

# Assistant Chief Education Program – Election Day Administration

04-Jul-2025

**This presentation has audio, make sure your speakers are not muted and  
your volume is turned up.**



# Election Day Administration

- Election Day Administration addresses three main categories:
  - Activities the Chief or an Assistant are responsible for on election day.
  - Paperwork/Election Day Forms you may need to know or know that you have.
  - Rotating EOs, educating EOs, educating Assistant Chiefs, and evaluating EOs.
- To promote the ability of the Chief to keep an eye on everything, we try to keep the assigned activities of the Chief to a minimum. With the exception of administering the Oath, most of those can be delegated.



# Officer of Election Oath

- The Chief **MUST** administer the Oath as they are usually the only sworn individual in the polling place to start the day.
- Every EO should sign the Oath form.
- The Oath is found in the Election Day Binder.



ENVELOPE #2

COMMONWEALTH OF VIRGINIA  
OFFICER OF ELECTION OATH

COUNTY/CITY OF \_\_\_\_\_

ELECTION DATE \_\_\_\_\_ PRECINCT NAME \_\_\_\_\_

**OATH OF OFFICER  
DELEGATED BY THE GENERAL REGISTRAR OR THE SECRETARY OF THE  
ELECTORAL BOARD TO ADMINISTER OATH TO OTHER OFFICERS**

I do solemnly swear (or affirm) that I will perform the duties for this election according to law and the best of my ability, and that I will studiously endeavor to prevent fraud, deceit, and abuse in conducting this election.

\_\_\_\_\_  
SIGNATURE OF DELEGATED OFFICER OF ELECTION

\_\_\_\_\_  
SIGNATURE OF ELECTORAL BOARD MEMBER  
OR REGISTRAR ADMINISTERING OATH

**OATH OF ALL OTHER OFFICERS OF ELECTION**

I do solemnly swear (or affirm) that I will perform the duties for this election according to law and the best of my ability, and that I will studiously endeavor to prevent fraud, deceit, and abuse in conducting this election.

Signatures of Officers of Election:

- |          |           |
|----------|-----------|
| 1. _____ | 10. _____ |
| 2. _____ | 11. _____ |
| 3. _____ | 12. _____ |
| 4. _____ | 13. _____ |
| 5. _____ | 14. _____ |
| 6. _____ | 15. _____ |
| 7. _____ | 16. _____ |
| 8. _____ | 17. _____ |
| 9. _____ | 18. _____ |

\_\_\_\_\_  
SIGNATURE OF PERSON ADMINISTERING OATH

\_\_\_\_\_  
TITLE OF PERSON ADMINISTERING OATH

\_\_\_\_\_  
DATE ADMINISTERED

# Chief's Activities - Reconciliation

- Every hour the Chief should complete a reconciliation. This process involves getting the checked-in voter count from the Poll Pads, the public count from the scanner, and three numbers from the Ballot Officer: ballots issued, spoiled ballots, and provisional ballots.
- To help get an apples-to-apples comparison, it can be useful to follow a voter from the pollbooks, where you get the count, to the ballot table, where you get 3 numbers, all the way to the scanner, where you get another count, while trying to ensure that all the other voters in the room get processed out in the order they arrived in. Fudge it a bit to adjust for voters not moving through at the same pace. Getting a count at a slow interval is a big help if possible.



# Hourly Reconciliation Form

- Done every hour.
- Subtract spoiled and provisionals from ballots issued to get ballot total.
- All three **Total** lines should be the same.
- Call in the checked-in on pollbook count at 9 a.m., 1 p.m. and 4 p.m.
- You generally will not have a manual count from the scanner unless you have used the emergency ballot bin.
- This form is in the Election Day Binder.

## HOURLY RECONCILIATION

603 Earlysville

GENERAL ELECTION, November 5, 2024

			* CALL *				* CALL *	
<b>Pollbooks</b>	7 a.m.	8 a.m.	9 a.m.	10 a.m.	11 a.m.	12 noon	1 p.m.	2
<b>Total</b>								
<b>Ballots</b>	7 a.m.	8 a.m.	9 a.m.	10 a.m.	11 a.m.	12 noon	1 p.m.	2
Issued								
Less Spoiled								
Less Provisionals								
<b>Total</b>								
<b>Scanner</b>	7 a.m.	8 a.m.	9 a.m.	10 a.m.	11 a.m.	12 noon	1 p.m.	2
Public Counter								
Add any Manual Count								
<b>Total</b>								

You are reconciled when all three **Total** lines are the same, assuming there are no

# Ballot Tracking

- There are two forms used for ballot tracking during the day – these are not the Chief’s responsibilities directly, but they are key to the Hourly Reconciliation process.
- The Ballot Record Report is used to keep track of how many packets of ballots were opened, how many ballots were in each packet, and how many spoiled and provisional ballots were issued by the ballot officer.
- The Ballot Tally Sheet is used to keep track of the total number of ballots the ballot officer issues.



# Ballot Record Report

- At the top enter the number of ballots received.
- For each ballot package opened you enter the count of ballots in the package.
- Spoiled and Provisional ballots issued are tracked at the bottom.

