

Chief's Checklist

Monday Supply Pick Up / Opening The Polls / Closing The Polls

Monday Supply Pick Up

☐ Warehouse located at 577 Central Drive TIME: _____

Monday Supply Checklist

☐ Black Supply Trolley

- ☐ 50 Express Vote Ballot Cards
- ☐ Supply Box

Bundled together:

- ☐ Report of Death of Registered Voter forms/ Virginia Voters' Election Day Complaint forms
- ☐ ID Confirmation Statement forms
- ☐ Affirmation of Eligibility (Statement of Challenger) forms
- ☐ Request for Assistance forms
- ☐ Virginia Voter Registration Application forms
- ☐ Voter ID Charts
- ☐ 2 Outside Polls Vests
- ☐ 2 Outside Polls Folders (pens, magnifiers)
- ☐ Provisional Supplies Envelope
- ☐ Ballot Drop Box Supply Envelope
- ☐ Poster Supply Envelope
- ☐ Laminated Signs
- ☐ EO Recruitment Supply Envelope
- ☐ Envelope #9 (Virginia Election Laws)
- ☐ Envelope #10 (name badges & holders)
- ☐ Tape Rolls for DS200/Tape for Signs
- ☐ I VOTED stickers
- ☐ Pens
- ☐ Check-in Receipt Box

☐ Ballot Drop Box

☐ Red Bag

- ☐ Paper Ballots (folded)
- ☐ Sample Ballots & Sample Poster
- ☐ Blank Labels to sign and seal envelopes
- ☐ Envelope #1A (green) with *Provisional Ballot Log(s) and Certification In Place of Provisional Votes (Two for dual primaries)*
- ☐ Envelope #1B (green) **(Two for dual primaries)**
- ☐ Envelope #2
- ☐ Envelope #2A
- ☐ Labels for Box #3 (for cardboard box)
- ☐ Envelope #4 **(Two for dual primaries)**
- ☐ Envelope #6
- ☐ Label(s) for Box #6 (blue tote bin)
- ☐ Zipper Bag #7C (plastic)
- ☐ Envelope #8 (vinyl)
- ☐ Envelope #11 (red)
- ☐ Look Up Device
- ☐ Paper Pollbook and Pollbook Count Form (for emergency use only)

**For MONDAY EMERGENCIES ONLY after 5:00 pm call
Christine 757-615-8154 or Christian 757-879-7265**

Election Day contact information can be found on last page.

Tuesday Checklist

BEFORE The Polls Open (5:00 a.m. – 5:59 a.m.)

Immediately Upon Arrival at The Polling Location

- ☐ Verify you have ONLY the Election Officials on your most recent **Assignment List** in your polling location.
- ☐ Call the office if an Election Official is present that you cannot account for. DO NOT let them sign oath or any election paperwork.
- ☐ Call the office if you DO NOT have enough Election Officials to run precinct. Otherwise, just mark late/no show on your payroll sheet.
- ☐ Give Oath. All **Officers of Election** must sign. **Chief** signs again at the bottom. Complete the **Political Party Assignments** for even party representation with the Chief and Assistant Chief representing different political parties (NOT used in single-party primary elections).
- ☐ Read out loud **1VAC20-60-40. When ballot cast.** regulation to Election Officials and Representatives which is found in the Election Day Guide.

Set up Polling Location

- ☐ Unlock cage using key with the identifier on it. Pull out equipment, signs, etc.
- ☐ Set up the voting room for best flow of traffic, voter privacy and control of election materials (see voting room layout options).

Set Up ALL Electronic Pollbooks (EPBs)

- ☐ Follow the opening procedures in the EPB Handbook (dual rule).
- ☐ Once the EPBs are open and connected, verify the “Checkins” count is zero.
- ☐ Place at pollbook table: What If Guides / Voter Identification Charts

Set Up DS200

- ☐ Place near the exit of the polling room according to your options on the Voting Room Setup located in the Chief’s Binder.
- ☐ Follow the opening procedures in the DS200 User’s Guide (dual rule). **Verify you have printed a zero tape and Chief and Assistant must sign tape on the lines. If tape doesn’t print, STOP SETTING UP DS200 AND CALL THE OFFICE.**
- ☐ Record DS200 Public Count Number on Envelope 7C index card (open).
- ☐ Record DS200 Protected Count Number on Envelope 7C index card (open).
- ☐ Provide the Machine Officer with the DS200 Opening /Closing/Troubleshooting Instructions.
- ☐ Instruct the Machine Officer to stand 4’ to the side of the DS200, not directly facing the unit so as not to look at voter’s ballot.

Set Up Express Vote

- ☐ Place Express Vote on sturdy table with chair.
- ☐ Face the unit away from public view and near the ADA voting booth.
- ☐ Follow the opening procedures in the Express Vote User’s Guide (dual rule).
- ☐ Place the Express Vote Voting Instructions on table while the polls are open.

Set Up Voting Booths

- ☐ Set up ALL voting booths by carefully securing legs.
- ☐ Use the ADA adapter kit for one voting booth and place near the Express Vote.
- ☐ Place voting booths between the ballot table and DS200 (see voting room layout options).
- ☐ Instruct Booth Officer(s) to clear booths of unacceptable materials after each voter.

Tuesday Checklist

BEFORE The Polls Open (5:00 a.m. – 5:59 a.m.)

Set Up Ballot Officer Table

- ☐ Issue Ballot Record Report(s) to Ballot Officer.
- ☐ Count and issue ballot packages (paper ballots and ballot cards).
- ☐ Log and initial ballots on Ballot Record Report(s).
- ☐ Store ALL unused ballots and ballot cards in blue bin in locked cage.
- ☐ Prepare box for Check-in Receipts.

Paper Ballots and Express Vote Ballot Cards

- ☐ Open and count 1 pack of Sealed (flat) paper ballots (dual rule) from inside the cage and record on your Ballot Record Report.
- ☐ Open and count 1 pack of Sealed (folded) paper ballots (dual rule) from inside the black trolley and record on your Ballot Record Report. **(Use for Provisional or Emergency).**
- ☐ Place remaining ballots in the spare blue bin inside the cage.
- ☐ Count 1 pack of Sealed Express Vote ballot cards (dual rule) from inside the black trolley and record on your Ballot Record Report.
- ☐ Place remaining ballot cards in the spare blue bin inside the cage.

Important Note: Open ballot packs should be secured by the Ballot Officer. Flat paper ballots are for the DS200. Folded paper ballots are for emergency and provisional ballots. Ballot cards are for the Express Vote. Unopened ballot packs and ballot card packs should remain secured in spare blue bin inside cage until needed.

Set Up Ballot Drop Box

- ☐ Place next to the Information table (see voting room layout).
- ☐ Provide the Information Officer(s) with the Ballot Drop Box Instructions.

Set Up Information Table

- ☐ Find best location at the entrance of the polling room.
- ☐ Set up and place Look Up Device at the entrance of the polling room to be used by Information Officer (instructions for setup in Chief's Binder).
- ☐ Post sample ballots.

Set Up Chief's Table

- ☐ Use Chief's Binder which includes all instructions.
- ☐ Place together Provisional Supplies, a privacy screen, chair(s), and Provisional box (black suitcase).
- ☐ Organize Outside Polls Supplies.
- ☐ Place together Election Envelopes, Forms, Pens, and Clipboards.

Post Signage

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Prohibited Area and Activities <input type="checkbox"/> Attention All Voters <input type="checkbox"/> Enter, Exit, and Vote <input type="checkbox"/> Election Official Recruitment <input type="checkbox"/> Election Date/Hours' Notice (Federal Elections ONLY) | <ul style="list-style-type: none"> <input type="checkbox"/> Voters Rights and Responsibilities <input type="checkbox"/> Machine Demo Poster - DS200 <input type="checkbox"/> Machine Demo Poster – Express Vote <input type="checkbox"/> Large Sample Ballot(s) <input type="checkbox"/> Party Abbreviations Poster (Nov. only) |
|---|--|

☐

Check In and Announce

- ☐ BEFORE 5:45am CHECK IN using the RESULTS APP. Make sure zero tape is signed.
 - ☐ At 6:00am step outside and announce, "The polls are now open".
- IF you are having trouble with the RESULTS REPORTING APP, call the office.**

Tuesday Checklist

BEFORE The Polls Open (5:00 a.m. – 5:59 a.m.)

Signs	Approximate Location
<input type="checkbox"/> Prohibited Area and Activities	<input type="checkbox"/> Entrance to polling location
<input type="checkbox"/> Attention All Voters	<input type="checkbox"/> On wall near Information table before check-in
<input type="checkbox"/> Enter	<input type="checkbox"/> Directional where needed
<input type="checkbox"/> Exit	<input type="checkbox"/> Directional where needed
<input type="checkbox"/> Vote	<input type="checkbox"/> Directional where needed
<input type="checkbox"/> Election Official Recruitment (2)	<input type="checkbox"/> Hang or put on a table
<input type="checkbox"/> Election Date/Hours' Notice (Federal Elections ONLY)	<input type="checkbox"/> On wall near Information table before check-in
<input type="checkbox"/> Voters Rights and Responsibilities	<input type="checkbox"/> On wall near Information table before check-in
<input type="checkbox"/> Machine Demo Poster - DS200	<input type="checkbox"/> On wall near Information table before check-in
<input type="checkbox"/> Machine Demo Poster – Express Vote	<input type="checkbox"/> On wall near Information table before check-in
<input type="checkbox"/> Party Abbreviations Poster (Nov. only)	<input type="checkbox"/> On wall near Information table before check-in
<input type="checkbox"/> Large Sample Ballot(s)	<input type="checkbox"/> Near Information table/Entrance to polling location
<input type="checkbox"/> Curbside Voting with contact information	<input type="checkbox"/> In front of polling location in curbside area

Tuesday Checklist

CLOSING THE POLLS

Closing Announcements

- ☐ At 6:45pm Announce "The polls will be closing in 15 minutes".
- ☐ At 7:00pm Announce "The polls are now closed".
- ☐ Gather voters inside the polling place to close the doors or place an election official at the end of the line to mark the last eligible voter.
- ☐ If there are voters in line at 7:00pm, record names on the Last Voter List.
- ☐ Proceed with ascertaining of the results and machine breakdown only after ALL voters have left the polling place.

Ballot Officer

- ☐ Return unused ballots for processing.
- ☐ Return box containing Check-in Receipts to the Chief to place in trolley.

Close Electronic Pollbooks (EPBs)

- ☐ Complete AFTER last voter section on the EPB-DS200 Worksheet.
- ☐ Follow **closing procedures** in the Electronic Pollbook Handbook (dual rule) including printing two copies of the summary to attach to SOR 1 and SOR 2 and inserting the iSync drive in each EPB to save the data.
- ☐ Complete AFTER last voter Part 1 on SORs 1&2 (Total Check-ins, Curbside Count).
- ☐ Return EPBs to the cage.

Close DS200

- ☐ Follow the **closing procedures** in the DS200 User's Guide (*dual rule*).
- ☐ Record DS200 Public Count Number on Envelope 7C index card (close).
- ☐ Record DS200 Protected Count Number on Envelope 7C index card (close).
- ☐ Space provided if an additional **DS200** was delivered to polling place.
- ☐ Sign and date the index card on Envelope 7C (Two Officers).
- ☐ Pack used ballots in Box #3.
- ☐ Return DS200 to the cage.
- ☐ Attach plastic seal through zipper AFTER cage is completely packed and locked.

Ballot Drop Box

- ☐ Count voted ballots.
- ☐ Complete Ballot Collection form (even if no ballots were inserted).
- ☐ Return voted ballots to Ballot Drop Box.
- ☐ Close zipper and secure with seal. No seal required if no ballots inside.
- ☐ Close plastic slide.
- ☐ Pack Ballot Collection form in Red Bag.

Report Unofficial Results

- ☐ Submit using the RESULTS APP.
- ☐ Report totals from DS200 results tape (include hand-counted votes & totals).
- ☐ Report provisional votes.
- ☐ Do not leave polling location until reporting of results is complete.

If you are having trouble with the RESULTS APP, call the office.

Tuesday Checklist

AFTER The Polls Are Closed

Statement of Results #1 and #2

- ☐ Complete TWO copies of the Statement of Results and verify BOTH copies are IDENTICAL.
- ☐ **All Election Officials must sign both copies.**
- ☐ Paperclip signed Tape #1 and EPB summary printout to SOR #1 and signed Tape #2 and EPB summary printout to SOR #2.

SOR Part D-2 Votes Cast and Write-In Certification (leave blank unless you have hand-counted ballots)

- ☐ Hand-count instructions located in the Chief's Binder and hand-count packet.
- ☐ Complete BOTH copies of *SOR Part D-2* (Votes Cast) and Verify BOTH copies are IDENTICAL.
- ☐ Annotate **ALL** Results Tapes with hand count numbers.
- ☐ Attach to SOR #1 and SOR #2.
- ☐ Write-In Certification (not used in Primary Elections).

