Commonwealth of Virginia
Department of Elections

Election Day Guide
For
Officers of Election

Checklist of Polling Place Operations

Election Day General Reminders

Voters are allowed to take sample ballots, guides, and campaign materials with them into a voting booth!

Section 24.2-604(D) allows a person who approaches or enters the polling place <u>for the purpose of voting</u> to wear a shirt, hat, or other apparel, or a sticker or button attached to their apparel, on which a candidate's name or a political slogan appears. This permission does not apply to candidates, representatives of candidates and any other person who enters the polling place for a purpose other than voting.

1. Arrive at assigned polling place on Election Day at the instructed time.

2. Do not leave the working precinct on Election Day unless directed to by a member of the electoral board (§ 24.2-115.1).

3. An officer who is registered to vote in the precinct in which they are working may vote there on Election Day. However, the officer in that situation is encouraged to vote early by absentee ballot.

4. Voting comes first! Limit conversations with voters and friends.

5. Non-voters, including family and friends, should not visit the polling place.

6. Continuously observe the polling area.

7. Do not eat at the pollbook desk, near any voting equipment, or directly in front of voters.

8. Strictly adhere to the required 6:00 a.m. opening and 7:00 p.m. closing times.

9. Voters in line at the polling place at 7:00 p.m. must be allowed to vote.

10. Check and sign both copies of the statement of results.

Chief – Before the Polling Place Opens

Arrive at the polling place as instructed.

Welcome authorized representatives (reps)
- Ask each rep for proof or confirmation of identity and voter registration status.
    - If the rep has a voter registration card or confirmation document, the card is sufficient proof of both identification and voter registration status.
    - If possible, use the pollbook to determine registration status.
    - If the pollbook does not display the name of the rep, contact the general registrar to verify registration status.
- Ask each rep for their required entry statement.
    - The steps above for confirming identity and voter registration status in no way satisfy or remove the requirement that the rep must provide a written statement designating the individual as a representative.
    - The statement presented may be a written statement or a photocopy of a written statement.
    - The statement must be signed by either the local political party chairman or by a local independent/third party candidate (e.g. Libertarian Party of Virginia, Green Party of Virginia, or Independent Green Party of Virginia). If the local party chairman does not designate party representatives, the state or district political party chairman may do so.
- See *Dos and Don'ts for Campaigners and Authorized Representatives*

Swear in your fellow officers of election
- Administer the officer of election oath and have each sign the form.
- Sign and complete the *Officer of Election Oath* form at bottom.
- Place *Officer of Election Oath* form in envelope #2.
- Retrieve and complete as needed if the polling place employs split shift officers of election.

Emergency Procedures
- Review emergency procedures with all officers:

- o Evacuation route and location of exits

- o Evacuation assignments

- o Designate a safe location to meet and wait outside the building

- o Designate a precinct official to contact the electoral board

Verify election supplies
- Check supplies, forms and materials against supply list.

Set up polling room
- Arrange tables and chairs for best flow of traffic.

- Place voting equipment and booths at least 4 feet away from the tables.

- Set up Electronic Pollbook (EPB) laptop(s) per your locality's EPB procedures.
  or

- Place the pollbook and pollbook count sheet(s) side-by-side. Replicate practice with each alpha split of the pollbook.

Supervise the setting up of both the voting equipment and EPBs
- Immediately report unsealed equipment to the general registrar.

- Enter or confirm serial, seal, private (or "protective") counter and public counter numbers for each piece of voting equipment**.**
  - o Each officer must examine the equipment or tape to see that no vote has been cast and the counters register zero; any rep present may also examine but not touch the equipment or tape.
- Chief and assistant chief, or designated officers, print and sign zero tape(s).

- Set up EPBs per your locality's EPB procedures.

- Voting equipment and EPBs must be operational by 6:00 a.m.

- Ensure an adequate supply of Provisional Ballots Log forms are easily accessible to the pollbook table in case the precinct must transition from sporadic to full-time provisional voting (e.g. EPB fails and no alternative voter list or pollbook is available or court orders an extension to voting hours).

Verify paper and/or optical scan ballots

- Confirm that ballots are for your precinct and match your sample ballot(s).

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- Confirm that number of ballots on hand equals the number of ballots provided by the electoral board.

Emergency ballot box

- Ensure emergency ballot box is available, emptied, and locked.

- Position the box in an obvious but secure location.