GENERAL ELECTION								
Albemarle County Ballot Record Report						Attach to back of S.O.R. #1		
						Election: «Election_Date»		
Ballot Style: «ballot_style»						Precinct: «Precinct_Code» «Precinct_name»		

Paper clip this report to the back of Statement of Results #1—Registrar Copy

1: How many ballots of this ballot style «ballot\_style» did you start with before polls opened? \_\_\_\_\_

2: How many more ballots of this ballot style «ballot\_style» did you get during the day? \_\_\_\_\_

3: How many Express vote Ballots did you start with before the polls opened? \_\_\_\_\_

4: Line 1 + line 2 + line 3= Total ballots for your precinct

Ballot Style: «ballot_style»								
Package Number	Ballots Counted in Package	Ballots Issued	Package Number	Ballots Counted in Package	Ballots Issued	Package Number	Ballots Counted in Package	Ballots Issued
1			11			21		
2			12			22		
3			13			23		
4			14			24		
5			15			25		
6			16			26		
7			17			27		
8			18			28		
9			19			29		
10			20			30		
Express Vote Ballots			Express Vote Ballots			Express Vote Ballots		
Total Column 1 issued:			Total Column 2 issued:			Total Column 3 issued:		

5: Grand total issued: add totals from each column

6: How many unused ballots did you have left over? [total from line 4 – line 5]

Spoiled *	Stored:	(Keep count in this space)	Total
Include Express Vote Ballots	Env. 4		
Provisional count	Attached to:	(Keep count in this space)	Total
Enter the total number of provisional ballots on page 1 of S.O.R.	Env. 1A		

\*DO NOT include voided absentee ballots turned in by voters during the day. Keep the voided absentee ballots separate and in the 4-ABS envelope.

Albemarle Ballot Record Report REV 09/19/2024 emd

# Ballot Tally Sheet

- The Ballot Tally Sheet makes counting ballots issued easier.
- For each ballot issued, make a tick mark on the sheet.
- This counts ballots issued to voters, as spoiled replacements and for provisionals.
- This saves time for the ballot officer providing the count.
- More than 1500 ballots issued are counted on the back side – up to 3000.
- Separate tally sheets for each ballot style.

## Ballot Tally Sheet

Use this sheet to keep track of how many ballots have been issued for each package of 100. Place tick marks in two bunches of 5 in each box to track the 10 ballots in each group from the package.

Package	Group 10	20	30	40	50	60	70	80	90	100
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

Turn over to continue counting more ballots beyond 1500.

Begin by opening a package of ballots and counting them, grouping 10 ballots at a time in criss-crossed stacks. There should be 100 ballots in each package. Note the count on the Ballot Record Report.

In addition to making tick marks here, when you have issued 100 or the end of a package, also update the Ballot Record Report with the count of Ballots Issued for that package (probably 100).

Ballots issued for SPOILED ballots or PROVISIONAL ballots are counted here AND on the Ballot Record Report.

Usually you do not want to run out of a counted package of ballots before you open and count the next one.

# Chief's Log

- In the Election Day Binder is a notebook with lined paper. This is the election day log.
- The Chief, or their designee, should use this log to capture:
  - Unexpected events or problems encountered – time stamps may be helpful here
  - Ideas for improvements
  - Actions taken which are out of the ordinary (e.g., called for more ballots)
- The Log does not take the place of the Incident Report form.
- Logs are reviewed after an election by the Registrar's office and the Electoral Board. **What is written here matters.**



# Incident Report

- This form is used to record injury, accident, death, illness and other events such as voter altercations.
- The Chief should use their judgment as to whether a simultaneous call should be made to the Registrar (e.g., death-yes, bandaid-no).
- Fill in the form as completely as you can.
- This form is found in the Election Day Binder.

**INCIDENT REPORT**

Date of incident: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_ a.m./p.m.

Name of Individual: \_\_\_\_\_

Address of Individual: \_\_\_\_\_

Nature of Incident: Injury Accident Death Illness Other

Location of Incident: (address, building, room, etc.)

Description of Incident: (Describe what happened. Include conditions at the time, such as weather, construction, cleaning, etc.)

Response to Incident: (list actions Election Officials took at time of incident, if any)

Description of injury/damage: (body part, personal property, etc.)

Witness(es) to incident:	
Name	Name
Address	Address
Phone Number	Phone Number


Report completed by:

Name  
Title  
Address  
Telephone number/e-mail

Comments:

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Send this report to: Albemarle County Electoral Board  
PMB 160  
435 Merchant Walk Square,  
Suite 300  
Charlottesville VA 22902  
434-972-4173



(complete a separate form for each individual involved in an incident)

# Bomb Threats Report

- A special kind of incident is a bomb threat, and this has its own form.
- Fill in the form as completely as you can.
- For a called-in threat, this form can help you collect useful information.
- This form is found in the Election Day Binder.

3a

## Bomb Threats Report Form

Make numerous copies and keep forms at switchboard or main telephone for immediate use by operator/secretary.

**Questions to Ask:**

- When is bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?