Printed Return Sheet (yellow)

- ☐ **All Election Officials must sign.**
- ☐ Paperclip signed Tape # 3 to Yellow Printed Return.

Ballot Record Report(s)

- ☐ Verify ballots with vote totals and complete the Ballot Count Reconciliation.
- ☐ **Sign and date (Chief Election Official).**

Close Look Up Device

- ☐ Follow closing instructions in the Chief's Binder.
- ☐ Place in red bag.

Close Express Vote

- ☐ Follow closing instructions in the Chief's Binder.
- ☐ Store in cage.

Account for ALL Election Officials

- ☐ Complete and sign the ***Payroll Sheet*** and note those who were late or left early.
- ☐ Complete the ***Chief's Precinct Evaluation***.
- ☐ Complete ***Incident Report***.

Pack Election Materials

- ☐ Verify that ALL election materials (envelopes and bags) are packed in accordance with the attached ***Packing Instructions***.

Check The Polling Location

- ☐ Verify that the polling location is restored to its ORIGINAL arrangement.
- ☐ Using the green cloth wipe down the outdoor polling place signs before putting them back in the cage. **Pile candidate signs by curb.**

AFTER Leaving The Polling Location

Election Materials and Results

- ☐ CHIEF AND ASSISTANT CHIEF Return designated election materials to Voter Registration & Elections located at Bldg. 19, 2416 Courthouse Drive.
 - ☐ Black Supply Trolley
 - ☐ Red Bag
 - ☐ Box #3 (Marked Ballots)
 - ☐ Ballot Drop Box

PACKING INSTRUCTIONS

Envelope #1A (Green)

What goes in this Envelope?

Use this Envelope if Provisional Paper Ballots were cast **DURING** normal voting hours.

If Provisional Paper Ballots **WERE** cast during normal voting hours:

- ☐ Place provisional envelopes inside. Each ballot should already be sealed in green envelope, which was completed by voter and election officer.
- ☐ Seal envelope(s) 1A and complete Certification of Officers on the back (Section 1) (Chief and Assistant Chief preferred)
- ☐ Sign and Date White Label (Chief and Assistant Chief preferred).
- ☐ Ensure Provisional Ballot Log is complete (**do not write in Registrar use only section**).
- ☐ Ensure top summary of log is complete.
- ☐ **Provisional Ballot Log(s) is clipped to outside of 1A.**

If Provisional Paper Ballots **WERE NOT** cast during normal voting hours:

- ☐ Sign and Date ***Certification in Place of Provisional Votes*** form(s) (Chief and Assistant Chief preferred).
- ☐ Attach COMPLETED ***Certification in Place of Provisional Votes*** form to EMPTY and UNSEALED Envelope (Clip to outside of envelope 1A).
- ☐ Clip unused Provisional Ballot Log(s) to the OUTSIDE of envelope 1A.

Place in:

- ☐ **Red Bag**

Envelope #1B (Green)

What goes in this Envelope?

Use this Envelope if Provisional Paper Ballots were cast **AFTER** normal voting hours due to Court Order extending voting hours.

If Provisional Paper Ballots **WERE** cast AFTER normal voting hours:

- ☐ Place provisional envelopes inside. Each ballot should already be sealed in green envelope, which was completed by voter and election officer.
- ☐ Seal envelope(s) 1B and complete Certification of Officers on the back (Section 1) (Chief and Assistant Chief preferred)
- ☐ Sign and Date White Label (Chief and Assistant Chief preferred).

If Provisional Paper Ballots **WERE NOT** cast AFTER normal voting hours:

- ☐ Leave Envelope(s) EMPTY and UNSEALED.

Place in:

- ☐ **Red Bag**

Envelope #2
What goes in this Envelope?
<input type="checkbox"/> Officer of Election Oath
<input type="checkbox"/> Election Page Oath (<i>November Elections ONLY</i>)
<input type="checkbox"/> SOR #1 and SOR #2 (<i>IDENTICAL copies</i>)
<input type="checkbox"/> SOR Part D-2 (<i>Only complete if you have hand-counted ballots</i>) (<i>if unused leave in binder</i>)
<input type="checkbox"/> SOR Part D-3 Write-In Certification (<i>Only complete if you have hand-counted ballots with write-ins</i>). Not used in primary elections.
<input type="checkbox"/> Ballot Record Report(s)
<input type="checkbox"/> EPB-DS200 Worksheet
<input type="checkbox"/> Isync drive containing EPB data
<input type="checkbox"/> Incident Report (USED AND UNUSED)
<input type="checkbox"/> Final Absentee Report
<input type="checkbox"/> Election Official Payroll Sheet
<input type="checkbox"/> Chief's Precinct Evaluation
<input type="checkbox"/> Last Voter List (USED or UNUSED)
Now what?
<input type="checkbox"/> Seal Envelope <u>and</u> Label
<input type="checkbox"/> Sign and Date White Label (Two Officers*)
Place in:
<input type="checkbox"/> Red Bag

* Representing DIFFERENT political parties; except for single-party primary elections, then ANY two officers.

Envelope #2A
What goes in this Envelope?
<input type="checkbox"/> <i>Printed Return Sheet</i> (Yellow)
Now what?
<input type="checkbox"/> Seal Envelope <u>and</u> Label
<input type="checkbox"/> Sign and Date White Label (Two Officers*)
Place in:
<input type="checkbox"/> Red Bag

* Representing DIFFERENT political parties; except for single-party primary elections, then ANY two officers.

Brown Box #3
What goes in this box(s)?
<input type="checkbox"/> Paper Ballots and Ballot Cards (cast ballots emptied from DS200)
Now what?
<input type="checkbox"/> ALL Officers sign label (use blank spaces if not enough lines)
<input type="checkbox"/> Close box(s) and SEAL BOTH SIDES with the 2 large, preprinted labels
Place in:
<input type="checkbox"/> Car to return to BLDG. 19

Envelope #4
What goes in this Envelope?
<input type="checkbox"/> Spoiled Paper Ballots and Ballot Cards
<input type="checkbox"/> Voided Paper Ballots and Ballot Cards
Now what?
If Paper Ballots were Spoiled or Voided:
<input type="checkbox"/> Seal Envelope(s) and Label
<input type="checkbox"/> Sign and Date White Label (Two Officers*)
If NO Paper Ballots were Spoiled or Voided:
<input type="checkbox"/> Leave Envelope EMPTY and UNSEALED
Place in:
<input type="checkbox"/> Red Bag

* Representing DIFFERENT political parties; except for single-party primary elections, then ANY two officers.

Envelope #6
What goes in this Envelope?
<input type="checkbox"/> UNUSED Express Vote Ballot Cards
Now what?
<input type="checkbox"/> Seal Envelope <u>and</u> Label
<input type="checkbox"/> Sign and Date White Label (Two Officers*)
Place in:
<input type="checkbox"/> Red Bag

* Representing DIFFERENT political parties; except for single-party primary elections, then ANY two officers.

Box #6 - Spare Blue Tote Bin

What goes in this spare blue tote bin?

- ☐ All UNUSED Paper Ballots (folded and flat)

Now what?

- ☐ Lock spare blue tote bin and seal using the large label provided
- ☐ Sign and date the lower portion of the label (Two Officers*)

Place in:

- ☐ **Cage**

Zipper Bag #7C (plastic)

What goes in this Plastic Zipper Bag?

- ☐ 2 Sets of Keys
- ☐ Thumb drive from DS200
- ☐ Thumb drive from Express Vote
- ☐ Attach plastic seal through zipper AFTER cage is packed and locked

Place in:

- ☐ **Red Bag**

* Representing DIFFERENT political parties; except for single-party primary elections, then ANY two officers.

Envelope #8 (vinyl)

What goes in this Envelope?

- ☐ **COMPLETED Affirmation of Eligibility** (*Statement of Challenger*) forms
- ☐ **COMPLETED Notification of Death of Registered Voter** forms
- ☐ **COMPLETED Request for Assistance** forms
- ☐ **COMPLETED Virginia Voter Registration Application forms and SDR envelope**
- ☐ **COMPLETED Virginia Voters' Election Day Complaint** forms
- ☐ **COMPLETED Duplicates Names List**
- ☐ **COMPLETED Authorization to Reproduce Ballots** form
- ☐ **COMPLETED Election Official Interest** forms
- ☐ **COMPLETED ID Confirmation Statements** forms
- ☐ Custodian Form and Envelope, if applicable

Now what?

- ☐ NO Seal Required

Place in:

- ☐ **Red Bag**

* Representing DIFFERENT political parties; except for single-party primary elections, then ANY two officers.

Envelope #9
What goes in this Envelope?
<input type="checkbox"/> <i>Virginia Election Laws</i>
Now what?
<input type="checkbox"/> NO Seal Required
Place in:
<input type="checkbox"/> Black Supply Trolley

Envelope #10
What goes in this Envelope?
<input type="checkbox"/> UNUSED Election Official Name Badges and Holders
<input type="checkbox"/> Officer of Election Buttons
<input type="checkbox"/> Student Page Buttons (November Elections only)
Now what?
<input type="checkbox"/> NO Seal Required
Place in:
<input type="checkbox"/> Black Supply Trolley

Envelope #11 (Red)
What goes in this Envelope?
<input type="checkbox"/> DS200 Results Tape #4
<input type="checkbox"/> Envelopes with passwords and security codes
Now what?
<input type="checkbox"/> NO Seal Required
Place in:
<input type="checkbox"/> Red Bag

Yellow Bag
What goes in the Yellow Bag?
<input type="checkbox"/> ALL Surge Protectors
<input type="checkbox"/> ALL Extension Cords
Place in:
<input type="checkbox"/> Cage

Red Bag
What goes in the Red Bag?
<input type="checkbox"/> Envelope #1A (Green) w/ forms clipped to outside of envelope
<input type="checkbox"/> Envelope #1B (Green)
<input type="checkbox"/> Envelope #2
<input type="checkbox"/> Envelope #2A
<input type="checkbox"/> Envelope #4
<input type="checkbox"/> Envelope #6
<input type="checkbox"/> Envelope #7C
<input type="checkbox"/> Envelope #8
<input type="checkbox"/> Envelope #11 (Red)
<input type="checkbox"/> Look up Device
<input type="checkbox"/> Paper Pollbook and Pollbook Count Form
<input type="checkbox"/> Completed Ballot Collection Form
<input type="checkbox"/> Chief's Binder
Place in:
<input type="checkbox"/> Car to return to BLDG. 19

Black Trolley
What goes in the Black Trolley?
<input type="checkbox"/> All other items
Place in:
<input type="checkbox"/> Car to return to BLDG. 19

Ballot Drop Box
What goes in the Ballot Drop Box?
<input type="checkbox"/> Count mail ballot envelopes and secure with plastic seal
Note: Ballot Collection Form returned in RED BAG
Place in:
<input type="checkbox"/> Car to return to BLDG. 19

Cage
What goes in the Cage? (use diagram in cage for repacking)
<input type="checkbox"/> Outdoor signs
<input type="checkbox"/> Machine demo posters
<input type="checkbox"/> DS200 and Express Vote
<input type="checkbox"/> Black suitcase (containing clipboards only)
<input type="checkbox"/> EPBs
<input type="checkbox"/> Yellow bag
<input type="checkbox"/> Voting booths
<input type="checkbox"/> Spare Blue Tote Bin (filled with UNUSED paper ballots)

Return to BLDG. 19 located at 2416 Courthouse Drive
<input type="checkbox"/> Chief AND Assistant Chief (dual rule) MUST return so election materials can be verified and surrendered to the Clerk's Office.