Verify final absentee ballot report (AB List)

- Paper Poll Book Users: Verify "AB" is indicated in the pollbook ** (double asterisk column) for each name listed on the AB List. Call the general registrar's office if there are any discrepancies. EPB Users: All ABs should be included except for those Emergency Voters who applied on Monday (will be listed on a separate handwritten report)

- Do not post AB List. Make it available for public inspection (by any person) upon request

Post signs inside and outside the polling place

Section 24.2-310(E) gives the local electoral board flexibility in the designation of the 40-foot prohibited area if an entrance to the building is from an adjoining building, or if establishing the prohibited area outside the polling place would hinder or delay a qualified voter from entering or leaving the building.

- Set up "Polling Place" and "Vote Here" signs at most visible sites.

- Post "Prohibited Area" sign visible at 40-foot line from each polling place entrance or in the area designated by the electoral board (see above).

- Post "Accessible Parking/Entrance" signs as needed.

Post signs inside the polling place

- Post the "Sample Ballot".

- Post alphabetical division signs, if applicable.

- Post "Voter Rights and Responsibilities" poster.

- Post "Attention All Voters" ID sign.

- Post "Explanation of Political Party Abbreviations" sign, if applicable.

- Post other signs as directed.

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- Place "Virginia Voters' Election Day Complaint Form" where they are easily accessible.
  - Reminder: For accessibility, post signs at eye level for all voters. For signs with a large amount of text or small print (e.g., the "Voter Rights and Responsibilities" poster), you may want to place a magnifier near the sign if available.

Read 1VAC20-60-40 "When ballot cast" regulation aloud to all the officers of election and authorized representatives present. If a part of the regulation is not applicable in the polling place based on the type of voting method/voting equipment in use, the chief may skip reading the irrelevant section of the regulation. The full regulation is included below for your convenience.

1VAC20-60-40. When ballot cast.

A. A voter, voting in person on election day or voting absentee in-person, has not voted until a permanent record of the voter's intent is preserved.

B. A permanent record is preserved by a voter (i) pressing the vote or cast button on a direct recording electronic machine, (ii) inserting an optical scan ballot into an electronic counter, or (iii) placing a paper ballot in an official ballot counter.

C. A vote has not been cast by the voter unless and until the voter or an officer of election or assistant at the direction of and on behalf of the voter pursuant to § 24.2-649 of the Code of Virginia completes these actions to preserve a permanent record of the vote.

D. If any voter's ballot was not so cast by or at the direction of the voter, then the ballot cannot be cast by any officer of election or other person present. Notwithstanding the previous sentence, if a voter inserts a ballot into an optical scanner and departs prior to the ballot being returned by the scanner due to an undervote or overvote, the officer of election may cast the ballot for the absent voter.

E. An absentee voter who votes other than in person shall be deemed to have cast his ballot at the moment he personally delivers the ballot to the general registrar or electoral board or relinquishes control over the ballot to the United States Postal Service or other authorized carrier for returning the ballot as required by law.

Statutory Authority: §§ 24.2-103 and 24.2-663 of the Code of Virginia.

Open the polling place
- **Verify the correct time**. **Polls open at exactly 6:00 a.m.**

Welcome authorized representatives (reps)
- Welcome reps on arrival; check written authorization and verify registration status. Refer to pages 2 and 3 within this Election Day Guide for verification

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procedures and to the *Do's and Don'ts for Campaigners and Authorized Representatives.*

Chief – While the Polling Place is Open

KEEP THE LINES MOVING!!!

Number of ballots cast

- Periodically verify that the total number of voters from all poll book count forms or EPBs is the same as the total number from the public counter on each voting unit plus any paper ballots cast. Continue this process, as time permits on a notepad.

  Remember to account for the number of voided optical scan ballots.

- **Verify the correct time. At 6:45 p.m., announce outside the polling place entrance loudly and clearly, "This polling place will close in 15 minutes."**

Number of provisional votes cast during Election Day
Each polling place is required to report its total number of provisional ballots cast during Election Day after it closes. The Provisional Ballot Log must be maintained throughout the day. The chief or assistant chief must be prepared to provide accurate numbers on provisional votes cast during Election Day within the polling place when the unofficial results are reported after the polling place closes. See the *What Ifs* reference document for more information on categories of provisional ballots.

Chief – After the Polling Place is Closed

Close the polling place
- **Verify the correct time. At exactly 7:00 p.m., announce outside the polling place entrance loudly and clearly, "This polling place is officially closed."**
- Record names of voters, if any, waiting in line. Start the list with the name of the last person in line and work forward.
- Anyone in line when the polling place closed at 7:00 p.m. must be allowed to vote using the voting equipment.

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- Do not begin ascertaining the results until the last person has voted and departed.

- After all voting in the polling place is completed, close each EPB per your locality's EPB procedures.