Exact wording of threat:

**Threat Language:**

Well spoken (educated)  
 Foul  
 Irrational  
 Taped  
 Incoherent  
 Message read by threat maker


Time: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Sex of caller: \_\_\_\_\_  
 Culture: \_\_\_\_\_  
 Age: \_\_\_\_\_  
 Length of call: \_\_\_\_\_  
 Number at which call was received: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

**Background Sounds:**

Street  
 PA System  
 Voices  
 Motor  
 Local  
 Booth  
 Animal Noises  
 Static  
 Music  
 House Noises  
 Office Machinery  
 Long Distance  
 Other:

**Caller's Voice:**

Calm  
 Angry  
 Slow  
 Rapid  
 Soft  
 Loud  
 Laughter  
 Normal  
 Distinct  
 Slurred  
 Whispered  
 Cracking Voice  
 Nasal  
 Stutter  
 Raspy  
 Deep  
 Ragged  
 Clearing Throat  
 Crying  
 Disguised  
 Accent  
 Familiar  
 Deep Breathing  
 Other:



# Provisional Reason #5

- When a voter is on the Poll Pad as already voted, use this form when processing the provisional.
- Any information you can find which might indicate your team mistakenly checked in someone else as this voter should be recorded – often seen when voters have similar names (Jr./Sr./II/III/IV) etc.
- This form is found in the file box with hanging folders.

Provisional Ballot Reason #5\* Incident Report  
 (\*Already marked as voted) *sample*

Albemarle County Precinct: \_\_\_\_\_ Election Date: \_\_\_\_\_

To be filled out by the Chief and the Check-in officer who was operating the pollbook when the voter arrived, and any other officers who may have information about the situation.

Use this form to give the Electoral Board any information you have regarding the voter's situation who is voting an "already marked as voted-Reason #5" ballot today.

Please enclose this form in Envelope 1A after the polls close.

Voter's name and address: \_\_\_\_\_

What time did this voter come to your table? \_\_\_\_\_

To the best of your knowledge, did this voter come in earlier in the day, check in at your pollbook or at any other pollbook, and vote?  Yes  No

If Yes, please describe what happened: \_\_\_\_\_

To the best of your knowledge, could this voter's name have been checked off in error?  Yes  No

If Yes, please give any additional information, such as similar name, similar address, or any other factors that could have contributed to the error: \_\_\_\_\_

Name(s) of pollbook officers: \_\_\_\_\_

(Please print and sign) \_\_\_\_\_

Chief Officer: \_\_\_\_\_ 

# Provisional Log Summary

- This form summarizes the types of provisional votes by type.
- This is, and should remain, attached to the exterior of Envelope 1A

PROVISIONAL BALLOT LOG  
PRECINCT: SAMPLE

## Provisional Ballot Log General Election

Election Date: November 5, 2024      Log Date(s):  
Locality: Albemarle County  
PRECINCT: SAMPLE

**DO NOT REMOVE FROM  
1A ENVELOPE/BOX**

### What to do at the end of the day

Enter the total number of Provisional Vote envelopes for each reason code.

			Totals
Voter's name IS NOT on pollbook. Voter:	1	Same Day Registration (or not on pollbook)	
Voter's name IS on the pollbook, and voter:	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 (any reason not captured in the other codes)	
	7	Voter does not have required ID and declined to complete ID confirmation statement	



# Provisional Ballot Log

- Number provisional envelopes sequentially on the envelope and in the log.
- Number the log pages.
- At the end of the day fill in the total page numbers.
- Ensure the log entries are complete and accurate.
- These pages come from a pre-printed pad – use as many as you need.
- These go in Envelope #8.

<b>Voter name</b> Last name _____ Middle _____ First name _____ Suffix _____ <hr/> <b>Address</b> City/town _____, State _____ Zip code  _____  <b>Birth year only</b> _____ <b>Phone number</b> _____ (____) - _____		<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 1 3 4 5 6 7 <b>Notes</b> <hr/> <b>Electoral Board use only</b> Was this vote counted? YES NO Why not? Date: _____
<b>Voter name</b> Last name _____ Middle _____ First name _____ Suffix _____ <hr/> <b>Address</b> City/town _____, State _____ Zip code  _____  <b>Birth year only</b> _____ <b>Phone number</b> _____ (____) - _____		<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 3 4 5 6 7 <b>Notes</b> <hr/> <b>Electoral Board use only</b> Was this vote counted? YES NO Why not? Date: _____
<b>Voter name</b> Last name _____ Middle _____ First name _____ Suffix _____ <hr/> <b>Address</b> City/town _____, State _____ Zip code  _____  <b>Birth year only</b> _____ <b>Phone number</b> _____ (____) - _____		<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 3 4 5 6 7 <b>Notes</b> <hr/> <b>Electoral Board use only</b> Was this vote counted? YES NO Why not? Date: _____
<b>Voter name</b> Last name _____ Middle _____ First name _____ Suffix _____ <hr/> <b>Address</b> City/town _____, State _____ Zip code  _____  <b>Birth year only</b> _____ <b>Phone number</b> _____ (____) - _____		<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 3 4 5 6 7 <b>Notes</b> <hr/> <b>Electoral Board use only</b> Was this vote counted? YES NO Why not? Date: _____
<b>Voter name</b> Last name _____ Middle _____ First name _____ Suffix _____ <hr/> <b>Address</b> City/town _____, State _____ Zip code  _____  <b>Birth year only</b> _____ <b>Phone number</b> _____ (____) - _____		<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 1 3 4 5 6 7 <b>Notes</b> <hr/> <b>Electoral Board use only</b> Was this vote counted? YES NO Why not? Date: _____



# No Provisionals Certification

- In the extremely unlikely event that you have no provisionals, this form is used to certify that fact in lieu of wasting Envelope 1A.