Voter Registration Contact Information
EPB ISSUES: Alan 757-385-8324
Christian 757-385-5617
Voting Equipment Issues PrintElect 757-385-2450 (DS200 + ExpressVote):
All Other Election Day Issues: 757-385-8683
757-385-8323
757-385-4014
757-385-8322
757-385-8327
757-385-7604
757-385-5618
757-385-7603



DEPARTMENT OF ELECTIONS
1100 Bank Street, 1st Floor
Richmond, VA 23219
elections.virginia.gov

Toll-free: (Voice) 800-552-9745
(TDD) 800-260-3466
804-864-8901
info@elections.virginia.gov

Table of Contents

I.	Campaigners (Campaign Workers and Candidates)	1
II.	Party and Candidate Authorized Representatives on Election Day (General Information and Requirements)	2
III.	Authorized Representatives Before Polls Open	3
IV.	Authorized Representatives While Polls Are Open	4
V.	Authorized Representatives at Close of Polls	6
VI.	Reporting Alleged Election Day Problems	7
VII.	What Happens After Election Day	7
Appendix	Guidelines for Campaigners and Authorized Reps. (Summary Page)	10

I. CAMPAIGNERS (CAMPAIGN WORKERS AND CANDIDATES)

1. Campaigners must remain at least 40 feet away from any entrance to the building in which voting takes place. This 40-foot "campaign-free" zone is referred to as the "prohibited area." Restrictions which apply to the prohibited area also apply to any location voting takes place. If the Electoral Board allows campaigning within the building containing the polling place, all such activities must take place at least 40 feet from any entrance to the room where voting activities are being conducted. Code of Virginia, §§ 24.2-604 & 24.2-310 (E).
2. There is no limit to the number of campaigners allowed outside of the prohibited area. § 24.2-604.
3. Campaigners cannot hinder or delay a person from entering or leaving a polling place. § 24.2-604.
4. Loudspeakers cannot be used within 300 feet of any polling place. § 24.2-605.
5. Campaign materials, including sample ballots, may be distributed on the property on which voting is taking place and outside of the prohibited area. §§ 24.2-310(E), 24.2-604. Only the Electoral Board may approve exceptions in the limited circumstances described in § 24.2-310(E).
6. Campaign signs/posters may not be posted inside the prohibited area or any location where voting takes place. Whether signs/posters can be posted outside of the prohibited area may be subject to the management policies of the property, or local ordinance. For example, a private organization may be willing to have its building serve as a polling place, but does not allow placement of sign posts in its lawn.
7. **Sample Ballots:**
 - a. On sample ballots, any official authority statement of a local Electoral Board or the State Board of Elections should be deleted, and replaced with the publishing candidate's or group's authority statement (or "disclaimer"). § 24.2-622.
 - b. For federal offices, the disclaimer required by federal law must be used. For all other offices, the required identification on campaign material is specified in the Code of Virginia. For details, go to elections.virginia.gov.



- c. Samples of any ballot (or part of a ballot) cannot be printed on any shade of white paper and must contain the words "sample ballot" in type no smaller than twenty-four point. §24.2-622.
 - d. The voter is allowed to carry sample ballots and campaign material into the polling place but must not display them to other voters. §§ 24.2-622, 24.2-604.
8. No officer of election shall sign or otherwise mark any paper, form, or item, other than one furnished by the State Board, his Electoral Board, or general registrar, at his polling place during the hours that the polls are open. § 24.2-650.

II. PARTY AND CANDIDATE AUTHORIZED REPRESENTATIVES DURING VOTING (General Information and Requirements)

1. Authorized representatives shall be allowed to be "close enough to the voter check-in table to be able to hear and see what is occurring; however, such observation shall not violate" the secrecy of the ballot guaranteed to all voters. § 24.2-604.4
- a. Authorized representatives shall never see personally identifying information (PII).
 - b. If the Virginia Election and Registration Information System (VERIS) is being used for voter check-in, authorized representatives cannot see the VERIS screens. Only those authorized to use VERIS may see the VERIS screens.
 - c. If pollbooks are being used for voter check-in and space permits, authorized representatives are permitted to see the pollbook.
NOTE: During the early voting period, general registrars and staff may be completing other required duties besides checking in voters such as processing voter registration applications, absentee ballot requests, or preparing absentee ballots to be mailed to voters. These are not activities authorized representatives are entitled to hear or see, and an authorized representative may be asked to step away from the area if a voter is not actively being checked in.
 - d. One authorized representative of each political party or independent candidate in a special or general election, or one authorized representative in a primary election is entitled to attend any absentee pre-preprocessing session. 1VAC20-70-40

At no time can the secrecy of the ballot be violated. Authorized representatives cannot handle any absentee ballot or envelope or view information on an absentee ballot envelope. Authorized representatives can hear check-in and view the session.

Local political party chairs must be provided the times and places of pre-processing sessions in sufficient time to allow for authorized representatives to be present.

2. In a primary election, each primary candidate on the ballot in that election is entitled to representation.

In a general election or special election each political party with one or more nominees on the ballot in that election is entitled to representation (even if the nominees are running for local offices for which party names are not listed on the ballot).¹

¹ The political organizations which currently meet the definition of a "political party" under Virginia state law (§ 24.2-101) -- and are therefore entitled to party representation inside the polls during elections in which they have a nominee on the ballot -- are the
ELECT-604



In a general election or special election each independent candidate on the ballot in that election is entitled to representation.

Write-in candidates are not entitled to representatives at any time. They or their supporters may be able to witness the counting of votes ("ascertainment of the vote") in the precinct after the polls close (as chosen "bystanders"). See section V below and § 24.2-655.

No candidate whose name is printed on the ballot shall serve as a representative of a party or a candidate while voting is occurring. § 24.2-604.4.

3. The chairman of the political party or the independent/primary candidate entitled to representatives, as appropriate, must provide a notice of authorization.

Provide each authorized representative with a letter (or copy) signed by the party chairman or the independent/primary candidate. The representative must give this letter (or copy) to the chief officer of election at the polling place.

The letter should be signed by a county or city political party chairman if the authorized representative is representing a party. If the county or city chairman is unavailable to sign the letter can be signed by a district or state chairman of the political party. § 24.2-604.

III. AUTHORIZED REPRESENTATIVES BEFORE POLLS OPEN (§ 24.2-639)

1. Before opening the polls, each officer shall examine the equipment and see that no vote has been cast and that the counters register zero. The officers shall conduct their examination in the presence of the party and candidate representatives (if present) See § 24.2-639 for additional procedures before the polls open.
2. Number of authorized representatives permitted before polls open
 - a. General and special elections
 - i. One authorized representative of each political party with a nominee on the ballot in that election
 - ii. One authorized representative of each independent candidate on the ballot in that election
 - b. Primary elections
 - i. One authorized representative of each primary candidate on the ballot in that election
 - c. A candidate may serve as an authorized representative before polls open, but not while voting is taking place.
3. Representative must be a qualified Virginia voter. An officer of election has the discretion to verify an authorized representative's registration status and identity by asking the representative to provide an acceptable form of ID.

Democratic Party and the Republican Party. Other groups may qualify to put their names on the ballot beside names of their candidates, but are not entitled to representatives.



4. Representative must have a written statement (or copy) signed by the party chairman or the independent candidate he represents. This statement (or copy) should be presented to the chief officer of election if not presented previously (see section II above). The written statement is not required if the candidate or party chairman is serving as the representative.

IV. **AUTHORIZED REPRESENTATIVES WHILE POLLS ARE OPEN (§ 24.2-604)**

1. The primary concept with regard to authorized representatives is that they cannot "otherwise impede the orderly conduct of the election." The officers of election have the authority to remove any person interfering with the voting process, and have broad discretion to manage affairs within the polling place. §§ 24.2-604, 24.2-607.
2. Quantity and Qualifications for Authorized Representatives:
 - a. The officers of election, at their discretion, may allow a maximum of three authorized representatives from each political party with a nominee on the ballot in that election and three from each independent or primary candidate on the ballot in that election when the pollbook has less than three divisions/stations.
 - b. When the pollbook is divided (or there are multiple electronic pollbook stations), one representative from each party and one from each independent/primary candidate must be allowed for each pollbook division/station.
 - c. A representative must be a qualified Virginia voter.
 - d. The representative cannot be the candidate.²
3. Representatives may stay all day or they may come and go in shifts as determined by the party or independent/primary candidate.
4. The representative cannot sit at the registration table with the officers of election. The representative must be allowed to be close enough to the voter check-in table to hear and see what is occurring; however, not close enough to the officer to disrupt his or her duties including those of processing voters. The representative has a right to immediately appeal to the local Electoral Board if he is unable to observe the process. Subject to the restrictions below regarding secrecy of the ballot and the officer of election's right to ensure the orderly conduct of the election, the representative cannot be directed to only stand in one specific area. However, if the placement of a representative may hinder or delay a voter, the officer of election may require the authorized representative to move from that area.
5. All voters should check in at the check -in table with the pollbooks allowing the authorized representatives to see and hear the process. The separate table or privacy booth that voters are directed to for the purpose of completing and voting the provisional voting materials is not a check-in table and the privacy of the voting process should be respected by officers of election and authorized representatives.
6. It is unlawful for any authorized representative to be in a position to see the marked ballot of any other voter.

² Please reference § 24.2-604(F) for candidates in the polling place on Election Day.
ELECT-604



7. The representative cannot in any way hinder or delay a voter or officer of election.
8. The representative cannot insult or abuse an officer of election nor conduct herself in a noisy or riotous manner.
9. The representative cannot give, offer, or show any ballot, ticket or other campaign material.
10. The representative cannot influence any person in casting his ballot. Such prohibited influence would include a representative tendering advice to the voter on the type of ballot he should cast.
11. The representative cannot perform any type of filming or photography while inside the polling place, including the use of a camera phone to film or photograph. § 24.2-604.4.
12. Use of wireless electronic devices is permitted inside the polling place. However, officers of election may prohibit the use of cellular telephones or other handheld wireless communications devices if such use will hinder, intimidate, or interfere with any qualified voter from casting his/her ballot or if the use of the wireless device results in the authorized representative conducting him or herself in a noisy or riotous manner so as to disturb the election. §§ 24.2-604 and § 24.2-607. It is recommended that the authorized representative leave the polling place when making a phone call on his or her cellular phone.
13. A representative may mark or make his own list of those who have voted and make his own notes. An officer cannot provide any lists to representatives.
14. A representative may challenge a voter who is known or suspected not to be a duly qualified voter. The person challenging a voter must complete and sign a statement of challenger form stating the specific reason for the challenge. The challenged voter will be offered a written statement (page 2 of the same form) attesting to their qualifications to vote. If the voter signs the statement, he or she must be allowed to vote. If the voter refuses to sign the statement, he or she will not be allowed to vote. Challenges should not be made frivolously. §§ 24.2-607(A), 24.2-651, 52 USC 10307 (federal intimidation offense).
15. The authorized representative is prohibited from providing assistance to any voter or wearing any indicator that he is available to assist any voters either inside the polling place or within 40 feet of any entrance to the polling place. Prohibited assistance for this purpose includes providing voters over 65 or those physically disabled, or those with a disability or inability to read or write, or those that require language assistance with assistance in voting. The same restriction applies to any neutral observer authorized by the Electoral Board to be inside the polling place. §§ 24.2-604(C) and 24.2-649. However, there is no absolute prohibition on a representative speaking to either an officer or a voter, subject to the restrictions herein and to the officers' discretion in conducting an orderly election.
16. If voter asks an officer of election to translate the ballot:
 - a. The officer must first ask any authorized representatives of the parties/candidates who are in the polling place whether they have a volunteer available who can interpret for the voter in the requested language. (If so, the representative would briefly exit the polling place to get the volunteer interpreter.) § 24.2-649(C)
 - b. If available, one interpreter per such party or candidate will be allowed to listen to the officer assist the voter.



- c. The voter may choose one of the interpreters to assist instead of the officer. The newly designated assistant must be qualified to assist (see below) and complete a new assistance form accordingly.
- d. The Request for Assistance form must be completed by the voter and assistant.
- e. Any party/candidate interpreter(s) must complete Part C of the form stating that the interpreter will not attempt to influence the voter's vote or reveal how the voter votes.

V. REPRESENTATIVES AT CLOSE OF POLLS (§ 24.2-655)

- 1. Quantity and qualifications of authorized representatives:
 - a. Each political party with a nominee on the ballot in that election may have two representatives and an independent/primary candidate on the ballot in that election may have one representative at the polling place to witness the counting of ballots and ascertainment of results.
 - b. Again, the representative must be a qualified Virginia voter.
 - c. Representative must have a written statement (or copy) signed by his party chairman or the independent candidate he represents. This statement (or copy) should be presented to the chief officer of election if not presented previously (see section II above).
 - d. This representative may be someone other than the representatives used while the polls are open.
- 2. After the polls are closed, if there are fewer than four authorized representatives (in total) at the polling place who request to be present while the votes are ascertained, the officers shall notify any bystanders, and select one or more bystanders to be present with any representatives so that there are as many as four (total) bystanders and representatives present during the count. The law limits the number of authorized representatives after the polls close to two from each political party having candidates in the election and one from each independent candidate or primary candidate. (§ 24.2-655).
 - a. A person who wants to watch the counting as a bystander is advised to let the chief officer of election know, before the polls close, that he or she will be waiting outside the polling place (and outside the 40 foot prohibited area) immediately after the polls close in case there are fewer than four authorized representatives.
 - b. There are no qualifications in the Code for the "bystanders" so, for example, a bystander may be selected who is not a registered Virginia voter (a requirement for all representatives).
 - c. Write-in candidates in general or special elections are not entitled to representatives at any time, but may use the bystander provision to get their observers into the polling place during the count if there are fewer than four authorized representatives at the polling place after the polls close.