Welcome and instruct authorized representatives (reps)

- Welcome reps; check written authorization and verify registration. Refer to pages 2 and 3 within this guide for verification procedures and to the *Dos and Don'ts for Campaigners and Authorized Representatives*.

- **Explain to reps that they may not leave the polling place until the tabulation of results has been completed and announced to election headquarters (i.e. the general registrar's office)**.

- If less than four reps request to be present, the officers shall select from among any bystanders, so that as many as four reps and bystanders are present while the votes are counted [see *Dos and Don'ts for Campaigners and Authorized Representatives.*]

Supervise obtaining of results (closing the polling place)

- Refer to the user instructions for the voting machine.

Empty ballot box

- Unlock and open the ballot box.

- Remove, but do not open, sealed provisional ballots in green envelopes, if any.

- Enclose sealed green envelopes containing voted ballots in the larger green envelope #1A.

- Place Precinct Provisional Ballots Log into envelope 8.

- Enter in the certification section, on the reverse side of envelope #1A, the number of green envelopes enclosed.

- Two officers must sign certification section on the reverse side of envelope #1A.

- **If no provisional votes are cast in the polling place**, two officers may instead complete a certification in place of provisional votes envelope #1A ELECT-1A form. When there are no provisional votes, this form can be sent to the circuit

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court for retention allowing reuse of the empty envelope. The unused, unmarked envelope should be returned in the supply case to the general registrar's office.

Special Procedures, only if voting hours are extended by court order
- All voters voting after normal voting hours must vote by provisional ballot. Reason code 3 must be checked on the provisional envelope.
- A separate Precinct Provisional Ballots Log must be used for all "after hours" provisional voters. Reason code 3 must be circled on the provisional log for each voter. If additional reason codes are needed, circle the appropriate code on the log and check the appropriate box on the provisional envelope.
  - A provisional "after hours" voter who does not present an acceptable form of ID must, along with checking reason code 3, must check box #7 labeled "Voter does not have required ID and declined to complete ID Confirmation Statement".
- Separate out all provisional ballots with reason code 3 checked (even if another reason is also checked).
- Enclose the "after hours" provisional ballots in the larger green envelope #1B.
  - Insert Precinct Provisional Ballots Log into envelope 8.
- Enter in the certification section, on the reverse side of envelope #1B, the number of green envelopes enclosed.
- Two officers must sign the certification section on the reverse side of envelope #1B if voting hours are extended.

> ***NOTE**: If voting hours are not extended, leave envelope #1B unmarked and unused. Place in the supply case returning to the general registrar's office. DO NOT put empty or unused green provisional vote envelopes into large green envelopes 1A or 1B. Return them in the supply case to the general registrar's office.***

Announce unofficial results
- The chief or designed officer of election, whichever is applicable, must immediately call in unofficial election results and the number and disposition of all provisional votes cast in the precinct to the general registrar's office (i.e., precinct totals of "SDR", "no ID" and "other" provisional votes cast).

- Announce unofficial results inside and outside the polling place. If no one is outside the polling place, no outside announcement is necessary. If media, reps or others are still present in the polling place, they may leave at this time.

Complete the Statement of Results (SOR) (two identical copies)
- See instructions on page 26 of this guide.

Complete Printed Return Sheet (may be printed on yellow or white paper)
- All officers sign the Printed Return Sheet.

- Attach results tape #3 to Printed Return Sheet.

- Seal signed Printed Return Sheet in envelope #2A.

Supervise/pack envelopes and boxes [see References section]
- Check off each envelope/box as it is packed, sealed and signed.

- Confirm that precinct name and/or number and date of election are printed on each envelope/box.
  - o If necessary, enter this information in the upper right corner of each envelope/box label.

Optional
- If the precinct uses ELECT-Empty Envelope Certification, complete it and include it in envelope #2.
  - o The unused, unmarked envelopes should be placed in the supply case returning to the general registrar's office.

- If the precinct uses ELECT-659, -668 Certification of Materials Used in Election form, complete it and include it in envelope #2.
  - o Any unused, unmarked envelopes should be placed in the supply case returning to the general registrar's office.

Supervise/take down the voting equipment and EPB units
- Refer to the user instructions for the voting machine.

- Refer to your locality's EPB procedures.

Supervise/make final checks
- Remove all signs and return as instructed.

- Pack election materials in the supply container and return as instructed.

- Leave polling place and inside of 40' prohibited area clean and organized.

Demonstration Officer

Demonstration Officer – Before the Polling Place Opens

Set up demonstration equipment and all instructional materials
- Set up equipment and ensure instructional aides are easily visible.

- Be prepared to provide instruction if demo equipment fails.