CERTIFICATION IN PLACE OF PROVISIONAL VOTES ENVELOPE #1A (Use only if no provisional votes were cast. Please return empty envelope to general registrar for use in next election.)

Election Date: November 5, 2024

City or County: Albemarle County  
or Town

Election type: General Election

**Precinct: 101 Woodbrook**

District: \_\_\_\_\_

**1. Certification of Two Officers of Election After Polls Close**

We certify that:

- provisional voting was offered in this precinct in accordance with applicable laws and instructions of the State Board of Elections; and
- no provisional ballots were cast in this precinct.

\_\_\_\_\_  
Signature of Officer of Election

\_\_\_\_\_  
Signature of Officer of Election

**2. Certification of Electoral Board On the Day After the Election**

The Electoral Board reviewed the above certification as part of its canvass.

\_\_\_\_\_  
Signature of Secretary of Electoral Board

IF NO PROVISIONAL BALLOTS WERE USED AND THIS SHEET IS USED IN LIEU OF THE 1A ENVELOPE, THIS SHEET SHOULD BE FORWARDED TO THE CLERK WITH THE ELECTION MATERIALS FOR THIS ELECTION AND THE 1A ENVELOPE MAY BE REUSED.

Clerk of the Circuit Court: On the day after the election give to the Electoral Board. They will sign and return it to you after the Canvass.

RETENTION: Two Years (Federal Elections) One Year (All other elections) DISPOSITION: Destroy

# Death of Reg. Voter

- This is used when a voter wants to report a death, usually of a spouse or parent so that person will be taken off of the rolls.
- Note that the person reporting may still be grieving.
- This form is found in the file box with hanging folders, and the completed form goes in Envelope #8.



**PURPOSE:** This form is intended to provide notification of the death of a Commonwealth of Virginia registered voter. Upon review by the general registrar of the locality in which the voter is registered in, the general registrar will **cancel** the voter's registration. This form may only be completed by a specified relative, a personal representative of the deceased voter's estate, or a general registrar or deputy registrar who personally knows the voter to be deceased.

**INSTRUCTIONS**

Complete this form as thoroughly as possible. Sign the form and then submit it to the general registrar's office of the locality in which the deceased voter was registered prior to death. The form may be submitted in person, mailed, or faxed. Contact information for local general registrar's offices can be found on ELECT's website here: [Voter Registration Office Lookup](#)

Deceased Voter Information					
Last Name (Please print)		First Name		Middle Name	Suffix
Date of Birth (MM/DD/YYYY)	Date of Death (MM/DD/YYYY)	Gender	Last 4 of SSN (if known)	Voter Registration # (if known)	
Voter Registration Address					
Number and Street name		City	State	Zip Code	

Person Providing Information					
Last Name (Please print)		First Name		Middle Name	Suffix
Residential Address			Relationship to voter: (Required, please check one)		
Number and Street Name			Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Grandparent <input type="checkbox"/> Great-Grandparent <input type="checkbox"/> Grandchild <input type="checkbox"/> Great-Grandchild <input type="checkbox"/> Sibling <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Representative of Estate <input type="checkbox"/> General Registrar or Deputy Registrar <input type="checkbox"/>		
City	State	Zip Code			
Signature					
X _____					
Signature (Required) <span style="float: right;">Date Signed</span>					

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

*This form must be retained for four (4) years after cancellation in compliance with the LVA GS-01 records retention schedule*

# Remove from Permanent Absentee List

- Voters may remark that they do not want and/or did not ask for an Absentee ballot.
- Some voters signed up for this during COVID and may have forgotten.
- This form is used to turn off the automatic sending of an absentee ballot for every election.
- This form is found in the file box with hanging folders, and the completed form goes in Envelope #8.

## Request to Remove Name from Permanent Absentee Voter List (VA Code § 24.2-703.1(D))

**Instructions:** Please fill in the information below and submit the form to your local general registrar's office. You may look up your general registrar's office by going to: <https://vote.elections.virginia.gov/VoterInformation/PublicContactLookup>. You may also submit your form to: Virginia Department of Elections, 1100 Bank Street, Richmond, VA 23219.

