion and reviewing the timeline, it was motioned by Mrs. Smith and seconded by Mrs. Woodson to accept the polling changes as presented.

Vote

Ayes – 3

Nays – 0

Ballot Order and Election Officers for November 2026 Election

The General Registrar's recommendation was discussed and after reviewing the stats, it was motioned by Mrs. Woodson and seconded by Mrs. Smith to accept the recommendation as presented for the ballot order and Election Officers for each precinct.

Vote

Ayes – 3

Nays - 0

Early Voting Hours

The August Primary election early voting hours for Sunday voting hours were reviewed. It was recommended by the General Registrar to adjust the Sunday precinct voting hours to open at 11:00 a.m. and close at 4:00 p.m. After discussion, it was motioned by Mrs. Woodson and seconded by Mrs. Smith to accept the recommendation to open Sunday voting precincts at 11:00 a.m. and close at 4:00 p.m.

Vote

Ayes – 3

Nays - 0

Other Business

None

At 10:30 a.m., it was motioned by Mr. Cobb and seconded by Mrs. Smith to go into closed session regarding personnel matters.

Certificate of Closed Meeting

WHEREAS, the Electoral Board of Henrico County, Virginia, has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS Section 2.2-3712 of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters were identified in the motion convening the closed meeting were heard, or considered by the Board.

Vote

Ayes: Three

Nays: Zero

(For each nay vote, the substance of the departure from the requirements of Act should be described)

ABSENT DURING VOTE: Zero

ABSENT DURING Meeting: Zero

The Board returned from closed session at 10:50 a.m. after discussing personnel matters.

With no further business or good of the order, on a motion by Mrs. Smith, seconded by Mrs. Woodson, and by unanimous vote, the Board voted to adjourn this meeting at 10:54 a.m.

Linwood Cobb, III

Yvonne Smith

Cathy Woodson