Demonstration Officer – While the Polling Place is Open

Offer a demonstration to each voter
- Re-read and have available 1VAC20-60-40 "When ballot cast" regulation.

- Direct the voter's attention to any instructional posters (e.g., Constitutional Amendment Explanation Poster).

- Explain how to vote using the equipment present in the polling place.

- If asked, provide write-in instructions.
  - Exception: Write-in voting is not allowed in a primary election.

- If using equipment that allows an overvote, caution voter against overvoting. Let the voter know that, if they wish to cast a ballot with an overvoted race, the optical scanner is programmed to accept the voter's ballot and will only count the properly voted races.

- If using an optical scanner, inform the voter that they may return the ballot in exchange for a new one (see "Spoiled Ballot" section) if they want to change their vote in any race/issue on the ballot.

- Direct the voter's attention to the *Sample Ballot*.

- Remind the voter that they may ask an officer of election for further instructions on any aspect of the voting equipment at any time.

Demonstration Officer – After the Polling Place is Closed

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Take down demonstration equipment

- Take down and secure demo equipment.

- Pack up instructional aides.

- Assist with other duties as directed.

Pollbook Officer

Definitions and Explanations

Note: For EPBs, all AB applicants should be included in the EPB database except those who applied on Monday before the election (emergency applicants will be listed separately). Alphabetic sections and PBC forms are not used with EPBs. Refer to your locality's EPB procedures for detailed instructions.

- Final Absentee Ballot Applicant List (AB List): the official record of voters who were issued an absentee ballot before Election Day.
    - "AB" has been pre-printed or hand-written on the pollbook for some voters. Confirm that this has been done, and mark "AB" for any absentee voters with no "AB" on the pollbook.
    - Do not post the AB List. Instead, retain the list for inspection by any person who asks to see it.
    - Treat each name marked "AB" on the pollbook as a person who has already voted. Refer to Problems 19 and 20 in the *What Ifs* for guidance if a person offers to vote and "AB" is marked next to her name.
- Pollbook: the official record of registered voters in the precinct. In addition to the identifying information listed for each voter, the pollbook will show, to the left of some voters' names, a symbol that affects a voter's qualification to vote.
    - **Question Mark (?)**: (may appear as "inactive" in the EPB message box) means that there is a **question** about the voter's current resident **address** (see Problems 4 – 8 in the *What Ifs*).
    - **A capital "A" (A)**: means that the voter has an assigned number instead of a social security number in her voting record (see Problem 13 in the *What Ifs*).

o **A capital "F" (F)**: means the voter is an overseas voter eligible to vote in federal elections only (see Problem 9 in the *What Ifs*). Also check AB List to see if a ballot has been sent (see Problems 19 and 20 in the *What Ifs*).

o **Reference Note:** All voters who qualified to vote after the books were printed will have been hand-entered at the end of the appropriate alphabetical section or will be listed on a supplemental pollbook page.

Pollbook References

Alphabetical Sections: A paper pollbook may be divided into alphabetical sections (A-J, K-Z, etc.) depending on the number of voters in the precinct. Be prepared to re-divide the pollbooks should long lines appear on Election Day. Alphabetical sections are not used with the EPBs.

Legislative Districts: A precinct may be split between two or more districts. The districts applicable to all voters in the precinct are printed at the bottom of each page of the pollbook. Specific information appears on the line for each voter.

Town Voters: When a town election is held in November, the precinct may contain voters who are not registered in the town. The pollbook will indicate which voters are within the town. If a town voter has moved out of the town, see –the *What If* reference document.

Pollbook Count Form (PBC): A set of pre-printed forms that list numbers 1 – 1,000, 1,001 – 1,500 and 1,501 – 2,000 in consecutive order. A separate pollbook count form or set of forms are used for each alphabetical section of each pollbook.

Pollbook Officer – Before the Polling Place Opens

Confirm pollbook and pollbook count forms
- Using a black or blue pen, mark "AB" (for absentee ballot) in the ** (double asterisk) column of the pollbook for each name listed on the AB List, or confirm that this already has been done.

- Confirm that you have one pollbook count form set for each alphabetical division of the pollbook.

- Confirm identifying information on the pollbook count form (top of each page).

- All voters who qualified to vote after the books were printed will have been hand-entered at the end of the appropriate alphabetical section or will be listed on a supplemental pollbook page.

- For EPBs, all absentee ballot applicants should be included in the EPB database except those who applied on Monday before the election (emergency applicants will be listed separately). PBC forms are not used. Refer to your locality's EPB procedures for detailed instructions.

Suggestion: To assist in keeping a record of the number of voters voting by paper ballots, use a different colored pen to mark off the *pollbook count* number, or mark a "P" (instead of "X" or "O") in the numbered space on the *pollbook count* form.