**Forms must be completed in English.** For questions, visit <https://www.elections.virginia.gov/> or call (800) 552-9745. *All information on this form is required unless otherwise indicated.*

**Please remove me from the permanent absentee voter list. I understand that I will only be mailed an absentee ballot if I submit a separate request to be mailed a ballot.**

\_\_\_\_\_  
Last Name                      First Name                      Middle or Maiden Name                      Suffix

\_\_\_\_\_  
Current Virginia Registration Address (or Virginia PO Box provided for voter registration)

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
Last 4 of SSN (optional)                      Date of Birth (mm/dd/yy) (optional)

\_\_\_\_\_  
Current Phone (optional)                      Email (optional)  
Please supply current phone and/or email so that we may contact you with any questions regarding this request.

▶ \_\_\_\_\_  
Signature                      Date

**FRAUD WARNING**  
INTENTIONALLY VOTING MORE THAN ONCE IN AN ELECTION OR MAKING A MATERIALLY FALSE STATEMENT ON THIS FORM CONSTITUTES THE CRIME OF ELECTION FRAUD, WHICH IS PUNISHABLE UNDER VIRGINIA LAW AS A FELONY. VIOLATORS MAY BE SENTENCED TO UP TO 10 YEARS IN PRISON, OR UP TO 12 MONTHS IN JAIL AND/OR FINED UP TO \$2,500.

**PRIVACY NOTICE**  
This form collects personal information, including part of your social security number, for identification and to prevent fraud. Your request may be denied if you fail to provide the last four digits of your social security number or any other information required to determine your identity as the voter requesting cancellation. Federal law (the Privacy Act) and state law (the Government Data Collection and Dissemination Practices Act, § 2.2-3803) authorize collecting this information and restrict its use to official purposes only.

# Affirmation of Eligibility - slide 1 of 2

- This form is used for voters shown as “Inactive” on the pollbooks and (rarely) for voters who are challenged.
- This form is found in the file box with hanging folders, and the completed form goes in Envelope #8.



**SECTION A – OFFICER OF ELECTION MUST COMPLETE**

- ENTER PRECINCT NUMBER, NAME AND DATE.
- CHECK BOX THAT APPLIES. OFFICER OF ELECTION'S INITIALS: \_\_\_\_\_
- HAVE VOTER READ *AFFIRMATION OF VOTER* BELOW [OR READ *AFFIRMATION TO VOTER*].
- HAVE VOTER SIGN AND PRINT HIS/HER FULL NAME – BEFORE VOTING.
- PLACE FORM IN ENVELOPE #8.

PRECINCT NO./NAME : \_\_\_\_\_ CONG. DIST.: \_\_\_\_\_ DATE: \_\_\_\_\_

**IF VOTER HAS NO I.D., AND REFUSES TO COMPLETE THE I.D. CONFIRMATION STATEMENT, THE VOTER MUST COMPLETE A PROVISIONAL BALLOT.**

- A.  VOTER'S NAME MARKED WITH "?" ON POLLBOOK . . . AND VOTER'S NAME OR ADDRESS HAS NOT CHANGED.
- B.  VOTER'S NAME OMITTED FROM POLLBOOK IN ERROR; REGISTRAR AUTHORIZES OFFICER TO ADD NAME.
- C.  VOTER'S NAME ON POLLBOOK . . . BUT VOTER IS CHALLENGED BY ANOTHER VOTER OR AN OFFICER WHO COMPLETES AND SIGNS STATEMENT BELOW

**Statement of Challenger**

"I do hereby state, subject to penalties for hindering, intimidating, or interfering with a qualified voter pursuant to § 24.2-607, that I am a qualified voter of this Commonwealth or an officer of election and that, to the best of my knowledge, information, and belief, \_\_\_\_\_ is not a qualified voter of this precinct by reason of (please check each of the following reasons that is applicable):

- 1. The named person is not a citizen of the United States;
- 2. The named person is not now 18 years of age or, in the case of a primary election or a special election held on a date other than a general election date, will not reach the age of 18 before the next general election;
- 3. The named person is not a resident of the Commonwealth (or, if he has not been a resident of the Commonwealth within the preceding 30 days, he is attempting to vote for an office or issue other than electors of President and Vice President of the United States);
- 4. The named person is not a resident of this precinct (or he has not been a resident of this precinct since the second preceding general federal election and has not continued to be a resident of this county or city and this congressional district);
- 5. The named person is not a resident of the town in the case of a town election;
- 6. The named person has been disqualified from voting by the Constitution and laws of the Commonwealth and this disqualification has not been removed by proper authority;
- 7. The named person is not the identical person he represents himself to be; or
- 8. The named person has voted in this election at this or another voting place (state when and where the named person previously voted in this election: \_\_\_\_\_)."  
❖ *must cast a provisional ballot if pollbook indicates person already voted*

Signature of Challenger: \_\_\_\_\_

Printed Name of Challenger: \_\_\_\_\_ Daytime Telephone Number: \_\_\_\_\_

Residence Address: \_\_\_\_\_

**PRIVACY NOTICE:** Section 24.2-651 of the Code of Virginia requires the person making a challenge to sign a statutory statement. Therefore, if you refuse to sign this statement, no challenge will be made. Your completed form may be provided to government officials and third parties for election-related purposes.

# Affirmation of Eligibility

## - slide 2 of 2

- Most of the time you will check box A on the front and have the voter complete Section B on the back.
- In the rare case of a challenge, the challenger completes part of Section A on the front.
- A challenged voter, who completes and signs Section B, gets to vote a regular ballot unless some other circumstance causes them to have to be provisional.