3. The representatives and bystanders present cannot leave until the final results are ascertained and the chief officer of election has opened the doors and announced the results of the election, and may not communicate with any person outside the polling place by any means during the counting and ascertainment. There are no exceptions to this rule.
4. Representatives and bystanders present may witness the counting and ascertainment of results but may not touch or handle any ballot, voting machine or official document.
5. The representatives and bystanders present shall have an unobstructed view of the officers of election and their actions as the votes are counted and the returns are completed, and may make their own notes during the counting and ascertainment.

VI. REPORTING ALLEGED ELECTION DAY PROBLEMS

Any alleged voting discrepancies should be reported to the chief or assistant chief officer of election, the local Electoral Board and/or the Department of Elections at the time they occur. If complaints are received at the time they occur corrective action, if necessary, can be taken. If reports are not made until the election is completed there is little, if anything, that can be done to remedy the situation.

VII. WHAT HAPPENS AFTER ELECTION DAY

1. On election night, the local registrar's office will post unofficial results to the Department of Elections website (elections.virginia.gov). After Election Day, any corrections, additions or changes to these unofficial results (for example, when provisional ballot determinations are made) will be explained in the notes on the website.
2. The Electoral Board for the city or county will meet on the day after the election to canvass the results of the election (§§ 24.2-671 through 24.2-678) and to decide the validity of each provisional ballot offered (§ 24.2-653). Please note that while the canvassing meeting is an open meeting, there are restrictions on who may be present during the Electoral Board's meeting on provisional ballots. § 24.2-653

The Canvass:

3. The canvass is a public, open meeting of the Electoral Board. Anyone may attend.
4. In a general or special election, each political party with a nominee on the ballot and each independent candidate on the ballot; or in a primary, each primary candidate on the ballot shall be entitled to have representatives present when the local Electoral Board meets to ascertain the results of the election.
 - a. Each such party and candidate shall be entitled to have at least as many representatives present as there are teams of officials working to ascertain the results, and the room in which the local Electoral Board meets shall be of sufficient size and configuration to allow the representatives reasonable access and proximity to view the ballots as the teams of officials work to ascertain the results.
 - b. The representatives and observers lawfully present shall be prohibited from interfering with the officials in any way.
 - c. TIP: Authorization letters are not required for representatives at the canvass, but may be



provided, at the option of the authorizing party chairman or independent/primary candidate.

The Provisional Ballot Determination Meeting:

5. The provisional meeting is a closed meeting. Only certain entities are authorized to be present during the provisional meeting. Notwithstanding the provisions of Virginia's FOIA law (§ 2.2-3700 et, seq.), only the following are entitled to representation during the provisional meeting:
 - a. In all elections, the individual whose provisional vote is being considered and the individual's representative or legal counsel.
 - b. Appropriate staff and legal counsel for the Electoral Board may be present when the Electoral Board is conducting the provisional ballot determination meeting. § 24.2-653.01.
 - c. In a primary election, one representative of each primary candidate on the ballot in that election.
 - d. In a general or special election, one representative of each political party with a nominee on the ballot in that election and one representative of each independent candidate on the ballot in that election.
 - e. Representatives (except for the candidate or party chairman) shall present to the electoral board a written statement designating him to be a representative of the party or candidate signed by the chairman of the political party, independent candidate, or the primary candidate, if applicable. The letter should be signed by a county or city political party chairman if the authorized representative is representing a party. If the county or city chairman is unavailable to sign the letter can be signed by a district or state chairman of the political party. The statement must bear the original signature of the chair or candidate, as appropriate. A photocopied statement is acceptable. § 24.2-653(B)
6. Notwithstanding the provisions of Virginia's FOIA law (§ 2.2-3700 et seq.), only the following are entitled to representation during the provisional ballot meeting:
 - a. In all elections, the individual whose provisional vote is being considered and the individual's representative or legal counsel; and appropriate staff and legal counsel for the electoral board.
 - b. In a primary election, one representative of each primary candidate on the ballot in that election.
 - c. In a general or special election, one representative of each political party with a nominee on the ballot in that election and one representative of each independent candidate on the ballot in that election.
 - i. Representatives (except for the candidate or party chairman) shall present to the Electoral Board a written statement designating him to be a representative of the party or candidate signed by the chairman of the political party, independent candidate, or the primary candidate, if applicable. The letter should be signed by a county or city political party chairman if the authorized



representative is representing a party. If the county or city chairman is unavailable to sign the letter can be signed by a district or state chairman of the political party. The statement must bear the original signature of the chair or candidate, as appropriate. A photocopied statement is acceptable. § 24.2-653(B)

7. Write-ins are never entitled to have representation during the provisional meeting.
8. Representative may not impede the orderly conduct of the determination.
9. Representative may not participate during the provisional ballots determination meeting, as they serve only as observers.
10. With regard to the provisional ballot logs, during the provisional ballot meeting, authorized representatives are permitted to inspect the provisional ballot log and take notes from the list, including the names, phone numbers, year of birth, and addresses of individuals who have voted provisionally. However, general registrars and Electoral Board members need to take steps to ensure that confidential information on the log is not disclosed. Information deemed confidential and not available for copying includes the voter's social security number, day and month of birth, and the reason for voting provisionally. Information not deemed confidential includes the voter's name, phone number, and address. You may preserve the confidentiality of information by providing photocopies, if practicable, of the provisional ballot log during the meeting with confidential information redacted. The authorized representatives can then take notes from the redacted photocopied logs. There is no prohibition for the authorized representatives to bring in a list of registered voters or other list that would allow them to cross-check the names on the provisional ballot list with the names on the list of registered voters.



GUIDELINES FOR CAMPAIGNERS AND AUTHORIZED REPRESENTATIVES (REPS)

§§ 24.2-310, 24.2-604, et seq., of the Code of Virginia

CAMPAIGNERS (INCLUDES CANDIDATE) - OUTSIDE POLLING PLACE AND PROHIBITED AREA

- Must be outside 40 feet of any entrance to the building in which voting takes place . Only Electoral Board can authorize limited exceptions.
- No limit to the number of campaigners allowed outside the polling place and prohibited area.
- Cannot hinder or delay a person from entering or leaving a polling place.
- Loudspeakers cannot be used within 300 feet of any polling place.
- Campaign materials, including sample ballots:
 - Must be distributed outside the polling place and prohibited area.
 - Must contain a statement indicating who paid for/authorized the printing (see ELECT website, Campaign Finance)
 - Subject to a civil fine for failure to properly identify any campaign material.
- Sample ballots cannot be printed on white paper and must contain the words "Sample Ballot".

AUTHORIZED REPRESENTATIVES (REPS) - INSIDE POLLING PLACE AND PROHIBITED AREA

- ◆ Must be a qualified Virginia voter.
- ◆ Must present to the chief officer of election a "letter of authorization" signed by the independent or primary candidate or party chair entitled to representation (see below) if list of reps not previously provided. A copy of the signed "letter of authorization" is acceptable.
- ◆ No campaigning is permitted by anyone inside the polling place building without Electoral Board exception.
- ◆ Cannot hinder or delay any officer of election or voter.
- ◆ Cannot sit at the check-in table with officer of election but must be positioned to see and hear the check-in table and what is occurring. (rep may appeal to the local electoral board if dissatisfied with the chief officer's decision on placement.)
- ◆ May create their own list of voters and mark their own list (an officer cannot provide any list to reps).
- ◆ Cannot provide assistance to any voter or wear any indicator that he is available to assist any voter inside the polling place or within 40 feet of any entrance to the polling place.
- ◆ Officers of election have authority to remove any representative who does not adhere to above guidelines.

BEFORE POLLS OPEN §24.2-639	WHILE POLLS ARE OPEN §24.2-604	ASCERTAINING THE VOTE §24.2-655
<p>One rep of each political party having a nominee on the ballot in this election</p> <p>One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [may be the candidate]</p>	<p>Candidates may enter polling places only to vote, or to visit for no longer than ten (10) minutes per day per polling place</p> <p>For each pollbook in use in the precinct:</p> <ul style="list-style-type: none"> • One rep of each political party having a nominee on the ballot in this election • One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [cannot be the candidate] *** <p>If less than three (3) pollbooks in use, the Officers of Election, at their discretion, may allow a maximum of three reps whether or not the pollbook is divided.</p>	<p>Two reps of each political party having a nominee on the ballot in this election</p> <p>One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [may be the candidate] ***</p> <p>The representative cannot leave the polling place nor relay in any manner the results of the election until after final results are ascertained and chief officer of election has opened doors and announced the results. There are no exceptions to this rule.</p> <p>Representatives may witness the counting and ascertainment of results and make their own notes but may not touch or handle any ballot, voting equipment or official document, or interfere in any manner.</p>

VIRGINIA DEPARTMENT OF ELECTIONS

GUIDELINES FOR NEWS MEDIA DURING ELECTIONS

These guidelines provide an overview of the restrictions applicable to media outlets and their activities inside polling locations on Election Day. News media representatives may visit, film and photograph inside Virginia polling places on Election Day for a reasonable and limited period of time while the polls are open. Media representatives may not disrupt the smooth operation of the election; voters and officers of election must not feel uncomfortable with their presence or have their privacy violated.

Before Election Day:

While the Department highly recommends that all media outlets contact the general registrar of the relevant locality prior to visiting any polling locations on Election Day, Va. Code § 24.2-604 states “the officers of election shall permit representatives of the news media to visit and film and photograph inside the polling location for a reasonable and limited period of time while the polls are open.” Certain restrictions apply, e.g., such as the media is prohibited from hindering or delaying a voter in any way. Further, if a majority of the officers of election conclude that the media outlet is not complying with state law, then the officers of election are authorized to require any news outlet to leave the polling location.

Again, the Department recommends that any media outlet planning or considering filming on Election Day contact the general registrar well in advance of the election. You can find contact information for individual registrar offices on the Department of Elections’ (ELECT) website (elections.virginia.gov). Pursuant to Va. Code § 24.2-604.

On Election Day:

- ✓ Media representatives are permitted inside the polling place only when the polls are open (6:00am to 7:00pm).
 - In the polling place, no person may hinder or delay a voter, give or show any ballot or campaign material to any person, solicit or influence any person in voting, hinder or delay any officer of election, be in a position to see a marked ballot of any other voter, or in any way impede the conduct of the election.
- ✓ A 40-foot Prohibited Area surrounds the entrance to all polling places. Election officials will clearly demarcate this Prohibited Area.
 - When the polls are open and ballots are being counted, within the 40-foot Prohibited Area, no person can loiter or congregate, give or show any ballot, ticket or campaign material to any person or to in any way attempt to influence any person in casting their vote, nor hinder a voter in entering or leaving the polling place.
- ✓ Contact the Chief Officer of Election upon entering the voting area. Be ***prepared to display media credentials or identification when requested***. The length of any visit is restricted to a reasonable and limited period of time.

Prohibited Activities:

- ✓ In the polling place, you may not film or photograph any person who asks the media representative not to film or photograph her. Equipment should be placed so as not to show the faces of those attempting to vote or hinder the flow of voting.
- ✓ No filming or photographing may be performed in a way that divulges how any individual is voting.
- ✓ You may not film or photograph any voter list, pollbook, or record in a way that reveals voter information.
- ✓ Interviews or discussions with voters, election officials, authorized representatives, and others are also prohibited inside the Prohibited Area and polling place. Any interviews with voters, candidates or other persons, live broadcasts, or taping reporters’ remarks must be conducted **outside the polling place and the prohibited area**.
- ✓ Media representatives shall not impede the voting process or the work of the polling place staff.

- ✓ Officers of election may require any person who is found by a majority of the officers to be in violation of the laws governing activities in the polling place to leave the polling place and the Prohibited Area.

Questions or Concerns? Please contact the Virginia Department of Elections at 1-800-552-9745.

Rev.10/12/2018



CITY OF VIRGINIA BEACH

**Voter Registration
& Elections**

Provisional Ballots



Provisional Voting –
Same Day Registration (SDR)

Chief Officer, Assistant Chief Officer or Pollbook Supervisor performs the following procedures for a voter who is voting a Same Day Registration Provisional Ballot. A Provisional voter is neither checked into the EPB nor is the ballot scanned into the DS200.

Provisional Vote SDR Procedure

- ❑ **Officer** issues a Provisional Vote and Same-Day Registration Application envelope.
- ❑ **Voter** completes the Provisional Vote envelope including their signature and date.
- ❑ **Officer** will record the precinct number then complete the Election Officer section including the signature.
- ❑ **Officer** completes the Provisional Ballot Log with the voter's information, and circles reason code 1 and SDR.
- ❑ **Officer** issues a folded paper ballot and provides a private area near the Chief's table for the voter to mark their ballot.
- ❑ **Voter** places marked ballot in the Provisional Vote envelope and seals it.
- ❑ **Officer** places the COMPLETED and SEALED Provisional Vote in the Provisional Ballot Box (black suitcase).
- ❑ **Officer** gives the voter a Provisional Voter Notice and I VOTED sticker.

This form is used by the voter to apply for a provisional ballot and same-day registration. It includes sections for voter information, reasons for applying, and a declaration of eligibility. The form is numbered 1A and is dated 10/15/2019.