Pollbook Officer – While the Polling Place is Open

KEEP THE LINES MOVING!

Determine if voter is qualified

When determining a person's qualification to vote, if you encounter a problem that cannot be resolved quickly, direct the person to the chief or assistant chief.

Note: The pollbook count numbering procedures listed on the next page do not apply to EPBs. Refer to your locality's EPB procedures for detailed instructions.

The majority of voters will be checked in following the procedures outlined below.

Standard Procedure	What to do if …
Step 1: Ask the voter for their full legal name and current residence address even if you know the person. Repeat the voter's full name in a loud and clear tone so that the party and/or candidate representatives can hear.* Ask the voter for any one of Virginia's acceptable forms of identification	If voter's qualification to vote is challenged by another voter or an officer of election, see the *What Ifs*. If you have questions about which IDs are acceptable, see the list of acceptable IDs (which can also be found in the *What Ifs* (reference document)). If voter has no acceptable ID, see the *What If* reference document.

Step 2: Locate voter's name on the pollbook or EPB.	If "?" is printed next to voter's name or if the voter has moved, see the *What If* reference document. If voter's name is already marked with a consecutive number on pollbook, see the *What If* reference document. If "A" or "F" is indicated next to voter's name, see Problems 8 and 18 in the *What If* reference document.
Step 3: Compare voter's current address with the address printed on the pollbook or seen on the EPB screen.	If voter's address has changed, see the *What If* reference document.
Step 4: Mark off pollbook count number or select voter from the EPB.	
Step 5: Enter the marked-off number in the pollbook in the 2nd column titled "Enter Consecutive Voter Number".	
Step 6: Give the voter an entry/voting permit and direct the voter to the next officer. After being checked in and marked on the pollbook, the voter must remain in the polling place until they cast their vote.	
Officers should not repeat aloud the voter's address, only their full name.	

If…	*Then*, in addition to entering the pollbook count number…
Voter votes outside the polling place.	Enter "OP" opposite voter's name in pollbook (in ** column).
Voter is required to sign *Affirmation of Eligibility* statement.	Enter "S" opposite voter's name in pollbook (in ** column).
Voter is required to vote a paper ballot (emergency or Presidential ONLY).	Enter "P" opposite voter's name in pollbook (in ** column). Mark the "P" for voters who vote paper ballot. Paper

	ballots are not optical scan ballots because they cannot be read by optical scanner machines.

See *What If* for all other issues and detailed instructions on the issues above.

Dual Primary Election: Mark the voter's name with the pollbook count number in the pollbook for the primary in which they are voting. A voter may only vote in one party's primary. When dual primaries are held, see "Primary Elections" at the end of this document.

Pollbook Officer – After the Polling Place is Closed

Certify Pollbook Count form (First three bullets do not apply to EPBs)
- Enter the last number marked off on the pollbook count form in the certification section (page 4 of the form).

- Sign pollbook count certification (only the last pollbook officer for each pollbook is required to sign).

Machine/Booth Officer

Machine/Booth Officer – Before the Polling Place is Open

- Immediately report unsealed equipment to the chief.

- Verify seals are intact and match the seal numbers of voting machines assigned to the precinct listed on envelope #7; remove each seal, when required, and insert in envelope #7.

- Set up machines (refer to the user instructions for the voting machine).

- Position machines so no person other than the voter can see the voter's ballot marking surface, and no voters, officers or observers will walk behind any voter where they can see (even unintentionally) how the voter is voting. The voter's perception of privacy in voting is as important as actual privacy.

- Re-read and have available 1VAC20-60-40 "When ballot cast." regulation.

- Direct voter to next available machine; ready machine for voter.

- Remind voter that she may ask an officer of election for instructions on how to use the ballot or equipment at any time. Voter and assistant must complete *Request for Assistance* form if the voter needs assistance in reading or marking the ballot due to blindness, physical disability, or inability to read or write. This includes translation of the ballot into another language. See the *Assistance* form for details.

- Stand near the voting machine while voter is voting to be readily available to answer technical questions, while protecting the voter's privacy.

- Remind voter to confirm choices and ensure voter has cast ballot.

- Once the voter has left the booth, confirm ballot has been cast, remove extraneous materials, and make sure there are not marks on equipment or booth.

- If the voter leaves the booth without casting the ballot and has left the polling place, notify the chief immediately. The un-voted ballot must be voided.

- Offer an "I VOTED" sticker to voter that completes voting.

For optical scan ballot –
- **Spoiled ballot (voter wants a replacement)**
    - Mark the ballot "Spoiled" and place in envelope #4.