### SECTION B – AFFIRMATION OF VOTER IS REQUIRED

- VOTER MUST PROVIDE ALL THE INFORMATION BELOW AND SIGN.  
VOTER WHO REFUSES TO COMPLETE FORM AS REQUIRED, MAY NOT VOTE.

#### AFFIRMATION OF VOTER

"I DO HEREBY STATE, SUBJECT TO FELONY PENALTIES FOR MAKING FALSE STATEMENTS PURSUANT TO §24.2-1016,

- THAT I AM A CITIZEN OF THE UNITED STATES,
  - THAT I AM AT LEAST 18 YEARS OF AGE (OR WILL BE ON THE \_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_),
  - THAT I AM A RESIDENT OF THE COMMONWEALTH OF VIRGINIA
    - (OR THAT I HAVE BEEN A RESIDENT OF THIS COMMONWEALTH WITHIN THE PRECEDING 30 DAYS AND AM VOTING ONLY FOR ELECTORS OF PRESIDENT AND VICE PRESIDENT OF THE UNITED STATES),
  - AND THAT ACCORDING TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, I AM NOT DISQUALIFIED FROM VOTING BY THE CONSTITUTION AND LAWS OF THIS COMMONWEALTH;
  - THAT MY FULL NAME IS \_\_\_\_\_;
  - THAT IN SUCH NAME I WAS DULY REGISTERED AS A VOTER OF THIS PRECINCT;
  - THAT I AM NOW OR AT SOME TIME SINCE THE LAST NOVEMBER GENERAL ELECTION HAVE BEEN AN ACTUAL RESIDENT OF THIS PRECINCT;
    - OR THAT I HAVE BEEN AN ACTUAL RESIDENT OF THIS PRECINCT AT SOME TIME SINCE THE SECOND PRECEDING GENERAL FEDERAL ELECTION AND HAVE BEEN AND CONTINUE TO BE A RESIDENT OF THIS COUNTY OR CITY AND THIS CONGRESSIONAL DISTRICT;
  - IF I AM VOTING IN A TOWN ELECTION TODAY, THAT I AM CURRENTLY A RESIDENT OF THAT TOWN;
  - THAT I AM THE IDENTICAL PERSON I REPRESENT MYSELF TO BE;
  - AND THAT I HAVE NOT VOTED IN THIS ELECTION AT THIS OR ANY VOTING PLACE AND WILL NOT VOTE IN THIS ELECTION AT ANY OTHER VOTING PLACE."
- ❖ *must cast a provisional ballot if pollbook indicates person already voted*

VOTER SIGNATURE: \_\_\_\_\_

PRINTED VOTER NAME: \_\_\_\_\_

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

CURRENT RESIDENCE ADDRESS: \_\_\_\_\_

CITY/TOWN/STATE/ZIP: \_\_\_\_\_

MAILING ADDRESS IF DIFFERENT: \_\_\_\_\_

MONTH/YEAR MOVED: \_\_\_\_\_

DAYTIME TELEPHONE NUMBER: \_\_\_\_\_

**PRIVACY NOTICE:** Section 24.2-651 of the Code of Virginia requires the person whose eligibility to vote is challenged to sign a statutory statement. If you do not complete this statement, you will not be allowed to vote in this election. Your completed form may be provided to government officials and third parties for election related purposes.

**WARNING:** MAKING A MATERIALLY FALSE STATEMENT ON THIS FORM CONSTITUTES THE CRIME OF ELECTION FRAUD, WHICH IS PUNISHABLE UNDER VIRGINIA LAW AS A FELONY. VIOLATORS MAY BE SENTENCED TO UP TO 10 YEARS IN PRISON, OR UP TO 12 MONTHS IN JAIL AND/OR FINED UP TO \$2,500.

# Voter Complaint Form

- The Voter Complaint form is for HAVA related complaints, and comes with 2 pages of instructions that precede this form.
- The voters take this away and files it themselves.
- This is found in the file box with hanging folders.



## VIRGINIA VOTERS' ELECTION DAY COMPLAINT FORM

Ask an Election Official to help you if you need assistance completing this form.  
Please write legibly.

Your Name (last, first, middle)		Today's Date	
Your Address (Number and Street)		City	State Zip Code
Your Daytime telephone number		Email address (optional)	
Polling Place Name			
Polling Place Address (Number and Street)		City	State Zip Code
Name of Election Official or Volunteer if known			
Date of Incident			
Describe Your Complaint (attach additional pages if necessary)			
Your Signature			
Notary's Signature (required for formal HAVA Title III complaints)			Date
Notary's Commission Expiration Date			

**OFFICE USE ONLY**

Complaint Number:

# Results Reporting - slide 1 of 4

- There are three forms used for results reporting:
  - Statement of Results #1 (SOR #1)
  - Statement of Results #2 (SOR #2)
  - Printed Return Sheet
- All of these are found in the Election Day Binder.
- SOR #1 and SOR #2 go in Envelope 2 when complete, the Printed Return Sheet goes in Envelope 2A.
- The Printed Return Sheet is generally printed on yellow paper.
- All of these require the signatures of all of the EOs, Assistant(s) and Chief.