This form is used by the election officer to record the voter's information and the reason for applying for a provisional ballot. It includes sections for voter information, election officer information, and a table for recording the number of voters who applied for a provisional ballot by reason.

This form is used by the election officer to provide the voter with a notice of their provisional ballot status. It includes sections for voter information, election officer information, and a declaration of eligibility. The form is numbered 1A and is dated 10/15/2019.

This form is used by the election officer to provide the voter with a notice of their provisional ballot status. It includes sections for voter information, election officer information, and a declaration of eligibility. The form is numbered 1A and is dated 10/15/2019.

Virginia Provisional Vote and Same Day Registration Application

Precinct # _____

Only for voters not registered in this precinct.

Use blue or black ink

Starred (*) items are required. If you do not complete all of the items that are marked with *, your application may be denied.

1 * I am a citizen of the United States of America ☐ YES ☐ NO

* Full Social Security Number - - ☐ No SSN was ever issued

* Date of Birth (MM/DD/YYYY) / / * Gender _____

2 * Last Name _____ Jr. Sr. II III IV (Circle one) Other (write-in): _____

* First Name _____ * Middle Name _____ ☐ None

* Residence Address (May not be a P.O. Box) _____ Apt. _____

* City/Town _____ * Zip Code _____

Email _____ Phone - -

3 * Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote? ☐ YES ☐ NO

If YES, has your right to vote been restored? ☐ YES ☐ NO

4 ☐ I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.

☐ I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.

☐ I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:

☐ An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.

☐ Been granted a court issued protective order.

☐ In fear for personal safety from being threatened or stalked by another person.

☐ A participant in the Virginia Attorney General's Address Confidentiality Program.

☐ Been approved to be a foster parent.

My mailing address _____

(Complete only if you have checked a box in this section) _____

5 ☐ I am currently registered to vote in another state: _____ (Indicate state of previous registration)

6 ☐ I am interested in being an Officer of Election (poll worker) on Election Day. Please send me information.

7 AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election. I authorize the cancellation of my current registration and I hereby affirm that I have read the Privacy Act Notice and Warning. (See back for Privacy Act Notice and Warning.)

* Signature _____ Today's date: / /

☐ By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

ELECTION OFFICER

YOU MUST SELECT THIS REASON CODE.

☐ #1: Same Day Registration (or not on pollbook)

Did voter show ID or complete ID Confirmation Statement?

☐ YES ☐ NO

Comments:

Election Officer: ☒ Sign Here _____

OFFICE/ELECTORAL BOARD USE ONLY

Voter ID # _____

Adjudication: ☐ COUNT ☐ DO NOT COUNT

Voter Identification

1. If the voter returns with the proper identification, check this box and sign ☒ _____

2. Attach a copy of the identification document.



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Provisional Voter Notice
§ 24.2-653, Code of Virginia

Dear voter,

You voted a **provisional ballot** today.

Your local electoral board decides which provisional ballots will be counted. They will meet at 9:00 a.m on the day after the election at 2416 Courthouse Dr, Building 19, Virginia Beach, VA 23456.

Your provisional ballot will not be counted if the board cannot confirm that you are qualified and registered to vote in this precinct.

You can provide proof that you are qualified to vote in this precinct in person before the deadline, or you can attend the electoral board meeting to provide proof. (Most people do not need legal counsel, but you may bring a lawyer with you.) If you have questions, call your General Registrar's office at 757-385-8683

After vote counting is completed, you can find out if your ballot was counted by calling the Department of Elections at 866-839-2556.

Election officer:

Give this notice to voters when:

- Their name is not on the poll book
- They voted using Same Day Registration
- They voted after poll closing
- We do not have their absentee ballot
- The poll book shows they have already voted

Reasons you received a provisional ballot

____ Same Day Registration (or not on pollbook).

____ Shown on pollbook as already voted

____ Voting after hours due to court order

____ Other: _____

____ Vote by mail – no ballot to surrender

____ Voter does not have required ID and declined to complete ID Confirmation Statement

If you registered at DMV or other government agency:

- Provide the name of the agency, its location, and date you registered.
- Show a receipt, if you have one, either to the precinct election officer or General Registrar.

If you learned that your registration was cancelled,

but you think it should not have been, call your General Registrar.



Chief Officer or Assistant Chief Officer performs the following procedures according to the guidelines in the What If. A Provisional voter is neither checked into the EPB nor is the ballot scanned into the DS200.

Provisional Vote Procedure

- ❑ **Officer** completes Non-Same Day registration side of Provisional Vote envelope, including precinct number.
- ❑ **Officer** checks the appropriate reason code and signs in the Election Officer section of the envelope.
- ❑ **Officer** verifies the voter's acceptable ID. If voter does not have an acceptable ID or does not fill out an ID Confirmation Statement, also mark the appropriate box next to reason code #7 on the envelope.
- ❑ **Officer** completes the Provisional Ballot Log with the voter's information, circles the reason code(s) then further explains in the notes section the reason for the Provisional Vote. Also circle DMV if voter mentions they registered at DMV.
- ❑ **Officer** issues a folded paper ballot and provides a private area near the Chief's table for the voter to mark their ballot.
- ❑ **Voter** places marked ballot in the Provisional Vote envelope, signs and seals it.
- ❑ **Officer** places the COMPLETED and SEALED Provisional Vote in the Provisional Ballot Box.
- ❑ **Officer** gives the voter a Provisional Voter Notice and I VOTED sticker.

Virginia Provisional Vote (Non-Same Day Registration) form. It includes fields for Precinct, Reason Code, and Election Officer signature. The form is divided into sections for Voter Information, Reason Code, and Election Officer.

Provisional Ballot Log form. It includes fields for Precinct, Reason Code, and Election Officer signature. The form is divided into sections for Voter Information, Reason Code, and Election Officer.

Provisional Voter Notice form. It includes fields for Precinct, Reason Code, and Election Officer signature. The form is divided into sections for Voter Information, Reason Code, and Election Officer.

Provisional Voter Notice and I VOTED sticker. It includes fields for Precinct, Reason Code, and Election Officer signature. The form is divided into sections for Voter Information, Reason Code, and Election Officer.

Virginia Provisional Vote (Non-Same Day Registration)

If Same Day Registration, complete only the other side.

Precinct # _____

Use blue or black ink

Starred (*) items are required. If you do not complete all of the items that are marked with *, your vote may not count.

1 *Last Name _____ Jr. Sr. II III IV (Circle one) Other (write-in): _____
*First Name _____ *Middle Name _____ ☐ None

2 *Date of Birth / /

3 *Social Security Number - -
Last 4 digits REQUIRED

Providing your full Social Security number, though not required, may prove helpful in determination of your eligibility to vote.

4 *Residence Address (May not be a P.O. Box) _____ Apt. _____

*City/Town _____ *Zip Code _____

If address is different than voter registration record, provide the date you moved: ____ / ____ / ____.

Your address information will be used to update your voter registration record.

5 Phone - - Email _____

6 Statement of Voter

To the best of my knowledge, I am a registered voter of this locality and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning.

Voter:
*Sign Here

X

Today's Date:

/ /

Privacy Act Notice: This form requires personal information, including information related to your Social Security number, for identification purposes and to prevent fraud. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted.

Warning: Intentionally making a materially false statement on this form constitutes the crime of election fraud, punishable as a felony in Virginia. Violators may be sentenced up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.

ELECTION OFFICER

You Must Select a Reason Code.

- ☐ #3: Voting after hours due to court order
☐ #4: Vote by mail – no ballot to surrender
☐ #5: Shown on pollbook as already voted
☐ #6: Other: _____
☐ #7: Voter does not have required ID and declined to complete ID Confirmation Statement

Comments:

Election Officer: ☒
Sign Here

OFFICE/ELECTORAL BOARD USE ONLY

Voter ID # _____

Adjudication: ☐ COUNT ☐ DO NOT COUNT

Voter Identification

1. If the voter returns with the proper identification,

check this box and sign ☐ ☒

2. Attach a copy of the identification document.



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

PROVISIONAL VOTER NOTICE
§ 24.2-643 and 24.2-653, Code of
Virginia

You voted a **provisional ballot** because you did not show proper identification or sign an ID Confirmation Statement.

Providing proper identification

For your vote to count, you must provide a copy of an acceptable form of ID or a signed ID Confirmation Statement to your local electoral board.

Acceptable forms of identification

- Virginia driver's license or DMV ID
- Valid United States passport
- Identification card issued by the federal government, the Commonwealth of Virginia, or one of its political subdivisions
- Valid student identification card from a college, university, or public or private high school located in Virginia
- Valid student identification issued by a college or university outside of Virginia
- Valid employee photo identification card issued in the normal course of business
- Tribal enrollment or other tribal ID
- Voter confirmation documents
- Current utility bill, bank statement, government check, paycheck or other government document containing your name and address

If you do not have one of these, you can sign an ID Confirmation Statement.

The deadline to provide your ID is 12:00 p.m. on the Friday following the election. If the Friday is a holiday, the deadline becomes 12:00 p.m. the next business day.

Your local electoral board decides which provisional ballots will be counted.

The meeting will begin at 9:00 a.m. the day after the election at 2416 Courthouse Dr, Building 19, Virginia Beach, VA 23456.

You can provide your ID or ID Confirmation Statement in person or by a method listed below any time before the deadline. You can attend the electoral board meeting to provide the required documents. (Most people don't need legal counsel, but you may bring a lawyer with you.) If you have questions, call the General Registrar's office at 757-385-8683.

After vote counting is completed, you can find out if your ballot was counted by calling the Department of Elections at 866-839-2556.

How and where to deliver your ID

Provide a copy of your identification by any one of these methods.

By email: voter@vb.gov

In person to the Electoral Board/General Registrar

2449 Princess Anne Rd
Municipal Center – Building 14
Virginia Beach, VA 23456

By fax: 757-385-5632

By mail to the Electoral Board/General Registrar

P.O. Box 6247
Virginia Beach, VA 23456



Provisional Ballot Log 0000

Precinct: 0000 Sample Election Type: Sample Election
Election Date: Month Day, Year Locality: Virginia Beach

Completed log is attached to Envelope 1A.			Individual Total
Non-Registered	1	Same Day Registration (or not on pollbook)	
voter's name IS NOT on the pollbook and voter:			
Voter's name IS on the pollbook, and voter:	3	is voting after normal poll closing time due to court order	
	4	applied for an absentee ballot, but does not have the ballot	
	5	is shown in the pollbook as already having voted	
Other	6	Other (any reason not captured in the other codes)	
No ID	7	voter did not show required ID	

While Polls Are Open Instructions:

Follow the Provisional Voting Procedures checklist. DO NOT check-in provisional voters into the EPB.

1	Voter information Last name _____ Middle _____ First name _____ Suffix _____ Address _____ City/town _____ State ____ Zip code _ _ _ _ Birth year only _____ Phone number _____ (____) - _____ - _____	SSN# last 4 _____ Circle Reason Code _____ 1 3 4 5 6 7 DMV SDR Notes Registrar use only Was this vote counted? YES NO Explain:
2	Voter information Last name _____ Middle _____ First name _____ Suffix _____ Address _____ City/town _____ State ____ Zip code _ _ _ _ Birth year only _____ Phone number _____ (____) - _____ - _____	SSN# last 4 _____ Circle Reason Code _____ 1 3 4 5 6 7 DMV SDR Notes Registrar use only Was this vote counted? YES NO Explain:



Hand Counted Ballot Instructions

Ballots that cannot be read by the DS200 must be added manually after the polls close.

1. Add vote(s) from hand counted ballot(s) to each RACE and VOTE TOTALS on results tape #1.
 - If the voter's mark cannot be determined, refer to the Examples for Hand Counting Ballots.
2. Record new total next to each adjustment.
3. Verify all adjustments by initialing each.
4. Repeat ALL of the above steps on Voting Results tapes #2, #3, and #4.
5. Complete the **SOR D-2**.
6. Include any write-ins on the **Write-in Certification**. Do not complete this form if you didn't have any write-in on your hand counted ballots.

TIP: You may use a sheet (i.e. sample ballot) to tally hand counted ballots. If a tally sheet is used, attach it to SOR D-2.

Sample Tape

City of Virginia Beach
General and Special Elections
Election Date: November 15, 2017
Poll Opening Time: 11:00 AM
Poll Closing Time: 11:00 PM
Public Count: 12

Protected Count: 8578
Protected Serial Number: 01480237

Unit Serial Number: 123456789

Voting Results Report

7:05pm Election Date

Unit Serial Number: 123456789

Total Paper Sheets: 72

COUNCIL AT LARGE

Number to vote for 1

J.P. MORGAN 23

JON D. OHH 17 +1 = 18 JZ

CARL REIGNER 29

Write-in 3

Total Votes 72 +1 = 73 JZ

Voting Results Report

7:05pm Election Date

Unit Serial Number: 123456789

Total Paper Sheets: 72

COUNCIL AT LARGE

Number to vote for 1

J.P. MORGAN 23

JON D. OHH 17 +1 = 18 JZ

CARL REIGNER 29

Write-in 3

Total Votes 72 +1 = 73 JZ

VIRGINIA'S GUIDE TO HAND-COUNTING BALLOTS

Can this vote count?