    - Mark off the next number on the Ballot Record Report under "Spoiled".

    - Issue a new ballot. Do not assign another pollbook count number.

- **Void ballot (voter leaves ballot in booth or removes ballot from the polling place)**
    - Retrieve ballot, if possible, mark "VOID", and place in envelope #4.

    - Mark off the next number on the Ballot Record Report under "Void".

    - DO NOT issue another ballot. Do not erase, change or reuse voter's pollbook count number

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Machine/Booth Officer – After the Polling Place is Closed

For optical scan ballots or paper ballots:
- Process ballots from emergency ballot box, if used. Do not open green envelopes containing voted provisional ballots.
- Process ballots according to locality's instructions.
- Close the polling place on each voting machine as directed by chief officer.
- Print required number of results tapes and give to the officers completing the SORs.
- Pack up and secure all voting machines (refer to the user instructions for the voting machine and/or tailored locality instructions).
- At the chief's direction, seal voting machines and record seal numbers on envelope #7.

REFERENCES

References enclosed within this document
- Ballot Officer Section (For localities using optical scan voting equipment)
- Packing Envelopes and Boxes Chart
- Packing Envelopes and Boxes Chart, Optional Envelopes
- Persons Allowed Inside Polling Place List and Authorized Representatives (See Prohibited Area Poster and Dos and Don'ts for Campaigners and Authorized Representatives)
- Primary Election Instructions
- Completing SOR Instructions

Ballot Officer

Ballot Officer – Before the Polling Place Opens

- At direction of the chief, count optical scan ballots. Verify number of sealed packages, if provided in pre-counted packages; count individual ballots, if not in sealed packages. Verify ballot count for each individual package when it is first opened. Do not open packages that are not needed.
- Re-read and have available copies of 1VAC20-60-40 "When ballot cast" regulation.

Ballot Officer – While the Polling Place is Open

- Issue a ballot to each voter who has been qualified by the pollbook officer(s).

Ballot Officer – After the Polling Place is Closed

- Count unused ballots. Leave sealed (pre-counted) packages sealed.
- Report count to officers completing the SOR.

PACKING ENVELOPES AND BOXES

Envelope Number	Contents	Sealing and Signing Requirements*
Envelope #1A and Certification in place of Provisional votes Envelope #1A ELECT-1A to be used if none	• Provisional Ballot(s) VOTED	Certification of Officers • Enter number of envelopes enclosed • Sign certification (Two officers) • Seal with label • Sign and date label (Two officers)
Envelope #1B ONLY if instructed	• Provisional Ballot(s) Cast After Hours by court order extending voting hours •	
Envelope #2	• Oath of Officer Form • Pollbooks • Pollbook Count Forms • Statement of Results (Two identical copies) • Write-Ins Certification (Two identical copies) • Incident Report • Ballot Record Reports • Rejected AB Log • EPB Thumbdrives (1 from each precinct)	• Seal with label • Sign and date label (Two officers)
Envelope #2A	• ELECT-658 Printed Return Sheet with consolidation or results tapes attached	• Seal with label • Sign and date label (Two officers)
Box/Envelope #3	• Counted Ballots • Counted Ballots with Write Ins (Keep separated)	• Seal with three labels • Sign and date labels (All officers)
Envelope #4	• Spoiled Ballots • Void Ballots	• Seal with label • Sign and date label (Two officers)
Envelope #5	• Absentee Ballots Returned Unused • Rejected Absentee Ballots • Empty Absentee Ballot Envelopes • Empty Absentee Return Envelopes • Empty Used Outside Polls Envelopes	• Seal with three labels • Sign and date label(s) (Two officers)
Box/Envelope #6	• Unused Ballots	• Seal with three labels • Sign and date label(s) (Two officers)
Envelope #7	• Optical Scanner Memory Cards • Machine Seals • Optical Scanner Keys	• Seal with label • Sign and date label (Two officers)

Envelope Number	Contents	Sealing and Signing Requirements*
Envelope #8	• Used Voter Registration Applications • Used Affirmation of Eligibility Forms • Used Request for Assistance Forms • Authorized REP (Poll Watcher) Forms • Provisional Ballot Log • Precinct Provisional Ballot Log (After Hours) • Other Completed Paperwork	• No seal required
Envelope #9 (Optional)	• Virginia Election Laws	• No seal required
Envelope #10 (Optional)	• Officer of Election Buttons/Name Badges	• No seal required