## Results Reporting - slide 2 of 4

- Each of these three forms has slightly different materials attached (stapled) to it. The two SORs have comparable tapes, but only SOR #1 has the Ballot Record Report attached to it.
- The two statement of results should be completed by EOs representing the two parties, and they should be done separately. They should compare their results and resolve any discrepancies.
- A table should be set aside for the arts and crafts project of cutting and attaching tapes in the right sequence as well as completing the forms.



# Results Reporting - slide 3 of 4

«Election\_Date» STATEMENT OF RESULTS

I \_ I

Staple tapes above

**Attach in this order:**

1. *Voting Results Report* tape #1 including status report, signed by all officers
2. *Attach EPB Opening* tape to SOR #1
3. *DS200 Zero Totals* tape #1 with 2 signatures
4. *Attach EPB "Polls Closed"* tape
5. *IF USED, part D grid* [ONLY needed if you had to hand-count a ballot]
6. *Staple BALLOT RECORD REPORT(S)* to the back of SOR #1

**Statement of Results #1**  
Precinct - «Precinct\_Code»  
«Precinct\_Name»  
Page 1 of 2  
Election Date - «Election\_Date»  
Election Type - GENERAL ELECTION  
County of - Albemarle

Place in Envelope 2  
Registrar Copy

**GENERAL ELECTION**

<b>A</b>	<b>Voter check in</b> (from EPB "Polls Closed" tape) <b>HOW MANY VOTERS DID YOU CHECK IN?</b>	
	<b>HOW MANY OF THESE VOTERS WERE OUTSIDE POLLS VOTERS?</b>	

<b>B</b>	<b>Ballots Cast -- from DS200 Results tape(s)</b> <b>WHAT WAS THE TOTAL # OF BALLOTS CAST?</b>	
----------	---	--

<b>Provisional Ballots</b> <small>[recorded on the provisional ballot log attached to Envelope 1A]</small>
---

«Election\_Date» STATEMENT OF RESULTS

I \_ I

Staple tapes above

**Attach in this order:**

7. *Voting Results Report* tape #2 including status report, signed by all officers
8. *Attach EPB Opening Statement* to SOR #2
9. *Zero Totals Report* tape #2 with 2 signatures
10. *Attach EPB Closing Report*
11. *IF USED, part D grid* [only needed if you had to hand-count a ballot]

**Statement of Results #2**  
Precinct - «Precinct\_Code»  
«Precinct\_Name»  
Page 1 of 2  
Election Date - «Election\_Date»  
Election Type - GENERAL ELECTION  
County of - Albemarle

Place in Envelope 2  
Circuit Court Copy

**GENERAL ELECTION**

<b>A</b>	<b>Voter check in</b> (from pollbook closing report) <b>HOW MANY voters did you check-in?</b>	
	<b>HOW MANY of these voters were outside polls voters?</b>	

<b>B</b>	<b>Ballots Cast -- from tape(s), or from part D if you had any manually counted ballots</b> <b>WHAT WAS THE TOTAL # of ballots cast?</b>	
----------	---	--


<b>Provisional Ballots</b> <small>[recorded on the provisional ballot log attached to Envelope 1A]</small>
---

These forms each continue and have a second page.



# Results Reporting - slide 4 of 4

- This form differs considerably from the SORs and only requires a scanner results report be attached to it.
- Again, **ALL EOs must sign.**


★ VIRGINIA ★  
DEPARTMENT of ELECTIONS

## PRINTED RETURN SHEET

\_\_\_\_\_  
DATE OF ELECTION

COUNTY/CITY \_\_\_\_\_

PRECINCT \_\_\_\_\_

THIS FORM MUST BE SIGNED BY **ALL** OFFICERS OF ELECTION AND PLACED IN **ENVELOPE 2A**.

THE CLERK OF CIRCUIT COURT MUST MAKE IT AVAILABLE FOR PUBLIC INSPECTION ON THE DAY FOLLOWING THE ELECTION AND FOR SIXTY DAYS THEREAFTER.

We hereby certify that the attached totals tape is a true and correct copy of the election results printed out by the electronic voting machines used in this precinct.

Machine or Serial number(s):  
\_\_\_\_\_  
\_\_\_\_\_

Officer of Election	Officer of Election
Officer of Election	Officer of Election
Officer of Election	Officer of Election
Officer of Election	Officer of Election
Officer of Election	Officer of Election
Officer of Election	Officer of Election
Officer of Election	Officer of Election
Officer of Election	Officer of Election
Officer of Election	Officer of Election
Officer of Election	Officer of Election
Officer of Election	Officer of Election

ATTACH PRECINCT RESULTS TAPES HERE



# Working with Poll Watchers

- Poll Watchers should not be interacting with EOs or voters – they should be communicating with the Chief, or if the Chief tells them, the Chief or the Assistant. Your willingness to hear from them should be made clear at the beginning of their shift.
- Poll Watchers who are not following the rules should be redirected. If they persist, they should be warned. If they continue to persist, a majority of the EOs in the polling place can vote to require them to remain outside of the 40ft line. If they are registered in your precinct they can still vote.
- By law, if the poll watcher has a complaint about their ability to hear or see the process, they must accept the Chief's decision on the matter or immediately appeal the decision to the registrar or the electoral board.
- The vast majority of poll watchers will behave splendidly if they feel they are being heard. Sometimes they can be a real asset – another pair of eyes helping to make sure things happen properly.