A complete guide to
hand-counting printed
ballots for elections
and recounts



★ VIRGINIA ★
STATE BOARD *of* ELECTIONS

Contents

1 – Extra Marks
Page 7

2 – More than 1
candidate marked
Page 7

3 – Strikethroughs
Page 9

4 – Marks outside the
oval
Page 11

5 – Circle-like marks
Page 13

6 – Written words
Page 15

7 – Write-in votes
Page 17

8 – Ranked choice votes
Page 21

Introduction

What is hand-counting?

Hand-counting ballots is the process by which ballots are manually counted rather than read by the voting machine. The majority of ballots for an election will not be hand-counted. Hand-counting ballots should be considered only when the ballot cannot be read by the voting machine.

The purpose of these instructions is to assist you while manually counting ballots. Throughout these instructions you will see examples that discuss how to read a ballot and determine if a vote should be counted.

How to use these guidelines

Use these guidelines when you are looking for an indication that a voter affirmatively chose a candidate or a write-in for their vote. Many times this will be obvious and other times it may not be as clear.

These guidelines are the rules and principles that must be applied to every manually counted ballot.

When a voter's choice is not clear, these instructions can help you make a determination about the vote.

What's in this guide?

The instructions include illustrated scenarios of votes to count and votes not to count. When a rule in the Virginia election code applies to an example, it is included with a citation.

**Member
House of Delegates
64th District**

Vote for not more than one

☐ Aaron J. Peshkin II (D)

☐ G. Duane Kruse (R)

☐ Davitra Rangel (L)

☐ Jin Chen (I)

P.J. Roe

Vote to count

The voter clearly indicated their voting preference.

No check or other mark shall be required to cast a valid write-in vote
§24.2-644(A)

The vote is counted as a write-in vote for P.J. Roe

Can this example be counted?

Description of the marks

Election code, when applicable

How the vote is counted (or not)

Visual illustration of the example

What to do if...

What if the ballot I am reading is not shown in the examples?

Sometimes the vote you are looking at will not be exemplified in these instructions. Use the principles provided in these instructions to determine if and how a vote should be counted.

What if my team cannot determine who the voter voted for?



In a recount if the teams cannot agree on how to process the ballot, the vote must be challenged and adjudicated by the court.

For other ballots being manually counted, speak with your general registrar.

What if the hand count is for a ranked choice voting election?

Since ballots in ranked choice voting elections require marking ranking selections in a comparable manner to marking candidate selections in traditional elections, the provisions of this guide generally apply to ranked choice voting elections in determining voter intent. See Section 8 for guidance regarding ranked choice voting ballots and example scenarios specific to that method of voting. In the event of a conflict between Section 8 and the remainder of the guide in relation to ranked choice voting, Section 8 shall control.

Abbreviations and symbols

	A vote that can be counted
	A vote that cannot be counted

1. Extra Marks

A voter might accidentally make extra pen marks or smudges on their ballot.

Follow the rule in the elections code

- Any ballot marked so that the intent of the voter is clear shall be counted. (Va. Code §24.2-644)

How to determine voter intent if a ballot contains extra marks

- Count the vote for the mark that stands out and is clearly associated with a candidate.

Vote marking scenarios

**Member
House of Delegates
64th District**

Vote for not more than one

☐ Aaron J. Peshkin II (D)

☐ G. Duane Kruse (R)

☒ Davitra Rangel (L)

☐ Jin Chen (I)

☐ Viviana Montoya (I)

#1a



Vote to count

This example contains two marks, but one stands out because it is bold and complete.

This vote is counted for Davitra Rangel.

Vote marking scenarios: Marks between candidates

**Member
House of Delegates
64th District**

Vote for not more than one

☒ Aaron J. Peshkin II (D)

☒ G. Duane Kruse (R)

☐ Davitra Rangel (L)

☐ Jin Chen (I)

☐ Viviana Montoya (I)

#1b



Vote not to count

The voter marked between two candidate names.

In this instance, the voter did not clearly indicate their choice.

This vote cannot be counted.

**Member
House of Delegates
64th District**

Vote for not more than one

- ☐ Aaron J. Peshkin II (D)
- ☐ G. Duane Kruse (R)
- ☐ Davitra Rangel (L)
- ☐ Jin Chen (I)
- ☐ Viviana Montoya (I)

#1c



Vote not to count

The mark is between two names and gives no clear indication of the voter's choice.

This vote cannot be counted.

**Member
House of Delegates
64th District**

Vote for not more than one

- ☐ Aaron J. Peshkin II (D)
- ☐ G. Duane Kruse (R)
- ☐ Davitra Rangel (L)
- ☐ Jin Chen (I)
- ☐ Viviana Montoya (I)

1d



Vote not to count

It is not clear who the voter prefers because the mark is in between two candidates.

This vote cannot be counted.

**Member
House of Delegates
64th District**

Vote for not more than one

- ☐ Aaron J. Peshkin II (D)
- ☐ G. Duane Kruse (R)
- ☐ Davitra Rangel (L)
- ☐ Jin Chen (I)
- ☐ Viviana Montoya (I)

#1e



Vote not to count

The mark is between—and touches—two names and gives no clear indication of the voter's choice.

This vote cannot be counted.

2. More than one candidate marked

You may encounter a ballot that contains more than one mark for a vote-for-one contest.

Follow the rules in the elections code

- Any ballot marked so that the intent of the voter is clear shall be counted. (Va. Code §24.2-644).
- If a ballot for an office contains a greater number of votes than permitted, no vote for the office can be counted (Va. Code §24.2-663).
- In a recount, voting for more candidates than permitted is considered an overvote and the vote cannot be counted (Va. Code §24.2-802.2).

How to determine voter intent if a ballot contains more than 1 mark for a race

- Count the vote for the mark that stands out and is clearly associated with a candidate.

Vote marking scenarios

Member House of Delegates 64th District	
Vote for not more than one	
<input checked="" type="radio"/>	Aaron J. Peshkin II (D)
<input checked="" type="radio"/>	G. Duane Kruse (R)
<input type="radio"/>	Davitra Rangel (L)
<input type="radio"/>	Jin Chen (I)
<input type="radio"/>	Viviana Montoya (I)
#2a	



Vote to count

This example contains two marks, but one stands out because the box contains an x and is circled.

The vote is counted for Aaron J. Peshkin II.

**Member
House of Delegates
64th District**

Vote for not more than one

- ☒ Aaron J. Peshkin II (D)
- ☒ G. Duane Kruse (R)
- ☒ Davitra Rangel (L)
- ☒ Jin Chen (I)
- ☒ Viviana Montoya (I)

#2b



Vote not to count

The voter marked each candidate on the ballot. One candidate was marked with a check while the others are marked with an “X”. Each mark has the same weight for choice and there is no clear indication of voter intent.

The voter marked each candidate which is an overvote; thus, the vote cannot be counted.

**Member
House of Delegates
64th District**

Vote for not more than one

- ☐ Aaron J. Peshkin II (D)
- ☒ G. Duane Kruse (R)
- ☐ Davitra Rangel (L)
- ☐ Jin Chen (I)

P. J Roe

#2c



Vote not to count

The voter marked a candidate and wrote the name of a write-in candidate. Both are a vote for a candidate.

This vote cannot be counted.

**Member
House of Delegates
64th District**

Vote for not more than one

- ☒ Aaron J. Peshkin II (D)
- ☒ G. Duane Kruse (R)
- ☐ Davitra Rangel (L)
- ☐ Jin Chen (I)
- ☐ Viviana Montoya (I)

#2d



Vote not to count

The voter marked two candidates, when only one is allowed. It is not clear who the voter prefers because both marks are the same. No mark stands out for a particular candidate. This vote cannot be counted.

3. Strikethroughs

Some voters draw lines (also called strikethroughs) across candidate names instead of marking in the oval or box.

Follow the rule in the elections code

- Any ballot marked so that the intent of the voter is clear shall be counted. (Va. Code §24.2-644)

How to determine voter intent if a ballot contains strikethroughs

- Strikethroughs mean a voter does not favor a candidate. They don't provide information about voter intent. Often, these votes cannot be counted.

Vote marking scenarios

**Member
House of Delegates
64th District**

Vote for not more than one

☐ ~~Aaron J. Peshkin II (D)~~

☐ ~~G. Duane Kruse (R)~~

☐ ~~Davitra Rangel (L)~~

☐ ~~Jin Chen (I)~~

☒ Viviana Montoya (I)

#3a



Vote to count

This voter checked the oval for one candidate and marked out the others.

The vote is counted for Viviana Montoya.

**Member
House of Delegates
64th District**

Vote for not more than one

☐ Aaron J. Peshkin II (D)

☐ G. Duane Kruse (R)

☐ Davitra Rangel (L)

☐ Jin Chen (I)

☐ Viviana Montoya (I)

3b



Vote not to count

The voter marked a line in between two names and there is no clear indication of the voter's choice.

This vote cannot be counted.

Member
House of Delegates
64th District

Vote for not more than one

- ☐ ~~Aaron J. Peshkin II (D)~~
- ☐ ~~G. Duane Kruse (R)~~
- ☐ ~~Davitra Rangel (L)~~
- ☐ ~~Jim Chen (H)~~
- ☐ Viviana Montoya (I)

#3c



Vote not to count

In this example, 4 candidates are struck out. There is no clear mark that indicates who the voter prefers.

This vote cannot be counted.

4. Mark outside the oval

A voter's mark for a candidate may fall outside the oval or box.

Follow the rule in the elections code

- Any ballot marked so that the intent of the voter is clear shall be counted. (Va. Code §24.2-644)

How to determine voter intent if a ballot contains marks outside the oval

- Consider whether the mark indicates a preference for a candidate. If the mark is unclear, the vote cannot be counted.

Vote marking scenarios

**Member
House of Delegates
64th District**

Vote for not more than one

☒ Aaron J. Peshkin II (D)

☐ G. Duane Kruse (R)

☐ Davitra Rangel (L)

☐ Jin Chen (I)

☐ Viviana Montoya (I)

#4a



Vote to count

In this example, it is clear that the checkmark aligns with a candidate.

The vote is counted for Aaron J. Peshkin II.

**Member
House of Delegates
64th District**

Vote for not more than one

☐ Aaron J. Peshkin II (D)

☐ G. Duane Kruse (R) ←

☐ Davitra Rangel (L)

☐ Jin Chen (I)

☐ Viviana Montoya (I)

#4b



Vote to count

In this example, the arrow clearly points to a candidate.

The vote is counted for G. Duane Kruse.

**Member
House of Delegates
64th District**

Vote for not more than one

☐ Aaron J. Peshkin II (D)

☐ G. Duane Kruse (R)

☐ Davitra Rangel (L)

☐ Jin Chen (I)

☐ Viviana Montoya (I)

#4c



Vote not to count

This mark outside of the oval is not clearly associated with any candidate.

This vote cannot be counted.

**Member
House of Delegates
64th District**

Vote for not more than one

☐ Aaron J. Peshkin II (D)

☐ G. Duane Kruse (R)

☐ Davitra Rangel (L)

☐ Jin Chen (I)

☐ Viviana Montoya (I)

#4d



Vote not to count

This mark is not clearly associated with a single candidate.

This vote cannot be counted.

5. Circle-like marks

You may encounter a ballot on which a voter has circled a candidate name, rather than filling in an oval or box to specify their vote.

Follow the rule in the elections code

- Any ballot marked so that the intent of the voter is clear shall be counted (Va. Code §24.2-644).

How to determine voter intent if a ballot contains circle-like marks

- Consider whether the mark indicates a preference for a candidate. If it is unclear, the vote cannot be counted.

Vote marking scenarios

**Member
House of Delegates
64th District**

Vote for not more than one

☐ Aaron J. Peshkin II (D)

☐ G. Duane Kruse (R)

☐ Davitra Rangel (L)

☐ Jin Chen (I)

☐ Viviana Montoya (I)



Vote to count

In this example, the circle corresponds to a specific candidate.

The vote is counted for Aaron J. Peshkin II.

**Member
House of Delegates
64th District**

Vote for not more than one

☐ Aaron J. Peshkin II (D)

☐ G. Duane Kruse (R)

☐ Davitra Rangel (L)

☐ Jin Chen (I)

☐ Viviana Montoya (I)

#5b



Vote to count

In this example, the circle line touches more than one candidate. The center of the circle closes on one candidate.

The vote can be counted for Davitra Rangel.