PACKING ENVELOPES AND BOXES
*** Optional Envelopes***

Envelope Number	Contents	Sealing and Signing Requirements*
Envelope #11 (Optional) <u>Hand Deliver</u> to General Registrar's Office	• Optical Scanner Results Tape #4 • Election Machine Worksheet	<u>Certification of Officers</u> • seal with label • Sign and date label (Two officers)
Envelope #12 (Optional)	• Duplicates and Name Mistakes List • Notification of Death of Registered Voter	• Seal with label • Sign and date label (Two officers)

* "Two Officers" means:
- **General/Special/Dual Party Primaries: Officers of different political parties**

- **One Party Primary: Any two officers**

Optional
1. If the precinct uses the Empty Envelope Certification (ELECT-Empty Envelope Certification), complete it and include it in envelope #2. The unused, unmarked envelopes should be returned in the supply case.
2. If the precinct uses the Certification of Materials Used in Election (ELECT-659, -668) form, complete it and include it in envelope #2. Any unused, unmarked envelopes should be returned in the supply case.

ELECT provides only those envelopes specifically required by the Code of Virginia. All other envelopes must be provided by the localities themselves. The ELECT website offers print-ready materials and artwork for each of the required envelopes and labels.

A locality may develop its own envelopes #9 through #12 and use them, if desired.

Persons Allowed Inside Polling Places **(see Prohibited Areas Poster)**

- Officers of election.

- Qualified voters offering to vote and persons assisting them at their request.

- Candidates may enter to vote or visit for NO longer than ten (10) minutes per day per polling place. While in the polling place, candidates MAY NOT campaign.

- Minors age 15 or younger accompanying a parent. The minor is also permitted to accompany his or her parent into the voting booth.

- Any member or authorized representative of the electoral board.

- Any authorized party representative (see "Activities Prohibited Inside Polling Place" on the next page for more details).

- Any authorized candidate representative (see "Activities Prohibited Inside Polling Place" on the next page for more details).

- Voting equipment custodians.

- News media representatives [see § 24.2-604.5 for permitted activities and limitations].

- Neutral observers or others as authorized in writing by electoral board [see § 24.2-604.5].

- High school election pages.

- Minors voting in a simulated election [see § 24.2-604.6].

Activities Prohibited Inside Polling Places or within the Prohibited Area (see Prohibited Areas Poster)

- Campaigning is not permitted by anyone inside the polling place or within 40 feet of any entrance to the polling place.
- No person may give, tender, or exhibit any ballot, ticket, or other campaign or referendum material to any person.
- No person may solicit or in any manner attempt to influence any person in casting her vote.
    - See "Election Day General Reminders" on page 2 for more information on worn items (e.g. political apparel, stickers and/or buttons, etc.)
- No one may hinder or delay any officer of election or voter.
- Neutral observers [§ 24.2-604.5] and candidate or party authorized representatives [§ 24.2-604(C)] (other than interpreters) are prohibited from assisting voters with voting, or wearing any indication that they are authorized to assist voters either inside the polling place or within 40 feet of any entrance to the polling place. See *Dos and Don'ts for Campaigners and Authorized Representatives* for more details.

Primary Elections

What is a primary election?
A primary is an election held for the purpose of selecting one or more candidates to represent a political party for election to a particular office(s). In a primary election, voters decide who will be the nominee(s) of the political party. In a dual primary or multiple primary, two or more parties' primaries are held on the same day. Virginia law permits a voter to vote in either primary, but in only one party's primary per election. (§ 24.2-530)

Currently only two political parties meet the definition of "political party" as defined by § 24.2-101. They are the Democratic Party of Virginia (DPVA) and the Republican Party of Virginia (RPVA). Only authorized representatives of DPVA and RPVA are eligible to request a primary election as a method to nominate a candidate for elected office.

Exceptions to "general election" procedures
In a primary election, write-in votes are not permitted. (§ 24.2-644, Code of Virginia). The other procedures that are different from a "general election" are addressed on the next page.

Dual or multiple primary elections only …	
Voter must be asked …	"In which party's primary do you wish to vote?" • Note: For EPBs, refer to your locality's EPB procedures for detailed instructions. • Look up voter in both pollbooks to make sure voter has not already voted in either primary (including voting absentee). • Mark the pollbook count sheet for the selected primary only. • Enter the pollbook count number in the pollbook for the selected primary only. • Do not mark the other party's count sheet or pollbook. • Give the voter the proper entry ticket for the party primary they selected. • Give the voter the proper ballot for the party primary they selected.