# EO Evaluation - slide 1 of 2

- EOs and Assistants are evaluated by their Chief after each election.
- The Chief may solicit input from the Assistant(s) in evaluating the EOs.
- Evaluations are distributed in the Election Day Binder and sent out in an electronic fillable format, and are to be returned either in hard copy or in email ASAP after the election, but in any case within two weeks.
- Evaluations record not only the skills an EO has in various polling place roles, but also whether they might be good candidates to become an Assistant Chief (or in the case of an Assistant, ready to be a Chief).
- The Chief also has the opportunity to indicate that they do not want the EO assigned to them again.



## EO Evaluation - slide 2 of 2

- Give thought to the ratings for each EO.
- Watch out for grade inflation.
- The comments should offer a snapshot of the pros and cons of this EO, with examples of why this is so.
- “Not Acceptable” behaviors need to be discussed in the comments.
- “Not Applicable” role proficiencies means the EO did not do or has not done that job.

Officer of Election Performance Evaluation			
Election Official	Position	Precinct	Date of Election
			June 17, 2025

Observed Behaviors	Not Acceptable*	Needs Improvement	Meets Expectations	Exceeds Expectations	Outstanding
Follows established procedures					
Deals effectively with voters					
Focuses on the task at hand					
Performs work accurately					
Works well with the team					

*\*All "Not Acceptable" ratings need to be discussed below*

Role Proficiencies	Not Applicable	Needs Improvement	Meets Expectations	Exceeds Expectations	Outstanding
Greeter Officer					
Electronic Pollbook Officer					
Ballot Officer					
Marking Booth Officer					
Machine Officer					
SDR/Provisional/Research Officer					
Assistant Chief					

Do you want this officer to be reappointed to your team? Yes \_\_\_ No \_\_\_

Do you recommend this officer to be an Asst. Chief? Yes \_\_\_ No \_\_\_ Too-soon-to-tell \_\_\_

If "Yes", Check the reasons why:

Anticipates Needs in Polling Place \_\_\_ Solid Understanding of Officer Roles \_\_\_

Respected by your Team \_\_\_ Volunteers to Help \_\_\_

Is the officer interested in becoming a Specialist in the future? Yes \_\_\_ No \_\_\_

(Please ask the officer before answering) If so, what area: EPB Prov/SDR Machine Ballot

Additional Comments (Please expand on any positive or negative ratings from above):

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_



# Rotating EOs

- During the day it is a good practice to move EOs around to different job assignments. There are a lot of factors to consider, including the knowledge/education/experience of the EOs as well as their physical capabilities.
- You may find it useful to not move all of the EOs at the same time. For example, leaving one or two check-in EOs in place for 15-30 minutes before you rotate them to mentor a fresh EO just assigned to the Poll Pad.
- Keep track of where EOs have worked. Try to give everyone a chance everywhere.
- Take note of how confident EOs are about a job assignment. Some may need on-the-job education or refresher education to be comfortable in a role.
- Not all EOs can do all jobs.
- No job in the polling place should have only one EO who can do it.



# Educating EOs

- Job rotation is a great way to improve the education of your EOs in the polling place, particularly if you can pair them with an experienced EO who can show them the ropes.
- The Chief or an Assistant may need to provide an EO with coaching to help them perform their job.
- When an EO makes a mistake or does the wrong thing, that is always a teaching moment, sometimes not only for the EO involved.



# Educating Assistant Chiefs

- Great Chiefs don't just magically happen. Usually, they come from Assistant Chiefs who got good experience and good education before they had to step up.
- One of the Chief's jobs is to educate Assistants. Do everything you can to prepare your Assistants to take over in case you are absent.
- A properly educated Assistant Chief can do almost everything the Chief does, relieving the Chief of a lot of work and letting them focus on election quality in their polling place.
- A good Chief is actively involved in educating their Assistant(s).



# EO Evaluations

- Chiefs need to observe their EOs, not only for the specific skills of performing a specific role (e.g., greeter, check-in officer, etc.) but also for the soft skills – working with voters, working with other EOs, general attitude.
- Make mental or physical notes during the day about each EO to simplify completing EO evaluations.
- Chiefs are recommended to keep a copy of their evaluations to facilitate:
  - Future education focus for individual EOs on their team
  - Assigning EOs to specific roles in the polling place



# Afterword

- Many of the forms in this presentation are rarely or effectively never used – but you should know about them just in case.
- There are more forms in common use in the polling place, for example the ID Confirmation Statement, the Request for Assistance forms and the Provisional Ballot Envelopes.
- Some tasks in the polling place have to be done by the Chief, among those are swearing in everyone and conducting performance evaluations.