**Member
House of Delegates
64th District**

Vote for not more than one

- ☐ Aaron J. Peshkin II (D)
- ☐ G. Duane Kruse (R)
- ☐ Davitra Rangel (L)
- ☐ Jin Chen (I)
- ☐ Viviana Montoya (I)

#5c



Vote not to count

The circle closes around two candidates. The voter's preference cannot be determined.

This vote cannot be counted.

6. Writing words

Voters shall not write words, other than a candidate's name, to indicate preference.
Writing words cannot be used to indicate preference.

Vote marking scenarios

**Member
House of Delegates
64th District**

This one

Vote for not more than one

☐ Aaron J. Peshkin II (D)

☒ G. Duane Kruse (R)

☐ Davitra Rangel (L)

☐ Jin Chen (I)

☐ Viviana Montoya (I)

6a



Vote to count

In this example, the words “this one” cannot be taken as an indication of preference. However, the voter also drew an arrow which can be used to indicate the voter's preference for 1 candidate.

The vote is counted for G. Duane Kruse.

**Member
House of Delegates
64th District**

Vote for not more than one

☒ Aaron J. Peshkin II (D)

☒ G. Duane Kruse (R)

☒ Davitra Rangel (L)

☒ Jin Chen (I)

☒ Viviana Montoya (I)

This one



Vote not to count

The voter checked all the boxes and wrote “this one” on the ballot. The words “this one” cannot be used as an indication of preference.

Additionally, voter marked each candidate which is an overvote; thus, the vote cannot be counted

Member
House of Delegates
64th District

Vote for not more than one

- ☐ ~~Aaron J. Perkins II (D)~~ **MY GUY**
- ☐ G. Duane Kruse (R)
- ☐ Davitra Rangel (L)
- ☐ Jin Chen (I)
- ☐ Viviana Montoya (I)

#6c



Vote not to count

The voter only wrote “My Guy” across a candidate’s name.

This is not a clear indication that the voter was choosing this candidate for their vote.

This vote cannot be counted.

7. Write-in votes

Voters may choose to write in the name of a candidate not listed on the ballot.

Follow the rules in the election code

- At all elections, except primary elections, a voter may vote for any person other than the listed candidates for the office by writing or hand printing the person's name on the official ballot. No check or other mark shall be required to cast a valid write-in vote.
§24.2-644(C)
- No write-in vote shall be counted for an office for any person whose name appears on the ballot as a candidate for that office.
§24.2-644(D)

Voting scenarios

Member House of Delegates 64 th District	
Vote for not more than one	
<input type="radio"/>	Aaron J. Peshkin II (D)
<input type="radio"/>	G. Duane Kruse (R)
<input type="radio"/>	Davitra Rangel (L)
<input checked="" type="radio"/>	Write-In <u>P.J. Roe</u>

#7



Vote to count

The voter wrote the name and filled in the oval to indicate that this is their choice.

The vote is counted as a write-in vote for P.J. Roe.

**Member
House of Delegates
64th District**

Vote for not more than one

- ☐ Aaron J. Peshkin II (D)
- ☐ G. Duane Kruse (R)
- ☐ Davitra Rangel (L)
- ☐ Jin Chen (I)

X P.J. Roe

#7a



Vote to count

The voter wrote in the name and created a mark to indicate that this is their choice.

The vote is counted as a write-in vote for P.J. Roe.

**Member
House of Delegates
64th District**

Vote for not more than one

- ☐ Aaron J. Peshkin II (D)
- ☐ G. Duane Kruse (R)
- ☐ Davitra Rangel (L)
- ☐ Jin Chen (I)

P.J. Roe

#7b



Vote to count

The voter clearly indicated their voting preference.

No check or other mark shall be required to cast a valid write-in vote.

§24.2-644(C)

The vote is counted as a write-in vote for P.J. Roe.

**Member
House of Delegates
64th District**

Vote for not more than one

- ☐ Aaron J. Peshkin II (D)
- ☐ G. Duane Kruse (R)
- ☐ Davitra Rangel (L)
- ☐ Write-In

AARON J PESHKIN II

#7c



Vote not to count

The voter indicated their choice; however, their choice is already printed on the ballot.

No write-in vote shall be counted for an office for any person whose name appears on the ballot as a candidate for that office.

§24.2-644(D)

This vote cannot be counted.

**Member
House of Delegates
64th District**

Vote for not more than one

☐ Aaron J. Peshkin II (D)

☐ G. Duane Kruse (R)

☐ Davitra Rangel (L)

☒ Write-In
Peshkin

#7d



Vote not to count

The voter indicated their choice with the last name of a candidate; however, their choice is already printed on the ballot.

No write-in vote shall be counted for an office for any person whose name appears on the ballot as a candidate for that office.

§24.2-644(D)

This vote cannot be counted.

**Member
House of Delegates
64th District**

Vote for not more than one

☒ Aaron J. Peshkin II (D)

☐ G. Duane Kruse (R)

☐ Davitra Rangel (L)

☐ Write-In
P.J. Roe

#7e



Vote not to count

The voter marked a selection and wrote down a name.

This indicates two choices—more than are permitted for this contest.

If voter indicates a number of choices for a race in which is not permitted they have made an overvote and no vote shall be counted.

§24-802.2

This vote cannot be counted.

8. Ranked Choice Votes

Pursuant to § 24.2-673.1 of the Code of Virginia, the State Board of Elections promulgated 1VAC20-100-40, which sets forth standards for ballot treatment in ranked choice elections for scenarios in which a voter completes their ballot in a manner inconsistent with given instructions. This section provides a visual guide for those scenarios and how they are resolved.

The examples in this section presume the ability to determine the intent for each choice. If there is uncertainty about whether a voter intended to make a choice, the preceding sections will serve as a guide to make determinations of intent. This section shall control for purposes of ranked choice votes in the event of a conflict with the preceding sections.

For completed ballots unreadable by a machine **in ranked choice elections only**, ballot transcription is available pursuant to 1VAC20-100-60, only if voter intent can be determined. Please see the official guidance from ELECT on ballot transcription for ranked choice elections: [Ranked choice Voting \(RCV\) Ballot Transcription Overview & Process](#).

In the following examples, keep in mind that only first-choice rankings may be applied in the first-choice ranking tabulation round. 1VAC20-100-50 A.

Vote marking scenarios:

Ranked choice Overvote: More than one candidate assigned same ranking

MAYOR (4 year term)	Vote 1 st Choice Here	Vote 2 nd Choice Here	Vote 3 rd Choice Here	Vote 4 th Choice Here	Vote 5 th Choice Here
Thomas Jefferson	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Benjamin Franklin	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alexander Hamilton	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
John Adams	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Write in: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In the case of a ranked choice overvote for a ranking on a ballot, the ranking shall not be counted in any round and the next valid ranking shall be counted in all rounds except the first-choice ranking tabulation. 1VAC20-100-40 A 1.

Votes are invalid for a ranking assigned to multiple candidates. In this example, the first-choice vote would be applied in the first-choice ranking tabulation round. If the first-choice candidate is eliminated in a subsequent round, the second-choice overvotes would be invalid and the third-choice vote would be valid.



Duplicate Ranking: Voter assigned one candidate multiple rankings

MAYOR (4 year term)	Vote 1 st Choice Here	Vote 2 nd Choice Here	Vote 3 rd Choice Here	Vote 4 th Choice Here	Vote 5 th Choice Here
Thomas Jefferson	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Benjamin Franklin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Alexander Hamilton	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
John Adams	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Write in: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In the case of a duplicate ranking for an active candidate, only the voter's highest ranking for the candidate shall be counted. Valid rankings after a duplicate ranking shall be counted. 1VAC20-100-40 A 2.

In this example, the voter's highest ranking for John Adams is valid. The third-choice vote for John Adams is not valid. If the voter's first- and second-choice candidates are eliminated, the fourth-choice ranking would be applied.


Skipped Ranking #1: One ranking skipped

MAYOR (4 year term)	Vote 1 st Choice Here	Vote 2 nd Choice Here	Vote 3 rd Choice Here	Vote 4 th Choice Here	Vote 5 th Choice Here
Thomas Jefferson	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> 	<input type="radio"/>	<input type="radio"/>
Benjamin Franklin	<input checked="" type="radio"/> 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alexander Hamilton	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
John Adams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Write in: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In the event of a ballot with a skipped ranking, the next valid ranking shall be counted, except in the first-choice tabulation round. 1VAC20-100-40 B 1.

If only one ranking skipped, next valid vote to count. In this example, first-choice and third-choice votes are valid.

Skipped Ranking #2: More than one ranking skipped

MAYOR (4 year term)	Vote 1 st Choice Here	Vote 2 nd Choice Here	Vote 3 rd Choice Here	Vote 4 th Choice Here	Vote 5 th Choice Here
Thomas Jefferson	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Benjamin Franklin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alexander Hamilton	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
John Adams	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> 	<input type="radio"/>	<input type="radio"/>
Write in: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In the event the ballot reaches two consecutive skipped rankings, the ballot will be considered an inactive ballot. 1VAC-20-100-40 B 2.

Vote after two consecutive skipped rankings not to count. In this example, the third-choice vote is not valid.

Please note: Pursuant to 1VAC20-100-10, “skipped ranking” is when a voter has left a ranking unassigned but validly ranks a candidate at a subsequent ranking. A round in which a voter has made a choice deemed invalid is not a “skipped ranking” (e.g., an overvote followed by a skipped ranking does not count as two consecutive skipped rankings).



City of Virginia Beach

Voter Registration & Elections

Elections App

A guide to the Elections Reporting Application

Contents:

Environments

Environments	2
Interface	3
Login	4
Check-In	5
Turnout	6
Results	7
Equipment	8
Reference Materials	9

You must create an account via the Virginia Beach Customer Web Portal prior to accessing the App. Instructions and a link for this are available in the EasyVote Web Portal. If a different email than the one we have on file is used, contact the Voter Registration & Elections office.

The Elections App consists of three modules:

- ◆ Admin module — used by the office to set features and access levels to other modules
 - ◆ Election official module — used by the Chiefs and Assistant Chiefs to report the necessary information to the office and public
 - ◆ Public website — view results in the formats provided by the app
- There are two environments available to the user, the Test Environment and the Production Environment. **The supported internet browser is Google Chrome.**
- ◆ Test Environment — allows users to validate credentials and precinct assignments. Users can familiarize themselves with the functions available prior to Election Day.
 - ◆ Production Environment — utilized for all functions performed on Election Day.

The following web addresses are used to access the different environments. Notations at the top of the screen will indicate which environment you are currently viewing as seen below.

Test Environment (**Do not use Election Day**)

<https://vbelectionstest.vbgov.com>

Displayed at the top of the page: **VB Elections - TEST**

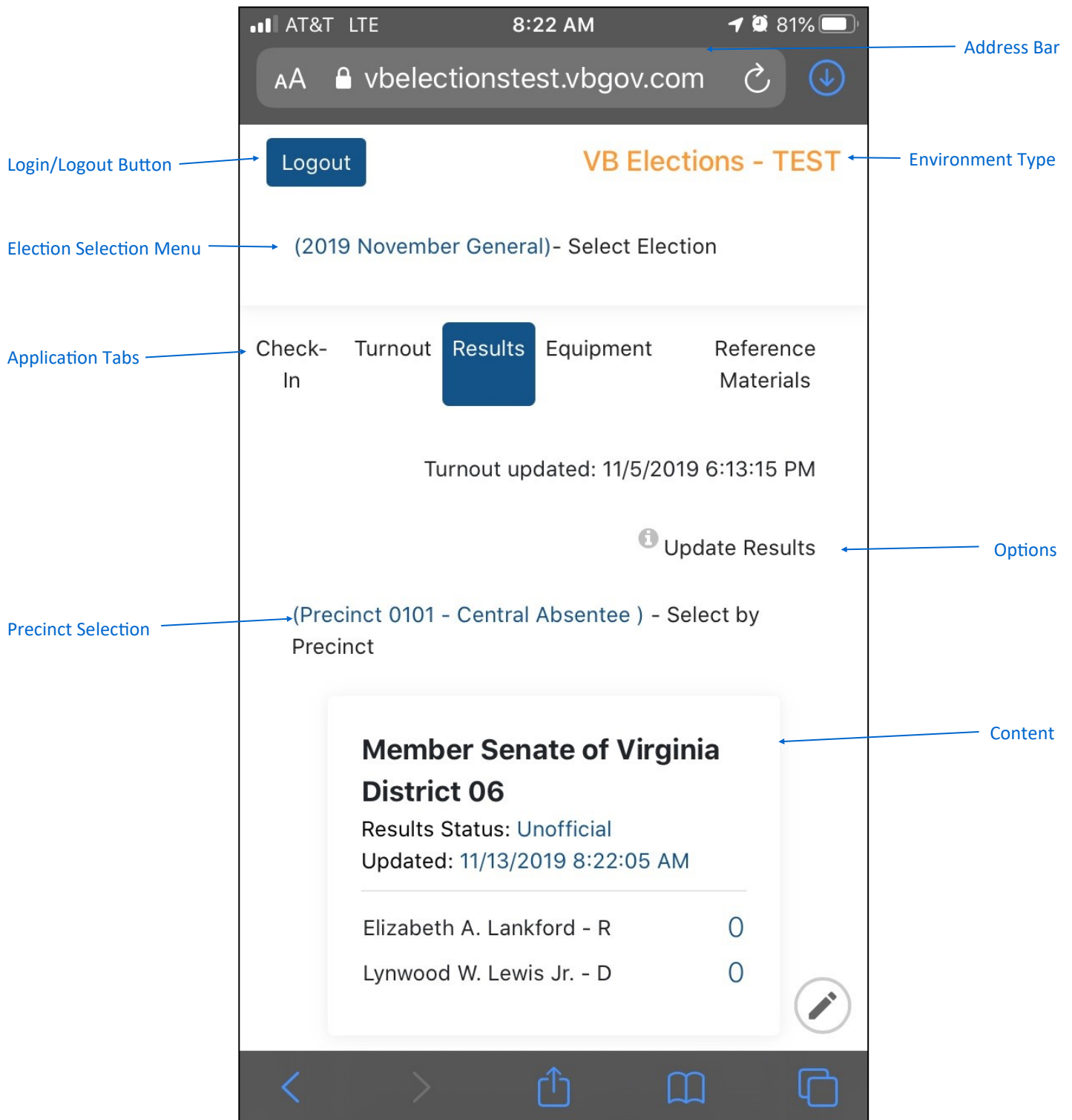
Production Environment

<https://vbelections.vbgov.com>

Displayed at the top of the page: **VB Elections**

Interface

The interface is reactive, and will resize to fit the viewing area it is displayed on. Below is an example of the app as shown on an iPhone screen in the portrait orientation with labels marking the different parts of the interface.