Completing the Statement of Results

How to complete the revised Statement of Results

Statement of Results A

Place in Envelope 2

Precinct -
Election Date -
Election Type -
County/City of -

What to do at the beginning of the day

☐ **Print zero** tape
☐ **Have** two officers sign the zero tape

What to do at the end of the day

☐ **Print** voting results tape
☐ **Have two** officers sign the **voting results tape**
☐ **Fill** out every page of SOR A and SOR B.
☐ **Staple (x)** tapes on the left side of the page
☐ **Fold** bottom of tape to fit on SOR

1	**Voter check in** numbers from the pollbook
	Total number of voters checked in

2	**Outside polls** numbers from the pollbook
	Number of voters checked in who voted outside of the polling place

3	**Ballots cast** numbers from the **voting results tape**
	Number of ballots cast on machine OVO # [XXXX]
	Number of ballots counted by hand
	Total number of ballots cast

I_I

Staple tapes above

Note to GRs:
Revise as needed

Attach in this order:

(on top)

1. Voting results tape with 2 signatures
2. Zero tape with 2 signatures
3. Statement of Results A with all signatures
4. Write-in report (if not on results tape)
5. Open reports from the epollbook
6. Close report from the epollbook

(on the bottom)

Front of Statement of Results

Statement of Results A continued

Place in Envelope 2

4	**Does the total number of voters checked in match the number of ballots cast?** Check whether the total from box 1 is the same as the total in box 3
	___ yes ___ no. If you check no, explain below

5 Collect signatures to certify

For all election officers, read the following statement and sign below.
We hereby certify that:
- the two copies of the Statement of Results are a complete record of this election
- all information entered here is true and correct

1	Chief	X
2	Assistant Chief	X
3	Assistant Chief	X
4	Officer of Election	X
5	Officer of Election	X
6	Officer of Election	X
7	Officer of Election	X
8	Officer of Election	X
9	Officer of Election	X
10	Officer of Election	X
11	Officer of Election	X
12	Officer of Election	X
13	Officer of Election	X
14	Officer of Election	X
15	Officer of Election	X
16	Officer of Election	X
17	Officer of Election	X
18	Officer of Election	X
19	Officer of Election	X
20	Officer of Election	X

Back of Statement of Results

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1. Locate copies of the statement of results (SOR).
   - You will fill out both copies of the Statement of Results.
   - If your locality is holding a dual or multi-party primary, follow your General Registrar's guidance/requirements on combining or separating the results by party.
2. If not already filled in by the GR, then enter:
   - the precinct name and number
   - the election date
   - the election type
   - the county/city
3. At the beginning of the day, print the zero tape and collect signatures from Election Officers. The Department of Elections recommends all officers sign, however, a minimum of two should sign. Follow your general registrar's instructions.
4. At the end of the day, print the voting results tape and collect signatures from Election Officers. The Department of Elections recommends all officers sign,

however, a minimum of two should sign. Follow your general registrar's instructions.

5. Follow instructions on Statement of Results to fill in the front and back of both forms.
6. Have all Election Officers sign all copies of the Statement of Results.
7. Staple 1 zero tape and 1 voting results tape to the left side of the Statement of Results.
   - You may only have one zero tape. Staple that to the Statement of Results that goes to the Circuit Court.

How to fill out the statement of results published prior to 2017

Locate copies of the statement of results (SOR). Enter required information and duplicate in the quantities needed.

- Number of copies:

    Two copies are required for each precinct; the forms will be prepared by the Election Board/GR for use at each precinct.

- Dual/Multi-Party primary:

    If your locality is holding a dual or multi-party primary, follow your General Registrar's guidance/requirements on combining or separating the results by party.

- Information required:

    Your electoral board or general registrar may enter the following information on these forms prior to giving them to the officers of election for use at each polling place. If not, it must be entered at the polling place.

    o Enter the name of the county, city or, if applicable, town and enter the name of the precinct in which the form is to be used;

    o In Part B column (labeled VM-1), enter the number of the first machine to be used in the precinct;

    o In succeeding columns (labeled VM-2, 3, etc.) and succeeding lines, enter the numbers of any other machines to be used in the precinct;

    o In Part D in the row marked "Office Title", enter the name of the offices in the order in which they will appear on the ballot with a center alignment;

    o In Part D in the row marked "Candidate Names", enter the names of the candidates that appear on the ballot;

    o (If applicable to the election) In Part D in the row marked "Issue", enter the title of the proposed constitutional amendment question or local referendum/bond issue. Enter the title(s) of said issue(s) with a center alignment and enter issue(s) after the last office on the ballot;

    o In Part D in the row marked "Issue Responses", enter "Yes" and "No"; and

    o In Part D, remove the "Write-In Votes" header that appears to the left of the "Total Votes Cast For This Office/Issue" header;

- Complete SOR in duplicate according to instructions on the SOR form and any additional instructions from your electoral board or general registrar.