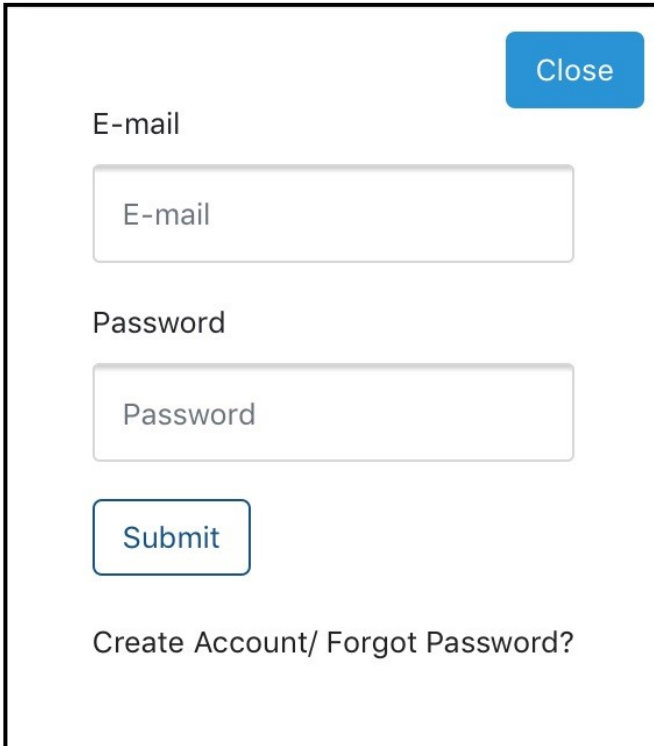
Login

The account information created for the Customer Web Portal is used to allow access to the app through the admin module. Access is set by Voter Registration & Elections staff. When an election official enters their credentials into the login portion of the app, the credentials are compared to the record in the admin module and the Customer Web Portal before access is granted. If the credentials do not match, access will not be granted to the individual. This allows for a very stringent security measure in accessing the app.

- ❑ To login click the Login button at the top left of the screen.

A blue rectangular button with the word "Login" in white text.

- ❑ A popup will appear to enter the credentials used to create your Customer Web Portal account.

A white rectangular popup form with a black border. In the top right corner is a blue "Close" button. The form contains two input fields: "E-mail" and "Password", each with a placeholder of the same name. Below the "Password" field is a blue "Submit" button. At the bottom of the form is the text "Create Account/ Forgot Password?".

Close

E-mail

E-mail

Password

Password

Submit

Create Account/ Forgot Password?

- ❑ Once you have entered your information click Submit and you should then see the options available to only election officials who have the proper access.
- ❑ From the election selection menu, ensure you are accessing the current election. The precinct you are assigned to will be displayed at the top of the list. You can only report for the precinct you are assigned to in the admin module.
- ❑ You are now ready to use the app for reporting throughout the day.
- ❑ If you have created an account but cannot access the app, call Voter Registration & Elections.

Check-In Tab

Check-In tab is to be used in the morning after the polling location is up and running. You will again see the precinct you are assigned to displayed at the top of the list. Once you have checked in you cannot edit this feature. Check-In should be completed by 5:45 AM or you will get a call from the office.

When the polling location is ready to begin processing voters, click the Check-In button.

Precinct 0008 - London Bridge
Not Checked-In
Check-In

- ☐ Select that each item has been addressed by clicking on the corresponding box. There is space for additional comments concerning the setup of the polling location.

Precinct 0008 - London Bridge

- ☒ All EPBs are open and connected to the hub
- ☒ DS200 is open, with zero tape closed in the compartment
- ☒ Expressvote is open and on a table with a chair available
- ☒ ADA booth is assembled using the proper legs

Additional comments here

Cancel Check In

- ☐ When finished click Check-In. You will see a confirmation that you have checked in with a date and time stamp.

Precinct 0008 - London Bridge
Checked-In: 9/17/2019 6:10:14 PM

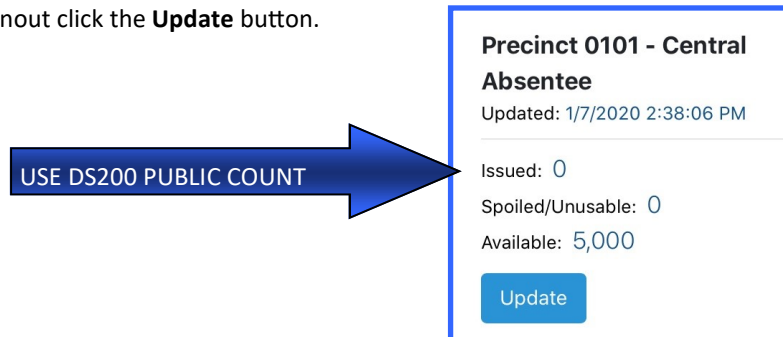
Turnout Tab

Turnout must be reported at these specified intervals. (9:00am, 12:00pm, 3:00pm, 5:00pm, **and after last voter leaves**) ***Make sure to add any hand counted ballots to the Public Count from the DS200 or if you have 2 DS-200 machines to combine the results.**

The app uses this number to insure there are no large errors in reporting. It will compare the total votes reported to the total reported in the turnout. If the total number of votes is higher than the turnout, you will be shown an error and not allowed to save the information.

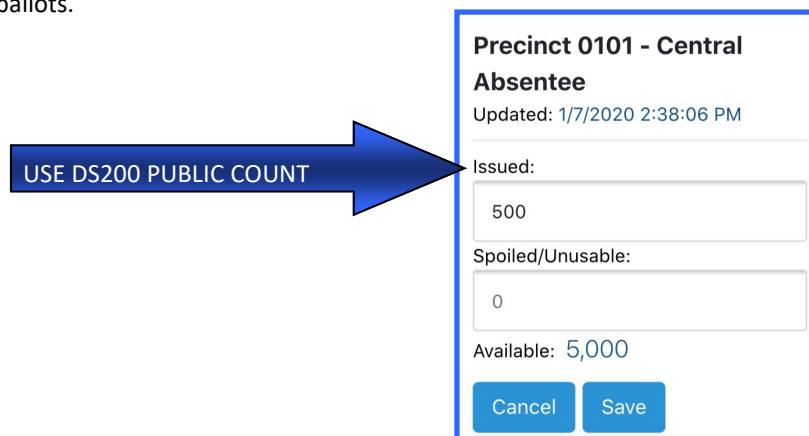
A time stamp is available to indicate the last time the count was updated.

- ❑ To enter the turnout click the **Update** button.



A blue arrow labeled "USE DS200 PUBLIC COUNT" points to the "Update" button in the turnout form. The form is titled "Precinct 0101 - Central Absentee" and shows "Updated: 1/7/2020 2:38:06 PM". Below the timestamp, it displays "Issued: 0", "Spoiled/Unusable: 0", and "Available: 5,000". The "Update" button is at the bottom.

- ❑ Click within the field you are updating. Enter the Issued number using the Public Count on the DS200 and the number of spoiled/voided ballots.



A blue arrow labeled "USE DS200 PUBLIC COUNT" points to the "Issued" input field in the turnout form. The form is titled "Precinct 0101 - Central Absentee" and shows "Updated: 1/7/2020 2:38:06 PM". Below the timestamp, it displays "Issued:" with an input field containing "500", "Spoiled/Unusable:" with an input field containing "0", and "Available: 5,000". At the bottom are "Cancel" and "Save" buttons.

- ❑ Click **Save** when finished. You will notice the available ballots remaining on the screen. The app will alert the office if your available ballots reaches the minimum preset threshold set in the admin module.

Results Tab

Prior to entering results, a final Turnout submission must be made. This includes the Public Count from the DS200 plus any Hand Count Ballots or Provisional counts. An error will occur if you do not perform this entry.

Results will be available for the public, media, and other election officials as soon as they are submitted. You can only update results for the precinct in which you are assigned in the admin module. This is set by Voter Registration & Elections. Only the Chief and Assistant Chief have access granted. Contact the office if you require access due to a recent change of personnel in the polling location.

- ❑ Use the numbers from the results tape to verify and enter after closing the DS200.
- ❑ Once on the Results tab, tap or click the Update Results. This will allow you to enter the results for each candidate in a race.



Update icon can be tapped or clicked.

- ❑ Click within the field you are updating. Enter the number from the DS200 results tape. **Use the Provisional Ballot Log totals to enter Provisional counts election night.**

- ❑
- ❑ **Click Save when finished to save the totals.**



Save icon may be tapped or clicked to save changes.

- ❑ **Click Done to return to the main screen.**



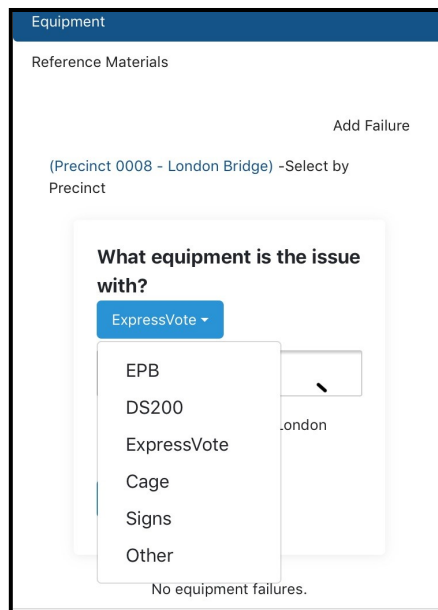
Done icon may be tapped or clicked to close the update screen.

***Review your submission to ensure all entries are correct. Make any corrections necessary.**

Equipment Tab

Equipment tab allows you to report election day equipment failures to be looked at after the election. Any failures that will cause you to stop voting is considered an emergency and will require a phone call to Voter Registration & Elections.

- ❑ Equipment issues can be reported by clicking on Add Failure. This will initiate step by step questions and dropdowns, or text fields to report issues.



The screenshot shows a web interface for reporting equipment failures. At the top is a blue header with the word "Equipment". Below it is a section titled "Reference Materials". To the right of this section is a button labeled "Add Failure". Below the button, there is a text prompt "(Precinct 0008 - London Bridge) -Select by Precinct". A large, semi-transparent modal box is centered on the screen. Inside the modal, the question "What equipment is the issue with?" is displayed. Below the question is a dropdown menu currently showing "ExpressVote". The dropdown menu is open, showing a list of options: "EPB", "DS200", "ExpressVote", "Cage", "Signs", and "Other". To the right of the dropdown menu is a text input field with the text ".ondon" visible. At the bottom of the modal, there is a button labeled "No equipment failures."

- ❑ Once finished click the Submit button and an automated message will be emailed informing the office of the issue.

Submit

Reference Materials Tab

Reference Materials tab allows Voter Registration & Elections to add materials that may be of some assistance to the election officials at the precinct. Once the tab is opened, you will see a number of references to click on. Some are available to download, such as pdfs. Others are web locations that you can view.

- ❑ To open, simply click on the View/Download button next to the item you want to view.

